

**INTER OFFICE MEMORANDUM**

Department of Workforce & Employment Standards (DWES)

**TO:** Christine Reed,  
CIP Coordinator

**FROM:** Deborah Lusk-Barnes, Director,  
DW& ES *D.L. Barnes*

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

**DATE:** October 12, 2021 (Original Date -  
September 13, 2021)

**SUBJECT: Compliance Analysis – Request for Qualifications (RFQ) for On Call Landscape Architecture**

The Senior Contract Compliance Officer conducted a compliance analysis of seventeen (17) proposals submitted to the City in response to the above referenced RFQ. Below are the results of the compliance evaluations for the most recent L/SLBE Program for, (a) the minimum 50% Local and Small Local Business Enterprise (L/SLBE) participation requirement; and (b) a preliminary review for compliance with the Equal Benefits Ordinance (EBO).

**Table 1 – Indicates firms that met the 50% L/SLBE participation requirement and earned preference points.**

Responsive to Social Justice Policies	PROPOSED L/SLBE PARTICIPATION PERCENTAGES					EARNED PREFERENCE POINTS				EBO Compliant? Y/N
	Total L/SLBE	LBE	SLBE	*VSLBE/ Double count value	Total Credited	L/SLBE Participatio	Years in Oakland	Oakland Workforce	Total Preference Points	
Bottomley Design & Planning	90%	35%	0%	55% *110%	145 %	5 pts.	2 pts.	0 pts.	7 pts.	Y
Keller Mitchell	65%	0%	60%	5% *10%	70%	4 pts.	1 pt.	0 pts.	5 pts.	Y
PGA Design	92%	8%	84%	0%	92%	5 pts.	2.5 pts.	0 pts.	7.5 pts.	Y
Urban Design	55%	18%	24%	13% *26%	68%	3 pts.	0 pts.	0 pts.	3 pts.	Y
WRT	50%	20%	30%	0%	50%	2 pts.	0 pts.	0 pts.	2 pts.	Y

\*Double Counted Value

**Comments:**

The above firms met or exceeded the minimum 50% L/SLBE participation requirement. All firms are EBO compliant.

**Table 1A – Indicates firms that submitted Schedule E’s with minimum L/SLBE participation. Therefore, zero (0) preference points were awarded. (See table below).**

<i>Responsive to Social Justice Policies</i>	<b>PROPOSED L/SLBE PARTICIPATION PERCENTAGES</b>					<b>EARNED PREFERENCE POINTS</b>				<b>EBO Compliant? Y/N</b>
	<b>Total L/SLBE</b>	<b>LBE</b>	<b>SLBE</b>	<b>*VSLBE</b>	<b>Total Credited</b>	<b>L/SLBE Participation</b>	<b>Years in Oakland</b>	<b>Oakland Workforce</b>	<b>Total Preference Points</b>	
Bay Tree Design	35%	35%	0%	0%	35%	0 pts.	0 pts.	0 pts.	0 pts	N
Community Design & Arc.	40%	0%	40%	0%	40%	0 pts.	0 pts.	0 pts.	0 pts	Y
Dillingham	21%	3%	18%	0%	21%	0 pts.	0 pts.	0 pts.	0 pts	N
Jett Landscape Arc..	30%	30%	0%	0%	30%	0 pts.	0 pts.	0 pts.	0 pts	N
Kimley Horn & Assoc.	3%	3%	0%	0%	3%	0 pts.	0 pts.	0 pts.	0 pts	Y
Mantle Landscape Arch.	20%	20%	0%	0%	20%	0 pts.	0 pts.	0 pts.	0 pts	N
Merrill Morris	25%	4%	21%	0%	25%	0 pts.	0 pts.	0 pts.	0 pts	Y
Meyer Studio Land Architects	45%	20%	25%	0%	45	0 pts.	0 pts.	0 pts.	0 pts	N
Nichols Consulting Eng.	70%	70%	0%	0%	70%	0 pts.	0 pts.	0 pts.	0 pts	N
Platt Studio	30%	30%	0%	0%	30%	0 pts.	0 pts.	0 pts.	0 pts	N
Royston Hanamoto Alley & Abey	40%	40%	0%	0%	40%	0 pts.	0 pts.	0 pts.	0 pts	N
Terrain Studio	80%	70%	10%	0%	80%	0 pts.	0 pts.	0 pts.	0 pts	N

**Comments:** The firms listed above submitted the required Schedule E with some L/SLBE participation. If the proposal with minimum participation is selected, the proposer shall be able to adjust up in order to meet the 50% L/SLBE requirement. Firms that are not EBO compliant will have to come into compliance prior to full contract execution.

Should you have any questions please contact Vivian Inman, Senior Contract Compliance Officer at (510) 238-6261.