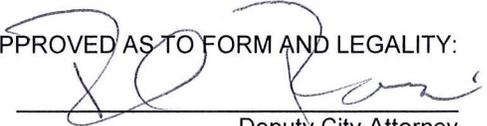


2016 JAN 13 PM 2:37

APPROVED AS TO FORM AND LEGALITY:


Deputy City Attorney

OAKLAND CITY COUNCIL
RESOLUTION No. 85985 C.M.S.

A RESOLUTION WAIVING THE FORMAL REQUEST FOR PROPOSAL/QUALIFICATION SOLICITATION REQUIREMENT FOR A PROFESSIONAL SERVICES AGREEMENT IN THE AMOUNT OF \$50,000 WITH POLICYLINK FOR THE OAKLAND SUSTAINABLE NEIGHBORHOOD INITIATIVE

WHEREAS, the Oakland Sustainable Neighborhood Initiative (OSNI) was created around the International Boulevard Transit Oriented Development project to ensure that merchants and residents along the International Boulevard Corridor receive equitable benefits from the expected growth resulting from the Bus Rapid Transit project; and

WHEREAS, PolicyLink is a nationally renowned consulting firm with more than 15 years of experience in engaging multiple stakeholders in equity-focused planning processes, performing place-based work, and utilizing data-driven approaches that are race and poverty-conscious; and

WHEREAS, PolicyLink responded to an informal Request for Proposals for a service agreement in June 2014 to provide data and best practices analysis and research support for OSNI; and

WHEREAS, PolicyLink provided said services with the understanding that a service agreement would be forthcoming effective July 1, 2014; and

WHEREAS, the informal procurement process used was based on the understanding that the services being solicited through an informal notice inviting bids process fell under the definition of a Service Agreement per OMC Section 2.04.040.B.2., which has a formal competitive Request for Proposals/Qualifications (RFP/Q) solicitation requirement threshold of \$50,000; and

WHEREAS, the Scope of Work as shown in Exhibit A changed from the original submission, putting the agreement under the definition of a Professional Services Agreement per OMC Section 2.04.040.B.5, which thus requires staff to conduct a formal RFP/Q solicitation process for the procurement of professional services exceeding \$25,000; and

WHEREAS, OMC Section 2.04.051.B permits the City Council to waive the competitive RFP/Q competitive solicitation requirement upon a finding and determination that it is in the best interests of the City to do so; and

WHEREAS, staff recommends that it is in the City's best interests to waive the competitive RFP/Q selection requirement for this contract because PolicyLink provided services consistent with the Scope of Work (Exhibit A) in the contract documents, which it had signed and assumed would be executed retroactive to July 1, 2014; and

WHEREAS, staff recently became aware of the procurement misunderstanding and is committed to properly executing this agreement and ensuring that Policy Link is reimbursed for services it rendered in good faith;

WHEREAS, the Professional Services Agreement is funded by State of California Grant Fund 2159, Housing Administration Organization 89919, and Oakland Sustainable Neighborhood Initiative Project G466110; now, therefore, be it

RESOLVED: That pursuant to OMC Section 2.04.051.B and for reasons stated above and in the City Administrator's report accompanying this Resolution, the City Council hereby finds and determines that it is in the best interests of the of the City to waive the competitive RFP/Q competitive solicitation process requirements for the above agreement, and hereby waives such requirement.

FEB 02 2016

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL-WASHINGTON, GALLO, GUILLEN, KALB, KAPLAN, REID, and PRESIDENT GIBSON MCELHANEY - 8

NOES- 0

ABSENT- 0

ABSTENTION- 0

ATTEST.



LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California

**CITY OF OAKLAND
PROFESSIONAL SERVICES CONTRACTOR
SCOPE OF WORK/OUTLINE OF SERVICES TO BE PERFORMED**

TASKS AND ESTIMATED COMPLETION DATES

1. Support City of Oakland in Development of Promise Zones application to the US Department of Housing and Urban Development.

To be completed by February 2015.

2. Develop best practice policy recommendations regarding housing issues and anti-displacement strategies for residents.

To be completed July 2015.

- PolicyLink will help the Housing Working Group develop its housing and anti-displacement priorities for the International Blvd corridor; utilize data on the corridor to inform strategy; conduct best practice research related to the strategy; and help the working group develop policy agenda based on translation of best practice research for the International Blvd context. PolicyLink will develop a document for the OSNI Housing Working Group, the County Public Health and Healthy Homes Departments, EBHO, City Housing & Building Departments, and nonprofit developers that identifies: 1) potential sites for building new affordable housing & priority community needs in that area; and 2) potential areas for healthy housing intervention strategies. This document will be presented to inform implementation and policy. August 2014-September 2015
 - The Housing/anti-displacement policy was part of and builds on the Roadmap, and memo to OSNI leadership and Housing Workgroup about how to participate in policy implementation specifically for OSNI outcomes, e.g. Prioritize vacant property dispensation along International Blvd corridor on properties that nonprofits want to develop for affordable ownership in progress, waiting for adoption of Roadmap.
3. Develop best practice policy recommendations regarding economic development issues, including mitigation of negative development impacts on local businesses.

To be completed by June 2016.

- PolicyLink will help the OSNI Commercial and Economic Development (CED) working group develop its economic development priorities for the International Blvd corridor; utilize data on the corridor to inform strategy; conduct best practice research related to the strategy; and help the working group develop policy agenda based on translation of best practice research for the International Blvd context.

4. Documentation and dissemination of OSNI meeting notes and policy initiatives.

To be completed by June 2016.

- PolicyLink will document the best practices and lessons learned of the working groups; the progress of the initiative; and the outcomes realized in the arc of the initiative. This will form a case study that can be utilized by peer efforts in other cities; by philanthropy; and by policymakers to replicate successes and avoid challenges faced by OSNI.
- Gather documentation from developers investing in projects along the corridor who serve on OSNI committees and other OSNI leadership; gather BRT policy documents, BRT business mitigation brief; gather priorities from mapping processes; interview key organizations for reflections on accomplishments and challenges; gather Promise Zone, SGC, TCE grant proposals.
- Draft outline of case study, vet with OSNI leadership, highlighted organizations.
- Revise outline from feedback.
- Draft case.
- Vet with OSNI leadership, highlighted organizations
- Disseminate via blog post, America's Tomorrow newsletter, post on PolicyLink website
- Assist with dissemination of other OSNI leadership produced information
- Develop press release and disseminate to local media

Consultant:

(Print)

(Signature)

(Date)

City Representative:

(Print)

(Signature)

(Date)

POLICYLINK
PERFORMANCE BASED
PROFESSIONAL SERVICES AGREEMENT
BUDGET

Budget by Deliverables

Task Descriptions	Contract Period 7/1/2014- 6/30/2016
1. Support City of Oakland in Development of Promise Zones application to the US Department of Housing and Urban Development.	\$9,000
2. Develop best practice policy recommendations regarding housing issues and anti-displacement strategies for residents.	\$15,000
3. Develop best practice policy recommendations regarding economic development issues, including mitigation of negative development impacts on local businesses.	\$9,000
4. Documentation and dissemination of OSNI meeting notes and policy initiative case studies and articles.	\$17,000
TOTAL	\$50,000

Payments shall be disbursed based upon completion of Tasks set forth above and upon the City's receipt and approval of (1) an invoice requesting payment for the completion of one or more Tasks; and (2) timely and accurate performance reporting and other work product or documents fully substantiating completion of the Task(s) for which Contractor is requesting payment; and (3) Contractor's attestation that actual time and material costs met or exceeded amount being invoiced for delivery of each Task.

The City will only pay invoices once Contractor has submitted a complete and accurate performance report in the form mutually agreed upon by Contractor and the City for the appropriate period of performance. The report must demonstrate that performance to date is on pace to complete all Tasks set forth above by the end of the contract period.