

FILED
 OFFICE OF THE CITY CLERK
 OAKLAND
 CITY OF OAKLAND

AGENDA REPORT

2019 MAY -2 PM 3: 22

TO: Sabrina B. Landreth
 City Administrator

FROM: Jason Mitchell
 Director, Public Works

SUBJECT: Supplemental Report: Team Oakland
 Youth Employment Contract

DATE: April 29, 2019

City Administrator Approval

Date:

5/1/19

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator Or Her Designee To Enter Into A One-Year Agreement, From July 1, 2019 To June 30, 2020 With Youth Employment Partnership (YEP) To Implement The Team Oakland Program, And Appropriate An Amount Not To Exceed Three Hundred Seventy Five Thousand Dollars (\$375,000.00), With An Option To Extend The Contract For One Additional Year, Through June 30, 2021, In An Amount Not To Exceed Three Hundred Seventy Five Thousand Dollars (\$375,000.00), Based On Satisfactory Contractor Performance And Council Approval.

REASON FOR SUPPLEMENTAL

At the April 23, 2019 Public Works Committee meeting, the Committee asked staff to provide additional details describing the activities performed under the Team Oakland contract and a copy of the contract evaluation, known as Schedule L, summarizing the contractor's performance on the previous contract (see **Attachment A**). In addition, the Committee requested that the contract term be reduced to one year, at an amount not to exceed \$375,000.00, with the option to extend the contract for one additional year upon Council approval. As requested by the Committee, staff prepared this supplemental report to ensure this information is shared in advance of the May 7, 2019 City Council meeting.

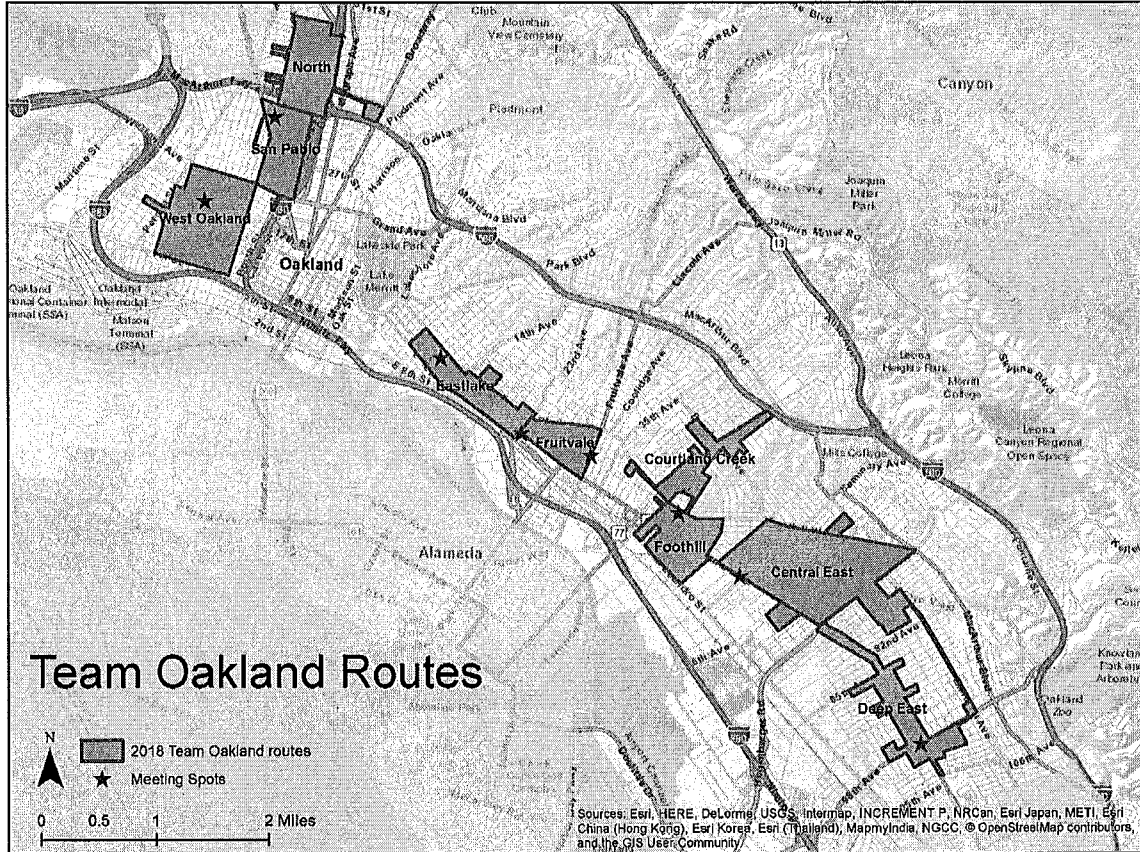
Team Oakland Scope of Activities

Team Oakland will employ 130 Oakland youth ages 15-24 over the summer. Youth will work in teams on City cleanup and environmental restoration projects, and will receive training for job and life skills, as well as environmental education. Typically, a team is comprised of nine team members ages 15-18 and one team leader age 18-24. Within each twenty-hour work week, teams dedicate three days to litter removal within assigned zones, one day on a park or garden project, and one day in training, covering topics such as career planning, resume building, and workplace attendance and professionalism.

Item: _____
 Oakland City Council
 May 7, 2019

The routes from the 2018 field season are shown on the map below. Each year, routes are reviewed and revised based on feedback from Oakland Public Works (OPW) Environmental Services Division, Keep Oakland Clean and Beautiful Division, Parks and Tree Services Division, Watershed Division, Human Services Department, City Administrator's Office, and the Team Oakland contractor.

Team Oakland Routes - 2018 Field Season



Service hours are shown in the table below:

Service Hours							
Position	# of Positions	Start Date*	End Date*	Pre-Employment Training hours	Max total Training hours (over 7.5 week season)	Max total Field hours (over 7.5 week season)	Max Total Service hours
Team Member	90	10-Jun	9-Aug	10	21	120	151
Assistant Team Leader	10	10-Jun	9-Aug	20	21	120	161
Team Leader	10	3-Jun	14-Aug	30	28	120	178
Student Ambassador	20	TBA	TBA				100

*Start and end dates may shift to accommodate changes in the Oakland Unified School District schedule.

A new set of one or two Student Ambassador teams will, in addition to completing a portion of the standard Team Oakland assignments, develop a training and education curriculum aimed at raising awareness and responsibility for addressing litter and dumping in Oakland. After the summer, the Student Ambassador teams will teach the curriculum to peers, parents, and to lower grade classrooms within the Oakland Unified School District.

Education and Training

Team Oakland is a first, or early job for many of the participants. Participants gain hands-on as well as formal job training in a variety of subjects.

As part of the orientation, each participant receives formal training in job and safety standards. Team Leaders receive additional orientation training covering: safety, communication skills, conflict resolution, motivating teens, role-modeling positive work behaviors, attitudes, setting boundaries, creating positive team experiences, and Team Oakland logistics and forms for which they will be responsible (timesheets, special project logistics, work day reports, etc.). Team Leaders will also take part in all Team Oakland training sessions during the field season.

During each week of the field season, the Contractor will provide one three-hour training session to all Team Oakland participants covering job and life skills as well as environmental education. Training will be conducted by Youth Employment Partnership (YEP) with support from environmental partners.

Job readiness training sessions will cover: program handbook, attendance and professionalism, positive attitudes in the workplace, keeping a job, and sexual harassment. The life skills trainings

include: financial literacy, effective job searching, career planning and pathways, resume building workshop, and finishing on a positive note.

Environmental education and field trips will cover solar and renewable energy, green jobs, impact of trash and recycling, sustainable gardening, wastewater treatment, soil contamination and water pollution. East Bay Municipal Utilities District (EBMUD), PG&E Energy Center, and Davis Street Waste Transfer Station have each committed to hosting field trips for the 2019 field season. Planting Justice, Friends of Sausal Creek and Oakland Public Works will assist in coordinating guest speakers for training and education when a field trip is not available.

Outcomes

Each summer, Team Oakland participants remove more than 3,000 thirty-gallon bags of litter from their routes. Park and garden projects have helped achieve landscaping, habitat restoration, and gardening goals for the City of Oakland.

Participants gain valuable job experience and training, as well as first-hand experience responding to blight from litter and dumping in Oakland's neighborhoods and parks. Beyond the short-term benefits of removing and reporting blight, participants can form deep and life-long attitudes and beliefs about the importance of proper waste disposal and various ways to participate in community and environmental stewardship.

The goal is for this program to be transformative not just for the participants, but also for their networks of peers, parents, and community members interacting with Team Oakland participants. This year's new Student Ambassador component to Team Oakland will provide explicit tools, venues, and incentives for Team Oakland participants to teach environmental and community stewardship to others.

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 one-year agreement, from July 1, 2019 to June 30, 2020 with Youth Employment Partnership (YEP) to implement the Team Oakland program, and appropriate an amount not to exceed three hundred seventy five thousand dollars (\$375,000.00), with an option to extend the contract for one additional year, through June 30, 2021, in an amount not to exceed three hundred seventy five thousand dollars (\$375,000.00), based on satisfactory contractor performance and Council approval.

For questions regarding this report, please contact David Ferguson, Assistant Director, Public Works at 510-615-5451.

Respectfully submitted,



JASON MITCHELL
Director, Oakland Public Works

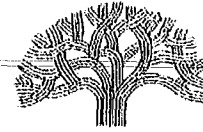
Reviewed by:
David Ferguson, Assistant Director

Reviewed by:
Daniel Hamilton, Acting Manager
Environmental Services Division

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

Attachment (1):

A: Schedule L: Consultant Performance Evaluation Form



CITY OF OAKLAND

PROJECT DELIVERY DIVISION • 250 FRANK H. OGAWA PLAZA, SUITE 4344 • OAKLAND, CALIFORNIA 94612
Public Works Agency (510) 238-3051
Department of Engineering and Construction FAX (510) 238-6633
TDD (510) 839-6451

SCHEDULE L1
CONSULTANT PERFORMANCE EVALUATION FORM

Date of Evaluation: 4/2/2019

Consultant Name: Youth Employment Partnership, Inc.

Consultant Address: 2300 International Blvd, Oakland CA 94601

Consultant Lead Project Manager: Michele Clark


Type of Services/Work Provided: summer youth employment and job training

Final Value of Consultant Contract: \$996,000

Duration of Consultant Contract (Start to end dates): 7/1/2015 to 6/30/2019

Project Complexity: Difficult

Consultant's Signature:


Michele Clark

The Consultant's Performance Evaluation has been communicated to the Consultant. Signature does not necessarily signify consent or agreement.


Project Name: Team Oakland Program

Project No: P35510

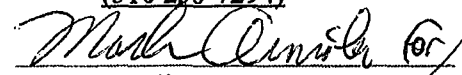
Final Value of Construction Contract: N/A

City Construction Resident Engineer: (N/A) (N/A)

City Project Manager/Evaluator Signature:


Mike Perlmutter
(510 238-7294)

Reviewed and Approved By (with phone #):


Daniel Hamilton
510-238-6179

Rating Guidelines

- Poor** *Work required extensive revisions, included numerous & significant errors; Consultant was unable or unwilling to perform consistently, required an inordinate amount of supervision, and/or failed to meet professional standards/project objectives.*
- Needs to Improve** *Performance was marginal; work required more review and included more errors than would normally be anticipated; level of service or expertise below average.*
- Average** *Performance and work were satisfactory; services provided were at least of industry standard; no significant errors or problems; professional service objectives met.*
- Excellent** *Performance was clearly above standard; expectations exceeded; objectives were met with an added level of service and/or with a higher level of professional expertise.*

Questions	Poor	Needs to Improve	Average	Excellent	Not Applicable
1. Quality of Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ability to meet the Project Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge, Expertise, and State-of -the Art Technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Innovation of Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to Promptly React and Respond to Problems/Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Ability to maintain to the Project Schedule and adhere to Time Commitments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ability to maintain to the Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Accuracy of Cost Estimating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Constructibility of the Design/Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Quality of Construction Administration Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Accuracy and Timeliness of Billings and other Documents	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Ability to Manage and Coordinate Sub-Consultants	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Knowledge and Expertise in Regulatory Requirements and in Procuring Required Permits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Ability to Communicate with the Community and to Make Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All Questions rated at "Poor" or "Needs to Improve" must be supplemented with comments:

Comments: Contractor is asked to meet October 31st annual report submittal deadline. Improved photo documentation of each team's work is requested. Improved reporting of special projects has been requested and scoped out for the next contract. Improvement is sought in recruiting, interviewing, and hiring adequate quantity and quality of Team Leaders. Improvement is sought for participant training and development. Improved training and development has been scoped and built out for the next contract, which includes increased participation by partner organizations and increased resources for this aspect of the program. Improvement is sought for accountability with borrowed tools and specific accountability measures will be implemented for the next contract.

Notes:

Please save a PDF of signed document using this naming convention: **Firm_Project#_date of eval** and place in Evaluations folder in the Contract Services folder. *(Control+click onto the hyperlink)*

The Project Coordinator/Manager shall complete this evaluation form for each primary consultant within 60 days upon the completion of an individual project or assignment. Interim evaluations shall also be prepared for projects of a long duration (i.e. over one year) or if the consultant's performance merits notification of any deficiencies.

Information is to be submitted to and kept on file for five (5) years. A copy of the evaluation shall also be provided to the Consultant. These forms may be used, in part, as a reference to evaluate the Consultant for future City professional services contracts.

Consultants with an overall evaluation of "Poor" or "Needs to Improve" are given an opportunity to 1) appeal the evaluation to the agency deputy director, or the designee, and/or 2) append the evaluation with a one-page statement that explains or refutes the City's finding.

To the extent permitted by law, the City shall treat the evaluations as confidential information.

cc: PWA Contract Services – Evaluations



CITY OF OAKLAND

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FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL


City Attorney

2019 MAY -2 PM 3:22

RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO ENTER INTO A ONETWO-YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP (YEP) TO IMPLEMENT THE TEAM OAKLAND PROGRAM, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SEVENTY-FIVE SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$375750,000.00), WITH AN OPTION TO EXTEND THE CONTRACT FOR ONETWO ADDITIONAL YEARS, THROUGH JUNE 30, 2021~~3~~, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SEVENTY FIVE SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$375750,000.00), BASED ON SATISFACTORY CONTRACTOR PERFORMANCE AND COUNCIL APPROVAL

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 onetwo-year program with an option to extend for onetwo

additional years upon satisfactory contractor performance and Council approval in an amount not to exceed \$375750,000 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 and any amendments 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

DRAFT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

OAKLAND CITY COUNCIL

City Attorney

2019 MAY -2 PM 3:21

RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR OR HER DESIGNEE TO ENTER INTO A ONE-YEAR AGREEMENT WITH YOUTH EMPLOYMENT PARTNERSHIP (YEP) TO IMPLEMENT THE TEAM OAKLAND PROGRAM, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$375,000.00), WITH AN OPTION TO EXTEND THE CONTRACT FOR ONE ADDITIONAL YEAR, THROUGH JUNE 30, 2021, IN AN AMOUNT NOT TO EXCEED THREE HUNDRED SEVENTY FIVE THOUSAND DOLLARS (\$375,000.00), BASED ON SATISFACTORY CONTRACTOR PERFORMANCE AND COUNCIL APPROVAL

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FURTHER RESOLVED: That the agreement and any amendments 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.

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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