



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: William A. Gilchrist
Director, Planning &
Building Department

SUBJECT: SUPPLEMENTAL – On-Call Planning
Support Services

DATE: June 2, 2022

City Administrator Approval

Date: Jun 9, 2022

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

1. Authorizing The City Administrator To Negotiate, Award And Execute A Professional Services Agreement With Interwest Consulting Group In An Amount Not To Exceed One Million Dollars (\$1,000,000) For On-Call Planning Permit Support Services On An As-Needed Basis, For A Period Of Eighteen Months, With An Option For The City Administrator To Enter Into a Contract Extension For An Additional Six Months In An Amount Not To Exceed Three Hundred And Fifty Thousand Dollars (\$350,000) Without Returning To City Council, While Waiving The City's Local/Small Local Business (L/SLBE) Program Requirements; And

2. Appropriating One Million Three Hundred Fifty Thousand Dollars (\$1,350,000) From The Development Services Fund (Fund 2415) Balance To Fund Both The Contract Awarded To Interwest Consulting Group And City Administrator Optional Contract Extension To Provide On-Call Planning Permit Support Services on An As-Needed Basis; And

3. Making Appropriate California Environmental Quality Act (CEQA) Findings.

REASON FOR SUPPLEMENTAL

During the May 24th, 2022 Community and Economic Development (CED) Committee meeting, the Committee requested to amend the terms of the original On-Call Planning Permit Support Services proposal, and support a contract for a period of 18 months in an amount not to exceed \$1,000,000, with an option for the City Administrator to enter into a contract extension for an additional six months in an amount not to exceed \$350,000 without returning to City Council. In addition, CED requested a supplemental report from the City Administrator on the Planning Bureau's hiring challenges, hiring efforts going forward, and any difference in compensation (pay parity) that exists between planners of similar levels in the Department of Transportation

City Council
June 21, 2022

(Oak DOT) and the Planning Bureau. The hiring challenges and efforts are outlined below, while the pay parity issue is discussed by the Human Resources Management Department (HRMD) in **Supplemental Attachment A**.

Due to the fact the HRMD has been inundated with recruitment requests, the Planning and Building Department (PBD) is currently working with a HRMD-approved vendor to perform the Planner III and Planner IV recruitments. The same vendor, CPS Consulting, will be performing the Planner II recruitment starting in June of this year. The Planning Bureau currently has 13 vacant planner positions, with one position that is tentatively expected to be filled on 07/10/22. However, this vacancy number will soon be increasing as three more planners in the Planning Bureau have recently informed management that they will be leaving their positions with the city over the next few months. In addition, there are currently two vacant planner positions in the Operations Bureau - for a total of 15 vacant planner positions in PBD.

The Planner III and Planner IV positions are currently posted. There are currently five Planner III and four Planner IV vacant positions. An eligibility list for both positions should be established by mid-July. Depending on the number of applicants and qualifications of the candidates, we anticipate filling Planner III and Planner IV positions by October/November of this year. The Planner II list will be established by mid-September. Depending on the number of applicants and qualifications of the candidates, we anticipate filling Planner II positions by December of 2022/January of 2023 timeframe.

In addition, this supplemental report informs the City Council that the Department of Workplace and Employment Standards (DWES) performed a Post-Availability Analysis for this On-Call Planning Permit Support Services proposal. The analysis demonstrates that no Local/Small Local Business Enterprise (L/SLBE) has responded to an outreach performed by DWES to solicit interest in the contract among local firms. Please see the Post-Availability Analysis in **Supplemental Attachment B**. While Interwest Consulting Group is not a certified Local or Small Local Business in Oakland, they are the only firm that submitted a proposal. Please also see DWES's Compliance Review results in **Supplemental Attachment C**.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution: 1) Authorizing The City Administrator To Negotiate, Award And Execute A Professional Services Agreement With Interwest Consulting Group In An Amount Not To Exceed One Million Dollars (\$1,000,000) For On-Call Planning Permit Support Services On An As-Needed Basis, For A Period Of Eighteen Months, With An Option For The City Administrator To Enter Into a Contract Extension For An Additional Six Months In An Amount Not To Exceed Three Hundred And Fifty Thousand Dollars (\$350,000) Without Returning To City Council, While Waiving The City's Local/Small Local Business (L/SLBE) Program Requirements; 2) Appropriating One Million Three Hundred Fifty Thousand Dollars (\$1,350,000) From The Development Services Fund (Fund 2415) Balance To Fund Both The Contract Awarded To Interwest Consulting Group And City Administrator Optional Contract Extension To Provide On-Call Planning Permit Support Services on An As-Needed Basis; And 3) Making Appropriate California Environmental Quality Act (CEQA) Findings.

For questions regarding this report, please contact Ed Manasse, Deputy Planning Director at (510) 238-7733.

Respectfully submitted,



WILLIAM A. GILCHRIST
Director, Planning and Building Department

Reviewed by:
Ed Manasse, Deputy Director, Planning Bureau

Prepared by:
Albert Merid, Administrative Services Manager II
Ruslan Filipau, Planner III, Planning Bureau

Attachments (3):

Supplemental Attachment A:

Supplemental Attachment B: DWES Post-Availability Analysis of On-Call Planning Support Services Request for Proposals.

Supplemental Attachment C: DWES Compliance Review Memorandum of Interwest's Proposal.



CITY OF OAKLAND

INTER OFFICE MEMORANDUM

TO: Betsy Lake, Assistant City Administrator

FROM: Ian Appleyard, HR Director

SUBJECT: Planner Series

DATE: June 3, 2022

Per your request, the Department of Human Resources Management has prepared this supplemental report to discuss the Planner series. In the City of Oakland, there is a Planner series in the Planning and Building Department and a Transportation Planner series in the Department of Transportation. When the latter was established in 2016, the IFPTE, Local 21 and the City agreed to wages that were 8-20 percent higher than the former series. This was to account for the technical expertise required of the new Department of Transportation. Since that time, concern about parity has been raised by both management and the Union. Because this is an issue concerning wages, which is a mandatory subject of bargaining, the parties are appropriately discussing during open-contract negotiations. The parties are engaged in a good-faith effort to resolve this issue.

Thank you for your consideration,

Ian Appleyard
Human Resources Director

INTER OFFICE MEMORANDUM

Department of Workforce & Employment Standards (DWES)

TO: Ruslan Filipau,
Planner III

FROM: Mary Mayberry, Interim Director,
DWES *Mary Mayberry*

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

DATE: May 20, 2022

**SUBJECT: Post Availability Analysis for
On Call Planning Support Services**

Per your request, the Department of Workplace and Employment Standards (DWES) performed a Post Availability Analysis for the above referenced project. The purpose of this request was to provide information regarding the outreach performed for the project.

DWES, via iSupplier emailed 167 solicitations to potential respondents. A total of twenty-seven (22 certified Local or Small Firms (L/SLBE) registered in iSupplier and whose iSupplier profiles included NAICS codes 541320, Architectural Services and 541330 Engineering Services were also emailed solicitations.

Additionally, eleven (11) contracting organizations (builders exchange), including the Oakland Metropolitan Chamber of Commerce, Associated Press, etc., received notification of the project. The remaining firms solicited were non-local firms but included the NAICS codes as indicated above.

The diligent and good faith efforts, as part of DWES' standard operating procedures, resulted in one (1) respondent.

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



INTER OFFICE MEMORANDUM

Department of Workplace & Employment Standards (DWES)

TO: Ed Manasse, Deputy Director
Planning & Building

FROM: Mary Mayberry,
Interim Director, DWES

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

DATE: May 11, 2022

SUBJECT: Request for Proposal for On-Call Planning Support Services

The Department of Workplace and Employment Standards (DWES) reviewed one (1) proposal in response to the above referenced project, Below is the outcome of the compliance review for (a) compliance with the Local and Small Local Business Enterprise Program (L/SLBE) requirement and; (b) a preliminary review for compliance with the Equal Benefits Ordinance (EBO).

Non-Responsive to EBO and L/SLBE Policies	Proposed Participation					Proposed Participation Earned Credits and Discounts				EBO Compliant? Y/N
	Total LBE/SLBE	LBE	SLBE	*VSLBE	Total Credited participation	L/SLBE Participation Preference Points	Years in Oakland Preference Points	Oakland Workforce Preference Points	Total Participation Points	
Interwest Consulting Group	0%	0%	0%	0%	0%	0 pts	0 pts	0 pts	0 pts	N

Comments: The above firm failed to meet the minimum 50% L/SLBE participation requirement. Per the most recently adopted L/SLBE Program, " At the time of submittal of Schedule E (for professional services), some L/SLBE-participation must be proposed in order to satisfy the requirement at time of submission. If zero participation is presented, the proposal will not be accepted".

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

Department of Workplace & Employment Standards



Contracts & Compliance Unit

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Proposal (RFP) for On-Call Planning Support Services

CONSULTANT/CONTRACTOR: Interwest Consulting Group		
<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 **0.0%**
 - b) % of SLBE **0.0%**
 - c) % of VSLBE **0.0%**

- 3. Did the contractor receive bid discount/preference points? **NO**
 - (If yes, list the points received) **0 points**

4. Additional Comments.

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

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

5/11/2022
Date

Reviewing Officer: Vivian Inman Date: 5/11/2022

Approved Shelley Darenburg Date: 5/11/2022

LBE/SLBE Participation Interwest Consulting Group

Project Name: RFP for On-Call Planning Support Services

Project No.: NA							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	Interwest Consulting Group	Fremont	UB					100.00%	NL			
Project Totals				0.00%	0.00%	0.00%	0.00%	100.00%		0.00%	0.00%	
Requirements: The 50% requirement can be satisfied by a combination of 25% LBE and 25% SLBE. A 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		UB = Uncertified Business									
	SLBE = Small Local Business Enterprise		CB = Certified Business									
	Total LBE/SLBE = All Certified Local and Small Local Business		MBE = Minority Business Enterprise									
	NPLBE = NonProfit Local Business Enterprise		WBE = Women Business Enterprise									