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OFFICE OF THE CITY CLERK
OAKLAND
2019 APR 11 PM 5:34

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Jason Mitchell
Director, OPW

SUBJECT: Team Oakland Youth Employment
Contract

DATE: April 1, 2019

City Administrator Approval

Date:

4/11/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator Or Her Designee To Enter Into A Two-Year Agreement, From July 1, 2019 To June 30, 2021 With Youth Employment Partnership (YEP) To Implement The Team Oakland Program, And Appropriate An Amount Not To Exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00), With An Option To Extend The Contract For Two Additional Years, Through June 30, 2023, In An Amount Not To Exceed Seven Hundred Fifty Thousand Dollars (\$750,000.00), Based On Satisfactory Contractor Performance.

EXECUTIVE SUMMARY

The Team Oakland program provides job training, life skills, and environmental trainings for Oakland youth between the ages of 15 and 24 and for many participants, provides first, or early job training. Participants attend and gain practical experience through city cleanups, park maintenance, and habitat restoration projects. The City has supported the Team Oakland summer jobs youth training program since 1993. The current agreement will expire on June 30, 2019.

Oakland Public Works recommends that the City Council authorize a two-year agreement not to exceed \$750,000.00 from July 1, 2019 to June 30, 2021 with Youth Employment Partnership (YEP) to continue implementation of the Team Oakland program. The resolution approving the agreement also includes an option to extend the contract for two additional years through June 30, 2023, in an amount not to exceed \$750,000.00.

BACKGROUND / LEGISLATIVE HISTORY

Since 1993, Team Oakland has provided summer employment for youth through an environmental learning program focused on cleaning and greening Oakland. Team Oakland participants work to abate litter, illegal dumping, weeds, and graffiti from the public rights-of-way. Participants provide support for special events and volunteer groups to improve the quality of parks, creeks, natural areas and open spaces. In addition, the participants may conduct

outreach to merchants in commercial districts, and assess and report blight conditions in the city.

The Oakland Public Works Environmental Services Division (OPW-ESD) manages the contract for the Team Oakland program. OPW staff designate work locations and projects, provide tools, coordinate debris pickup, and direct the Contractor.

ANALYSIS AND POLICY ALTERNATIVES

The current Team Oakland contract will expire on June 30, 2019 and a new contract is required to continue this program. To address this need, on December 7, 2018, OPW issued a Request for Proposals (RFP) to manage the Team Oakland program for fiscal cycle 2019-21. Two proposals were submitted on January 15, 2019. Cypress Mandela, Inc.'s proposal did not meet the 50 percent Oakland Local and Small Local Business Enterprise (L/SLBE) participation requirement, per the City Administrator's Office, Contracts and Compliance Division. Youth Employment Partnership (YEP) did meet the requirement and is Equal Benefits Ordinance (EBO) compliant. The Contracts and Compliance verification of the L/SLBE participation is shown in **Attachment A**.

Staff evaluated the YEP proposal and rated it as satisfactory in all areas. YEP has demonstrated that it possesses the necessary experience and skills to provide the Team Oakland Program. YEP has been the contractor providing The Team Oakland Program since its inception in 1993 and has met all obligations under the contract.

YEP is a non-profit employment training organization that provides paid comprehensive training and employment opportunities to youth. Trainees receive work experience on community revitalization projects, and classroom training in pre-employment issues, environmental topics, and leadership. YEP will directly supervise ten teams each composed of nine Team Members, a Team Leader and an Assistant Team Leader. Team Members will earn minimum wage, and Team Leaders and Assistant Team Leaders will earn above minimum wage. Participants will work a schedule of 20 hours per week, with a cap of 100 hours for Team Members during their employment.

YEP will partner with Friends of Sausal Creek and Planting Justice as sub-consultants to deliver five special weekly environmental projects. YEP will provide all coordination and training for the subcontractor. YEP has previously managed the Team Oakland program, including in the current 2018-19 fiscal year, and met the performance criteria.

FISCAL IMPACT

Approval of this resolution will authorize a two-year agreement in an amount not to exceed \$750,000 for the two-year period from July 1, 2019 to June 30, 2021. Additional expenditures in Fiscal Year 2021-23 not-to-exceed \$750,000 should the contract be extended for two years will be contingent upon Council approval

Funds for this professional services agreement will be included in the FY 2019-21 proposed budget in the following funding sources:

- Recycling Program Fund (1710); Environmental Services: Environmental Remediation Organization (30683); Services: Miscellaneous Contract Account (54919); Youth We Mean Clean Program Project (1001685) and DP300 Administrative Project (1000010); and Sustainable Oakland Program (SC26)
- City Facilities (4400); Environmental Services: Environmental Remediation Organization (30683); Services: Miscellaneous Contract Account (54919); Environmental Compliance FY05-06 Project (1001642); and Sustainable Oakland Program (SC26)
- General Purpose Fund (1010); Litter Enforcement (30674); Contract Contingencies Account (54011); DP300 Administrative Project (1000010); and Keep Oakland Clean and Beautiful Program (NB35).

If the proposed budget is adopted by the Council, staff will reallocate necessary funds to the Youth We Mean Clean Program (1001685) within Environmental Services: Environmental Remediation Organization (30683) in each fund listed above at the start of FY 2019-20.

AMOUNT OF RECOMMENDATION/COST OF PROJECT:

Project Delivery – not to exceed	\$750,000
Construction (if applicable)	n/a
Contingency (if applicable)	n/a
Total Project Costs	\$750,000

PUBLIC OUTREACH / INTEREST

Announcements regarding this contracting opportunity were posted on the City website and published in the East Bay Times on December 7, 2018. An RFP was issued through the City's iSupplier and CIP.com websites on December 6, 2018 and a pre-proposal meeting was conducted on December 13, 2018.

COORDINATION

OPW, Environmental Services Division coordinated with the City Administrator's Office Contracts and Compliance Unit and OPW Contract Services, in preparation of this report.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Over the past seven years, YEP has received an overall "average" evaluation as contractor for the Team Oakland program.

The Contractor is responsible for:

- Conducting participant skill assessments, tracking retention rates, and maintaining payroll and training records;

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- Participating in regularly scheduled meetings with OPW staff;
- Distributing informational materials provided by the City, and other litter and or graffiti prevention literature, to merchants in selected corridors;
- Maintaining general documentation of all activities, including before and after photos, site visits, employment training and environmental education;
- Collecting, analyzing and compiling data, and writing accurate, detailed reports;
- Preparing a final data and narrative report with budget expenditures and supporting material for the season is due each year no later than October 31st.

At the end of the project, the City Project Manager will evaluate the consultant's performance in accordance with the Consultant Performance Evaluation form.

SUSTAINABLE OPPORTUNITIES

Economic: Cleaner commercial districts are more likely to attract and retain businesses, thereby increasing sales tax revenue.

Environmental: Team Oakland will contribute to a cleaner and healthier environment through litter removal, beautification, and outreach efforts to reduce pollution and waste.

Social Equity: Team Oakland members will represent neighborhoods throughout Oakland, many of which have high youth unemployment rates. Team Oakland will be cleaning and greening some of the most blighted areas of Oakland.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt a resolution authorizing the City Administrator or her designee to enter into a two-year agreement, from July 1, 2019 to June 30, 2021 with youth employment partnership (YEP) to implement the Team Oakland program, and appropriate an amount not to exceed seven hundred fifty thousand dollars (\$750,000.00), with an option to extend the contract for two additional years, through June 30, 2023, in an amount not to exceed seven hundred fifty thousand dollars (\$750,000.00), based on satisfactory contractor performance.

For questions regarding this report, please contact Mark Arniola, Environmental Program Supervisor, at 238-7371.

Respectfully submitted,



JASON MITCHELL
Director, Oakland Public Works

Reviewed by:
David Ferguson, Assistant Director

Reviewed by:
Peter Slote, Acting Manager
Environmental Services Division

Prepared by:
Mark Arniola, Environmental Program
Supervisor
Protection & Compliance, Environmental Services

Attachment:

A: Project Compliance Evaluation

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Attachment A

INTER OFFICE MEMORANDUM

TO: Michael Perlmutter

FROM: Deborah Barnes, Director
Contracts and Compliance

THROUGH: Shelley Darensburg, Senior Contract Compliance Officer

PREPARED BY: Sophany Hang, Contract Compliance Officer

SUBJECT: Compliance Analysis
Compliance Analysis
Request for Qualifications (RFQ)
for Team Oakland 2019-2021

DATE: February 6, 2019

At the request of the Oakland Public Works Department, the designated Compliance Officer conducted a compliance analysis of two (2) proposals submitted to the City in response to the above referenced RFQ. Below are the results of the compliance evaluations for the minimum 50% Local/Small Local Business Enterprise (L/SLBE) participation requirement, and Equal Benefits Ordinance (EBO) including any 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 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	
Youth Employment Partnership, Inc.	90.00%	90.00%	0.00%	0.00%	90.00%	5.0 pts.	2.5 pts.	0.0 pts.	7.5 pts	Y

Comments: As noted above, firm exceeded the minimum 50% L/SLBE participation requirement. Firm is EBO compliant.

<i>Non-Responsive to Social Justice Policies</i>	PROPOSED L/SLBE PARTICIPATION PERCENTAGES					EARNED PREFERENCE POINTS				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	
Cypress Mandela Training Center	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0 pts.	0.0 pts.	0.0 pts.	Y

Comments: As noted above, firm did not meet the minimum 50% L/SLBE participation requirement. Therefore, they are deemed non-responsive to the L/SLBE participation requirement.

Should you have any questions you may contact Sophany Hang, Contract Compliance Officer at (510) 238-3723.

COMPLIANCE OFFICER NOTES: - Cypress Mandela Training Center's certification as Not for Profit Small Local Business Enterprise (NPSLBE) expired on September 30, 2017.

CONTRACTS AND COMPLIANCE

Compliance Division



PROJECT COMPLIANCE EVALUATION FOR :

RE:

Request for Qualifications (RFQ) for Team Oakland 2019-2021

CONSULTANT/CONTRACTOR: Youth Employment Partnership, Inc.

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 **90.00%**
 - b) % of SLBE participation **0.00%**
 - c) % of VSLBE participation **0.00%** **00.0% (double counted value)**
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.

2/6/2019

Date

Reviewing Officer:

[Signature]

Date: 2/6/2019

Approved By:

[Signature]

Date: 2/6/2019

LBE/SLBE Participation Youth Employment Partnership, Inc.

Project Name: Request for Qualifications (RFQ) for Team Oakland 2019-2021

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 Watershed maintenance, Sustainable gardening	Youth Employment Partnership, Inc.	Oakland	CB	90.00%			90.00%	90.00%	O			
	Friends of Sausal Creek	Oakland	UB					6.00%	NL			
	Planting Justice	Oakland	UB					4.00%	NL			
Project Totals				90.00%	0.00%	0.00%	90.00%	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.				LBE 25%	SLBE 25%	VSLBE	TOTAL LBE/SLBE	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								



CONTRACTS AND COMPLIANCE

Compliance Division

PROJECT COMPLIANCE EVALUATION FOR :

RE: Request for Qualifications (RFQ) for Team Oakland 2019-2021

CONSULTANT/CONTRACTOR: Cypress Mandela Training Center

<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 **0.0%**
- b) % of SLBE participation **0.0%**
- c) % of VSLBE participation **0.0%**

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 with a 3% SLBE shortfall. Therefore, they are non-responsive with the L/SLBE requirement.

2/6/2019
Date

Reviewing Officer:

[Handwritten Signature]

Date: 2/6/2019

Approved By:

[Handwritten Signature]

Date: 2/6/2019

LBE/SLBE Participation Cypress Mandela Training Center

Project Name: Request for Qualifications (RFQ) for Team Oakland 2019-2021

Project No.: NA		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 Professional Services	Cypress Mandela Training Center	Oakland	UB					50.00%	O			
	Margot Foundation Community Center	Oakland	UB					50.00%	NL			
Cost Estimating												
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. The SLBE requirement is waived for Oakland certified prime consultants. An VSLBE's participation is double counted toward meeting the requirement.				LBE 25%	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						

FILED
OFFICE OF THE CITY CLERK
OAKLAND

DRAFT

City Attorney's Office

2019 APR 11 PM 5:43

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO ENTER INTO A TWO-YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP (YEP) TO IMPLEMENT THE TEAM OAKLAND PROGRAM, IN AN AMOUNT NOT TO EXCEED SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00), WITH AN OPTION TO EXTEND THE CONTRACT FOR TWO ADDITIONAL YEARS, THROUGH JUNE 30, 2023, IN AN AMOUNT NOT TO EXCEED SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00), BASED ON SATISFACTORY CONTRACTOR PERFORMANCE

WHEREAS, Team Oakland is a citywide employment and environmental education opportunity program that provides training and education to youth and beautification services for the City and is managed by the City of Oakland, Public Works Department; and

WHEREAS, proposals to implement the program were solicited through a request for proposals (RFP) process and the nonprofit organization, Youth Employment Partnership Inc. ("YEP"), submitted the only response that met the City's Local and Small Local Business Enterprise (L/SLBE) requirements; and

WHEREAS, YEP's submittal was evaluated and YEP's demonstrated experience managing teams of youth to work on a variety of environmental projects, including abatement of litter, illegal dumping, weeds, and graffiti from public rights of way, support for special events and volunteer groups to improve the quality of parks, creeks, natural areas and open spaces including prior experience managing Team Oakland that was found satisfactory; and

WHEREAS, YEP meets the City's Local and Small Local Business Enterprise (L/SLBE) requirements and complies with the Equal Benefits Ordinance (EBO); and

WHEREAS, the City Council finds and determines that the performance of this contract shall not result in the loss of employment or salary by any person having permanent status in the competitive services; now, therefore, be it

RESOLVED: That the City Administrator is authorized to enter into an Agreement, subject to the review and approval of the City Attorney, with the Youth Employment Partnership, Inc. to hire, recruit and train persons needed to facilitate the Team Oakland program for a two-year program with an option to extend for two additional years in an amount not to exceed \$750,000 per year; and be it

FURTHER RESOLVED: That all expenditures related to this proposed contract shall be allocated in Recycling Fund (1710), City Facilities (4400), and General Purpose Fund (1010); Environmental Services: Environmental Remediation Organization (30683); Services: Miscellaneous Contract Account (54919); Youth We Mean Clean Program Project (1001685); and Sustainable Oakland Program (SC26); and be it

FURTHER RESOLVED: That proposed contract expenditure allocations for Fiscal Year 2019—2020 and Fiscal Year 2020-2021 will be contingent upon Council adoption of the budget; and be it

FURTHER RESOLVED: That the City Administrator is authorized to exercise the option to renew the agreement for two additional years without return to Council, provided that such option shall be subject to a signed contract amendment, review and approval of the City Attorney and filed with the City Clerk's Office; and be it

FURTHER RESOLVED: That the agreement shall be reviewed and approved by the Office of the City Attorney for form and legality and placed on file in the Office of the City Clerk.

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