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OFFICE OF THE CITY CLERK
OAKLAND
2015 APR 29 PM 12:57

AGENDA REPORT

TO: JOHN A. FLORES
INTERIM CITY ADMINISTRATOR

FROM: Brooke A. Levin

SUBJECT: Team Oakland Youth Employment Contract **DATE:** April 8, 2015

City Administrator
Approval

Date

4/27/15

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff recommends that the City Council:

Approve A Resolution Authorizing The City Administrator To Enter Into A Two-Year Agreement With Youth Employment Partnership (YEP) To Implement The Team Oakland Program, In An Amount Not To Exceed Two Hundred Forty-Nine Thousand Dollars (\$249,000.00) Per Year, With An Option To Extend The Contract For Two Additional Years, In An Amount Not To Exceed Two Hundred Forty-Nine Thousand Dollars (\$249,000.00) Per Year, Based On Satisfactory Contractor Performance And Available Budget In Fiscal Year 2017-19.

OUTCOME

The resolution will authorize the City Administrator to enter into a contract with YEP to manage the Team Oakland program, which provides summer employment involving 100 Oakland youths, ages 15 to 24. The program begins in July 2015.

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 work on abatement of litter, illegal dumping, and weeds, and graffiti removal from the public right-of-ways. Participants provide support for special events and volunteer groups to improve the quality of parks, creeks, natural areas, and open spaces. In addition, the participants conduct outreach to merchants, and assess and report blight conditions.

This summer, Team Oakland will consist of 10 teams, each composed of eight Team Members, a Team Leader and an Assistant Team Leader. Team Members will earn minimum wage at \$12.25 per hour, and Team Leaders and Assistant Team Leaders, who will manage the team members,

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will earn above minimum wage. Participants will work a schedule of 20 hours per week, with a cap of 100 hours for Team Members during their employment.

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

ANALYSIS

The Fiscal Year 2014-15 Team Oakland contract has expired and a contract for the new fiscal year is required to continue this program. To address this need, on February 28, 2015, Oakland Public Works issued a Request for Proposals (RFP) to manage the Team Oakland program for Fiscal Year 2015-17, and on March 13, 2015, YEP submitted the sole response to the RFP. The City Administrator's Office, Contracts and Compliance Division reviewed YEP's proposal and confirmed that YEP met the 50% Oakland Local and Small Local Business Enterprise (L/SLBE) participation requirement and the firm is Equal Benefits Ordinance (EBO) compliant. The Contracts and Compliance verification of the L/SLBE participation is shown in *Attachment A*.

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 seven teams, while the sub-consultant New Hope Covenant Church DBA Little Sprouts Preschool will supervise three teams. YEP will provide all coordination and training for the subcontractor. YEP has previously managed the Team Oakland program, including in the current 2-year contract that expires on June 30, 2015, and met the performance criteria in previous contracts and to date under the current contract.

PUBLIC OUTREACH/INTEREST

Announcements regarding this contracting opportunity were posted on the City website and published in the Oakland Tribune on February 28, 2015. An RFP was issued through the City's iSupplier and CIP.com websites and a pre-proposal meeting was conducted on March 5, 2015.

COORDINATION

Oakland Public Works, Environmental Services Division coordinated with the City Administrator's office Contracts and Compliance Division and OPW Contract Services, in preparation of this report. In addition, the Office of City Attorney and the Controller's Bureau have reviewed this report and resolution.

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COST SUMMARY/IMPLICATIONS

The youth work summer month only contract spans two budget cycles if an extension is given.

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 Cost \$249,000
2. COST ELEMENTS OF AGREEMENT/CONTRACT:
Invoices will be paid on a deliverables and performance basis.
3. SOURCE OF FUNDING:
Costs will be paid with funds in the Oakland Public Works FY 2015-17 proposed budget in the Comprehensive Clean-up Fund (1720); Environmental Services: Environmental Remediation Organization (30683); Project Youth We Mean Clean Program (P35510); and Sustainable Oakland Program (SC26).
4. FISCAL IMPACT:
Approval of this report and resolution will authorize a two-year agreement in an amount not to exceed \$249,000 for the two-year period, with to-be-determined additional expenditures in Fiscal Cycle 2017-19 not-to-exceed \$249,000 should the contract be extended for two years.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Over the past seven years, YEP has received an overall “average” evaluation as contractor for the Team Oakland program.

Proposed performance measures delineated in the February 28, 2015, RFP are:

- The Contractor is responsible for:
 - Conducting participant skill assessments, tracking retention rates, and maintaining payroll and training records
 - Participating in regularly scheduled meetings with OPW staff
 - Completing litter assessments as directed by OPW
 - Distributing informational materials provided by the City, and other litter and or graffiti prevention literature, to merchants in selected corridors
 - Maintaining general documentation of all activities, including before and after photos, site visits, employment training and environmental education
 - Collect, analyzing and compiling data, and writing accurate, detailed reports
 - Preparing a final data and narrative report with budget expenditures and supporting material for the season is due each year no later than October 31st

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- At the end of the project, the City Project Manager will evaluate the consultant's performance in accordance with the Consultant Performance Evaluation form.

SUSTAINABLE OPPORTUNITIES

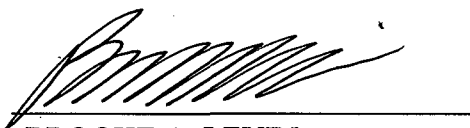
Economic: Cleaner commercial districts are more likely to attract and retain businesses, thereby increasing sales tax revenue.

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 Becky Dowdakin, Environmental Services Manager, at 238-6981.

Respectfully submitted,



BROOKE A. LEVIN
Director, Oakland Public Works

Reviewed by:
Susan Kattchee, Assistant Director

Reviewed by:
Becky Dowdakin, Environmental Services Manager

Prepared by:
Mark Arniola, Environmental Program Supervisor

Attachment A: Project Compliance Evaluation

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INTER OFFICE MEMORANDUM

TO: Mike Perlmutter

FROM: Deborah Barnes, Director
Contracts and Compliance

**SUBJECT: Compliance Analysis
RFP for Team Oakland Services**

DATE: March 18, 2015

City Administrator's Office, Contracts and Compliance Unit conducted compliance review for one (1) proposal in response to the above referenced project. Below is the outcome of the compliance evaluation for the minimum 50% Local and Small Local Business Enterprise (L/SLBE) participation requirement. In addition, firms are reviewed for compliance with the Equal Benefits Ordinance (EBO).

Compliant to L/SLBE EBO Policies		Proposed Participation					Earned Credits and Discounts			Oakland Workforce Preference Points	EBO Compliant? Y/N
Company Name Certified Firms	Original Bid Amount	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points			
Youth Employment Partnership	NA	70%	70%	0%	0%	70%	0 points	NA	NA	Y	

Comments: As noted above, Youth Employment Partnership, met the minimum 50% L/SLBE program requirement. The firm is EBO compliant.

Should you have questions or need additional information, please contact Vivian Inman, Contract Compliance Officer at ext. 6261.



Contracts and Compliance Project Evaluation Report

Project No:

Project Name: Team Oakland

Contractor: Youth Employment Partnership

- 1. Did the 50% Local/Small Local requirement apply? Yes
- 2. Did the contractor meet the 50% requirement? Yes
 - a) % of LBE participation 70.00%
 - b) % of SLBE participation 0.00%
 - c) % of VSLBE/LPG participation 0.00% 0.00% (double counted value)
- 3. Did the Contractor receive any preference points? No
(if yes, list the points received) 0
- 4. Additional Comments
- 5. Date evaluation completed and returned to initiating department. 3/18/2015

Reviewing Officer: Vivian Inman

Reviewing Officer Date: 3/18/2015

Approved By: Shelley Qaremlung

Approved By Date: 3/18/15

Wednesday, March 18, 2015

Youth Employment Partnership**LBE/SLBE/VSLBE/LPG PARTICIPATION**

Project Name: Team Oakland

Project No:

Engineers Estimate:

Under/Over Engineers Estimate:

No.	Discipline	Contractor	Location	Cert. Status	LBE	SLBE	*VSLBE/LPG (2x value)	UB %	For Tracking Only		
									Ethn	MBE	WBE
1	Prime Consultant	Youth Employment Partnership	Oakland	CB	70.00%	0.00%	0.00%	0.00%	O	0.00%	0.00%
2	Subconsultant	New Hope Covenant Church dba Little Spouts	Oakland	UB	0.00%	0.00%	0.00%	30.00%	NL	0.00%	0.00%
Project Totals:					70.00%	0.00%	0.00%	30.00%		0.00%	0.00%

REQUIREMENTS: The 50% Requirements, is a combination of 25% LBE and 25% SLBE participation. An SLBE firm can be counted 100% towards achieving the 50% requirements and a VSLBE/LPG firm can be counted double towards achieving the 50% requirements.

Total LBE \ SLBE Dollars and Percents: **70.00%**Total VSLBE \ LPG Dollars and Percents: **0.00%**
(This value is counted double)Total Percentages: **100.00%**Total Participation of
VSLBE / SLBE / LBE / LPG: **70.00%**

LBE = Local Business Enterprise
SLBE = Small Local Business Enterprise
VSLBE = Very Small Local Business Enterprise
LPG = Locally Produced Goods
NPSLBE = NonProfit Small Local Business Enterprise
NPLBE = NonProfit Local Business Enterprise

UB = Uncertified Business
CB = Certified Business
MBE = Minority Business Enterprise
WBE = Women Business Enterprise

ETHNICITY:

AA = African American
AI = Asian Indian
AP = Asian Pacific
C = Caucasian
H = Hispanic

NA = Native American
O = Other
NL = Not Listed
MO = Multiple Ownership

* Notes:

FILED
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OAKLAND

OAKLAND CITY COUNCIL

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RESOLUTION No. _____

C.M.S.

City Attorney

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A TWO-YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP (YEP) TO IMPLEMENT THE TEAM OAKLAND PROGRAM, IN AN AMOUNT NOT TO EXCEED TWO HUNDRED FORTY-NINE THOUSAND DOLLARS (\$249,000.00) PER YEAR, WITH AN OPTION TO EXTEND THE CONTRACT FOR TWO ADDITIONAL YEARS FOR AN AMOUNT NOT TO EXCEED TWO HUNDRED FORTY-NINE THOUSAND DOLLARS (\$249,000.00) PER YEAR BASED ON SATISFACTORY CONTRACTOR PERFORMANCE AND AVAILABLE BUDGET IN FISCAL CYCLE 2017-19.

WHEREAS, Team Oakland is a citywide employment and environmental education opportunity program that provides for the training and education of youth and beautification services for the City that is managed by the City of Oakland, Public Works Department; and

WHEREAS, proposals to implement the program were solicited through a request for proposals (RFP) process and the nonprofit organization, Youth Employment Partnership Inc. ("YEP"), submitted the only response; and

WHEREAS, YEP's submittal was evaluated and YEP's demonstrated experience managing teams of youth to work on a variety of environmental projects, including abatement of litter, illegal dumping, and weeds, and graffiti removal from public right of ways, support for special events and volunteer groups to improve the quality of parks, creeks, natural areas and open spaces including prior experience managing Team Oakland that was found satisfactory; and

WHEREAS, YEP meets the City's Local and Small Local Business Enterprise (L/SLBE) requirements and complies with the Equal Benefits Ordinance (EBO); 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

RESOLVED, That the City Administrator is authorized to enter into an Agreement, subject to the review and approval of the City Attorney, with the Youth Employment Partnership, Inc. to hire, recruit and train persons needed to facilitate the Team Oakland program for a two-year program with an option to extend for two additional years in an amount not to exceed \$249,000 per year; and be it

FURTHER RESOLVED, That the City Administrator is authorized to exercise the option to renew the agreement for two additional years without return to Council, provided that such option shall be subject to a signed contract amendment, review and approval of the City Attorney and filed with the City Clerk's Office.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

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

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

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