



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2019 FEB -7 PM 2:30

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Ryan Russo
Director, OakDOT

SUBJECT: On-Call Community Based
Organizations and Non-Profit Services

DATE: January 18, 2019

City Administrator Approval

Date:

2/7/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator Or Designee To Execute Professional Services Agreements For On-Call Outreach And Engagement With Community Based Organization And Non-Profits To One (1) Tier I Firm For Fifty Thousand Dollars (\$50,000.00) To Walk Oakland Bike Oakland; And To Eight (8) Tier II Firms In The Amount Of Three Hundred Thousand Dollars (\$300,000.00) Each To Building Opportunities for Self-Sufficiency; Communities In Collaboration; Cycles Of Change; East Bay Asian Local Development Corp.; EastSide Art Alliance/Deeply Rooted In Oakland; Safe Passages; Transform; And Urban Strategies Council.

EXECUTIVE SUMMARY

These Community Based Organizations and Non-Profit services agreements are needed to assist the Oakland Department of Transportation (OakDOT) and other City Departments in conducting community engagement toward equitable outcomes in transit, bicycle, and pedestrian plans and project implementation as OakDOT redesigns streets as well as for transportation programs such as parking, transportation demand management, bike share and car share. The focus areas are disadvantaged communities and the mobility needs of disadvantage populations including but not limited to communities of color, seniors, people with disabilities, and children. The On-Call Community Based Organizations and Non-Profit services agreement contracts are needed to assist OakDOT engage communities in project development and data collection and create community specific education materials using local and cultural vocabulary. Community based organization and non-profits will help OakDOT better serve the public and achieve OakDOT's goals because of their unique expertise and community ties.

Work assigned under the contracts will not exceed \$50,000.00 for Tier I firms and \$300,000.00 for Tier II firms over the three (3) year period of the contract. Task orders will vary from small amounts (e.g., \$25,000 or less for geographic specific focus), up to \$100,000.00 or more for citywide focus requiring intensive community engagement, conceptual design or other support services that cannot be performed by staff.

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Public Works Committee
February 19, 2019

Examples of the tasks the On-Call Community Based Organization (CBO) and Non-Profits will work on include conducting initial, developing and implementing outreach engagement activities, such as merchant and resident surveying, mobile workshops; hosting listing sessions, walk audits, and creating visual community material for flyers and websites. Current examples include providing design development and community engagement for Let's Bike Oakland and East Oakland Planning for Paving which brought more resources into underserved neighborhoods. Through Let's Bike Oakland there is more investment to develop bike related programming to reduce financial burden of maintaining a bicycle. While Planning for paving identified where more investment is needed for infrastructure.

BACKGROUND/LEGISLATIVE HISTORY

In March 2018, OakDOT issued a Request for Qualifications (RFQ) to provide On-Call Community Based Organization and Non-Profit Services. A two-tier (2) pre-qualification process was used to include specific geographic focus (tier I) and citywide focus (tier II).

The Tier I category is specific geographic focus, on an on-call basis, work that is less than \$50,000.00 in value over three years. The Tier II is citywide focus, on an on-call basis, work that is less than \$300,000.00 in total value over three years. Each three-year contract has an option to extend should capacity remain.

Notices of the RFQ were posted in the City iSupplier website for access by all Local/Small Local Business Enterprise (LBE/SLBE) certified firms. The City created an announcement flyer and website for this new opportunity with an overview of what an RFQ is, what RFQ On-Call contracts are, the timeline, requirements, and how to apply. Both were distributed via OakDOT's twitter, sent to OakDOT's CBO/Non-profit list, Contract Services list, council aides and published in the City Administrator's weekly newsletter. A legal advertisement was posted on the Oakland Tribune on March 9, 2018. The RFQ was also advertised in El Mundo, Oakland Post, The Korea Times, and The World Journal. City staff held a voluntary pre-proposal meeting on March 20, 2018. The City received two (2) Tier I proposals and eight (8) Tier II proposals by the due date of April 9, 2018.

A staff panel from multiple city departments evaluated the proposals based on the criteria stipulated in the Request for Qualifications. The results of that evaluation support a recommendation to award contracts to nine (9) of the ten (10) firms that applied and were in compliance. The recommended firms are Walk Oakland Bike Oakland; Building Opportunities for Self-Sufficiency; Communities In Collaboration; Cycles Of Change; East Bay Asian Local Development Corp.; EastSide Art Alliance/Deeply Rooted In Oakland; Safe Passages; Transform; And Urban Strategies Council. This number of firms will support the City given the anticipated increase in the number of grant-funded projects in the coming years, new competitive funding opportunities likely to come through the Alameda County Transportation Commission, and the need for supplemental work that will be beyond current staff capacity. These contracts allow the City to develop and/or implement new pathways and tools for sharing and receive information from Oakland's diverse communities.

ANALYSIS AND POLICY ALTERNATIVES

The City of Oakland has historically retained on-call consultants to assist staff with plans and projects that are outside the technical scope of staff or require temporary increases beyond staff capacity. This is a new opportunity for CBO and Non-Profits to help OakDOT better serve the public and achieve OakDOT's goals because of its unique expertise and community ties. The work can include engaging with the public in developing community specific education materials using local and cultural vocabulary, culturally-relevant analysis and strategy building, facilitating working groups or task forces to inform equitable and data-driven policies and programs, community-led information sharing/gathering facilitation, engaging communities in project development and data collection, and offering technical support services for various transportation plans and projects across the City.

These On-Call Community Based Organizations and Non-Profit services agreements are needed to assist the Department of Transportation and other Departments to curate culturally-infused events/campaigns, lead interactive activities that involve participation by residents in the area, and inform the development and implementation of equitable processes in the Department.

A staff panel from multiple city departments evaluated the proposals. The following evaluation criteria used were set forth in the RFQ:

- Presentation, completeness, clarity, and organization of Scope of Qualifications SOQ in response to the RFQ content and format requirements;
- Past experience with project management;
- Past success(es) with partnerships;
- Past experience(s) with developing and implementing successful creative community engagement and outreach activities; and
- Mission alignment – how mission interacts with outcomes OakDOT is trying to achieve

Based on the panel's evaluation, all proposals submitted that were in compliance are recommended as qualified to provide the needed on-call transportation planning and funding related services. One (1) is a Tier I firm, and eight (8) are Tier II firms for a total of nine (9) selected firms. Each of these selected firms clearly demonstrated their understanding of the scope and requirements in their proposals. Each firm will have to be LBE/SLBE (Local and Small Local Business Enterprise) and EBO (Equal Benefits Ordinance) compliant prior to contract execution. This information has been verified by the Social Equity Contract Compliance Memorandum and is provided in **Attachment A**.

As projects arise, the City will request on-call organizations with the appropriate expertise to submit proposals for the project that includes a scope of work, schedule for completion and fee. The City will evaluate the proposals on a qualifications basis, select an organization, negotiate, and assign a Task Order. The on-call contracts are not for a specific project. No minimum amount of work is implied or guaranteed, and no appropriation is made as a result of this action. Individual task orders will vary but in no case will exceed the approved contract amounts.

FISCAL IMPACT

The on-call services will be used for projects funded by various capital improvement funds and grants such as Measure B, Measure BB (Alameda County half-cent sales tax), Transportation Development Act (TDA) funds, Active Transportation Program funds (ATP), One Bay Area Grants (OBAG), and others. The approval of these contracts will not result in additional appropriation of funds. The services will be funded through the appropriations of individual projects which will be identified prior to the performance of the work.

PUBLIC OUTREACH / INTEREST

The City created an announcement flyer and website for this new opportunity with an overview of what an RFQ is, what RFQ On-Call contracts are, the timeline, requirements, and how to apply. Both were distributed via OakDOT's twitter, sent to OakDOT's CBO/Non-profit list, Contract Services list, council aides and published in the City Administrator's weekly newsletter. The RFQ was formally advertised in the Oakland Tribune, as well as El Mundo, Oakland Post, The Korea Times, and The World Journal.

COORDINATION

Contract & Compliance provided the compliance analysis. The Office of the City Attorney and Budget Bureau reviewed this report and resolution.

SUSTAINABLE OPPORTUNITIES

Economic: These on-call contracts will generate business tax, sales tax, and other revenues for the City by those firms who work on the projects. Local, Oakland-based businesses will be used on the projects and will directly benefit.

Environmental: Projects completed under these contracts will help reduce congestion and air pollution by improving auto, transit, pedestrian and bicycle travel throughout the City.

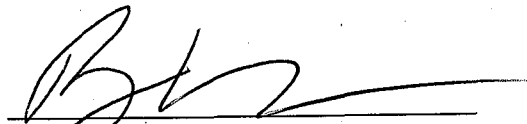
Social Equity: Projects completed under these contracts will align with the values outlined in OakDOT's recent Strategic Plan. These values include a more equitable city, holistic community safety, vibrant sustainable infrastructure, and responsive trustworthy government. Community Based Organization and Non-Profits will help better serve the public and provide greater mobility, accessibility and safety to historically disadvantaged areas in Oakland that use all modes of transportation. This action will support equitable community outreach strategies and mechanisms, culturally-relevant analysis and strategy building plans that will lead to improved access to jobs, housing, markets, libraries, recreational facilities and other services.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator Or Designee To Execute Professional Services Agreements For On-Call Outreach And Engagement Services with Community Based Organization And Non-Profits To One (1) Tier I Firm For Fifty Thousand Dollars (\$50,000.00) To Walk Oakland Bike Oakland; And To Eight (8) Tier II Firms In The Amount Of Three Hundred Thousand Dollars (\$300,000.00) Each To Building Opportunities for Self-Sufficiency; Communities In Collaboration; Cycles Of Change; East Bay Asian Local Development Corp.; EastSide Art Alliance/Deeply Rooted In Oakland; Safe Passages; Transform; And Urban Strategies Council.

For questions regarding this report, please contact Lily Brown, Transportation Planner at (510) 238-7883.

Respectfully submitted,


RYAN RUSSO
Director, Department of Transportation

Reviewed by:
Wladimir Wlassowsky, P.E.
Assistant Director

Reviewed by:
Mohamed Alaoui, P.E.
Great Streets Delivery Manager

Prepared by:
Lily Brown, MURP
Transportation Planner

Attachments (1):
A: Contract Compliance Memorandum

Item: _____
Public Works Committee
February 19, 2019



Attachment A

INTER OFFICE MEMORANDUM

TO: Sarah Fine, Sr. Transportation Planner, DOT

FROM: Deborah Barnes, Director
Contracts & Compliance

SUBJECT: Compliance Analysis
Request for Proposals (RFP) for On-Call Community
Based Organizations and Non-Profit Services

DATE: May 1, 2018

At the request of DOT, the designated Compliance Officer conducted a compliance analysis of ten (10) proposals submitted to the City in response to the above referenced RFP. Below are the results of the compliance evaluations for the minimum 50% Local/Small Local Business Enterprise (L/SLBE) participation requirement, Equal Benefits Ordinance (EBO), and Local Employment compliance.

Below are the results of L/SLBE Participation and Earned Preference Points. Please apply these preference points to the last numerical evaluations.

Responsive to Social Justice Policies	PROPOSED L/SLBE PARTICIPATION PERCENTAGES					EARNED PREFERENCE POINTS				EBO Compliant? Y/N
	Total L/SLBE	LBE	SLBE	*VSLBE	Total Credited	L/SLBE Participation	Years in Oakland	Oakland Workforce	Total Preference Points	
Building Opportunities for Self Sufficiency (BOSS)	100%	100%	0%	0%	100%	5 pts.	2.5 pts.	2.0 pts.	9.5 pts.	Y
Communities in Collaboration	100%	0%	0%	100% *200%	100%	5 pts.	0.0 pts.	0.0 pts.	5.0 pts.	Y
Cycles of Change	100%	0%	100%	0%	100%	5 pts.	2.0 pts.	0.0 pts.	7.0 pts.	N
(EBALDC) East Bay Asian Local Development Corp.	50%	30%	15%	5% *10%	55%	2 pts.	2.5 pts.	0.0 pts.	4.5 pts.	Y
Safe Passages	100%	0%	100%	0%	100%	5 pts.	2.0 pt.	0.0 pts.	7.0 pts.	Y
TransFormCA	100%	0%	100%	0%	100%	5 pts.	1.5 pts.	1.0 pt.	7.5 pts.	N
Urban Strategies Council	100%	0%	100%	0%	100%	5 pts.	2.5 pts.	3.0 pts.	10.5 pts.	Y

*Double Counted for Very Small Local Business Enterprises (VSLBEs)

Comments: The above firms met or exceeded the minimum 50% L/SLBE participation requirement, earned preference points. Cycles of Change and TransFormCA are not EBO compliant and must to come into compliance prior to full contract execution.

<i>Non-Responsive to Social Justice Policies</i>	PROPOSED L/SLBE PARTICIPATION PERCENTAGES					EARNED PREFERENCE POINTS				EBO Compliant? Y/N
	Total L/SLBE	LBE	SLBE	*VSLBE	Total Credited	L/SLBE Participation	Years in Oakland	Oakland Workforce	Total Preference Points	
Bike East Bay	0%	0%	0%	0%	0%	0 pts	0 points	0 pts	0 pts	Y
Eastside Arts Alliance	12.5%	0%	12.5%	0%	0%	0 pts	0 points	0 pts	0 pts	N
Walk Oakland – Bike Oakland	0%	0%	0%	0%	0%	0 pts	0 points	0 pts	0 pts	N

Comments: As noted above three (3) firms did not demonstrate compliance with the minimum 50% L/SLBE participation requirement. Two (2) firms are not EBO compliant. Firms not in compliance at the time of submittal must satisfy the EBO requirements prior to full contract execution.

For questions or comments, please contact Vivian Inman at (510) 238-6261.

COMPLIANCE OFFICER NOTES: (i.e. Revised, Specialty Carve Out, Re-Bid, etc.)



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: Building Opportunities for Self Sufficiency (BOSS).

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's Estimate

NA

Bid discounted amount:

N/A

Preference Points:

5

- 1. Did the 50% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **100.00%**
 - b) % of SLBE participation **0.00%**
 - c) % of VSLBE participation **0.00%**
- 3. Did the contractor receive bid discount/preference points? **YES**
(if yes, list the points received) **5 points**

4. Additional Comments.

[Empty box for additional comments]

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018

Date

Reviewing Officer:

[Signature]

Date: 5/1/2018

Approved By:

Shelley Darenburg

Date: 5/1/2018

LBE/SLBE Participation Building Opportunities for Self Sufficiency (BOSS)

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.:	NA	Engineer's Estimate			Under/Over Engineers Estimate:				For Tracking Only		
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	Ethn.	MBE	WBE
PRIME	Building Opportunities for Self Sufficiency (BOSS)	Oakland	CB	100.00%			100.00%	100.00%	NL		
Project Totals				100.00%	0.00%	0.00%	100.00%	100.00%		0.00%	0.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise					



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: Communities in Collaboration

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	5	

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **0.00%**
 - b) % of SLBE participation **0.00%**
 - c) % of VSLBE participation **100.00%**
3. Did the contractor receive bid discount/preference points? **YES**
(if yes, list the points received) **5 points**

4. Additional Comments.

[Empty box for additional comments]

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018

Date

Reviewing Officer:

Michael J. [Signature]

Date: 5/1/2018

Approved By:

Shelley Sarensburg

Date: 5/1/2018

LBE/SLBE Participation Communities in Collaboration

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.: NA		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn	MBE	WBE
Prime	Communities in Collaboration	Oakland	CB			100.00%	100.00%	100.00%	H		100.00%
Project Totals				0.00%	0.00%	100.00%	100.00%	100.00%		0.00%	100.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise							



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR:

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: Cycles of Change

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's Estimate

NA

Bid discounted amount:

N/A

Preference Points:

5

1. Did the 50% local/small local requirement apply: **YES**

2. Did the contractor meet the 50% requirement **YES**

a) % of LBE participation **0.00%**

b) % of SLBE participation **100.00%**

c) % of VSLBE participation **0.00%**

3. Did the contractor receive bid discount/preference points? **YES**

(If yes, list the points received) **5 points**

4. Additional Comments:

[Empty box for additional comments]

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018

Date

Reviewing Officer:

Vivian Janna

Date: 5/1/2018

Approved By:

Shelley Sorenburg

Date: 5/1/2018

LBE/SLBE Participation Cycles of Change

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.: NA		Engineer's Estimate				Under/Over Engineers Estimate:			For Tracking Only			
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	Ethn	MBE	WBE	
Prime	Cycles of Change	Oakland	CB		100.00%		100.00%	100.00%	O		100.00%	
Project Totals				0.00%	100.00%	0.00%	100.00%	100.00%		0.00%	100.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.										Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
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CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: East Bay Asian Local Development Corporation (EBALDC)

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's Estimate

NA

Bid discounted amount:

N/A

Preference Points:

2

- 1. Did the 50% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **30.00%**
 - b) % of SLBE participation **15.00%**
 - c) % of VSLBE participation **5.00%** (Double counted value is 10%)
- 3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received) **2 points**

4. Additional Comments.

[Empty box for additional comments]

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018
Date

Reviewing Officer:

Vivian J. ...

Date: 5/1/2018

Approved By:

Shelley Qarensburg

Date: 5/1/2018

LBE/SLBE Participation East Bay Asian Local Development Corporation (EBALDC)

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.: NA		Engineer's Estimate				Under/Over Engineers Estimate:		For Tracking Only			
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	Eban	MBE	WBE
Prime Placemaking, Art & Culture Outreach	East Bay Asian Local Development Corporation (EBALDC)	Oakland	CB	30.00%			30.00%	30.00%	NL		100.00%
	Attudinal Healing Connection	Oakland	CB		10.00%		10.00%	10.00%	O	10.00%	
Policy and Advocacy Senior Services	East Bay Housing Organizations	Oakland	UB					10.00%	NL		
	St. Mary's Center	Oakland	UB					5.00%	NL		
Health Services	LifeLong Medical Care	Berkeley	UB					5.00%	NL		
Youth Leadership	Alternatives In Action	Oakland	UB					5.00%	NL		
Health Services	Asian Health Services	Oakland	UB					15.00%	NL		
Policy and Advocacy Facilitation; Resident Leadersahp	Asian Pacific Environmental Network	Oakland	UB					10.00%	NL		
	Communities in Collaboration	Oakland	CB			5.00%	5.00%	5.00%	H		5.00%
Policy and Advocacy	Transform	Oakland	CB		5.00%		5.00%	5.00%			
Project Totals				30.00%	15.00%	5.00%	50.00%	100.00%		10.00%	105.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.								Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed			
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise					

** Proposed VSLBE/LPG participation is valued at 5%, however per the L/SLBE Program a VSLBE/LPG's participation is double counted towards meeting the requirement. Double counted percentage is reflected on the evaluation form and cover memo.

CONTRACTS AND COMPLIANCE

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PROJECT COMPLIANCE EVALUATION FOR :

RE: RFQ for On Call Community Based Organization and Non-Profit Services

<u>CONSULTANT/CONTRACTOR:</u>	<u>Safe Passages</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
<u>Engineer's Estimate:</u> NA		NA	NA
<u>Bid discounted amount:</u> N/A		<u>Preference Points:</u> 5	

1. Did the 50% local/small local requirement apply: **YES**

2. Did the contractor meet the 50% requirement **YES**
a) % of LBE **0.00%**
b) % of SLBE **100.00%**
c) % of VSLBE **0.00%**

3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received) **5 points**

4. Additional Comments.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.
5/1/2018
Date

Reviewing Officer: Vittar Janner **Date:** 5/1/2018

Approved By: Shelley Oarsenburg **Date:** 5/1/2018

LBE/SLBE Participation Safe Passages

Project Name: **RFQ for On Call Community Based Organization and Non-Profit Services**

Project No.: NA		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Eth	MBE	WBE
Prime	Safe Passages	Oakland	CB		100.00%		100.00%	100.00%	O		100.00%
Project Totals				0.00%	100.00%	0.00%	100.00%	100.00%		0.00%	100.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
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PROJECT COMPLIANCE EVALUATION FOR :

RE: RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: TransFormCA

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	5	

- 1. Did the 50% local/small local requirement apply: **YES**

- 2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE **0.00%**
 - b) % of SLBE **100.00%**
 - c) % of VSLBE **0.00%**

- 3. Did the contractor receive bid discount/preference points? **YES**
(If yes, list the points received) **5 points**

4. Additional Comments.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.
5/1/2018
Date

Reviewing Officer: *Nina Janna* **Date:** 5/1/2018

Approved By: *Shelley Darenberg* **Date:** 5/1/2018

LBE/SLBE Participation TransFormCA

Project Name: **RFQ for On Call Community Based Organization and Non-Profit Services**

Project No.: NA		Engineer's Estimate					Under/Over Engineers Estimate:					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only			
									Eth	MBE	WBE	
Prime	TransFormCA	Oakland	CB		100.00%		100.00%	100.00%	C		100.00%	
Project Totals				0.00%	100.00%	0.00%	100.00%	100.00%		0.00%	100.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.										Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise								

CONTRACTS AND COMPLIANCE

Compliance Division



PROJECT COMPLIANCE EVALUATION FOR :

RE: RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: Urban Strategies Council

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	5	

1. Did the 50% local/small local requirement apply: YES

2. Did the contractor meet the 50% requirement YES

a) % of LBE 0.00%
b) % of SLBE 100.00%
c) % of VSLBE 0.00%

3. Did the contractor receive bid discount/preference points? YES

(If yes, list the points received) 5 points

4. Additional Comments.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018

Date

**Reviewing
Officer:**

Vivian Sun

Date: 5/1/2018

Approved By: *Shelley Sarenburg*

Date: 5/1/2018

LBE/SLBE Participation Urban Strategies Council

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.:		NA		Engineer's Estimate			Under/Over Engineers Estimate:					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only			
									Ethnic	MBE	WBE	
Prime	Urban Strategies Council	Oakland	CB		100.00%		100.00%	100.00%	AA	100.00%		
Project Totals				0.00%	100.00%	0.00%	100.00%	100.00%		100.00%	0.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.										Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise												
				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise								



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: Bike East Bay

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	0	

- 1. Did the 50% local/small local requirement apply: YES
- 2. Did the contractor meet the 50% requirement NO
 - a) % of LBE participation 0.00%
 - b) % of SLBE participation 0.00%
 - c) % of VSLBE participation *0.00%
- 3. Did the contractor receive bid discount/preference points? NO
(If yes, list the points received) 0 points

4. Additional Comments.

Firm failed to meet the minimum 50% L/SLBE participation requirement. Therefore, the firm is deemed non-compliance.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018
Date

Reviewing Officer:

Vinai Kumar

Date: 5/1/2018

Approved By:

Shelley Sorenburg

Date: 5/1/2018

LBE/SLBE Participation Bike East Bay

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.:		NA					Under/Over Engineers Estima				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethnic	MBE	WBE
PRIME Consultant	Bike East Bay Scraper Bike Team	Oakland	UB					TBD	NL		
		Oakland	UB					TBD			
Project Totals				0.00%	0.00%	0.00%	0.00%	0.00%		0.00%	0.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise					



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

CONSULTANT/CONTRACTOR: East Side Arts Alliance

Engineer's Estimate:

NA

Contractors' Bid Amount

NA

Over/Under Engineer's Estimate

NA

Bid discounted amount:

N/A

Preference Points:

0

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **NO**
- a) % of LBE participation **0.00%**
 - b) % of SLBE participation **12.50%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **NO**
- (If yes, list the points received) **0 points**

4. Additional Comments.

Firm failed to meet the minimum 50% L/SLBE participation requirement. Therefore, the firm is deemed non compliant.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

5/1/2018

Date

Reviewing Officer:

Vincent Juma

Date: 5/1/2018

Approved By:

Shelley Orensburg

Date: 5/1/2018

LBE/SLBE Participation East Side Arts Alliance

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.: NA		Engineer's Estimate				Under/Over Engineers Estimate:					
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn	MBE	WBE
Prime Project Management Planning & Design Community Outreach Community Outreach Community Outreach Community Outreach Community Outreach	East Side Arts Alliance	Oakland	CB		12.50%		12.50%	12.50%	AA		12.50%
	Dellums Institute for Social	Oakland	UB					12.50%	AP		12.50%
	Asian Neighborhood Design	San Francisco	UB					12.50%	AA	12.50%	
	House of Malico	Oakland	UB					12.50%	AA		12.50%
	Spirithaus Gallery	Oakland	UB					12.50%	AA	12.50%	
	Civic Design Studio	Oakland	UB					12.50%	AP	12.50%	
	Culture Strike	Oakland	UB					12.50%	H		12.50%
	East Oakland Collective	Oakland	UB					12.50%	AA		12.50%
	Project Totals				0.00%	12.50%	0.00%	12.50%	100.00%		37.50%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.								Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed			
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise											

CONTRACTS AND COMPLIANCE

Compliance Division



PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFQ for On Call Community Based Organization and Non-Profit Services

<u>CONSULTANT/CONTRACTOR:</u>	Walk Oakland- Bike Oakland	
<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	0	

- 1. Did the 50% local/small local requirement apply: **YES**
- 2. Did the contractor meet the 50% requirement **NO**
 - a) % of LBE **0.00%**
 - b) % of SLBE **0.00%**
 - c) % of VSLBE **0.00%**
- 3. Did the contractor receive bid discount/preference points? **NO**
(If yes, list the points received) **0 points**

4. Additional Comments.
Firm failed to meet the minimum 50% L/SLBE participation requirement. Therefore, the firm is deemed non compliant.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.
5/1/2018
Date

Reviewing Officer: *Umita [Signature]*

Date: 5/1/2018

Approved By: *Shelley Oarensberg*

Date: 5/1/2018

LBE/SLBE Participation Walk Oakland- Bike Oakland

Project Name: RFQ for On Call Community Based Organization and Non-Profit Services

Project No.: NA		Engineer's Estimate					Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethnic	MBE	WBE
Prime Consultant	Walk Oakland- Bike Oakland	Oakland	UB					80.00%	AP		80.00%
	Totally Double	Oakland	UB					20.00%	C		
Project Totals				0.00%	0.00%	0.00%	0.00%	100.00%		0.00%	80.00%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.									Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise				UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise							



INTER OFFICE MEMORANDUM

TO: Sarah Fine, Sr. Transportation Planner

FROM: Deborah Barnes, Director, *Deborah Barnes*
Contracts & Compliance

THROUGH: Shelley Darensburg, Senior *Shelley Darensburg*
Contract Compliance Officer

PREPARED BY: Vivian Inman, *Vivian Inman*
Contract Compliance Officer

SUBJECT: Compliance Analysis
Request for Proposal for On Call
Community Based Organizations
And Non-Profit Services

DATE: December 12, 2018

On May 1, 2018, at the request of DOT, the designated Compliance Officer conducted a compliance analysis of ten (10) proposals submitted to the City in response to the above referenced RFP. Below are the results of the compliance evaluations for the minimum 50% Local/Small Local Business Enterprise (L/SLBE) participation requirement, Equal Benefits Ordinance (EBO), and Local Employment compliance.

The Department of Transportation has negotiated with Eastside Arts Alliance. In the May 1, 2018 analysis EAA was deemed non-responsive for failure to meet the required 50% L/SLBE participation requirement. Upon conclusion of the negotiations EAA came into compliance.

Below are the results of the L/SLBE Participation.

Responsive to Social Justice Policies	PROPOSED L/SLBE PARTICIPATION PERCENTAGES					EARNED PREFERENCE POINTS				EBO Compliant? Y/N
	Total L/SLBE	LBE	SLBE	*VSLBE	Total Credited	L/SLBE Participation	Years in Oakland	Oakland Workforce	Total Preference Points	
Eastside Arts Alliance	50%	0%	50%	0%	0%	0 pts	0 points	0 pts	0 pts	Y

Comments: Eastside Arts Alliance is not EBO compliant. The firm must come into compliance prior to full contract execution.

For questions or comments, please contact Vivian Inman at (510) 238-6261.

COMPLIANCE OFFICER NOTES: None



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE:

RFP for On Call Community Based Organizations and Non Profit Services

CONSULTANT/CONTRACTOR: East Side Arts Alliance

<u>Engineer's Estimate:</u>	<u>Contractors' Bid Amount</u>	<u>Over/Under Engineer's Estimate</u>
NA	NA	NA
<u>Bid discounted amount:</u>	<u>Preference Points:</u>	
N/A	0	

1. Did the 50% local/small local requirement apply: **YES**
2. Did the contractor meet the 50% requirement **YES**
 - a) % of LBE participation **0.00%**
 - b) % of SLBE participation **50.00%**
 - c) % of VSLBE participation **0.00%**
3. Did the contractor receive bid discount/preference points? **NA**
 (If yes, list the points received) **0 points**

4. Additional Comments.

5. Date evaluation completed and returned to Contract Admin./Initiating Dept.

12/12/2018

Date

Reviewing Officer:

Nina J. [Signature]

Date: 12/12/2018

Approved By:

Shelley Darenburg

Date: 12/12/2018

LBE/SLBE Participation East Side Arts Alliance

Project Name: RFP for On Call Community Based Organizations and Non-Profit Services

Project No.:		#REFI		Engineer's Estimate			Under/Over Engineers Estimate:				
Discipline	Prime & Subs	Location	Cert. Status	LBE	SLBE	VSLBE	Total LBE/SLBE %	Total Percentages	For Tracking Only		
									Ethn.	MBE	WBE
Prime Project Management Planning & Design Community Outreach Community Outreach Community Outreach Community Outreach Community Outreach	East Side Arts Alliance	Oakland	CB		50.00%		50.00%	50.00%	AA		50.00%
	Dellums Institute for Social	Oakland	UB					12.50%	AP		12.50%
	Asian Neighborhood Design	San Francisco	UB					6.25%	AA	6.25%	
	House of Malico	Oakland	UB					6.25%	AA		6.25%
	Spirithaus Gallery	Oakland	UB					6.25%	AA	6.25%	
	Civic Design Studio	Oakland	UB					6.25%	AP	6.25%	
	Culture Strike	Oakland	UB					6.25%	H		6.25%
	East Oakland Collective	Oakland	UB					6.25%	AA		6.25%
	Project Totals				0.00%	50.00%	0.00%	50.00%	100.00%		18.75%
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.				LBE 25% OR 50%	SLBE 25%	VSLBE	TOTAL LBE/SLBE 50%	TOTAL	Ethnicity AA = African American A = Asian C = Caucasian H = Hispanic NA = Native American O = Other NL = Not Listed		
Legend		LBE = Local Business Enterprise SLBE = Small Local Business Enterprise Total LBE/SLBE = All Certified Local and Small Local Businesses NPLBE = NonProfit Local Business Enterprise NPSLBE = NonProfit Small Local Business Enterprise			UB = Uncertified Business CB = Certified Business MBE = Minority Business Enterprise WBE = Women Business Enterprise						

2019 FEB -7 PM 2: 30

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR DESIGNEE TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL OUTREACH AND ENGAGEMENT WITH COMMUNITY BASED ORGANIZATION AND NON-PROFITS TO ONE (1) TIER I FIRM FOR FIFTY THOUSAND DOLLARS (\$50,000.00) TO WALK OAKLAND BIKE OAKLAND; AND TO EIGHT (8) TIER II FIRMS IN THE AMOUNT OF THREE HUNDRED THOUSAND DOLLARS (\$300,000.00) EACH TO BUILDING OPPORTUNITIES FOR SELF-SUFFICIENCY; COMMUNITIES IN COLLABORATION; CYCLES OF CHANGE; EAST BAY ASIAN LOCAL DEVELOPMENT CORP.; EASTSIDE ART ALLIANCE/DEEPLY ROOTED IN OAKLAND; SAFE PASSAGES; TRANSFORM; AND URBAN STRATEGIES COUNCIL.

WHEREAS, are needed to provide small-scale professional on-call community based organization and non-profit services to assist City Departments and Divisions with aspects of Complete Streets planning, community engagement, feasibility studies, design, and implementation oversight; and

WHEREAS, these agreements will provide administrative cost and time savings to the City as compared to a project-by-project consultant selection process for small contracts; and

WHEREAS, projects will arise throughout the three-year period that will likely require on-call community based organizations and non-profit services; and

WHEREAS, on-call community based organizations and non-profit services will be funded through the various individual projects and funds will be identified prior to the performance of the on-call services; and

WHEREAS, the City conducted a two-tier pre-qualification process to evaluate organizations with specific geographic focus (tier I) and organizations with a citywide focus (tier II); and

WHEREAS, through the City's Request for Qualifications process, all firms meet the requirements in the two categories for pre-qualification for on-call community based organizations and non-profit services; and

WHEREAS, the nine firms have met the City's 50% Local/Small Local Business Enterprises (LBE/SLBE) Program requirements and will be in compliance with the Equal Benefits Ordinance (EBO) prior to signing a contract; and

WHEREAS, the City Council finds that the services provided pursuant to the agreements authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that the agreements shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

RESOLVED: That the City Council authorizes the City Administrator or designee to execute professional services agreements for on-call community based organization (CBO) and non-profits services to one (1) Tier I firm For fifty thousand dollars (\$50,000.00) to Walk Oakland Bike Oakland; and to eight (8) Tier II firms in the amount of three hundred thousand dollars (\$300,000.00) each to Building Opportunities for Self-Sufficiency; Communities In Collaboration; Cycles Of Change; East Bay Asian Local Development Corp.; EastSide Art Alliance/Deeply Rooted In Oakland; Safe Passages; Transform; and Urban Strategies Council; and be it

FURTHER RESOLVED: That the total amount of the Contract for each firm in Tier I shall be for a not-to-exceed amount of \$50,000.00, and in Tier II shall be for a not-to-exceed amount of \$300,000.00; and be it

FURTHER RESOLVED: That the terms of each Agreement shall be for three (3) years and is anticipated to cover the time period from contract signature; and be it

FURTHER RESOLVED: That the City Administrator, or designee, is hereby authorized to approve any subsequent amendments to or extensions of said Agreements, provided that such amendments or extensions shall be approved for form and legality by the City Attorney and a copy shall be kept on file with the City Clerk; and be it

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FORTUNATO BAS, GALLO, GIBSON MCELHANEY, KALB, REID, TAYLOR, THAO AND PRESIDENT KAPLAN

NOES -

ABSENT -

ABSTENTION -

ATTEST:

LATONDA SIMMONS
City Clerk and Clerk of the Council of the
City of Oakland, California