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OAKLAND

CITY OF OAKLAND  
2012 APR 25 PM 4:53

# AGENDA REPORT

TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: Vitaly B. Troyan, P.E.

SUBJECT: Team Oakland Youth Employment Contract    DATE: March 28, 2012

City Administrator

Date

Approval

4-25-12

COUNCIL DISTRICT: City - Wide

## RECOMMENDATION

Resolution authorizing the City Administrator to enter into a one-year agreement with Youth Employment Partnership (YEP) to implement the Team Oakland program, in an amount not to exceed \$249,000, with an option to extend the contract for a to-be-determined amount for two additional years based on satisfactory contractor performance and available budget in Fiscal Cycle 2013-15.

## OUTCOME

The resolution will authorize the City Administrator to enter into a contract with YEP to manage the Team Oakland summer youth employment program involving 100 Oakland youths, ages 15 to 24.

## BACKGROUND/LEGISLATIVE HISTORY

Since 1993, Team Oakland has provided summer employment for youth in an environmental learning program focused on cleaning and greening Oakland. Team Oakland participants abate litter, weeds, and graffiti in the commercial districts that do not have Business Improvement Districts (BID). Participants also conduct outreach to merchants and are trained to assess and report blight.

This summer, Team Oakland will consist of ten teams. Each team will have ten members, including a Team Leader and an Assistant Team Leader. Team Oakland participants will earn between \$9 and \$12 per hour. They will work a schedule of 20 hours per week, with a cap of 140 hours during their employment. Team Oakland crews will be placed throughout Oakland.

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Public Works Committee  
May 8, 2012

The Public Works Agency Environmental Services Division (PWA-ESD) will manage the contract for the Team Oakland program. PWA-ESD staff will designate work locations and projects, provide tools and debris pickup, and direct the contractor.

### ANALYSIS

On January 12, 2012, the Public Works Agency issued a Request for Proposals (RFP) to manage the Team Oakland program for FY 2013, and on January 25, 2012, held a pre-proposal meeting for prospective contractors. On February 6, 2012, YEP submitted the sole response to the RFP.

The Contract Compliance and Employment Services Division reviewed YEP's proposal and confirmed that YEP is a certified Non Profit Local Business Enterprise (NPLBE) and that its proposal meets the City's Small Local Business Enterprise (SLBE) requirements through subcontracting arrangements with People United for a Better Life in Oakland (PUEBLO) and Peralta Services Corporation (PSC).

YEP is a non-profit employment training organization that provides paid comprehensive training and employment opportunities to youth. Trainees receive work experience on community revitalization projects, and classroom training in pre-employment issues, environmental topics, and leadership. YEP will directly supervise six teams, while PUEBLO and PSC will each supervise two teams. YEP will provide all coordination and training for the subcontractors.

### PUBLIC OUTREACH/INTEREST

Announcements regarding this contracting opportunity were posted on the City website and published in Alameda Newspaper Group periodicals (January 20, 2012). An RFP was issued to interested parties and a pre-proposal meeting was conducted on January 25, 2012.

### COORDINATION

The PWA Keep Oakland Clean & Beautiful Division was consulted in the preparation of this report.

### COST SUMMARY/IMPLICATIONS

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

Project Delivery – not to exceed	\$249,000
Construction (if applicable)	n/a
Contingency (if applicable)	n/a
Total Project Costs	\$249,000
  
2. COST ELEMENTS OF AGREEMENT/CONTRACT  
Invoices will be paid on a time and materials basis.

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3. **SOURCE OF FUNDING:**

Costs will be paid with funds in the Public Works Agency FY 2012-13 budget in:

Comprehensive Clean-up Fund 1720  
Environmental Remediation Organization 30683  
Youth We Mean Clean Project P35510  
Sustainable Oakland Program SC26

4. **FISCAL IMPACT:**

Approval of this report and resolution will authorize a one-year agreement in an amount not to exceed \$249,000, with to-be-determined additional expenditures in Fiscal Cycle 2013-2015 estimated at \$498,000 should the contract be extended for two years.

**PAST PERFORMANCE, EVALUATION AND FOLLOW-UP**

Over the last three years, YEP has received an overall “average” on Schedule L as contractor for the Team Oakland program.

Proposed performance measures delineated in the January 12, 2012, RFP are:

- Participant evaluations to be conducted midpoint and at the completion of the program to measure quality, design and service delivery
- Distribution of PWA, Adopt a Spot and other materials to merchants in selected corridors
- Successful participation in the Litter Index survey (mid to late June)
- Production of a multi-lingual Public Service Announcement
- Participation in regularly scheduled meetings with ESD staff
- Reporting of illegal dumping sites to the PWA Call Center at 615-5566
- A test, project, practical examination, or participatory evaluation to be administered to the participants for each competency area to measure the efficacy of workshops and trainings
- Maintaining a program retention rate at a minimum of 80%, with an exit survey to be given to each member who exits early to determine the cause of early withdrawal
- Submission of final reports, no later than October 31<sup>st</sup> of each year, that shall include: final budget expenditures, narratives, number of debris bags collected for targeted areas, exit survey results, types of debris collected, before and after photos, and other supporting documentation, including recommendations for improvement.

**SUSTAINABLE OPPORTUNITIES**

***Economic:*** Cleaner commercial districts are more likely to attract and retain businesses, thereby increasing sales tax revenue.

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**Environmental:** Team Oakland will contribute to a cleaner and healthier environment through litter removal, beautification, and outreach efforts to reduce pollution and waste.

**Social Equity:** Team Oakland members will represent neighborhoods throughout Oakland, many of which have high youth unemployment rates. Team Oakland will be cleaning and greening some of the most blighted areas of Oakland.

For questions regarding this report, please contact Susan Kattchee, Environmental Services Manager, at 238-6382.

Respectfully submitted,



VITALY TROYAN, P.E.  
Director, Public Works Agency

Reviewed by:  
Brooke A. Levin, Assistant Director

Reviewed by:  
Susan Kattchee, Environmental Services Manager

Prepared by:  
Jocelyn Combs, Clean Community Supervisor  
Environmental Services Division

FILED  
OFFICE OF THE CITY CLERK  
OAKLAND

# OAKLAND CITY COUNCIL

*M. Mowder*  
for C.O. City Attorney

RESOLUTION No. \_\_\_\_\_ C.M.S.

2012 APR 25 PM 4:41  
Introduced by Councilmember \_\_\_\_\_

**RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A ONE-YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FORTY NINE THOUSAND DOLLARS (\$249,000.00) TO IMPLEMENT THE TEAM OAKLAND PROGRAM, WITH AN OPTION TO EXTEND THE AGREEMENT FOR AN ADDITIONAL TWO YEARS, IN AN AMOUNT TO BE DETERMINED, BASED ON SATISFACTORY CONTRACTOR PERFORMANCE AND AVAILABLE FUNDS APPROVED BY COUNCIL AND BUDGETED IN FISCAL CYCLE 2013-15**

**WHEREAS**, Team Oakland is a city-wide environmental education summer employment program managed by the Public Works Agency Environmental Services Division, through which participants are trained to: assess and report blight; abate litter, weeds, and graffiti in the commercial districts that do not have business improvement districts; and conduct outreach to merchants; and

**WHEREAS**, on January 12, 2012 the Public Works Agency issued a request for proposals (RFP) pursuant to section 2.0 4.051 A of the Oakland Municipal Code (OMC) and Youth Employment Partnership (YEP) submitted the sole response to the RFP; and

**WHEREAS**, YEP is a Non Profit Local Business Enterprise in good standing with the City of Oakland whose proposal is fully responsive and demonstrates the ability to perform the work described in the RFP; and

**WHEREAS**, YEP is exempt from paying Living Wages to Team Oakland youth employees enrolled in its job training program pursuant to section 2.2 8.090 B of the OMC (the "living wage ordinance") because YEP is a job training program that meets the City's job-training standards; and

**WHEREAS**, the City Council finds and determines that the performance of this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive services; and

**WHEREAS**, \$249,000 for the Team Oakland program is budgeted for FY 2012-13 in Fund 1720, Organization 30683, Account 54919, Project P35510, Program SC26;

**RESOLVED**: That the City Administrator is hereby authorized to negotiate and enter into a one-year agreement with YEP to implement the Team Oakland program in an amount not to exceed \$249,000; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to exercise an option to extend the agreement for an additional two years, in an amount to be determined, based on satisfactory contractor performance and available funds approved by Council and budget in Fiscal Cycle 2013-15; and be it

**FURTHER RESOLVED:** That the City Administrator is hereby authorized to approve any amendments to or extensions of said agreement, provided that such amendments or extensions shall be subject to the review and approval of the City Attorney and filed with the City Attorney's office; and be it

**FURTHER RESOLVED:** The City Attorney shall review the contract for form and legality and a copy of the agreement shall be placed on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, \_\_\_\_\_

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, BRUNNER, DE LA FUENTE, KAPLAN, KERNIGHAN, NADEL, SCHAAF and PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: \_\_\_\_\_  
LaTonda Simmons  
City Clerk and Clerk of the Council  
of the City of Oakland, California