



CITY OF OAKLAND

## AGENDA REPORT

**TO:** Steven Falk  
Interim City Administrator

**FROM:** G. Harold Duffey  
Director, Oakland Public  
Works

**SUBJECT:** Amending and Extending the  
Civicorps Schools Contract  
Agreement

**DATE:** April 10, 2023

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City Administrator Approval

Date: Apr 27, 2023

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### **RECOMMENDATION**

**Staff Recommends That The City Council Adopt A Resolution:**

- 1. Waiving The City Of Oakland's Advertising And Solicitation Of Proposals/Qualifications Requirements;**
- 2. Authorizing The City Administrator To:**
  - A. Extend The Contract With Civicorps Schools (Contract Purchase Order 2020003454), Established Per Resolution Number 87719 C.M.S., For Five Additional Years Ending In 2029 With An Expanded Scope Of Work; And**
  - B. Increase The Contract Amount From Three Hundred Thousand Dollars (\$300,000) To An Amount Not To Exceed Nine Hundred Thousand Dollars (\$900,000); And**
- 3. Adopting Appropriate California Environmental Quality Act Findings.**

### **EXECUTIVE SUMMARY**

For thirty-two years, as the only conservation corps located within Oakland, Civicorps Schools has partnered with the City of Oakland (City) to provide job training, education, and development opportunities for Oakland at-risk youth. Approval of the proposed resolution will authorize the City Administrator to extend an existing contract agreement with Civicorps Schools for an additional five years through 2029 with an increased contract amount not to exceed \$900,000. The expanded scope of work will include trail maintenance and brush clearance in open space parks, in addition to the current used motor oil recycling activities, bicycle lockers and sign maintenance, internships supporting the City's Recycling Hotline, conducting community outreach, and other related work assigned on a task order basis.

## **BACKGROUND / LEGISLATIVE HISTORY**

Civicorps Schools is deeply embedded in the West Oakland community and is uniquely qualified to provide paid job training, career/college readiness preparation, and wrap-around services for at-risk youth aged 18-26. Since 1991, the City has executed a series of contract agreements with Civicorps Schools for recycling and related services, with authorization from the City Council to waive the competitive bid requirements. These agreements have been supported by state grants and included job training, education, and development programs for local at-risk youth in service-learning projects.

The City's existing agreement with Civicorps Schools (Contract #2020003454), enacted by Resolution No. 87719 C.M.S., will expire on June 30, 2024. Extending the contract date to 2029 and increasing the dollar amount to \$900,000, from \$300,000, will allow for continued and expanded services, including trail maintenance and brush clearance in open space, and will enable the program to employ a larger number of local at-risk youth to learn job skills and gain work experience.

## **ANALYSIS AND POLICY ALTERNATIVES**

### **Civicorps Schools Contract**

The amended and extended agreement with Civicorps Schools will provide the following services:

#### *Used Motor Oil Recycling Assistance*

Civicorps Schools will assemble and deliver oil recycling kits to participating retail outlets. The kits are made available to Oakland residents free of charge at stores where motor oil is sold. This activity is funded by annual California Department of Resources Recycling and Recovery (CalRecycle) grants. Additional activities that support Oakland's oil recycling efforts may include conducting annual monitoring of retail outlets certified by CalRecycle to accept and recycle used motor oil and filters.

#### *Bicycle Locker and Sign Cleaning*

In support of the City's Bicycle and Pedestrian Program, Civicorps Schools will continue providing cleaning of accumulated debris, liquids, and graffiti from bicycle storage lockers adjacent to the 19<sup>th</sup> Street and 12<sup>th</sup> Street Bay Area Rapid Transit (BART) stations, at future locker locations, and from bicycle signs at locations designated by the City. These services are funded by Measure B: Bicycle/Pedestrian Pass Through Funds.

#### *Recycling Hotline Internship*

Civicorps Schools will provide interns who will be trained to support the City's Recycling Hotline and conduct community outreach. Interns learn to respond to inquiries from residents about compost, recycling, and trash collection services, and to calls regarding other Recycling Program services, including business recycling technical assistance, construction and demolition recycling, collection services for City facilities, and initiating service requests in the Cityworks system. Past Civicorps interns have acquired the skills to successfully gain employment with Oakland Public Works and advance their careers in public service. This internship is funded by the Recycling Program Fund.

### *Trail Maintenance and Brush Clearance*

To reduce fuel loads and increase safety and aesthetic beauty of open space parks, Civicorps Schools will perform trail maintenance and clear brush in open space parks, such as Joaquin Miller Park, Knowland Park, and other City-owned open space parks. This work is funded by Measure Q as adopted in the FY21-23 Midcycle Budget.

The services provided by Civicorps Schools through this agreement support the following Citywide priorities:

#### **Responsive, Trustworthy Government**

Recycling Hotline interns improve the speed and rate at which the City responds to requests from Oaklanders about recycling and other related programs provided by the City, thereby building trust with the community. Employing local at-risk youth through Civicorps Schools is an investment in Oakland's youth and can build trust in government.

#### **Vibrant, Sustainable Infrastructure**

Maintaining a used motor oil recycling program provides the community with information and the means to properly dispose of used motor oil, with the aim of reducing instances of improper disposal of used motor oil that may pollute soils and waterways.

Maintenance and upkeep of bicycle lockers and signs improves available infrastructure and services to bicycle commuters and others who may have otherwise driven a car if such bicycle facilities were in disrepair or unavailable. Encouraging the use of bicycles as a mode of transportation reduces the number of cars on the roadways and their associated pollution emissions, thereby increasing quality of life for all Oaklanders.

#### **Holistic Community Safety**

Trail maintenance and brush removal in open space can reduce available fuel loads and thereby reduce fire intensity if a catastrophic fire event were to occur in the area. Many open space and trail areas in Oakland are in "Very High" Fire Hazard Severity Zones (as designated by the California Department of Fire & Forest Protection) and many people who live in these areas are at increased risk of harm. Reducing fuel loads and making trails and open space more accessible will both encourage their use and increase safety.

#### **Request to Waive Competitive Bidding Requirements**

The Oakland Municipal Code (OMC) Sections 2.04.040.B.4 and 2.04.051.A.1 require the City to conduct a formal advertising and competitive Request for Qualifications/Proposals (RFQ/RFP) selection process for professional services agreements over \$50,000. However, Section 2.04.051.B authorizes the City Council to waive the advertising and competitive RFQ/RFP selection requirements if it finds that it is the City's best interests to do so.

The advertising and competitive RFQ/RFP selection requirements were previously waived by the City Council in Resolution No. 87719 C.M.S. for the existing contract that staff is now requesting to extend. Civicorps Schools is a local, not-for-profit organization whose mission is to provide job training, education, and youth development programs by engaging local at-risk youth in service-learning projects. As the only conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide the services described above.

Civicorps Schools' contract performance has been, and continues to be, satisfactory. Measurements used to gauge and ensure satisfactory performance will continue through established contract management activities, which include monthly meetings between lead City and Civicorps Schools staff, review and verification of monthly invoices and reports, field monitoring, and liquidated damages. Staff has completed and filed the Schedule L, Consultant Performance Evaluation Form (see **Attachment A**).

For the foregoing reasons, staff requests that the City Council waive the formal advertising and RFQ/RFP requirements.

**FISCAL IMPACT**

The contract is funded by a mixture of state, federal and local funding sources as described in **Table 1** below:

**Table 1: Civicorps Contract Extension Funding Source**

<b>Fund Source</b>	<b>Organization</b>	<b>Account</b>	<b>Project</b>	<b>Program</b>	<b>Amount</b>
2154 – California Integrated Waste Management Board Fund	30682 – Environmental Services: Recycling Organization	54919 – Miscellaneous Contract Account	1001040 – OPP6 Used Oil, Recycling	SC17 – Recycling and Solid Waste	\$25,000
2212 – Measure B: Bicycle/Pedestrian Pass Through Funds	92260 – Engineer Design: IPPD Capital Improvement Projects	54919 – Miscellaneous Contract Account	1000707 – B&P Bicycle Facilities Design-Implementation	IN17 – Transportation Planning and Funding	\$25,000
1710 – Recycling Program Fund	30682 – Environmental Services: Recycling Organization	54919 – Miscellaneous Contract Account	1001673 – Non-Residential Recycling	SC17 – Recycling and Solid Waste	\$350,000
2244 – Measure Q	30652 – Landscape Maintenance	54929 – Services: Miscellaneous	1000010 – Administrative Projects	NB07 - Grounds	\$200,000
<b>Total funding for contract extension:</b>					<b>\$600,000</b>

There is no impact on the General Purpose Fund, and no additional funding is requested.

**PUBLIC OUTREACH / INTEREST**

No outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing procedures.

## **COORDINATION**

This report and legislation have been reviewed by the Office of the City Attorney and the Budget Bureau.

## **SUSTAINABLE OPPORTUNITIES**

***Economic:*** Extending the agreement with Civicorps Schools will provide green-collar jobs and job training for Oakland youth.

***Environmental:*** This agreement will continue progress towards conserving natural resources through recycling and trail maintenance. Civicorps Schools' activities related to used motor oil recycling will help prevent pollution and conserve natural resources. By educating the public about used motor oil and oil filter recycling, this program helps the City to comply with stormwater pollution prevention requirements. Providing trail maintenance and brush clearance services in open space parks will improve escape route access and reduce fire fuels that could intensify fire activity should there be a catastrophic fire event in parts of Oakland within "Very High" Fire Hazard Severity Zones.

***Race & Equity:*** With this agreement, the City will continue to back Civicorps Schools' mission to support Oakland's at-risk youth. Civicorps Schools is deeply embedded in the West Oakland community and is uniquely qualified to provide paid job training, career/college readiness preparation, and wrap-around services for at-risk youth aged 18-26. An investment in Civicorps Schools is an investment in Oakland's youth.

## **CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDINGS**

The project and the action being undertaken to implement it are exempt from the California Environmental Quality Act (CEQA) under the following CEQA Guidelines Sections: Section 15162 and 15163 (no further environmental review required); Section 15060(c)(2) (no direct or reasonably foreseeable indirect physical change in the environment); Section 15061(b)(3) (no significant effect on the environment); Section 15183 (projects consistent with a community plan, general plan, or zoning), Section 15301 (existing facilities), Section 15302 (replacement or reconstruction), and Section 15309 (inspections), each of which provides a separate and independent basis for CEQA clearance and when viewed collectively provide an overall basis for CEQA clearance.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution:

1. Waiving The City Of Oakland's Advertising And Solicitation Of Proposals/Qualifications Requirements;
2. Authorizing The City Administrator To:
  - A. Extend The Contract With Civicorps Schools (Contract Purchase Order 2020003454), Established Per Resolution Number 87719 C.M.S., For Five Additional Years Ending In 2029 With An Expanded Scope Of Work; And
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3. Adopting Appropriate California Environmental Quality Act Findings.

For questions regarding this report, please contact Derek Lee, Environmental Services Manager, at (510) 238-6981.

Respectfully submitted,



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Attachment (1):

Attachment A: Schedule L, Consultant Performance Evaluation Form