

#### FILED OFFICE OF THE CITY CUBRK DAKLAND

# 2017 MAY 12 AM 9: 09 AGENDA REPORT

TO:	Sabrina B. Landreth City Administrator	FROM:	Christine Daniel Interim Director OPW
SUBJECT:	Contract for Maintenance and Repairs With ChargePoint	DATE:	April 27, 2017
City Adminis	rator Approval	Date:	

#### **RECOMMENDATION**

Staff Recommends That City Council Adopt The Following Resolution Authorizing: (1) The City Administrator Or Designee To Enter Into A Three-Year Professional Services Agreement With ChargePoint, Inc. For An Amount Not To Exceed Sixty Thousand Dollars (\$60,000.00) Annually For The Period Of March 1, 2017 Through February 29, 2020 For Maintenance And Repair Of Electric Vehicle Charging Stations, Electric Vehicle Charging Station Access Cards And Monthly Network Access; With Two One-Year Options To Extend The Agreement For A Grand Total Contract Amount Of Three Hundred Thousand Dollars (\$300,000.00), Without Returning To Council, And (2) Waiving The Advertising, Competitive Bidding And Request For Proposal/Qualifications (RFP/Q Requirements

#### **EXECUTIVE SUMMARY**

Oakland Public Works' Bureau of Infrastructure & Operations (BIO), Equipment Services Division, has primary responsibility for the acquisition, maintenance and repair of all City of Oakland vehicles, trucks and heavy equipment. Most routine and emergency maintenance and repairs of said items is facilitated by staff within the division. However, certain specialty repairs, parts and inspections can only be accomplished through the use of manufacturer-certified external service centers.

To this extent, Oakland Public Works (OPW) seeks authorization to enter into a three-year professional services agreement with Chargepoint, Inc. in an amount not to exceed \$60,000.00 annually for the period of March 1, 2017 through February 29, 2020 for maintenance and repair of electric vehicle charging stations, electric vehicle charging station access cards and monthly network access; with two additional one-year agreement extensions with the subject vendor for a cumulative contractual allocation in an amount not to exceed \$300,000.00.

Further, OPW requests authorization of a waiver of the advertising, competitive bidding and Request for Proposal/Qualifications (RFP/Q) requirements associated with said agreement.

#### BACKGROUND / LEGISLATIVE HISTORY

It is the role and responsibility of city government – elected officials and City staff – to deliver services as effectively and efficiently as possible. To fulfill this mission, City staff must have a dependable fleet. Municipal fleets provide a variety of services to residents. The ability to provide services in an effective and efficient manner is in many ways dependent upon a quality fleet of vehicles and other equipment.

Oakland Public Works' (OPW) Equipment Services Division oversees all of Oakland's fleet management services; with vehicles and equipment designed to facilitate everything from the fire and police departments, to water distribution and wastewater collection.

#### ANALYSIS AND POLICY ALTERNATIVES

#### Overview of City of Oakland's Fleet and Equipment

OPW's Equipment Services Division is responsible for the acquisition, maintenance and repair of more than 1,800<sup>1</sup> vehicles, trucks and other equipment. An overview of these items is depicted in chart (A) below:

Cars/Trucks/Equipment	Amount For All City Agencies		
Cars/Sedans (Standard)	95		
Electric Vehicles	26		
Hybrid Vehicles	63		
Compressed Natural Gas (CNG) Vehicles	66		
Trucks (Light Duty)	412		
Trucks (Heavy Duty)	200		
Police Patrol Vehicles	720		
Fire Trucks (Ladder)	10		

#### OPW'S Equipment Services Division Fleet and Equipment Listing (Chart A)

<sup>&</sup>lt;sup>1</sup> The amount of available City vehicles and equipment varies depending upon collisions and other damages, theft and replacement purchases throughout the year.

Fire Trucks (Engine)	50		
Other Light/Heavy Equipment	158		
Grand Total:	1,800		

#### Equipment Services Division - Fleet Maintenance Protocols

As part of its standard operating protocols, OPW's Equipment Services Division routinely implements its Fleet and Equipment Preventive Maintenance Program, as well as its Accident Management Program for all of the City's vehicles and equipment:

- *Preventive Maintenance Program:* Consists of scheduled servicing, inspections and vehicle repairs to prevent potential problems and maximize vehicle availability. Preventive maintenance is used to proactively avoid or reduce vehicle and equipment breakdowns and is based, in part, on time, mileage, engine hours or gallons of fuel used.
- Accident (Collision) Management Program: Protocols are set in place to readily respond to vehicular damage and collisions. Staff identify the most cost-effective means of delivering high-quality vehicular repairs for both minor and extensive damages by outsourcing a portion of these services to highly qualified, licensed repair technicians who perform body repairs, painting and related collision maintenance.

Fleet accident management and preventive maintenance are equally as important as driver safety programs. Simply stated, the vehicle and/or equipment must be safe to operate.

#### Adoption of Proposed Resolution

Adoption of the proposed resolution will allow the City Administrator or designee to execute a contract for service with ChargePoint, Inc. for a project as follows:

#### 1A. Overview of the City's Electric Vehicles

In 2013, the City of Oakland, in partnership with eight (8) neighboring jurisdictions, formed the Bay Area Climate Collaborative (BACC). Subsequent to the formulation of this collaborative, the BACC group collectively submitted and received notice of a grant award totaling \$2.808 million for the Federally subsidized Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality Improvement (CMAW) Program through the Metropolitan Transportation Commission (MTC). The grant funds were allocated to facilitate the purchase of electric vehicles. The cumulative grant allocation to the City of Oakland totaled \$87,000.00, and was earmarked exclusively for the purchase of electric vehicle charging stations. (Reference Attachment (B), Authorizing Resolution No. 84645 C.M.S., dated October 1, 2013.)

#### 1B. Contractual Justification: ChargePoint, Inc.

Alameda County, in their capacity as the lead implementing agency for the BACC collaborative, authored a Memorandum of Understanding for execution by all BACC partnering agencies. Upon full ratification of the MOU by all partners, Alameda County then issued a Request for Proposal/Qualifications to identify a vendor for both the purchase of the electric vehicles for all partnering jurisdictions, as well as a vendor for the placement and servicing of all electric vehicle charging stations. Said vendor for the latter service components was <u>ChargePoint</u>; with all electric vehicle service stations, maintenance and network access cards being fully proprietary to said agency.

ChargePoint, located in Campbell, CA, currently oversees the world's largest Electric Vehicle (EV) charging network. The firm designs, builds and supports all of the technology that powers the EV network; inclusive of charging station hardware, energy management and mobile applications. The scope of ChargePoint's services for the City of Oakland includes:

- ✓ Access Cards: Required to unlock and enable vehicle charging at ChargePoint stations;
- Network Hosting: The ChargePoint hosting network enables remote station monitoring and the compilation of vehicle performance metrics, inclusive of: per vehicle electricity consumption; date, time and location of charging station use; tracking of greenhouse gas savings.
- ✓ EV Station Maintenance: ChargePoint will provide ongoing maintenance and repair of its proprietary parts and equipment.

The City of Oakland currently operates a total of seventeen (17) Electric Vehicle charging stations at the locations referenced in chart (B) below:

Chart B				
EV Charging Station Locations	Number of EV Charging Stations			
250 Frank Ogawa Plaza	6			
7101 Edgewater Drive	9			
750 – 50 <sup>th</sup> Avenue	2 .			
Grand Total:	17			

Electric Vehicle (EV) Charging Stations Chart B

#### Waiver Request and Justification

Oakland Municipal Code (OMC) Title 2, Chapter 2, Article I, Section 2.04.050 requires the City to conduct advertising and competitive bidding for the procurement of goods, professional services, or a combination thereof. OMC Section 2.04.050.1.5 permits the Council to waive advertising and competitive bidding requirements upon a finding and determination that it is in the City's best interests to do so.

Staff recommends that based upon the information as stipulated and set forth above, that the Council finds and determines that it is in the best interests of the City to waive the advertising and competitive bidding and RFP/Q requirements as they pertain to the implementation of the proposed contractual services with ChargePoint, Inc.

#### FISCAL IMPACT

#### Proposed Professional Service Agreement ChargePoint, Inc. For Maintenance and Repair of Electric Vehicle Charging Stations

Project Year	Cumulative Contract Amount	
2017-2018	\$60,000.00	
2018-2019	\$60,000.00	
2019-2020	\$60,000.00	
2020-2021	\$60,000.00	
2021-2022	\$60,000.00	
Grand Total:	\$300,000.00	

#### Source of Project Funding

Funding for the contract is available in the (FY) 2016-2017 Budget, and the proposed (FY) 2017-2021 budget in Equipment Services Fund 4100; Equipment Services Administration Organization 30541; Repair and Maintenance Miscellaneous Account 54619; Administrative Project 1000010:DP300; Fleet Management and Maintenance Program IN01. For (FY) 2020-2021, contractual financial provisions will be contingent upon the availability of funding.

#### **PUBLIC OUTREACH / INTEREST**

This item did not require additional public outreach other than the required posting on the City's website.

#### COORDINATION

Information that is the basis of this report was coordinated with Oakland Public Works' Bureau of Infrastructure and Operations, the Budget Office and the Office of the City Attorney.

#### SUSTAINABLE OPPORTUNITIES

*Economic*: Repair and maintenance of the City's fleet and equipment ensures the long-term efficiency and extended life-cycle of these items, while simultaneously reducing financial impacts in comparison to full vehicular replacement costs.

*Environmental:* The City's use of Electric Vehicles replaces combustion engine vehicles with zero emissions battery vehicles. Assuming each of the City's electric vehicles are driven 6,000 miles annually, greenhouse gas emissions alone will be reduced by 41.6 metric tons per year.

Social Equity: There are no known impacts in this area.

#### ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council (1) Authorize The City Administrator Or Designee To Enter Into A Three-Year Professional Services Agreement With Chargepoint, Inc. For An Amount Not To Exceed Sixty Thousand Dollars (\$60,000.00) Annually, For The Period Of March 1, 2017 Through February 29, 2020 For Equipment, Maintenance And Repair of Electric Vehicle Charging Stations, Electric Vehicle Charging Station Access Cards And Monthly Network Access; With Two One-Year Options To Extend The Agreement For A Grand Total Contract Amount Of Three Hundred Thousand Dollars (\$300,000.00), Without Returning To Council, And (2) Waiving The Advertising, Competitive Bidding And Request For Proposal/Qualifications (RFP/Q) Requirements.

For questions regarding this report, please contact Richard Battersby, Equipment Services Manager at 615-5487.

Respectfully submitted,

CHRISTINE DANIEL / Interim Director, Oakland Public Works

Reviewed by: Jason Mitchell, Assistant Director Bureau of Infrastructure & Operations

Reviewed by: Richard Battersby, Equipment Services Mgr. Bureau of Infrastructure & Operations

Prepared by: Candice Jessie, Management Assistant Bureau of Infrastructure & Operations

Attachment:

- Authorizing Resolution No. 84645, C.M.S.



## ATTACHMENT

## **Oakland Public Works Bureau of Infrastructure & Operations**

Copy of:

## Authorizing Resolution No. 84645 C.M.S. Dated October 1, 2013

(Acceptance of Grant Funds for Electric Vehicles)

E OF THE CAKEAND CITY COUNCIL

84645



Introduced by Councilmember

THIS SERESORNTION NO.

A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE **TO: 1) ACCEPT AND APPROPRIATE GRANT FUNDS IN AN AMOUNT NOT TO EXCEED EIGHTY-SEVEN THOUSAND DOLLARS (587,000.00) FROM THE** SURFACE TRANSPORTATION PROGRAM (STP) AND/OR CONGESTION **MITIGATION AND AIR QUALITY IMPROVEMENT (CMAQ) THROUGH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC), FOR THE PURCHASE OF THREE (3) ELECTRIC VEHICLES AND CHARGING STATIONS** FOR THE DIRECT BENEFIT OF THE CITY OF OAKLAND; 2) AUTHORIZE THE **EXECUTION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE** COUNTY OF ALAMEDA AND OTHER COLLABORATIVE BAY AREA JURISDICTIONS WHICH COMPRISE THE BAY AREA CLIMATE **COLLABORATIVE (BACC) FOR CONTINUED PARTICIPATION IN A FEDERALLY-**FUNDED GRANT INITIATIVE DESIGNED TO FACILITATE EACH JURISDICTION'S PURCHASE OF ELECTRIC VEHICLES AND CHARGING STATIONS; 3) ENTER INTO ONE OR MORE PURCHASE AGREEMENT(S) WTH ONE OR MORE SELECT VENDORS IDENTIFIED IN DIRECT RELATIONSHIP TO THE EXECUTION OF THE AFOREMENTIONED MOU AS A MEANS BY WHICH TO PURCHASE SAID VEHICLES, CHARGING EQUIPMENT AND INSTALLATION OF **CHARGING EQUIPMENT, AND 4) WAIVE THE COMPETITIVE REQUEST FOR PROPOSALS/ OUALIFICATIONS (RFP/Q) PROCESS, THE ADVERTISING AND BIDDING REQUIREMENTS, AND LOCAL AND SMALL BUSINESS ENTERPRISE** PROGRAM (L/SLBE) PROVISIONS ASSOCIATED WITH THE PROPOSED MOU AND THE PURCHASE AND PLACEMENT OF ELECTRIC VEHICLES, CHARGING STATIONS AND RELATED EQUIPMENT AND SERVICES

WHEREAS, the City's green fleet policy as stated in Resolution No. 77842 C.M.S., dated June 3, 2013, supports the purchase of alternative fuel vehicles and the pursuit of Federal, state and other incentive programs related to clean air and energy efficiency; and

WHEREAS, the City endeavors to increase its role in improving air quality and reducing greenhouse gas emissions by adopting policies and practices that diminish City fleet emissions; and

WHEREAS, in fecent years, the City of Oakland, along with eight (8) other neighboring jurisdictions, formed the Bay Area Climate Collaborative (BACC); and

WHEREAS, the City of Oakland, in collaboration with and as part of the BACC consortium, was collectively awarded \$2.81 million in Federal grant funds to purchase and promote the use of electric vehicles by local governments; and

WHEREAS, the subject grant funds stem from the Federally subsidized Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality Improvement (CMAQ) through the Metropolitan Transportation Commission (MTC); and

WHEREAS, the grant covers the incremental costs between a typical replacement vehicle and the cost of an electric vehicle, as well as the cost of purchasing and installing electric vehicle charging stations; and

WHEREAS, the County of Alameda, in their capacity as the lead implementing agency for the BACC collaborative, proposes that all partnering agencies execute a Memorandum of Understanding designed to facilitate the procurement process(es) for all subject electric vehicles, charging stations, and related equipment and services; and

WHEREAS, the County of Alameda will assume primary oversight relative to the development and issuance of a RFP/Q and the primary selection of qualified vendor(s) in keeping with the County of Alameda's standard contracting and purchasing protocols; and

WHEREAS, Oakland Municipal Code (CMC) section 2.04.050 requires formal advertising and competitive bidding when the City purchases services, supplies or combination thereof required by the City which exceeds \$50,000.00; and

WHEREAS, CMC section 2.04.050 1. 5 permits the Council to waive these requirements upon a finding and determination that it is in the best interests of the City to do so; and

WHEREAS, CMC section 2.04.051. A requires staff to conduct a competitive RFP/Q selection process for the procurement of professional services; and

WHEREAS, CMC section 2.04.051.B authorizes the City Council to waive the RFP/Q requirement upon a finding that it is in the best interests of the City to do so; and

WHEREAS, Alameda County's pending identification of one or more vendors to fulfill the purchasing requirements of the electric vehicles, charging equipment and installation of the charging equipment, said vendor(s) may not meet the City of Oakland's twenty-percent (20%) L/SLBE minimum participation requirement for professional service contracts of \$50,000 or more; now, therefore be it

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**RESOLVED**, that the City Council authorizes the City Administrator, or her designee, to accept and appropriate grant funds in an amount not to exceed eighty-seven thousand dollars (\$87,000.00) for the purchase of three (3) electric vehicles and charging stations for the direct benefit of the City of Oakland; and be it

FURTHER RESOLVED, that said grant funds will be deposited into the City of Oakland's Internal Services Equipment Fund (4100), Public Works Agency Equipment Services Division Organization (30541), in a project account to be determined; and be it

**FURTHER RESOLVED**, that grantor-mandated matching fund provisions will be garnered from the City of Oakland's Internal Services Equipment Fund (4100); and be it

FURTHER RESOLVED, that the City Council authorizes the City Administrator, or her designee, to execute an MOU with the County of Alameda and other collaborative Bay Area jurisdictions which serve as the BACC for continued participation in a Federally-funded grant initiative designed to facilitate each respective jurisdiction's purchase of electric vehicles and charging stations; and be it

**FURTHER RESOLVED**, that the City Council authorizes the City Administrator, or her designee, to enter into one or more purchase agreement(s) with one or more select vendors identified in direct relationship to the execution of the aforementioned MOU as a means by which to purchase said vehicles, charging equipment, and installation of charging equipment; and be it

FURTHER RESOLVED, that the City Council finds that pursuant to Oakland Municipal Code sections 2.04.050.1.5 and 2.04.051.B, for the reasons stated above and in the report accompanying this resolution, that it is in the best interests of the City to waive the advertising, competitive bidding, and competitive RFP/Q process for products and services to be purchased under the proposed agreement and that the City Council thereby authorizes the waiver of said requirements; and be it

FURTHER RESOLVED, that the City Council hereby waives the L/SLBE provisions associated with the proposed MOU and the purchase and placement of electric vehicles, charging stations and related equipment and services; and be it

FURTHER RESOLVED, that the City Administrator, or her designee, is hereby authorized to complete all required negotiations, certifications, assurances, and documentation required to accept, modify, extend and/or amend the grant award, except for any increase in the contract cost; and be it

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FURTHER RESOLVED, that the City Attomey shall review and approved the proposed MOU and any and all other vendor service agreements as to form and legality, and copies of the agreement(s) shall be filed with the Office of the City Clerk.

### OCT - 1 2013

IN COUNCIL, OAKLAND, CALIFORNIA

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, KALB, KAPLAN, MCELHANEY, AND SCHAAF and PRESIDENT KERNIGHAN -7

NOES -

**ABSENT -**

**ABSTENTION -**

Excused - Reid - 1

V K CJ TTES LaTonda Simmons

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

OPFICE OF OAKLAND CITY	COUNCIL	Approved as to Form and Egality
2017 HAPLY TAP M: NO.	C.M	.S.
Introduced by Councilmember		

RESOLUTION AUTHORIZING (1) THE CITY ADMINISTRATOR OR DESIGNEE TO ENTER INTO A THREE-YEAR PROFESSIONAL SERVICES AGREEMENT WITH CHARGEPOINT, INC. FOR AN AMOUNT NOT TO EXCEED SIXTY THOUSAND DOLLARS (\$60,000.00) ANNUALLY FOR THE PERIOD OF MARCH 1, 2017 THROUGH FEBRUARY 29, 2020 FOR MAINTENANCE AND REPAIR OF ELECTRIC VEHICLE CHARGING STATIONS, ELECTRIC VEHICLE CHARGING STATION ACCESS CARDS AND MONTHLY NETWORK ACCESS; WITH TWO ONE-YEAR OPTIONS TO EXTEND THE AGREEMENT FOR A GRAND TOTAL CONTRACT AMOUNT OF THREE HUNDRED THOUSAND DOLLARS (\$300,000.00), WITHOUT RETURNING TO COUNCIL, AND (2) WAIVING THE ADVERTISING, COMPETITIVE BIDDING AND REQUEST FOR PROPOSAL/QUALIFICATIONS (RFP/Q) REQUIREMENTS

WHEREAS, Oakland Public Works' Bureau of Infrastructure & Operations seeks to enter into an agreement with ChargePoint, Inc. for maintenance, repair and replacement parts for the City of Oakland's electric vehicle charging stations, electric vehicle charging station access cards and monthly network access; and

WHEREAS, the proposed contractual agreement with ChargePoint, Inc. is aligned with the City's green fleet policy as reflected within the context of Authorizing Resolution No. 77842 C.M.S., dated June 3, 2013, which supports the purchase of alternative fuel vehicles and the pursuit of Federal, state and other incentive programs related to clean air and energy efficiency; and

WHEREAS, the City Council previously authorized similar legislation, related to the actual purchase of electric vehicles through the use of Federally allocated grant funds through the adoption of Authorizing Resolution No. 84645 C.M.S., dated October 1, 2013; and

WHEREAS, Oakland Public Works requests authorization to enter into a three-year agreement with Chargepoint, Inc. for an amount not to exceed sixty thousand dollars (\$60,000.00) annually for the period of March 1, 2017 through February 29, 2020 for maintenance and repair of electric vehicle charging stations, replacement parts, charging station access cards and network access; and

**WHEREAS**, staff also request authorization of two one-year options to extend the agreement for a grand total contractual allocation in an amount not to exceed three hundred thousand dollars (\$300,000.00), without returning to Council; and

ChargePoint, Inc. May 23, 2017 Page 2

**WHEREAS,** Oakland Municipal Code (OMC) Title 2, Chapter 2, Article I, Section 2.04.05I.A requires the City to conduct a competitive Request for Proposal/Qualifications (RFP/Q) selection process for the procurement of professional services; and

WHEREAS, OMC Title 2, Chapter 2, Article I, Section 2.04.050 requires the City to conduct advertising and competitive bidding when it purchases services, supplies or a combination thereof that exceeds \$50,000.00; and

WHEREAS, OMC Section 2.04.05I.B and Section 2.04.050 I 5 permit the Council to waive the RFP/Q and bidding and advertising requirements upon a finding and determination that it is in the best interests of the City to do so; and

WHEREAS, staff recommends that the City Council, pursuant to OMC Section 2.04.051.B and Section 2.04.050 I 5 waive the RFP/Q and advertising and bidding requirements and authorize the City Administrator or designee to enter into the above-referenced contractual provisions with ChargePoint, Inc.; and

WHEREAS, in keeping with the guiding principles of the California Environmental Quality Act (CEQA), the City's use of electric vehicles benefits all Californians by bringing cleaner air, energy security and fuel cost savings, while leveraging the state's and local jurisdictions' leadership in technology and innovation; now, therefore be it

**RESOLVED:** That the City Council hereby authorizes the City Administrator or designee to enter into a three-year agreement for the period of March 1, 2017 through February 29, 2020 with ChargePoint, Inc. in an amount not to exceed \$60,000 annually. The City Council also authorizes two one-year options to extend the agreement for a grand total contractual allocation in an amount not to exceed \$300,000.00; and be it

**FURTHER RESOLVED:** That pursuant to OMC Sections 2.04.050 I 5 and 2.04.051.A, the City Council hereby finds and determines that it is in the best interests of the City to waive the advertising, competitive bidding and RFP/Q requirements based upon the reasons as set for herein and in the attached report which accompanies this Resolution, and be it

**FURTHER RESOLVED:** That the City Administrator or designee is hereby authorized to complete all required negotiations, certifications, assurances and documentation required to accept, modify, extend and/or amend the proposed agreement(s) with ChargePoint, Inc., except for any increase in the contract(s) costs; and be it

ChargePoint, Inc. May 23, 2017 Page 3

**FURTHER RESOLVED:** That all proposed contract expenditure allocations shall be expensed to the Oakland Public Works Equipment Services Fund 4100; Equipment Services Administration Organization 30541; Repair and Maintenance Miscellaneous Account 54619; Administrative Project 1000010:DP300, Fleet Management and Maintenance Program IN01; and be it

**FURTHER RESOLVED:** That the City Attorney shall review and approve the proposed contract(s) as to form and legality, and copies of the agreement(s) shall be filed with the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA,

#### **PASSED BY THE FOLLOWING VOTE:**

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

NOES -

ABSENT -

**ABSTENTION -**

ATTEST:

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