



**ATTENTION ALL BIDDERS**

ADDENDUM NO. 3 to the  
Contract Documents for  
**Request for Proposals for**  
General Plan Update (# 262663)

**Date: June 11, 2021**  
**From: Planning & Building Department and Department of Workplace and Employment Standards**  
**To: Prospective Bidders**

1. This Addendum No. 3 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 3 in the space below and attach this signed document to the Proposal.
3. All Contractors contracting directly with the City or anticipating contracting directly with the City must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. Registration via iSupplier will also ensure that Contractors receive invoice payments and future Invitation to Bids for Construction and Professional Service projects and. Once you have completed the process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with "RFP for General Plan Update" as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
- 4. Please see attached responses to questions received as of May 21, 2021.**
5. For questions regarding the following topics below:
  - a. iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)
  - b. Requesting to receive an invitation to participate in a project, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov).
  - c. Project related questions, contact [generalplan@oaklandca.gov](mailto:generalplan@oaklandca.gov).
  - d. Contract compliance questions, contact Vivian Inman at 510-238-6261.
  - e. Contract administration questions (e.g., planholders list, attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>

A handwritten signature in black ink, appearing to read "Christina Ferracane", written over a horizontal line.

Christina Ferracane, Project Manager

ADDENDUM NO. 3 ACKNOWLEDGED:

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

## Request for Proposals for General Plan Update (# 262663)

### Response to Questions

**Part 1** – General Questions and Answers (page 2)

**Part 2** – Revised Approach to Participation of Local Non-Profits and Community-Based-Organizations (page 6)

### **Part 1 – General Questions & Answers**

The following are responses to questions that were received at the pre-proposal meeting held on May 11, 2021 or via email before May 21, 2021.

1. *Q: When was the City of Oakland's General Plan last updated?*

A: The City's General Plan Land Use and Transportation Element was last comprehensively updated in 1998. However, some individual Elements have been amended more recently (for example, the Housing Element was last updated in 2014) and other Elements were last updated before 1998. See Section 3.1 of the [General Plan Update Technical Memo](#) for more details.

2. *Q: Has an overall budget for the General Plan Update been identified by component?*

A: The City has estimates for the overall budget that are described in Section 13.3 of the [General Plan Update Technical Memo](#). But as noted in the RFP, the City understands that the exact budget will be based on a specific scope of work. We're looking for Consultant Teams to propose that specific scope of work with an accompanying estimated budget in their RFP submittals. The final scope of work and budget will be based on negotiations with the City after the Consultant Team has been selected.

3. *Q: For the [guiding principle areas](#), should a community-based organization select the areas that they are most interested in participating in as a consultant or just give input?*

A: The guiding principles help frame how the process might unfold. The City expects that community-based organizations (CBOs) may have a variety of roles in the General Plan Update process, as described in Section 12.3.1 of the [General Plan Update Technical Memo](#). In addition to CBOs that are sub-contracted members of the Consultant Team, the City expects to engage with a wide variety of CBOs, non-profits and other local stakeholders. The key role of CBOs and other local organizations will be to help engage the community in the General Plan Update process and elevate the concerns (and therefore the policy alternatives) that reflect communities that are typically under-represented in city planning processes.

4. *Q: Does the City anticipate a large Steering Committee comprised of residents that will meet regularly during Phases One and Two?*

A: The City does not anticipate utilizing a Steering Committee for the General Plan process, but instead intends to have meetings with various stakeholder groups, hold larger public workshops, pop-up meetings around the City, and attend meetings that are already occurring with various groups throughout the City in order to insure reaching communities that typically do not participate in the city planning process. Also See Part 2 of this document (starting [on page 6](#)) for unique guidance regarding participation of local non-profits, foundations, community-based organizations in the Consultant Team.

5. *Q: Can you list, and also prioritize that list in order, the City's objectives for this phase of the General Plan Update?*

A: As noted in the Request for Proposals, the General Plan Update is divided into two phases, and submittals must be responsive to items articulated in both phases (including optional items). The main objective of Phase One is to adopt comprehensive and equitable Housing, Safety and Environmental Justice Elements of the General Plan by January 2023 to meet statutory deadlines that must be met in order for the City to comply with State law and maintain regional and State affordable housing and emergency disaster funding. The guiding principles in the RFP describe the vision for the planning process. A central guiding principle of the General Plan Update is to advance the City of Oakland's codified mission to "intentionally integrate, on a citywide basis, the principle of 'fair and just' in all the City does in order to achieve equitable opportunities for all people and communities." Each Element has specific requirements, as described in State law and various guidance documents, including but not limited to the [California Office of Planning and Research's \(OPR's\) guidelines and technical advisories regarding General Plans](#). In addition to statutory requirements, the City wants its Element to serve as roadmaps for how the City functions and focuses its resources. The City's Listening Sessions held in fall of 2020, daylighted many of the issues that will need to be teased out in the General Plan Update process. And during further community engagement, other issues may come forth.

6. *Q: For Task I.E.1. Alternatives Based on Different Future Scenarios, to what extent will travel behavior, physical activity and health outcomes be desired for the future alternative scenarios? What is the City's preferred scenario or sketch planning tool (e.g., UrbanFootprint, CommunityViz, Envision Tomorrow)?*

A: The City is currently researching the various urban planning 3D Modeling software options but has not yet decided on a preferred scenario planning tool. We are open to the Consultant Team providing input on what they think is best. Ideally the City is interested in an ESRI-based platform. The City desires a scenario planning tool that could be used for the General Plan Update and then be maintained on an ongoing basis by City staff. Health outcomes are an important piece of well-being and trying to understand which alternatives have better health outcomes is part of that. Travel will be related to that, as well as evacuation routes for wildfires, along with mapping for other hazards for the Safety Element.

7. *Q: Can you talk about staff's role in the process? Last time, there were the equivalent of 6-8 full-time employees (FTEs) working on the project, plus the consultant team. Do you anticipate something similar this time?*

A: In terms of staff support, as articulated in the [General Plan Update Technical Memo](#), the City anticipates the equivalent of 4-5 FTEs from Strategic Planning Division (Planning Bureau) dedicated to this project. We will have additional staff that will assist part time, especially for community meetings and outreach. Beyond Planners in Strategic Planning, we also have Planners in Current Planning and staff from other City of Oakland departments, such as Department of Transportation, Public Works, Department of Race and Equity, Fire, the City Administrator's Office, and others.

8. *Q: The RFP's scope of work identifies that the desired California Environmental Quality Act (CEQA) approach for Phase One is to prepare and certify an Environmental Impact Report. Can you clarify if that is requirement or can a prospective Consultant Team propose another CEQA approach?*

A: The City understands the difficulty in anticipating a CEQA approach before we really know what the new Housing, Safety and Environmental Justice Elements will propose. We are open to a responding

consultant team proposing a CEQA approach they believe, based on informed experience, is appropriate and feasible (given timing and other constraints). The Scope of Work included in the RFP is not meant to be rigid. The RFP states that the scope of work “reflects the sequence of tasks that the selected consultant team might undertake” and the actual scope of work “proposed by Consultant Teams may vary and may be expanded or refined in coordination with the City, depending on the strategies chosen to address various issues.”

9. *Q: The RFP’s scope of work identifies that any necessary rezoning that would accompany the update of the Safety, Housing and Environmental Justice Elements would occur in Phase One. Does the City anticipate the rezoning would need to occur concurrent with the adoption of these Elements, by January 2023?*

A: The City is open to a responding consultant team proposing a rezoning approach they believe is appropriate and feasible (given timing and other constraints), including the potential adoption of zoning after January 2023 to implement the programs identified in the Phase One tasks. The Scope of Work included in the RFP is not meant to be rigid. The RFP states that the scope of work “reflects the sequence of tasks that the selected consultant team might undertake” and the actual scope of work “proposed by Consultant Teams may vary and may be expanded or refined in coordination with the City, depending on the strategies chosen to address various issues.”

Rezoning is listed as part of Phase One under Task I.K, but the RFP does not specifically state that the rezoning must be completed by a certain date. In other words, it is up to the consultant in their proposal to outline their vision of the best path forward.

10. *Q: The RFP’s scope of work identifies that development of an “Industrial Lands Policy” would occur in Phase I. Does the City anticipate these would need to be adopted concurrent with the adoption of these Safety, Housing and Environmental Justice Elements, by January 2023?*

A: The Industrial Lands Policy is listed as part of Phase One under Task I.F, and will help to establish the guiding principles for how the city will approach the update of the General Plan’s industrial land use designations as part of Phase Two. The City understand that the “Industrial Lands Policy” is not statutorily required to be adopted by January 2023, but would like for that to be adopted as close to that time as possible.

11. *Q: **Project Personnel Resumes:** The RFP states that resumes of principal-in-charge and project manager(s), and project managers for sub-consultants should be included. Could resumes of some additional key personnel/technical leads be included?*

A: Yes, if Consultant Team thinks that is appropriate those can be included.

12. *Q: **Relevant Experience:** The RFP asks for ... “experiences performing similar functions in three local government operations.” Would an overview of qualifications followed by three project examples meet the desired intent? No separate qualifications requirements for sub-consultants are listed. Should their qualifications be included, and would an overview of their qualifications be sufficient, or should three examples for each also be included?*

A: Yes, the Consultant Team must include all team member qualifications

13. *Q: **Billing Rates and Budget:** The RFP calls for submittal of “budget estimates” and states that “The exact budget for the General Plan Update contract will be based on a specific approved Scope of Work with*

*specified interim and final deliverables.” We want to confirm that budget submittal in response to the RFP would indeed be an estimate, with final scope and budget to be determined at a later stage or negotiated, and the submitted budget will not form a criteria or become the driver for consultant selection.*

A: Yes, it is the City’s understanding that the budget submittal in response to the RFP will be an estimate, and a final scope and budget will be negotiated and finalized in the actual contract with the selected Team. To clarify, while the City shall not make its professional selection based on fee, the submitted budget will be evaluated as part of the selection process to evaluate the cost and resources assigned to the proposed scope of work, and as a starting point for a negotiated scope of work and budget.

14. *Q: The Safety Element update might contain policies related to policing practices, along with more traditional policies related to police, fire & medical emergency response times, etc. Is it the City’s intention to conduct some level of policy debate around police reform as part of the General Plan update process or is this being addressed separately in another process?*

A: The City has a separate process, Reimagining Public Safety, which is considering how to operationalize the Oakland City Council’s commitment to enhancing public safety through more appropriate, efficient & equitable allocation of resources. The City of Oakland’s Safety Element will be focused on the natural hazards identified in California Government Code Section 65302(g), and the City’s ability to prepare for, mitigate, adapt, and respond to those hazards.

15. *Q: Are costs associated with City staff time included in the budget cited in the GP Technical Memorandum?*

A: No. The budget estimate in Section 13.3 of the [General Plan Update Technical Memo](#) is only for Consultant Team’s scope of work.

16. *Q: Do subcontractors need to be registered in iSupplier?*

A: Registration in *iSupplier*, the City’s official procurement portal, is recommended but not required for subconsultants. However, any firm that is *submitting* a proposal must be registered in *iSupplier*. And while RFP documents and amendments are being posted on the [General Plan Update project website](#), *iSupplier*, is the official portal for all of the City’s RFP documents and processes. Also, in order to gain preference points as a team with certified Local and Small Local Business Enterprise (L/SLBE) or a Very Small Local Business Enterprise (VSLBE), entities must be registered in *iSupplier* before a Certification Application can be processed and must be certified prior to proposal due date.

17. *Q: Would participation requirements (see Schedule E: Project Consultant Team Listing Form) need to be met both for Phase One and Phase Two, in case City does not proceed with Phase Two?*

A: Consultant Teams shall submit separate Schedule Es for Phase One and Two, and would need to achieve the 50% participation goal in order to qualify for preference points.

18. *Q: How is an entity’s role on the Consultant Team determined? Is it determined by the Teams or by the City?*

A: See Part 2 of this document (starting on page 6) for unique guidance regarding participation of local non-profits, foundations, community-based organizations in the Consultant Team. The City does not direct the formation of Teams. Subconsultants may be part of more than one Consultant Team. As described in the RFP’s section on “Submittal Requirements”, the proposal must describe the Team structure and the project responsibility of each team member, among other items. Following submittal

of proposals, the City does reserve the right to make *recommendations* regarding changes to team composition if adjustments are deemed necessary to accomplish the Scope of Work and advance the General Plan Update’s guiding principles.

19. *Q: What is the process for matchmaking to develop the Consultant Teams?*

A: See Part 2 of this document (starting on page 6) for unique guidance regarding participation of local non-profits, foundations, community-based organizations in the Consultant Team. As noted in the response to question #18 the City is not directing the formation of Consultant Teams. The City created an [Expression of Interest Form](#) that can be completed by interested firms, CBO(s) and/or non-profits who are interested in being part of the General Plan Update process. The City also memorialized a list of attendees at the pre-proposal meeting held on May 11, 2021. Both that list of attendees and the rolling list of “Firms and CBOs That Have Expressed Interest” are available in the [RFP section](#) of the project website.

20. *Q: Can the City ask Consultants to identify who is thinking about being a prime on the Consultant Team?*

A: Both the list of attendees and the rolling list of “Firms and CBOs That Have Expressed Interest,” which are described in the response to Question #19, prompted organizations to identify themselves as a prime or sub-consultant firm, a CBO or other, and are available in the [RFP section](#) of the project website.

21. *Q: Is participating in a Consultant Team like being a subcontractor with the chosen consultant?*

A: Yes, typically a prime consultant firm manages the subcontractors. Also see Part 2 of this document (starting on page 6), which has additional unique guidance regarding participation of local non-profit(s) and CBOs.

22. *Q: Is the community engagement plan available? Will CBOs participate in that process?*

A: The specific community engagement plan for the General Plan Update process has not yet been established. It will be developed in coordination with the chosen Consulting Team. Consultant Teams should describe their approach for developing that community engagement plan, including engagement strategies, associated timelines and resource allocations. Community engagement strategies and principles were a key topic of discussion in the Listening Sessions held in the fall of 2020, as described in multiple sections of the [General Plan Update Technical Memo](#). Also see Part 2 of this document (starting on page 6), which has additional unique guidance regarding participation of local non-profit(s) and CBOs in development of the community engagement plan.

## **Part 2 – Revised Approach to Participation of Local Non-Profit(s) and/or Community-Based Organization(s) in the Consultant Team**

During the pre-proposal meeting on May 11, 2021 and in subsequent communications with firms and other organizations, many questions and concerns were raised regarding the mechanisms for including non-profits(s) and/or community-based-organizations (CBOs) as part of the General Plan Update Consultant Team. The main concerns around this matchmaking process were as follows:

- *A desire for City assistance/facilitation in the matchmaking process, as many non-profit(s) and CBO(s) are not familiar with the prime firms or the typical process for forming Consultant Teams.*

- *A desire for the matchmaking process to happen after non-profits and/or CBOs submit their best thinking about the process, so that those approaches can be considered independently and directly by the City, rather than through a Prime Consultant.*

In response to these concerns, ***the City will be issuing a separate Request for Qualifications/Request for Proposals (RFP/RFQ) for a community-based organization or local nonprofit (“Community Consultant”)*** to assist in the development and implementation of a community engagement process to inform the General Plan Update and serve as a backbone organization for managing the work and partnerships with other community-based groups to create a robust community engagement program that reaches all City residents, with a particular focus on communities historically underrepresented in traditional planning processes.

Key elements of this updated approach include:

- The Community Consultant will be compensated sub-contractor of the prime General Plan Update Consultant, and is expected to sub-contract (compensate) and manage the work of other smaller or supplemental CBOs or nonprofits that collaborate with the City and the Consultant Team on specific deliverables and responsibilities.
- The Community Consultant should select the smaller, additional CBOs that have relationships in underrepresented communities and have a focus on the issues that are pertinent for Phase I (housing, environmental justice, safety from hazards).
- Rather than hourly billing rates, it would be appropriate to detail lump-sums by deliverable or task.
- The City’s preferred Prime Consultant Firm will select the preferred Community Consultant to include as part of the Consultant Team, with input from the City of Oakland.

More information will be include in the RFP/RFQ, which the City anticipates will be released on June 18, 2021. Consultants registered on iSupplier will receive notice there. In addition, all General Plan Update interested parties will be notified, including those who’ve signed up for General Plan Updates, completed an Expression of Interest Form and attended the Pre-proposal meeting on May 11, 2021. The City will also send out notification via newspapers and social media.



**ATTENTION ALL BIDDERS**

ADDENDUM NO. 4 to the  
Contract Documents for  
**Request for Proposals for**  
General Plan Update (# 262663)

**Date: June 21, 2021**

**From: Planning & Building Department and Department of Workplace and Employment Standards**

**To: Prospective Bidders**

1. This Addendum No. 4 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No.4 in the space below and attach this signed document to the Proposal.
3. All Contractors contracting directly with the City or anticipating contracting directly with the City must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. Registration via iSupplier will also ensure that Contractors receive invoice payments and future Invitation to Bids for Construction and Professional Service projects and. Once you have completed the process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with "RFP for General Plan Update" as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
4. **Please see below revised (redlined) response to question#16 of the Q&A document published as Addendum no. 3 on June 11, 2021:**

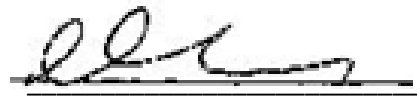
*Q: Do subcontractors need to be registered in iSupplier?*

A: Registration in *iSupplier*, the City's official procurement portal, is recommended but not required for subconsultants. However, any firm that is *submitting* a proposal must be registered in *iSupplier* and submit proposals via iSupplier. And while RFP documents and amendments are being posted on the [General Plan Update project website](#), *iSupplier*, is the official portal for all of the City's RFP documents and processes. Also, in order to gain preference points as a team with certified Local and Small Local Business Enterprise (L/SLBE) or a Very Small Local Business Enterprise (VSLBE), entities must be registered in *iSupplier* before a Certification Application can be processed and must be certified prior to proposal due date. The City's current L/SLBE Program guidelines may be accessed via the following link: [https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines\\_Revised.5.4.21.pdf](https://cao-94612.s3.amazonaws.com/documents/LSLBE-Program-Guidelines_Revised.5.4.21.pdf)

5. The updated schedule for the General Plan Update RFP is as follows:  
Friday, June 25, 2021 at 2pm PST – Deadline for Submissions  
**Thursday, July 8, 2021 – Evaluation of Proposals and Notification of Finalists**  
**Monday July 19, 2021 – Interviews with Finalists**  
**September 2021 – Confirmation of Consultant Team and Contract Negotiations**  
**October 2021 – Project Kick-off**



6. The City will be issuing a separate Request for Qualifications/Request for Proposals (RFP/RFQ) for a community-based organization or local nonprofit (“Community Consultant”) to assist with the General Plan community engagement on **June 25, 2021.**
  
7. For questions regarding the following topics below:
  - a. iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)
  - b. Requesting to receive an invitation to participate in a project, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov).
  - c. Project related questions, contact [generalplan@oaklandca.gov](mailto:generalplan@oaklandca.gov).
  - d. Contract compliance questions, contact Vivian Inman at 510-238-6261.
  - e. Contract administration questions (e.g., planholders list, attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website <https://www.oaklandca.gov/services/active-closed-opportunities>



Christina Ferracane, Project Manager

ADDENDUM NO. 4 ACKNOWLEDGED:

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Signature of Bidder

\_\_\_\_\_  
Date

**ATTENTION ALL BIDDERS**

ADDENDUM NO. 2 to the  
Contract Documents for  
**Request for Proposals for**  
General Plan Update (# 262663)

**Date: May 21, 2021.**

**From: Planning & Building Department and Department of Workplace and Employment Standards**

**To: Prospective Bidders**

1. This Addendum No. 2 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 2 in the space below and attach this signed document to the Proposal.
3. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. In order to receive future Invitation to Bids for Construction and Professional Service projects and invoice payments. If you have already registered via iSupplier, thank you in advance.
4. Once you have completed the process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with **“RFP for General Plan Update ”** as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
5. **Proposals are due via iSupplier at 2:00 PM (PST) on Friday, June 25, 2021**
6. “Questions and Answers” will be available at a later date.
7. For questions regarding the following topics below:
  - a. iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)
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*Jasmine Chan*

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Jasmine Chan, Administrative Analyst II

ADDENDUM NO. 2 ACKNOWLEDGED:

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Signature of Bidder

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Date



## ATTENTION ALL BIDDERS


ADDENDUM NO. 1 to the  
Contract Documents for  
**Request for Proposals for**  
General Plan Update (# 262663)

**Date: May 20, 2021.**

**From: Planning & Building Department and Department of Workplace and Employment Standards**

**To: Prospective Bidders**

1. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. In order to receive future Invitation to Bids for Construction and Professional Service projects and invoice payments. If you have already registered via iSupplier, thank you in advance.
4. Once you have completed the process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with “**RFP for General Plan Update**” as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
5. **Proposal deadline is extended. Proposals are now due via iSupplier at 2:00 PM (PST) on Friday, June 25, 2021**
6. Please see attached Questions and Answers.
7. For questions regarding the following topics below:
  - a. iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)
  - b. Requesting to receive an invitation to participate in a project, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov).
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Christina Ferracane, Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

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Signature of Bidder

\_\_\_\_\_  
Date

# Request for Proposals

Submission Deadline: *Friday, May 28, 2021 at 2pm PST*

[www.oaklandca.gov/topics/general-plan-update](http://www.oaklandca.gov/topics/general-plan-update)

# General Plan Update



*Publication Date: Friday, April 30*

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# ***General Plan Update Guiding Principles***

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The City of Oakland's Planning and Building Department (PBD) invites qualified Consultant Teams to submit proposals to assist staff in completing a General Plan Update and associated zoning code and map amendments, community engagement and California Environmental Quality Act (CEQA) assessment through an Environmental Impact Report (EIR).

The General Plan Update is an opportunity for all Oaklanders to work together to create a visionary blueprint for the future of our City over the next two decades, shaped by the City's commitment to intentionally integrate principles of fairness and justice into all City policies.

The General Plan Update has the following initial guiding principles for an inclusive planning and engagement process:

- **Equity and Environmental Justice:** A central guiding principle of the General Plan Update is to advance the City's codified mission to "intentionally integrate, on a Citywide basis, the principle of 'fair and just' in all the City does in order to achieve equitable opportunities for all people and communities" (Oakland Municipal Code 2.29.170.1). This means working to eliminate the root causes of inequity, including communities in understanding their barriers and strengths, and working with these communities in developing solutions for long-term and systemic changes.
- **Transparency:** The Oakland General Plan Update offers an opportunity to build trust with the community by creating a transparent, easy-to-understand, accessible and meaningful public engagement process. It will be important to have readily available and easy to understand information about the process; communicate clearly both what the General Plan can do and its limitations; educate the public about legislation and regulations that restrict local decision making; clearly articulate trade-offs in policy alternatives; have the engagement process directly feed into decision-making; and enable members of the public to see how their input was considered.
- **Relevance and Clarity:** General Plans – and planning in general – can be esoteric, abstract, and inaccessible to many folks, and many stakeholders might assume that the General Plan will have little impact on their lives. The engagement process will therefore need to use simple language, avoid jargon, articulate how policies and actions can translate into physical and community benefits, and include interactive engagement practices.
- **Focused Planning Process:** A General Plan is meant to be a high-level policy document and is not meant to cover every issue facing the City. It will be important to have a focused planning process that specifies both the types of issues to be covered and the level of detail for the document to ensure that Oakland's General Plan fulfills its role as a guiding policy document. The General Plan Update process will need to proceed within the reality of finite resources and statutory deadlines, while ensuring that the process engages and reflects community priorities and values.
- **Flexible and Adaptable Process:** The General Plan Update needs to proceed under the assumption that the General Plan will need to evolve to keep up with current conditions. The General Plan Update must be guided by the understanding that natural, physical and legal conditions will continually undergo changes, large and small, that will affect the update process and ultimately, the implementation of the General Plan document itself.



- **Strategic and Long-Range Thinking:** The General Plan update process itself should enable data-driven decisions about programs and policies to address community needs and racial disparities. Reliable metrics can then be used to guide ongoing planning for and with the people of Oakland.
- **Interdepartmental Coordination:** The General Plan Update should be shaped by, respond to the needs of, and ultimately serve as a roadmap for service coordination and provision among multiple City departments. Coordination of programs and policies among the various City departments will help ensure success in implementing new policies that were identified in the General Plan and, ultimately, the provision of services for the public.
- **Inter-Agency Coordination:** The work of many government entities outside of the City of Oakland has a direct effect on the issues that confront the City as it updates its General Plan. While aspects of their operation may not be under City jurisdiction, their impact is critical to Oakland's communities and City operations and therefore, they are valuable partners in the preparation and implementation of the General Plan.
- **Important Role of Community-Based Organizations (CBOs):** The Oakland community has a rich history of activism around issues of inequity and social justice, led by many Oakland-based CBOs. CBOs will play an important role in the General Plan Update process, helping bolster engagement of all Oaklanders, with particular attention towards engaging typically unrepresented populations.
- **Youth Engagement:** it is important to have youth involvement in the planning process to create a General Plan that reflects the needs and viewpoints of the emerging generation. Furthermore, given the long-range nature of the General Plan and the understanding that systemic changes must be sustained over a long time, our children, teens and young adults must be part of this process starting now.
- **Place-based Approach:** It will be important for Oakland's General Plan to be rooted in the land, the microclimates, the neighborhoods, the communities, cultures and the character that show up so uniquely throughout the City. While there may be citywide objectives and strategies, there isn't a "one size fits all" approach.

# Project Overview

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## Scope of Work

The General Plan Update will consist of two main phases:

- **Phase I** includes the update of the Housing and Safety Elements of the General Plan; creation of the city's first Environmental Justice Element; associated amendments to other Elements of the General Plan, along with Zoning Code and map updates; and CEQA review through an Environmental Impact Report (EIR); preparation of a General Plan Vision; a Strategic Plan; a Land Use, Transportation, Open Space Framework; and an Industrial Land Use Policy. **State law mandates that final adoption of the Housing, Safety and Environmental Justice Elements occur by January 2023.**
- **Phase II** includes update of the Land Use and Transportation Element; Open Space, Conservation, and Recreation Element; Noise Element; and the optional development of a new Infrastructure and Facilities Element and the optional update of the Historic Preservation Element. Phase II work also includes associated Zoning Code and map updates and CEQA review. The Phase I process will help inform the components of Phase II. **Phase II is anticipated to be completed by July 2025 to meet regional planning requirements.**

Consultant Teams should respond to the RFP with a full Scope of Work and budget for both phases and optional items. A contract will be awarded for the entirety of the items in this General Plan Update RFP's Scope of Work section, with work on Phase II and optional items proceeding contingent on availability of funding and City authorization.

## Consultant team

The most appropriate Consultant Team will have general and comprehensive planning expertise, along with local experience and local community connections. An understanding of Oakland's communities, sense of belonging and ground-level reality will be vital. A Team might be comprised of: prime urban planning firm with subconsultant firms – including community-based organizations and/or non-profits – with expertise in outreach, local community connections, health impacts of planning policies, hazard safety, land use, industrial land use trends, transportation, economics and opportunities analysis, equity analysis, communications/public relations, graphic design, geographic information systems (GIS) mapping and analysis, and other specific areas of expertise that will be needed for the General Plan Update.

Please visit the General Plan Update website for information regarding resources to help assist with Consultant Team formation.

## Budget

The exact budget for the General Plan Update contract will be based on a specific approved Scope of Work with specified interim and final deliverables. The Consultant Team should include in the RFP submittal, budget estimates for all Phase I and Phase 2 items, including optional items (which could proceed if additional funding becomes available).

## Schedule/Timeline

Friday, April 30, 2021 – Launch of RFP

Tuesday, May 11, 2021 – Pre-proposal Meeting

Thursday, May 20, 2021 – Questions Due

Friday, May 28, 2021 at 2pm PST – Deadline for Submissions

Friday June 4, 2021 – Evaluation of Proposals and Notification of Finalists

Friday, June 11, 2021 – Interviews with Finalists

June to July 2021 – Confirmation of Consultant Team and Contract Negotiations

August 2021 – Project Kick-off

## Submission Instructions

Proposals are due by 2:00 pm PST on May 28, 2021, by 2.00 PM PST and should be submitted electronically via iSupplier. Please log on to iSupplier to submit your online proposal before the 2:00 P.M. deadline. Questions regarding online submittal through iSupplier must be directed to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov) to the attention of Jasmine Chan.

## Pre-proposal Meeting

An optional, but recommended, Pre-Proposal Meeting will be held at 2:00 PM PST on Tuesday, May 11, 2021 via Zoom.

Topic: Pre-Proposal Meeting - City of Oakland General Plan Update

Time: May 11, 2021 2:00 PM Pacific Time (US and Canada)

Meeting Link: <https://zoom.us/j/97958905431?pwd=UTc4ZXFtZXMrDdJRTVXcUg2WGIYdz09>

Meeting ID: 979 5890 5431

Passcode: 326659

Dial by your location

+1 669 900 6833 US (San Jose);+1 408 638 0968 US (San Jose); +1 346 248 7799 US (Houston);

+1 253 215 8782 US (Tacoma);+1 301 715 8592 US (Washington DC);+1 312 626 6799 US

(Chicago);+1 646 876 9923 US (New York)

## Questions

Project-related questions regarding this RFP should be directed to [generalplan@oaklandca.gov](mailto:generalplan@oaklandca.gov) to the attention of Christina Ferracane. Questions submitted by 2:00 PM PST, May 20, 2021 will be posted with answers on the [General Plan Update](http://www.oaklandca.gov/topics/general-plan-update) website.

## Website

[www.oaklandca.gov/topics/general-plan-update](http://www.oaklandca.gov/topics/general-plan-update)

# ***Introduction***

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## **Context**

The City of Oakland is located on the east side of the San Francisco Bay in the County of Alameda. With an estimated population of 428,827 people, Oakland is the eighth largest city in the State of California and serves as the administrative hub of the County of Alameda and the center of commerce and international trade for the Bay Area region. It is situated at the geographical center of the San Francisco Bay Area and is the largest and most established of the East Bay cities. Oakland encompasses 56 square miles of land, including distinct and eclectic neighborhoods, commercial districts, a thriving Downtown, and rich cultural and recreational amenities. Oakland is one of the most diverse cities in the United States, with over 125 languages and dialects spoken. The City is proud of its diversity that is imbedded in its progressive community and neighborhoods.

It has been over 20 years since the City of Oakland has comprehensively updated its various General Plan Elements, the guiding document for the City's future. That is about to change! A comprehensive General Plan Update will allow Oaklanders to come together to create a visionary blueprint for a just and fair Oakland, where all can share in its prosperity and cultural riches.

The General Plan Update process will be instrumental in promoting cultural understanding and historical healing in a diverse and changing community. It will be important to give voice to the many cultures that have created—and are still transforming—Oakland. The process must begin by acknowledging the detrimental impacts that past governmental and planning practices have had on Oakland's communities, specifically Ohlone, Black, Asian, Latinx, Muslim, immigrant and refugee communities. The General Plan Update is an opportunity to begin the work to eliminate the root causes of inequity, to undo the harms of the past, and to integrate the principle of fairness into today's planning policies.

The General Plan Update process will also be instrumental in continuing the work toward addressing the City's vulnerability to natural hazards and the impacts of climate change, resulting from its location on and adjacent to numerous active faults, its 9 miles of shoreline, high wildfire risk areas, aging infrastructure, and a history of inequality and structural racism leading to profound racial and economic inequities today.

## **Related Ongoing and Completed Plans and Initiatives**

The General Plan Update process will build upon past and ongoing plans, initiatives, studies and projects. For a complete and updated list, refer to the [General Plan Update website's section on Related Projects and Publications](#). A selection is described below:

### ***Current General Plan***

The City's current [General Plan](#) include the Housing Element, Safety Element (and the accompanying Local Hazard Mitigation Plan); Land Use and Transportation Element (LUTE); Estuary Policy Plan (EPP); Oakland Bike Plan - Let's Bike Oakland; Pedestrian Plan - Oakland Walks; Open Space, Recreation and Conservation Element (OSCAR); Noise Element; Historic Preservation Element; and the Scenic Highways Element.

### ***Area and Specific Plans***

Oakland has embarked on a series of [specific and area plans](#) for creating sustainable and vibrant neighborhoods. Key plans include:

- [International Boulevard Transit-Oriented Development Plan](#) (March 2012)
- [Central Estuary Area Plan](#) (April 2013)
- [Broadway Valdez District Specific Plan](#) (June 2014)
- [West Oakland Specific Plan](#) (June 2014)
- [Lake Merritt Station Area Plan](#) (December 2014)
- [Coliseum Area Specific Plan](#) (March 2015)
- [East Oakland Neighborhoods Initiative](#) (February 2021)
- [Downtown Oakland Specific Plan and Equity Analysis](#) (underway)

### ***General Plan Update Technical Memorandum: Principles, Issues and Potential Framework***

The City of Oakland has produced a [General Plan Update Technical Memorandum](#) that synthesizes the results of interviews conducted in the fall of 2020 with the Mayor, City Councilmember offices, the City Administrator, staff from City Departments and other local government agencies, and representatives from 41 community-based organizations (CBOs). This memorandum does not constitute a final or rigid blueprint for the General Plan Update process. Rather, it is intended, as appropriate, to inform the scoping of the General Plan Update process. The memorandum does not preemptively obligate any particular course of action, and other practices and approaches may emerge over the course of the Update process for consideration and implementation.

### ***Oakland Equity Indicators Project***

The purpose of the [Oakland Equity Indicators Project](#) is to develop a baseline quantitative framework that can be used by City staff and community members alike to better understand the impacts of race, measure inequities, and track changes in the disparities for different groups over time. This framework can then be used to guide and inform policies that address these disparities.

### ***Racial Equity Impact Analysis Guide***

The [Racial Equity Impact Analysis Guide](#) is a template to guide the process of change to further racial equity, to examine systematically how different racial and ethnic groups will likely be affected by a proposed decision. It will help Oakland move toward the vision of equity and away from practices that are likely to perpetuate the status quo or worsen inequities.

### ***Inclusive Public Engagement Planning Guide***

The [Inclusive Public Engagement Planning Guide](#), developed by the City of Oakland Department of Race and Equity is used to identify the need for, purpose and level of public engagement for a given issue.

### ***Belonging in Oakland - A Cultural Development Plan***

The [Belonging in Oakland Plan](#) provides a roadmap to support and lift up the role of culture in building a just and equitable city – so that every Oaklander in every neighborhood has access to cultural amenities.

### ***Resilient Oakland Playbook***

The [Resilient Oakland Strategy](#) has three core goals. One, it aims to build a government that is more trusted and better at responding to the needs of its residents. Two, it aims to keep Oaklanders stay rooted and thriving in our town. Three, it aims to build connections across the City Departments and within the Community. It is a process, a strategy, and a vision for the future.

### ***Oakland Equitable Climate Action Plan and Equity Analysis***

The [2030 Equitable Climate Action Plan \(ECAP\)](#) establishes actions that the City and its partners will take by 2030 to equitably reduce Oakland’s climate emissions and adapt to a changing climate.

### ***Healthy Development Guidelines***

The [Healthy Development Guidelines \(HDG\)](#) are a set of health- and equity-related guidelines developed by a group of CBOs intended to ensure that new development improves community health for all residents in Oakland. It is an example of community-based plan management and content and focuses on policy change through community ownership. The HDG team was recognized by the Oakland City Council for a successful engagement and capacity building strategy that included a “planning academy” for participants and multiple community surveys.

### ***West Oakland Community Action Plan***

The [West Oakland Community Action Plan \(WOCAP\)](#) is a community-based plan to increase the resilience of neighborhoods long impacted by inequitable planning and environmental harm. The 2019 WOCAP was developed by the Bay Area Air Quality Management District (BAAQMD) in partnership with the West Oakland Environmental Indicators Project (WOEIP).

### ***Oakland Department of Transportation (OakDOT) – Strategic Plan***

The [Oakland Department of Transportation \(OakDOT\) Strategic Plan](#) provides an achievable, data-driven and trackable summary of the department’s commitments, which can be used to mark progress toward goals, according to the vision for Oakland and how the Department of Transportation serves it: equity, safety, sound infrastructure and responsible governance. OakDOT’s [2019 Progress Report](#) provides an update on the progress on the Strategic Plan priorities.

### ***Grand Avenue Mobility Plan***

The [Grand Avenue Mobility Plan](#) is a comprehensive plan for a more inclusive, safer and sustainable transportation network on Grand Avenue between Mandela Parkway to Macarthur Boulevard. The plan that will enhance transit service and improve traffic safety on this high injury corridor without impeding goods movement and is being developed in collaboration with AC Transit, Community-Based Organizations (CBOs), and Oaklanders along the corridor.

### ***East Oakland Mobility Action Plan***

The [East Oakland Mobility Action Plan \(East Oak MAP\)](#) focuses on transportation needs and connections in East Oakland. It creates an equitable framework for community-based decision making for transportation projects and planning through an extensive public outreach process in collaboration with CBOs.

### ***Transit Action Strategy***

The [Transit Action Strategy](#) is a to-do list for OakDOT and AC Transit. The strategy outlines the different types of actions that will quickly help improve transit.

### ***Economic Development Strategy***

The purpose of the [Economic Development Strategy](#) is to set both immediate and long-term goals and priorities to grow Oakland's economy while keeping Oakland a unique, special place to live and do business. The goal is to make Oakland an easy, efficient, and prosperous place to do business, and to reduce racial disparities and help all Oaklanders achieve economic security.

### ***Workforce Development Plan***

The [Workforce Development Plan](#) identifies strategies to align resources and achieve the vision for the City of Oakland's businesses and residents to enjoy a thriving and resilient economy that creates an abundance of opportunities leading to broadly shared, equitable, and sustainable prosperity.

### ***Oakland's Capital Improvement Program (CIP)***

The [Capital Improvement Program \(CIP\)](#) utilizes a prioritization exercise to determine funding for improvements to Oakland's public buildings, spaces, and streets/sidewalks during a two-year cycle. The CIP includes capital project needs that were previously identified by the City of Oakland, along with new project ideas submitted by Oaklanders. Each project receives a score based on nine (9) Prioritization Factors. The capital projects that rank highest are matched with funding, based on funding availability and eligibility.

### ***Oakland Tree Inventory and Urban Forest Master Plan***

The [Oakland Tree Inventory and Urban Forest Master Plan Forest Master Plan](#) will provide a long-term vision for the management and growth of the city's urban forest. The estimated date of completion is March 2022. This project is funded by a grant from California Climate Investments via the California Department of Forestry & Fire Protection (CAL FIRE).

# ***Scope of Work and Budget***

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## **SCOPE OF WORK**

The following Scope of Work reflects the sequence of tasks that the selected consultant team might undertake. The actual Scope of Work proposed by Consultant Teams may vary and be expanded or refined in coordination with the City, depending on the strategies chosen to address various issues.

### **PHASE I**

#### **Task I.A. Project Commencement**

##### **Task I.A.1. Kick-Off Meeting with Staff**

The consultant team will meet with City staff to begin the General Plan Update process. This will include a meeting to confirm initial goals and vision and introduce the interdepartmental staffing approach for this project. The meeting will be an opportunity to discuss responsibilities and expectations; review the schedule; and confirm major work products. The Consultant Team will review existing background data with the City, discuss project opportunities and constraints.

##### **Task I.A.2. Staff Meetings, Communications and Project Management**

At the outset of the project, the Consultant Team will work with City staff to establish and document agreements about regular check-ins, communication with team members, and staff review periods. The Consultant Team may assume weekly or even more frequent meetings with City staff via virtual or in-person meetings.

##### **Task I.A.3. Public Engagement Program**

Public engagement will be led by the Consultant Team, in collaboration with City staff.

The General Plan Update process will be founded on a comprehensive, equity-driven public engagement process. Due to the importance of community outreach and participation to the General Plan Update process, it is imperative to create a detailed Public Outreach and Engagement Program at the outset of the project with the input of the communities to be engaged.

The Consultant Team will work with City staff to develop the Public Engagement Program. The Program should outline goals, performance measures that can be monitored and evaluated, implementation tools, and scheduling to engage residents, business groups, civic organizations, special interest groups, and representatives of all racial, ethnic, age, gender, ability, and income groups within Oakland. The Program should identify target communities that will require supplemental outreach and engagement efforts. The program should also clearly lay out how community input will be reflected, considered and incorporated, as well as a plan to show how public input was considered in draft and final policy products. The Program should include engagement events and strategies specific to each of the Phase I



Elements, including the Vision, the Strategic Plan, the Framework, the Environmental Justice, Housing, and Safety Elements.

Outreach methods should be customized to ensure robust and representative community participation and should include innovative strategies to remove barriers to effective public participation from under-represented community members. The Public Engagement Program should be collaborative, accessible, and inclusive, and should target communities impacted by environmental harm, health stress and other barriers to opportunity, while also being inclusive of the City as a whole.

The consultant will work with the City to create a Technical Advisory Committee (TAC) that is comprised of internal City department representatives as well as other Oakland-based, neighboring, and regional governmental agency representatives.

The Consultant Team will work with City staff, including the City's Public Information staff, on outreach materials and messaging. The City will provide translation and interpretation services.

The principles and procedures memorialized in this Public Engagement Program will be utilized in all tasks in this Scope of Work. For simplicity, this Scope does not repeat this fact for each task, but the Program should be implemented in every task below.

### **Task I.B. Baseline Conditions**

#### **Task I.B.1. Data Assembly and Review**

The Consultant Team and City staff will work together to collect, assemble and review all technical data and documents needed for the Update process. Potential data to be collected and assembled includes, but is not limited to:

- Existing assessment of the existing General Plan vis-à-vis current State General Plan requirements.
- City of Oakland GIS shapefiles and data layers (including but not limited to):
  - Zoning/zoning overlays.
  - General Plan land use.
  - Height/intensity areas (zoning and airport related).
  - Districts/Cultural zones.
  - Transportation/infrastructure.
- Parcel-level existing conditions, including information on vacancy (City's Vacant property registry) and utilization pulled from both the County assessor and one or more private data services and via ground-truthing (surveys)
- Equity metrics available from a variety of sources, including:
  - The City's Equity Indicators Report
  - Department of Race and Equity existing conditions data
  - Equity data available from UC Berkeley's Othering and Belonging Institute
  - California Disadvantaged Communities data

- Department of Transportation’s Geographic Equity Toolbox: <https://www.oaklandca.gov/resources/oakdot-geographic-equity-toolbox>
  - Other City of Oakland Equity Tools (Public Works, City Administrator, etc..)
  - School and library locations/capacities/plans
  - Fire and police station locations and response times
  - Hospital locations and capacity
  - Public health data (chronic disease rates, general morbidity & mortality data, average life expectancy, asthma ER visits, stroke, cancer, chronic lower respiratory illness source: Al. Co. Dept of Public Health;
  - Bay Area Health Risk Assessment source: EDF
  - Environmental contamination and emissions data source: CalEnviro Screen
  - Climate Change and Health Vulnerability Indicators for California (CalBRACE). Source: California Department of Public Health: <https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>
  - California Healthy Places Index (HPI) Source: Public Health Alliance of Southern California. <https://healthyplacesindex.org/>
- Healthy Communities Data and Indicators Project. Source: California Department of Public Health: <https://www.cdph.ca.gov/Programs/OHE/Pages/HCI-Search.aspx> Data from the 2000, 2010, and 2020 census (which can be analyzed to show trends and changes in Oakland over the past 20 years, especially in terms of changes in ethnic/racial and income distribution, home ownership, etc..).
  - Inventory of recent, current, and proposed construction/development activity in all sectors: Residential (building on the City’s Annual Progress Report), Retail, Office, Industrial, Others
  - Data collected for the Department of Economic and Workforce Development Industrial Lands Study, that will need to be updated to current conditions, including identification of new industrial typologies
  - Data collected to support the Department of Housing and Community Development’s 2020 Housing Strategy.
  - Data collected in support of recent City Specific Plans.
  - Transportation data, disaggregated by race where possible, including:
    - Inventory of existing transportation services and facilities for all modes.
    - Existing and projected vehicle miles traveled for individual neighborhoods or district in the City.
    - Existing and project traffic volumes and congestion metrics.
    - Journey-to-work, journey-to-school and other travel patterns.
    - Mode choice.
    - Collision and traffic safety data in consultation with the City of Oakland’s Safe Oakland Streets Traffic Safety Initiative.
    - Existing and planned bicycle, pedestrian and transit facilities
    - Bus and transit ridership and trends.

- Goods movement patterns.
- Truck routes.
- Truck parking / truck idling areas
- Housing Element data, disaggregated by race, where possible, including:
  - Household overcrowding figures.
  - Rates of growth in housing costs and income.
  - Housing cost burden for households.
  - Previously identified housing sites.

Note that the Association of Bay Area Government’s (ABAG’s) Regional Housing Technical Assistance Program will provide jurisdiction-specific graphs and write-ups for all required data, including population, demographic, housing, market conditions and regional comparisons. ABAG is also providing the Housing Element Site Section (HESS) tool. The consultant should take into account the availability of these tools while allocating time for the Housing Element Update.
- Economic development data, including:
  - City revenue.
  - Employment by sector, disaggregated by race.
  - Commercial and residential property values.
  - 2020 Industrial Lands Research data.
- Capital Improvement Program projects list.
- Previously identified housing sites.
- Parks and recreation data:
  - Inventory of all existing parks and recreational spaces in Oakland, whether owned by the City or other agencies.
  - Oakland Parks Foundation report card of park quality and maintenance.
  - Trust for Public Land analysis of “ten-minute” walks to parks.
- Tree Canopy cover (% by area) and other data from the Urban Forest Master Plan
- Hazards information from the Local Hazard Mitigation Plan (LHMP) update and other sources, including data regarding:
  - Wildfire hazards.
  - Seismic and geotechnical dangers.
  - Liquefaction areas.  
Alquist-Priolo Fault Zones.
  - Landslides and earthquake-induced landslide hazard areas.
  - Evacuation routes and plans.
  - Hazardous waste sites, toxics generators and brownfields.
  - Cortese List/EnviroStar Data.
  - Flood hazards.
  - Sea level rise hazards.
  - Natural gas main locations.
  - PG&E Public Safety Power Shutoff Areas.
- Air quality and other data assembled for the West Oakland Community Action Plan.

- Historic resources data, including:
  - City’s most up-to-date historic resource inventory.
  - Additional data on historic properties that may have been developed for recent development or planning projects.
- Current and recent environmental data from EIRs and other sources, including:
  - Past noise modeling results.
  - Past Health Impact Assessments.
  - Road or airport noise contours.
- Information on special status species and habitats.
  - California Natural Diversity Database species data.
  - Aquifers and groundwater.
  - Information cultural and archaeological resources.

#### Task I.B.2. Economic Development Analysis

The Consultant Team will work with staff to prepare an Economic Development Analysis that provides a basis to develop a common understanding of economic opportunities and challenges facing Oakland and the implications for the General Plan Update. The Consultant Team will analyze local demographic characteristics, trends, and population growth projections; local industry characteristics, trends, and job projections; jobs/housing balance; retail supply/demand; the city’s economic niche within the regional economy, including its unique distinction as a port city; and discussion of anticipated drivers of economic growth in the coming years. Data regarding individuals and communities should be disaggregated by race and income where possible. The Consultant Team will compile additional data on local real estate market conditions and trends and synthesize the information to develop demand projections for residential and non-residential real estate through the General Plan time horizon.

#### Task I.B.3. Environmental and Racial Equity Baseline

City staff and the Consultant Team will work together to define the city’s environmental and equity baseline for use in the General Plan Update and the associated Racial Equity Impact Assessment and CEQA documentation. CEQA topics to be addressed include, but are not be limited to, aesthetics, air quality and greenhouse emissions, biological resources, cultural and tribal cultural resources, geological conditions, hazards, and public services. Equity indicators are addressed in the City’s Equity Indicators Project; these indicators should be updated and augmented as needed for the General Plan Update.

#### **Task I.C. Vision Statement and Equity Framework**

Following the procedures put forth in the Public Engagement program, the Consultant Team will work with City staff and the public to develop a Vision and Equity Framework for the General Plan Update.

#### **Task I.D. Strategic Plan**

The Consultant Team will lead the development of a Strategic Plan to guide preparation of the General Plan Update and lay out work programs and strategic partnerships for all City departments. This will be

a plan to operationalize the internal City process, ensuring that all City actions are coordinated. It would outline departmental roles and establish measures for actions throughout the update process. It will set the stage for coordinating implementation across departments once the plan has been adopted.

### **Task I.E. Land Use, Transportation and Open Space Framework**

In this task, the Consultant Team will work with City staff and the public at large to develop the land use, transportation and open space framework that will inform the Housing Element, Safety Element and Environmental Justice Element in Phase I, as well as the Land Use and Transportation Element (LUTE) and Open Space, Recreation and Conservation Element (OSCAR) updates in Phase II. This shall also serve as the framework for the alternatives analysis in the accompanying Phase I CEQA document, as further described below.

#### **Task I.E.1. Alternatives based on different future Scenarios**

The Consultant Team will develop three land use and circulation alternatives based on different future scenarios for community consideration. The alternatives should be developed to support racial equity, opportunity for all residents, economic vitality, environmental sustainability, and to facilitate City-wide attainment of environmental justice goals. Alternatives should promote development of healthy, walkable neighborhoods and enhance opportunities for residents to easily access transportation, open space, public services and facilities.

The future Scenarios may consider various options for:

- Responding to sea level rise and other climate change.
- Distribution and quantification of land uses, including new housing sites, cultural and recreational spaces, clean industrial spaces, other job spaces.
- Increasing access to resources, such as parks, cultural spaces, education, safe streets, jobs.
- Accessible multi-modal circulation including goods movement.
- Potential Second Bay Crossing (Link21) routes, revisioning of freeways, and other potential transformative transportation investments.

#### **Task I.E.2. Alternatives Evaluation**

A report and maps describing and analyzing the land use, open space and circulation alternatives will be prepared to quantify development potential in terms of housing units, non-residential floor area, population, and employment. Project population and jobs for each alternative shall be included, based on the different potential future scenarios identified.

Alternatives will also be evaluated for how they support the community Vision and Equity Framework, including but not limited to, the effects on:

- Environmental justice goals.
- Resilience in the face of sea level rise and other climate change.

- Availability of housing, particularly affordable housing.
- Distribution and quantification of jobs associated with proposed land uses, including jobs that provide an opportunity for prosperity for all.
- Access to safe, convenient and affordable multi-modal movement.
- Access to quality cultural and open spaces in West and East Oakland.
- Access to clean air and clean spaces.

### Task I.E.3. Preferred Alternative

Based on input received from community engagement consistent with the Public Engagement Program, the Consultant Team, in collaboration with City staff, will develop a single preferred land use and circulation alternative which will serve as a basis for the Phase I and Phase II Elements.

The preferred alternative will be presented to the City Council, Planning Commission, any other appropriate City boards, and any other methods of outreach. The community will be asked to respond to the preferred plan. Input received shall be used to refine the alternative and develop the draft General Plan Elements.

### **Task I.F. Industrial Land Use Policy**

The consultant team will develop an Industrial Lands Policy, in recognition of the importance of industrial lands and the high utility of this resource for providing modern, high-employment, clean, green new industrial uses. It will be important for these new industrial uses to serve and support traditional industrial sectors (like the City's Port and Airport), and new types of production, distribution and repair sectors. Issues to be examined include market demand in industrial sectors, identifying local barriers and needs related to infrastructure, building stock, or other sources. This Industrial Lands Policy will also help inform the Phase I and Phase II Elements.

### **Task I.G. Environmental Justice Element**

#### Task I.G.1. Existing Conditions Mapping

The Consultant Team will develop maps needed to identify disadvantaged and sensitive communities in Oakland, and develop environmental justice polices required under Senate Bill 1000. These will include CalEnviroScreen indicators and additional pollution burden and health risk factors, median income by census tract, and other issues such as food access, safe and sanitary homes, physical activity, access to employment, services and transit that can lead to negative health effects or environmental degradation.

#### Task I.G.2. Draft Environmental Justice Element Preparation

The Consultant Team will develop an Environmental Justice Element that is compliant with SB 1000 and State guidelines and that reflects input received during the engagement program and builds on recently completed work within the City of Oakland. The Consultant Team will work with the City to

develop a policy structure that will ensure integration of the policies identified in the Environmental Justice Elements throughout the General Plan.

### **Task I.H. Housing Element Update**

#### **Task I.H.1. 2015-2023 Existing Housing Element Review**

The Consultant Team will work with City staff to determine the status, effectiveness, and appropriateness of 2015–2023 housing programs. The Consultant Team will detail findings of this evaluation in a matrix to be included in the draft Housing Element and used as a basis for program revisions for the remainder of the planning period. The Consultant Team will provide recommendations on format and organization of the Housing Element Update based on the existing 2015–2023 Housing Element.

#### **Task I.H.2. Draft Housing Element Update Preparation**

The Consultant Team, working with City staff will prepare a draft Housing Element. The update will be based on the Consultant Team’s preparation of:

- Updated housing needs analysis pursuant to Government Code Section 65583.
- Housing resources and opportunities assessment, including a sites inventory and analysis of the City’s capacity to accommodate its new Regional Housing Needs Allocation (RHNA), and identification of resources available for affordable housing programs.

Assessment of Housing Constraints. As noted earlier, ABAG’s Regional Housing Technical Assistance Program will provide jurisdiction-specific graphs and write-ups for all required data, including population, demographic, housing, market conditions and regional comparisons. ABAG is also providing the Housing Element Site Section (HESS) tool. The consultant should take into account the availability of these tools while allocating time for the Housing Element Update.

The Consultant Team will work with City staff to update goals, policies, programs, and quantified objectives to address identified housing needs and constraints.

### **Task I.I. Safety Element Update**

#### **Task I.I.1. Hazards and Safety Assessment**

The Consultant Team will prepare a Hazards and Safety Assessment for Oakland, using the City’s 2021-2026 Local Hazard Mitigation Plan (LHMP), outreach to neighborhood groups in hazards-prone areas, and City service providers. The assessment will focus on new and increased hazards and risks in the city, including wildfire and sea level rise.

#### **Task I.I.2. Safety Element Update Preparation**

The Consultant Team will work with City staff to prepare a comprehensive Safety Element Update based on the LHMP. The Update shall include analysis and policies regarding fire and flood hazard management, emergency evacuation, climate adaptation, sea level rise, and capital improvement

programs to improve the City's resilience to natural and human-caused hazards. The Consultant Team will review all comments received by the City as part of its update to the LHMP. Using the City's Sea Level Rise Roadmap as a guide, the Consultant Team will work with staff to evaluate policies that enable climate-smart development and upgrades to the City's safety infrastructure. Tasks should include identifying capital improvement needs for critical facilities such as fire stations and service gaps in emergency response. The Safety Element should include actionable strategies for addressing the needs. The Safety Element Update shall also address each update requirement described in California Government Code Section 65302(g).

#### **Task I.J. Racial Equity Impact Analysis**

The Consultant Team, in collaboration with City staff, will complete a Racial Equity Impact Analysis (REIA). An REIA will assess how programs, policies, and procedures impact races differently, to identify more equitable approaches. The REIA includes documenting existing racial disparities, identifying desired future outcomes, then evaluating the policy alternatives described earlier in this Scope of Work to understand their impact on equity with the goal of elevating those policies that do the most to improve conditions.

#### **Task I.K. Zoning Code and Map Update**

At the close of Phase I, City staff and the Consultant Team will work together to make zoning changes to meet the RHNA requirements for the Housing Element as well as to address needed changes identified as part of the Environmental Justice Element. Examples of these zoning changes include, but not limited to, higher densities along transit corridors and near BART stations along with allowing for missing middle housing in neighborhood areas off-corridors as well as addressing conflicts between industrial and residential uses. More complex changes or those requiring extensive public review may be deferred until the end of Phase II.

#### **Task I.L. CEQA Process**

The Consultant Team will prepare a Draft General Plan Update Program Environmental Impact Report to assess the environmental impacts of the Draft Land Use, Transportation and Open Space Framework, Environmental Justice, Housing, and Safety Elements in compliance with the provisions of the California Environmental Quality Act (CEQA). Mitigation in the EIR should be developed to act as staff-level conditions of approval for future projects, in order to facilitate housing project streamlining. The Program EIR should be of sufficient detail to allow for subsequent development projects that are consistent with the General Plan as amended to be approved without requiring further environmental review. (See CEQA Guidelines Section 15168(c)(5).)

In addition, as a part of the Draft EIR or leading up to its preparation, the Consultant Team shall work with City Staff to review and evaluate the City's current CEQA thresholds of significance, and shall assist in preparing for adoption of revised thresholds of significance that are supported by substantial evidence consistent with CEQA Guidelines Section 15064.7. At a minimum, the current City of Oakland thresholds pertaining to wind and shadow shall be revised. The new thresholds shall be utilized in the Phase I EIR.



The EIR shall address the following CEQA Guidelines Appendix G areas:

- Aesthetics
- Air Quality
- Biological Resources
- Cultural Resources
- Energy
- Geology and Soils
- Greenhouse Gas Emissions
- Hazards and Hazardous Materials
- Hydrology and Water Quality
- Land Use and Planning
- Noise
- Population, Housing and Employment
- Public Services
- Recreation
- Transportation and Circulation
- Tribal Cultural Resources
- Utilities
- Wildfire

The EIR shall include a range of reasonable alternatives that avoid or lessen any identified significant effects, including a “no project” alternative if the General Plan update were not adopted, based on the existing general plan. The EIR shall also include a discussion of growth inducing and cumulative impacts, and significant, unavoidable impacts, if any. The Consultant Team will attend and facilitate an EIR scoping meeting and a public hearing on the Draft EIR at the Planning Commission and City Council. The Consultant Team shall prepare responses to comments received during the public review period and at the public hearing on the Draft EIR.

#### **Task I.M. Implementation Matrix and Monitoring Program**

At the close of Phase I, the Consultant Team will work with City staff to prepare an Implementation Matrix which will create a work program to implement the Phase I items, including identification of responsible parties, the projected cost, and the schedule and/or priority for each action. The Matrix should also include a monitoring plan to ensure General Plan work program implementation.

#### **Task I.N. Review and Adoption**

Each of the tasks listed above will include substantial input and review by the public and stakeholders, which should allow the actual review and adoption process to run smoothly and expeditiously. After completion of Tasks I.F through I.I, all products from these tasks will need to undergo a formal adoption process, which will include public hearings before both the Planning Commission and City Council, edits to the documents to reflect comments from the Commission and Council, preparation of a Final EIR including responses to comments, edits to the Draft EIR, a Mitigation Monitoring Program and Findings of Overriding Consideration, and final action by the Commission and Council.

## **PHASE II (INCLUDING OPTIONAL ITEMS)**

Prospective Consultant Teams should develop proposed work plans and budget proposals, for all Phase II items, including optional items. Phase II items, including Optional items in the Scope of Work, would proceed upon authorization and securement of additional funding by the City of Oakland.

### **Task II.A. Phase II Commencement**

#### Task II.A.1. Kick-Off Meeting

The Consultant Team and City staff will meet to begin Phase II of the project. This will include a meeting to confirm project goals and vision, opportunities, and constraints; refine roles; discuss responsibilities and expectations; review the schedule; and confirm major work products. The Consultant Team will review Phase I work with the City, discuss project opportunities and constraints, and opportunities to fine-tune the work program and make requested changes to the scope.

#### Task II.A.2. Public Engagement Program Update

The Public Engagement Program from Phase I should be updated and amended to reflect lessons learned in Phase I and needed changes for Phase II.

### **Task II.B. Data Assembly and Review**

The Consultant Team, working with City staff, will augment baseline data and baseline conditions information collected in Phase I to collect and review any remaining needed technical data and documents for Phase II.

### **Task II.C. Preferred Alternative Refinement**

The Consultant Team, in collaboration with City staff and during public engagement, will review the Preferred Alternative identified in Phase I, and determine if refinements are needed.

### **Task II.D. Draft General Plan Elements**

The Consultant Team, working with City staff and the public shall prepare comprehensive updates to the LUTE, Noise, and OSCAR Elements. Optionally, pending funding availability, the Consultant Team will update the city's Historic Preservation Element, as well as create new stand-alone Infrastructure and Facilities Elements.

#### Task II.D.1. Land Use and Transportation Element (LUTE)

The Consultant Team, working with City staff and the public will comprehensively update the LUTE as necessitated by changes in State law, and to reflect the City's focus on racial equity, environmental justice, building a safe transportation system for people of all races, ages, abilities and modes, housing and transit accessibility, economic opportunity and community wealth generation, and affordable transit-oriented development. Updates will also reflect and implement the Housing Element, Safety Element and Environmental Justice Element approved during Phase I. The LUTE will also be informed

by the industrial land use policy approved during Phase I that sets forth a bold vision for investing in clean and green industry, employs Oaklanders, and creates appropriate buffers between industry and residential uses; and a policy reference for future economic development activities and for on-going updates to the City's Economic Development Strategy that should be based on the concept of prosperity for all. The LUTE shall meet requirements from MTC for the Priority Development Areas (PDAs) in Oakland that do not currently have Specific Plans.

#### Task II.D.2. Open Space, Conservation and Recreation Element (OSCAR)

The Consultant Team, working with City staff, and the public will update this element to reflect the Land Use and Transportation Framework from Phase I, the need for more high quality open spaces in many underserved neighborhoods, the improvement needs of existing parks, respond to changes in State law, identify additional open space needs based on projections for new development, and integrate community input from the public engagement process.

#### Task II.D.3. Noise Element

The Consultant Team, working with City staff, and the public will update this element to respond to changes in State law or existing conditions; identify how unsafe and noise levels impact communities differently; and develop policy that reverse existing environmental inequities in Oakland.

#### Task II.D.4. (Optional) Historic Preservation Element

The Consultant Team, working with City staff, and the public could prepare an update to the Historic Preservation Element. As part of potential update of this Element, the City's existing inventory of historic resources called the Oakland Cultural Heritage Survey (OCHS) would need to be updated to create a system that better align with State and Federal guidelines and also account for additional resources that have now reached the minimum age to qualify or that are identified through research into important historic and cultural connections.

Although this is an optional Element, preserving and promoting cultural spaces is an integral part of resiliency, environmental justice, housing, economic opportunity and other General Plan topics, and so will be important to flesh out in the development of the other State-mandated Elements.

#### Task II.D.5. (Optional) Infrastructure and Facilities Element

The Consultant Team, working with City staff and the public, could prepare a new standalone Infrastructure and Facilities Element. The goal is to provide a citywide, long-term capital improvement plan that would guide the development and identification of projects included in the biennial Capital Improvements Program (CIP). This Element could help bridge the gap between project identification and project development, outlining the prioritization factors and steps for moving a project forward. Preparation of this Element would also necessitate an assessment of the City's existing facilities, including buildings, infrastructure and other spaces.

### **Task II.E. Zoning Code and Map Update**

The Consultant Team will evaluate all properties within the City boundaries against the proposed updates to the LUTE and other elements, and update Title 17 of the Oakland Municipal Code. The Zoning Code update will implement the LUTE and OSCAR Element Updates, and ensure zoning district consistency with the underlying General Plan land use designation, in a simple, usable format.

### **Task II.F. Racial Equity Impact Analysis**

Consultant Team, in collaboration with City staff, will work together to update the Racial Equity Impact Analysis for Phase II items.

### **Task II.G. Implementation Matrix and Monitoring Program**

At the close of Phase II, the Consultant Team will work with City staff to update the Implementation Matrix and Monitoring Program, which was created at the close of Phase I.

### **Task II.H. CEQA Process**

The Consultant Team will prepare a Subsequent EIR (CEQA Guidelines Section 15162) or Supplemental EIR (CEQA Guidelines Section 15163), as determined appropriate, to cover the adoption of the LUTE, OSCAR, Noise, and Infrastructure and Facilities Elements, as well as the Zoning Code Update. This document should build-off of the EIR prepared in Phase I so that there is ultimately a cohesive environmental document for the City of Oakland General Plan Update. It is expected that the mitigation measures and alternatives analysis conducted for Phase I will carry over into the Phase II process, with revisions as needed to address any modifications resulting from the Phase II updates.

### **Task II.I. Review and Adoption**

As in Phase I, each of the tasks listed above will include substantial input and review by the public and stakeholders, which should allow the actual review and adoption process to run smoothly and expeditiously. After completion of Tasks II.C through II.E, all products from these tasks will need to undergo a formal adoption process, which will include public hearings before the Planning Commission and City Council, as well as various boards and subcommittees, edits to the documents to reflect comments from the Commission and Council, preparation of any required CEQA documents, and final action by the Commission and Council.

## **BUDGET**

The exact budget for the General Plan Update will be based on a specific Scope of Work. Budget estimates should be based on accomplishing a complete and comprehensive General Plan Update, including estimates for all Phase I and Phase 2 items, including optional items (which could proceed if additional funding becomes available). The budget should be based on specified interim and final deliverables.

Furthermore, budget estimates should make the following assumptions:

- The budget is for a consultant team’s work toward the General Plan Update only. It does not include City staff time to manage the project.
- The total amount shall include a 5-10 percent contingency, given the high-level of complexity of a multi-year effort for a Citywide planning process covering a broad range of topics.
- The budget estimate for optional items that could proceed contingent on availability of additional funding should be clearly identified in budget proposals, specifically noting them as optional items.

# ***Submission Requirements***

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Submit Proposals electronically to iSupplier: Please log on to iSupplier to submit your proposal before the 2:00 P.M. deadline on Friday, May 28, 2021. Questions regarding online submittal through iSupplier must be directed to [isupplier@oaklandca.gov](mailto:isupplier@oaklandca.gov) to the attention of Jasmine Chan.

All proposals must include the project name, submittal date and time the proposals are due on the documents.

## **Transmittal Letter**

1. For the transmittal letter, only. Addressed to Edward D. Reiskin, City Administrator, Office of the City Administrator, City Hall, 1 Frank Ogawa Plaza, 3rd Floor, Oakland, California, 94612. (Please do not submit proposals to this address or forward proposals to this address.)
2. Signed by an officer of the prime consultant. In case of joint venture or other joint-prime relationship, an officer of each venture partner shall sign.

## **Project Team**

1. Describe the Team structure in maximum 500 words and with an organizational chart. Briefly describe the project responsibility of each team member and why the Team would be the best fit to accomplish the Scope of Work and advance the project principles.
2. In response to this RFP, the prime contractor shall be qualified consulting firm. For LBEs/SLBEs, submit a copy of current business license and date established in Oakland.
3. Sub-Consultants (if used): list addresses, telephone numbers and areas of expertise of each. Briefly describe the project responsibility of each team member. Identify which contractors are MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE). Additionally, for LBEs/SLBEs, submit a copy of current business license and date established in Oakland.

## **Project Personnel Resumes**

1. Prime(s): Provide a detailed resume of the proposed principal-in-charge, lead person and the project manager(s). The Project Manager(s) shall be a full-time employee of the prime(s). Clearly identify experience.
2. Sub- Consultants: Provide a detailed resume of the proposed project manager, who shall be a full-time employee of each sub-contractor for this project. Clearly identify relevant experience.

## **Relevant Experience**

1. Prime consultant shall describe experiences performing similar functions in three local government operations to include a brief description of recommendations and outcomes.
2. If the team has worked together collaboratively, please include a description of this work. If a team has not worked together before, please articulate the plan for doing so.
3. Describe experiences and ability to work effectively with City staff, community groups, and other stakeholders.

4. Community Based Organizations that are part of the Consultant Team should have:
  - a) Demonstrable relationships in communities impacted by racial disparities in Oakland, including but not limited to: West Oakland, East Oakland (San Antonio / Fruitvale), Deep East Oakland (Coliseum / Eastmont / Elmhurst), and Chinatown/Eastlake; along with vulnerable demographics, including but not limited to youth, elderly, , low-income, unhoused, disabled persons;
  - b) Experience in outreach for planning processes;
  - c) Racial equity program track record; and
  - d) Organizational capacity to manage the administrative and fiscal obligations of working under the umbrella of a prime consultant and potentially subcontracting with other CBOs.

## **Project Approach and Organization**

1. In a maximum 500-word narrative, explain the approach and how it achieves the guiding principles listed on pages 3-4 of this RFP.
2. Articulate the Team’s Workplan to accomplish the Scope of Work and advance the project principles. The Workplan should lay out a timeline of critical milestones, deliverables and describe how Team intends to interface with City staff and the community. This section is limited to no more than 10 pages.

## **References**

1. Prime Consultant(s): Three business related references, giving name, company, address, telephone number and business relationship.
2. Proposed Project Manager(s): Two business related references, giving name, company, address, telephone number and business relationship to project manager.
3. Community Based Organization(s) Subconsultant(s): Three community-engagement related references in Oakland, giving name, address, telephone number and relationship.

## **Billing Rates and Budget**

1. Provide a complete list of all staff hourly rates by category, i.e., Principal, Project Manager, Project Professional, Technician, Clerical, etc. Hourly rates shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.
2. Shall be all-inclusive, i.e., base salary, fringe benefits, overhead, profit, etc.
3. Provide a proposed budget based on a work program and deliverables for Phase I, Phase 2 and Optional items.

## **Schedules and Forms [RFP Checklist]**

1. Schedules (Required with submission)
  - Schedule E- Project Consultant Team
  - Schedule I – Sanctuary City Contracting and Investment Ordinance
  - Schedule O- Campaign Contribution Limits
  - Schedule W – Border Wall Prohibition

2. Other schedules must be submitted prior to full contract execution and are available at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>
3. Addenda - Proposal and Acknowledgment of all Addenda – if issued, please provide signed addenda and submit with proposal.



# ***Selection Process, Evaluation Criteria and Interviews***

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## **Selection Process (Subject to Change)**

A Selection Committee will evaluate the Consultant Teams and proposals. It is anticipated there will be a two-step selection process, beginning with an initial proposal evaluation, followed by notification and interview with finalist Teams, as described further below.

## **Evaluation Criteria (Subject to Change)**

The following sample of criteria and the points for each criterion, for a total of 110 points, may be used in evaluating and rating the proposals:

- 1) Relevant Experience .....30 points
  - Past, recently completed, or on-going local government projects to substantiate experience.
  - Experience on at least three (3) projects providing services like those described in this RFP.
  - Prior experience and ability to work with City staff, community groups, and other stakeholders.
  - Experience with racial equity analyses and working under a racial equity framework.
- 2) Qualifications .....25 points
  - Professional background and qualifications of team members and firms comprising the team.
- 3) Organization .....20 points
  - Current workload, available staff and resources.
  - Capacity and flexibility to meet schedules, including any unexpected work.
  - Ability to perform on short notice and under time constraints.
  - Cost control procedures in design and construction.
  - Ability to perform numerous projects at the same time.
- 4) Approach .....20 points
  - Understanding of the nature and extent of the services required.
  - A specific outline of how the work will be performed.
  - Awareness of potential problems and providing possible solutions.
  - Special resources the team offers that are relevant to the successful completion of the project.
- 5) L/SLBE Certified Business Participation .....2-5 Points
- 6) Other Factors.....10 points
  - Presentation, completeness, clarity, organization, and responsiveness of proposal.

## **Rejection of Proposal**

The City reserves the right to reject any or all proposals, whether minimum qualifications are met, and to modify, postpone, or cancel this RFP without liability, obligation, or commitment to any party, firm, or organization. The City reserves the right to request and obtain additional information from any candidate submitting a proposal. A proposal may be rejected for any of the following reasons:

- Proposal received after designated time and date.

- Proposal not in compliance with the City of Oakland Local/Small Local Business Enterprise Program.
- Proposal not containing the required elements, exhibits, nor organized in the required format.
- Proposal considered not fully responsive to this RFP.

**Interviews of Shortlisted Consultant Teams (Subject to Change)**

Interviews of short-listed qualified candidates may be held if a selection is not made from the evaluation phase.

- 1) It is anticipated that approximately three teams will be invited to interview. The selected teams will be notified in writing, and will be required to submit a detailed scope of work, schedule, and deliverables-based budget the day before the interview. It is presently anticipated that the interviews will be conducted within five (5) working days of notification.
- 2) The interviews are anticipated to last approximately 60 minutes, with the time allocated equally between the team’s presentation and a question-and-answer period. The teams should be prepared to discuss at the interview their specific experience providing services like those described in the RFP, project approach, estimated work effort, available resources, and other pertinent areas that would distinguish them. Interviews will be held at a City of Oakland office (exact location to be determined).
- 3) Overall Rating Criteria: The following specific criteria and the points for each criterion, for a total of 100 points, will be used in evaluating and rating the short-listed firms:
  - a) Presentation:.....40 points (Scoring criteria is like that of the proposal criteria.)
    - Relevant Experience
    - Qualifications.
    - Organization.
    - Approach.
    - Other Factors
  - b) Request for Proposal Submittal:.....25 points
    - Total points from the initial review of proposals will be allocated proportionally based on a maximum allowance of 20 points
  - c) Interview / Questions:.....35 points

## ***Contract Negotiations and Award***

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1. The completion of the Selection Process will result in the contractor being numerically ranked. The contractor ranked first will be invited to participate in contract negotiations. Should the City and the first ranked contractor not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the contractor that is next in line.
2. The contract amount (including reimbursements) shall be a not to exceed amount, to be established based upon a mutually agreeable Scope of Work, project deliverable list. and fee schedule.
3. The City will withhold the final 10% of contract amount pending successful completion of work.
4. Upon successful completion of the negotiations, the City Administrator will award the contract to the selected contractor.
5. A sample City standard professional services agreement is included in the RFP as referenced as Attachment A "Sample Agreement" (Page 41). The selected contractor will be required to enter into a contract that contains similar terms and conditions as in the standard agreement. Please note that the City Attorney's Office is typically not inclined to make any modifications to the standard agreement terms and provisions.
6. Upon award the City will issue a Notice to proceed.
7. The selected contractor and its other members will be required to maintain auditable records, documents, and papers for inspection by authorized local, state and federal representatives. Therefore, the contractor and its other members may be required to undergo an evaluation to demonstrate that the contractor uses recognized accounting and financial procedures.

## ***General Information***

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1. The successful proposer selected for this service shall obtain or provide proof of having a current City of Oakland Business tax Certificate.
2. The City Council reserves the right to reject any and all bids.
3. Local and Small Local Business Enterprise Program (L/SLBE)
  - a) Requirement – For Professional Services, 50% Local and Small Local Business Enterprise Program (L/SLBE): there is a 50% minimum participation requirement for all professional services contracts over \$50,000. Consultant status as an Oakland certified local or small local firm and subcontractor/subconsultant status as an Oakland certified local or small local firm are taken into account in the calculation. The requirement may be satisfied by a certified prime consultant and/or sub-consultant(s). A business must be certified by the City of Oakland in order to earn credit toward meeting the fifty percent requirement. The City has waived small local business enterprise (SLBE) subcontracting requirements for Oakland certified local businesses that apply for professional services contracts as the prime consultant with the City. The SLBE requirements still applies for non-certified LBEs and non-local business enterprises.
  - b) Good Faith Effort - In light of the fifty percent requirement, good faith effort documentation is not necessary.
  - c) Preference Points – Preference points are earned based on the level of participation proposed prior to the award of a contract. Upon satisfying the minimum fifty percent requirement, a consultant will earn two (2) preference points. Three additional preference points may be earned at a rate of one point for every additional ten percent participation up to eighty percent participation of the total contract dollars spent with local Oakland certified firms.
  - d) A firm may earn up to five (5) preference points for local Oakland business participation and additional preference points for being a long term certified business in Oakland regardless of size and for having an Oakland workforce.
  - e) In those instances where Very Small Local Business Enterprise (VSLBE) participation is evident, the level of participation will be double-counted towards meeting the requirement.
  - f) Additional Preference Points for Request for Proposals (RFP) and Request for Qualifications (RFQ) may be earned for having an Oakland resident workforce. Prime consultants seeking additional preference points for having an Oakland resident workforce must submit a completed Schedule E-2 titled the “Oakland Workforce Verification Form” no more than 4 days after the proposal due date. A copy of Schedule E-2 is found on <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
  - g) Earning extra preference points for having an existing work force that includes Oakland residents is considered added value. The Request for Proposal “evaluation” process allows for additional preference points over and above the number of points earned for technical expertise. Typically 100 points may be earned for the technical elements of the RFP. Preference points are awarded over and above the potential 100 points.
  - h) The Exit Report and Affidavit (ERA) – This report declares the level of participation achieved and will be used to calculate banked credits. The prime consultant must complete the Schedule F, Exit Report and Affidavit for, and have it executed by, each L/SLBE sub consultant

and submitted to the Office of the City Administrator, Contracts and Compliance Unit, along with a copy of the final progress payment application.

- i) Joint Venture and Mentor Protégé Agreements. If a prime contractor or prime consultant is able to develop a Joint Venture or “Mentor-Protégé” relationship with a certified LBE or SLBE, the mentor or Joint Venture partners will enjoy the benefit of credits against the participation requirement. In order to earn credit for Joint Venture or Mentor-Protégé relationships, the Agreement must be submitted for approval to the Office of the City Administrator, Contracts and Compliance Unit, prior to the project bid date for construction, and by proposal due date for professional services contracts. Joint Venture Applications and elements of City approved Mentor Protégé relation are available upon request.
  - j) Contractor shall submit information concerning the ownership and workforce composition of Contractor’s firm as well as its subcontractors and suppliers, by completing Schedule D, Ownership, Ethnicity, and Gender Questionnaire, and Schedule E, Project Consultant Team, attached and incorporated herein and made a part of this Agreement.
  - k) All affirmative action efforts of Contractor are subject to tracking by the City. This information or data shall be used for statistical purposes only. All contractors are required to provide data regarding the make-up of their subcontractors and agents who will perform City contracts, including the race and gender of each employee and/or contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
  - l) In the recruitment of subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland’s business community. The City Administrator will track the City’s MBE/WBE utilization to ensure the absence of unlawful discrimination on the basis of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
  - m) In the use of such recruitment, hiring and retention of employees or subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland’s business community.
4. The City’s Living Wage Ordinance

This Agreement is subject to the Oakland Living Wage Ordinance. The Living Wage Ordinance requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service Contractors (contractors) of the City and employees of CFARs (Ord. 12050 § 1, 1998). Oakland employers are also subject to the City of Oakland Minimum Wage law (see Section 5, below), and must pay employees wages and provide benefits consistent with the Minimum Wage law or Oakland Living Wage Ordinance, whichever are greater.

The Ordinance also requires submission of the Declaration of Compliance attached and incorporated herein as Declaration of Compliance – Living Wage Form; and made part of this Agreement, and, unless specific exemptions apply or a waiver is granted, the contractor must provide the following to its employees who perform services under or related to this Agreement:

- a) Minimum compensation – Said employees shall be paid an initial hourly wage rate of \$14.98 with health benefits or \$17.19 without health benefits. These initial rates shall be upwardly adjusted each year no later than April 1 in proportion to the increase at the immediately preceding December 31 over the year earlier level of the Bay Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor. Effective July 1st of each year, Contract shall pay adjusted wage rates.
- b) Health benefits – Said full-time and part-time employees paid at the lower living wage rate shall be provided health benefits of at least \$2.21 per hour. Contractor shall provide proof that health benefits are in effect for those employees no later than 30 days after execution of the contract or receipt of City financial assistance.
- c) Compensated days off – Said employees shall be entitled to twelve compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and ten uncompensated days off per year for sick leave. Employees shall accrue one compensated day off per month of full time employment. Part-time employees shall accrue compensated days off in increments proportional to that accrued by full-time employees. The employees shall be eligible to use accrued days off after the first six months of employment or consistent with company policy, whichever is sooner. Paid holidays, consistent with established employer policy, may be counted toward provision of the required 12 compensated days off. Ten uncompensated days off shall be made available, as needed, for personal or immediate family illness after the employee has exhausted his or her accrued compensated days off for that year.
- d) Federal Earned Income Credit (EIC) - To inform employees that he or she may be eligible for Earned Income Credit (EIC) and shall provide forms to apply for advance EIC payments to eligible employees. For more information, web sites include but are not limited to: (1) <https://www.irs.gov/> and <https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit>
- e) Contractor shall provide to all employees and to Contracts and Compliance, written notice of its obligation to eligible employees under the City's Living Wage requirements. Said notice shall be posted prominently in communal areas of the work site(s) and shall include the above-referenced information.
- f) Contractor shall provide all written notices and forms required above in English, Spanish or other languages spoken by a significant number of employees within 30 days of employment under this Agreement.
- g) Reporting – Contractor shall maintain a listing of the name, address, hire date, occupation classification, rate of pay and benefits for each of its employees. Contractor shall provide a copy of said list to the Office of the City Administrator, Contracts and Compliance Unit, on a quarterly basis, by March 31, June 30, September 30 and December 31 for the applicable compliance period. Failure to provide said list within five days of the due date will result in liquidated damages of five hundred dollars (\$500.00) for each day that the list remains outstanding. Contractor shall maintain employee payroll and related records for a period of four (4) years after expiration of the compliance period.
- h) Contractor shall require subcontractors that provide services under or related to this Agreement to comply with the above Living Wage provisions. Contractor shall include the

above-referenced sections in its subcontracts. Copies of said subcontracts shall be submitted to Contracts and Compliance.

5. Minimum Wage Ordinance

Oakland employers are subject to Oakland's Minimum Wage Law, whereby Oakland employees must be paid the current Minimum Wage rate. Employers must notify employees of the annually adjusted rates by each December 15th and prominently display notices at the job site.

The law requires paid sick leave for employees and payment of service charges collected for their services. This contract is also subject to Oakland's Living Wage Ordinance (see Section 4, above), and must pay employees wages and provide benefits consistent with the Living Wage Ordinance, whichever are greater.

For further information, please go to the following website:

<https://www.oaklandca.gov/topics/minimum-wage-paid-leave-service-charges>

6. Equal Benefits Ordinance

This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The purpose of this Ordinance is to protect and further the public, health, safety, convenience, comfort, property and general welfare by requiring that public funds be expended in a manner so as to prohibit discrimination in the provision of employee benefits by City Contractors (contractors) between employees with spouses and employees with domestic partners, and/or between domestic partners and spouses of such employees. (Ord. 12394 (part), 2001)

The following contractors are subject to the Equal Benefits Ordinance: Entities which enter into a "contract" with the City for an amount of twenty-five thousand dollars (\$25,000.00) or more for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided at the expense of the City or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the city; and Entities which enter into a "property contract" pursuant to Section 2.32.020(D) with the City in an amount of twenty-five thousand dollars (\$25,000.00) or more for the exclusive use of or occupancy (1) of real property owned or controlled by the city or (2) of real property owned by others for the city's use or occupancy, for a term exceeding twenty-nine (29) days in any calendar year.

The Ordinance shall only apply to those portions of a Contractor's operations that occur (1) within the City; (2) on real property outside the City if the property is owned by the City or if the City has a right to occupy the property, and if the contract's presence at that location is connected to a contract with the City; and (3) elsewhere in the United States where work related to a City contract is being performed. The requirements of this chapter shall not apply to subcontracts or sub-contractors.

The Equal Benefits Ordinance requires among other things, submission of the attached and incorporated herein as Schedule N-1, Equal Benefits-Declaration of Nondiscrimination form. For more information, see

[http://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.32EQBEOR.html#TOPTITLE](http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.html#TOPTITLE)

7. Prompt Payment Ordinance OMC Section 2.06.070 Prompt Payment Terms Required in Notices Inviting Bids, Requests for Proposals/Qualifications and Purchase Contracts

8. This Agreement is subject to the Prompt Payment Ordinance of Oakland Municipal Code, Title 2, Chapter 2.06. The Ordinance requires that, unless specific exemptions apply. Contractor and its

subcontractors shall pay undisputed invoices of their subcontractors for goods and/or services within twenty (20) business days of submission of invoices unless the Contractor or its subcontractors notify the Liaison in writing within five (5) business days that there is a bona fide dispute between the Contractor or its subcontractor and claimant, in which case the Contractor or its subcontractor may withhold the disputed amount but shall pay the undisputed amount.

9. Disputed payments are subject to investigation by the City of Oakland Liaison upon the filing of a compliant. Contractor or its subcontractors opposing payment shall provide security in the form of cash, certified check or bond to cover the disputed amount and penalty during the investigation. If Contractor or its subcontractor fails or refuses to deposit security, the City will withhold an amount sufficient to cover the claim from the next Contractor progress payment. The City, upon a determination that an undisputed invoice or payment is late, will release security deposits or withholds directly to claimants for valid claims.
10. Contractor and its subcontractors shall not be allowed to retain monies from subcontractor payments for goods as project retention, and are required to release subcontractor project retention in proportion to the subcontractor services rendered, for which payment is due and undisputed, within five (5) business days of payment. Contractor and its subcontractors shall be required to pass on to and pay subcontractors mobilization fees within five (5) business days of being paid such fees by the City. For the purpose of posting on the City's website, Contractor and its subcontractors, are required to file notice with the City of release of retention and payment of mobilization fees, within five (5) business days of such payment or release; and, Contractors are required to file an affidavit, under penalty of perjury, that he or she has paid all subcontractors, within five (5) business days following receipt of payment from the City, The affidavit shall provide the names and address of all subcontractors and the amount paid to each.
11. Contractor and its subcontractors shall include the same or similar provisions as those set forth above in this section in any contract with a contractor or subcontractor that delivers goods and/or services pursuant to or in connection with a City of Oakland purchase contract.
12. Prompt Payment invoice and claim forms are available at the following City of Oakland website: <https://www.oaklandca.gov/resources/prompt-payment-forms> or at Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612. Invoice and claim inquiries should be directed to Vivian Inman, City of Oakland Prompt Payment Liaison, 510-238-6261 or email [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).
13. Non-Discrimination/Equal Employment Practices
14. Contractor shall not discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws. During the performance of this Agreement, Contractor agrees as follows:
  - a) Contractor and Contractor's sub-contractors, if any, shall not discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability. This nondiscrimination policy shall include, but not be limited to, the following: employment, upgrading, failure to promote, demotion or transfer, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
  - b) Contractor and Contractor's Sub-contractors shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that all qualified applicants will receive



consideration for employment without regard to age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.

- c) Contractor shall make its goods, services, and facilities accessible to people with disabilities and shall verify compliance with the Americans with Disabilities Act by executing Declaration of Compliance with the Americans with Disabilities Act, attached hereto and incorporated herein.
- d) If applicable, Contractor will send to each labor union or representative of workers with whom Contractor has a collective bargaining agreement or contract or understanding, a notice advising the labor union or workers' representative of Contractor's commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) Contractor shall submit information concerning the ownership and workforce composition of Contractor's firm as well as its sub-Contractors and suppliers, by completing the Ownership, Ethnicity and Gender Questionnaire.
- f) The Project Contractor Team attached and incorporated herein and made a part of this Agreement, Exit Report and Affidavit, attached and incorporated herein and made a part of this Agreement.
- g) All affirmative action efforts of Contractors are subject to tracking by the City. This information or data shall be used for statistical purposes only. All Contractors are required to provide data regarding the make-up of their sub-Contractors and agents who will perform City contracts, including the race and gender of each employee and/or Contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
- h) The City will immediately report evidence or instances of apparent discrimination in City or Agency contracts to the appropriate State and Federal agencies, and will take action against Contractors who are found to be engaging in discriminatory acts or practices by an appropriate State or Federal agency or court of law, up to and including termination or debarment.
- i) In the recruitment of sub-Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland's business community. The City Administrator will track the City's MBE/WBE utilization to ensure the absence of unlawful discrimination on the basis of age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- j) In the use of such recruitment, hiring and retention of employees or sub-Contractors, the City of Oakland requires all Contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland's business community.

#### 15. Arizona and Arizona-Based Businesses

Contractor agrees that in accordance with Resolution No. 82727 C.M.S., neither it nor any of its subsidiaries, affiliates or agents that will provide services under this agreement is currently

headquartered in the State of Arizona, and shall not establish an Arizona business headquarters for the duration of this agreement with the City of Oakland or until Arizona rescinds SB 1070.

Contractor acknowledges its duty to notify Contracts and Compliance Division, Office of the City Administrator if it's Business Entity or any of its subsidiaries affiliates or agents subsequently relocates its headquarters to the State of Arizona. Such relocation shall be a basis for termination of this agreement.

16. Sanctuary City Contracting and Investment Ordinance

Ordinance N.O. 13540 CMS was adopted by the Oakland City Council on June 4th, 2019 and prohibits the City from contracting with any person or entity that provides the United States Immigration and Customs Enforcement (ICE) services or goods for data collection or with the United States Customs and Border Protection (CBP) Customs and Border Protection (CBP), or the Department of Health and Human Services Office of Refugee Resettlement (HHS/ORR) to support immigration detention facilities. These contractors are not to be used unless the City Council makes a specific determination that no reasonable alternative exists. The ordinance also prohibits the City from investing in any of these companies and requires the City to include notice of these prohibitions in any Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and any construction or other contracting bids. The ordinance also requires that the City provide an annual report to the Privacy Advisory Commission on its enforcement.

17. Border Wall Ordinance

This contract is subject to the Border Wall Ordinance of Oakland Municipal Code (Ordinance 13459 C.M.S, passed November 28, 2017) and effective immediately upon adoption. The purpose of the ordinance is to mandate and direct the City Administrator- in instances where there is no significant additional cost, to be defined in regulations, or conflict with law- to refrain from entering into new or amended contracts to purchase professional, technical, scientific or financial services, goods, construction labor and materials or other services, or supplies from businesses that enter into contracts to provide such services, goods, materials or supplies to build the U.S.- Mexico border wall;

The City of Oakland shall be prohibited from entering into any contractual agreement for the purchase of services, goods, equipment, cyber network or cloud computing, internet, or cloud-based computer technology or services with any "BORDER WALL ENTITY" individual, firm, or financial institution who provides any services, goods, equipment or information technology or cloud- based technology or services, to construction of the a wall along any part of the United States - Mexico border.

All vendors seeking to do business with the City of Oakland must are complete and sign "Schedule W" as a statement of compliance with Ordinance 13459 C.M.S,

18. Pending Dispute Disclosure Policy:

Contractors are required to disclose pending disputes with the City of Oakland when they are involved in submitting bids, proposals or applications for a City contract or transaction involving professional services. This includes contract amendments. Contractor agrees to disclose, and has disclosed, any and all pending disputes to the City prior to execution of this agreement. The City will provide a form for such disclosure upon Contractor's request. Failure to disclose pending disputes prior to execution of this amendment shall be a basis for termination of this agreement.

19. City of Oakland Campaign Contribution Limits

This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form.

20. Nuclear Free Zone Disclosure

Contractor represents, pursuant to the combined form Nuclear Free Zone Disclosure Form that Contractor is in compliance with the City of Oakland's restrictions on doing business with service providers considered nuclear weapons makers. Prior to execution of this agreement, Contractor shall complete the combined form, attached hereto.

21. Sample Professional Service Agreement

This Agreement is subject to the attached Sample Professional Service Agreement.

22. Insurance Requirements

The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of the Contractor's insurance policies if and when requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute grounds for rescission of the contract award.

The Contractor shall name the City of Oakland, its Council members, directors, officers, agents, employees and volunteers as additional insured in its Comprehensive Commercial General Liability and Automobile Liability policies. If Contractor submits the ACORD Insurance Certificate, the additional insured endorsement must be set forth on a CG20 10 11 85 form and/or CA 20 48 - Designated Insured Form (for business auto insurance).

Please Note: A statement of additional insured endorsement on the ACORD insurance certificate is insufficient and will be rejected as proof of the additional insured requirement.

Unless a written waiver is obtained from the City's Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (Schedule Q). A copy of the requirements is attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.

When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.

When providing the insurance, the "Certificate Holder" should be listed as: City of Oakland, Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

23. City Contractor Performance Evaluation

At the end of the project, the Project Manager will evaluate the Contractor's Performance in accordance with the City Contractor Performance Evaluation program.

24. Violation of Federal, State, City/Agency Laws, Programs or Policies:

The City or Agency may, in their sole discretion, consider violations of any programs and policies described or referenced in this Request for Proposal, a material breach and may take enforcement action provided under the law, programs or policies, and/or terminate the contract, debar

contractors from further contracts with City and Agency and/or take any other action or invoke any other remedy available under law or equity.

25. Contractor's Qualifications

Contractor represents that Contractor has the qualifications and skills necessary to perform the services under this Agreement in a competent and professional manner without the advice or direction of the City. Contractor's services will be performed in accordance with the generally accepted principles and practices applicable to Contractor's trade or profession. The Contractor warrants that the Contractor, and the Contractor's employees and sub-contractors are properly licensed, registered, and/or certified as may be required under any applicable federal, state and local laws, statutes, ordinances, rules and regulations relating to Contractor's performance of the Services. All Services provided pursuant to this Agreement shall comply with all applicable laws and regulations. Contractor will promptly advise City of any change in the applicable laws, regulations, or other conditions that may affect City's program. This means Contractor is able to fulfill the requirements of this Agreement. Failure to perform all of the services required under this Agreement will constitute a material breach of the Agreement and may be cause for termination of the Agreement. Contractor has complete and sole discretion for the manner in which the work under this Agreement is performed. Prior to execution of this agreement, Contractor shall complete the Independent Contractor Questionnaire, Part A, attached hereto.

26. The following City staff are available to answer questions:

RFP and Project related issues:

Project Manager: Christina Ferracane at [generalplan@oaklandca.gov](mailto:generalplan@oaklandca.gov)

Contract Analyst: Jasmine Chan, (510) 238-7524

Compliance Officer: Vivian Inman, (510) 238-3723

27. All responses to the RFP become the property of the City.

28. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal.

29. The City reserves the sole right to evaluate each proposal and to accept or reject any or all proposals received as a result of the RFP process.

30. The City reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFQ process, to obtain further information from any and all Contractor teams and to waive any defects as to form or content of the RFP or any responses by any contractor teams

31. The City may require a service provider to participate in negotiations and submit technical information or other revisions to the service provider's qualifications as may result from negotiations.

32. All responses to the RFP become the property of the City. To withhold financial and proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under the Public Records Act or Sunshine Ordinance, and is, at the City's discretion, based on the potential impact of the public's interests whether to disclose "confidential" or "proprietary" information. All documents and information submitted to the City of Oakland in response to an RFP are public records pursuant to California Government Code, Sections 6254, et seq. and City of Oakland Sunshine Ordinance, Oakland Municipal Code Chapter 2.20. The City shall disclose such

documents and information upon request by any member of the public, absent a mandatory duty to withhold or a discretionary exemption that the City may choose to exercise. The City shall not in any way be liable or responsible for any disclosures of documents or information made pursuant to a request under the Public Records Act or the City of Oakland Sunshine Ordinance.

33. The Fair Political Practices Act and/or California Government Code Section 1090, among other statutes and regulations may prohibit the City from contracting with a service provider if the service provider or an employee, officer or director of the service providers' firm, or any immediate family of the preceding, or any sub-contractor or contractor of the service provider, is serving as a public official, elected official, employee, board or commission member of the City who will award or influence the awarding of the contract or otherwise participate in the making of the contract. The making of a contract includes actions that are preliminary or preparatory to the selection of a contractor such as, but not limited to, involvement in the reasoning, planning and/or drafting of solicitations for bids and RFPs, feasibility studies, master plans or preliminary discussions or negotiations.

## ATTACHMENT A

# SAMPLE ONLY

## PROFESSIONAL OR SPECIALIZED SERVICE AGREEMENT BETWEEN THE CITY OF OAKLAND AND Name of Contractor

Whereas, the City Council has authorized the City Administrator to enter into contracts for professional or specialized services if the mandates of Oakland City Charter Section 902(e) have been met.

Now therefore the parties to this Agreement covenant as follows:

1. Parties and Effective Date

This Agreement is made and entered into as of **Month, date, year** between the City of Oakland, a municipal corporation, (“City”), One Frank H. Ogawa Plaza, Oakland, California 94612, and **Name of Contractor** (“Contractor”)

2. Scope of Work

Contractor agrees to perform the services specified in **Schedule A**, Scope of Work attached to this Agreement and incorporated herein by reference. Contractor shall designate an individual who shall be responsible for communications with the City for the duration of this Agreement. **Schedule A** includes the manner of payment. The Project Manager for the City shall be **Project Manager**.

3. Time of Performance

Contractor’s services shall begin on **Month, Date, Year** and shall be completed **Month, Date, Year**.

4. Compensation and Method of Payment

Contractor will be paid for performance of the scope of work an amount that will be based upon actual costs but that will be “Capped” so as not to exceed **\$Amount**, based upon the scope of work in **Schedule A** and the budget by deliverable task and billing rates in **Schedule B**. The maximum that will be charged for the entire scope of work will not exceed the Capped amount, even if the Contractor’s actual costs exceed the Capped amount. Invoices shall state a description of the **deliverable** completed and the amount due. Payment will be due upon completion and acceptance of the deliverables as specified in the Scope of Work.

In the aggregate, progress payments will not exceed ninety percent (90%) of the total amount of the contract, with the balance to be paid upon satisfactory completion of the contract. Progress, or other payments, will be based on at least equivalent services rendered, and will not be made in advance of services rendered.

In computing the amount of any progress payment (this includes any partial payment of the contract price during the progress of the work, even though the work is broken down into clearly identifiable stages, or separate tasks), the City will determine the amount that the contractor has earned during the period for which payment is being made, based on the contract terms. The City will retain out of such earnings an amount at least equal to ten percent (10%), pending satisfactory completion of the entire contract.

5. Independent Contractor

a. Rights and Responsibilities

It is expressly agreed that in the performance of the services necessary to carry out this Agreement, Contractor shall be, and is, an independent contractor, and is not an employee of the City. Contractor has and shall retain the right to exercise full control and supervision of the services, and full control over the employment, direction, compensation and discharge of all persons assisting Contractor in the performance of Contractor's services hereunder. Contractor shall be solely responsible for all matters relating to the payment of his/her employees, including compliance with social security, withholding and all other regulations governing such matters, and shall be solely responsible for Contractor's own acts and those of Contractor's subordinates and employees. Contractor will determine the method, details and means of performing the services described in **Schedule A**.

b. Contractor's Qualifications

Contractor represents that Contractor has the qualifications and skills necessary to perform the services under this Agreement in a competent and professional manner without the advice or direction of The City. The Contractor warrants that the Contractor, and the Contractor's employees and sub-consultants are properly licensed, registered, and/or certified as may be required under any applicable federal, state and local laws, statutes, ordinances, rules and regulations relating to Contractor's performance of the Services. All Services provided pursuant to this Agreement shall comply with all applicable laws and regulations. Contractor will promptly advise City of any change in the applicable laws, regulations, or other conditions that may affect City's program. This means Contractor can fulfill the requirements of this Agreement. Failure to perform all the services required under this Agreement will constitute a material breach of the Agreement and may be cause for termination of the Agreement. Contractor has complete and sole discretion for the manner in which the work under this Agreement is performed. Prior to execution of this agreement, Contractor shall complete **Schedule M, Independent Contractor Questionnaire**, attached hereto.

c. Payment of Income Taxes

Contractor is responsible for paying, when due, all income taxes, including estimated taxes, incurred because of the compensation paid by the City to Contractor for services under this Agreement. On request, Contractor will provide the City with proof of timely payment. Contractor agrees to indemnify the City for any claims, costs, losses, fees, penalties, interest or damages suffered by the City resulting from Contractor's failure to comply with this provision.

- d. Non-Exclusive Relationship  
Contractor may perform services for, and contract with, as many additional clients, persons or companies as Contractor, in his or her sole discretion, sees fit.
  - e. Tools, Materials and Equipment  
Contractor will supply all tools, materials and equipment required to perform the services under this Agreement.
  - f. Cooperation of the City  
The City agrees to comply with all reasonable requests of Contractor necessary to the performance of Contractor's duties under this Agreement.
  - g. Extra Work  
Contractor will do no extra work under this Agreement without first receiving prior written authorization from the City.
6. Proprietary or Confidential Information of the City  
Contractor understands and agrees that, in the performance of the work or services under this Agreement or in contemplation thereof, Contractor may have access to private or confidential information which may be owned or controlled by the City and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to the City. Contractor agrees that all information disclosed by the City to Contractor shall be held in confidence and used only in performance of the Agreement. Contractor shall exercise the same standard of care to protect such information as a reasonably prudent contractor would use to protect its own proprietary data.
7. Ownership of Results  
Any interest of Contractor or its Subcontractors, in specifications, studies, reports, memoranda, computation documents prepared by Contractor or its Subcontractors in drawings, plans, sheets or other connection with services to be performed under this Agreement shall be assigned and transmitted to the City. However, Contractor may retain and use copies for reference and as documentation of its experience and capabilities.
8. Copyright  
Contractor shall execute appropriate documents to assign to the City the copyright to all works created pursuant to this Agreement.
9. Audit  
Contractor shall maintain (a) a full set of accounting records in accordance with generally accepted accounting principles and procedures for all funds received under this Agreement; and (b) full and complete documentation of performance related matters such as benchmarks and deliverables associated with this Agreement.  
Contractor shall (a) permit the City to have access to those records for making an audit, examination or review of financial and performance data pertaining to this Agreement; and (b) maintain such records for a period of four years following the last fiscal year during which the City paid an invoice to Contractor under this Agreement.



In addition to the above, Contractor agrees to comply with all audit, inspection, recordkeeping and fiscal reporting requirements incorporated by reference.

10. Agents/Brokers

Contractor warrants that Contractor has not employed or retained any subcontractor, agent, company or person other than bona fide, full-time employees of Contractor working solely for Contractor, to solicit or secure this Agreement, and that Contractor has not paid or agreed to pay any subcontractor, agent, company or persons other than bona fide employees any fee, commission, percentage, gifts or any other consideration, contingent upon or resulting from the award of this Agreement. For breach or violation of this warranty, the City shall have the right to rescind this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage or gift.

11. Assignment

Contractor shall not assign or otherwise transfer any rights, duties, obligations or interest in this Agreement or arising hereunder to any person, persons, entity or entities whatsoever without the prior written consent of the City and any attempt to assign or transfer without such prior written consent shall be void. Consent to any single assignment or transfer shall not constitute consent to any further assignment or transfer.

12. Publicity

Any publicity generated by Contractor for the project funded pursuant to this Agreement, during the term of this Agreement or for one year thereafter, will refer to the contribution of the City of Oakland in making the project possible. The words "City of Oakland" will be explicitly stated in all pieces of publicity, including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews and newspaper articles.

City staff will be available whenever possible at the request of Contractor to assist Contractor in generating publicity for the project funded pursuant to this Agreement. Contractor further agrees to cooperate with authorized City officials and staff in any City-generated publicity or promotional activities undertaken with respect to this project.

13. Title of Property

Title to all property, real and personal, acquired by the Contractor from City funds shall vest in the name of the City of Oakland and shall be accounted for by means of a formal set of property records. Contractor acknowledges it is responsible for the protection, maintenance and preservation of all such property held in custody for the City during the term of the Agreement. The Contractor shall, upon expiration or termination of this Agreement, deliver to the City all of said property and documents evidencing title to same. In the case of lost or stolen items or equipment, the Contractor shall immediately notify the Police Department, obtain a written police report and notify the City in accordance with "Notice" section of this Agreement.

Contractor shall provide to the City Auditor all property-related audit and other reports required under this Agreement. In the case of lost or stolen items or equipment, the Contractor shall immediately notify the Police Department, obtain a written police report and notify the City in accordance with the "Notice" section of this Agreement.

Prior to the disposition or sale of any real or personal property acquired with City funds, Contractor shall obtain approval by the City Council and City Administrator in accord with the requirements for disposal or sale of real or personal surplus property set forth in the Oakland City Charter and/or Oakland Municipal Code Title 2.04, Chapter 2.04.120. Surplus supplies and equipment – Disposal or Destruction.

14. Insurance

Unless a written waiver is obtained from the City's Risk Manager, Contractor must provide the insurance listed in **Schedule Q, Insurance Requirements**. **Schedule Q** is attached at the end of this sample agreement and incorporated herein by reference.

15. Indemnification

- a. Notwithstanding any other provision of this Agreement, Contractor shall indemnify and hold harmless (and at City's request, defend) City, and each of their respective Councilmembers, officers, partners, agents, and employees (each of which persons and organizations are referred to collectively herein as "Indemnitees" or individually as "Indemnitee") from and against any and all liabilities, claims, lawsuits, losses, damages, demands, debts, liens, costs, judgments, obligations, administrative or regulatory fines or penalties, actions or causes of action, and expenses (including reasonable attorneys' fees) caused by or arising out of any:
  - (i) Breach of Contractor's obligations, representations or warranties under this Agreement;  
Act or failure to act in the course of performance by Contractor under this Agreement;
  - (ii) Negligent or willful acts or omissions in the course of performance by Contractor under this Agreement;
  - (iii) Claim for personal injury (including death) or property damage to the extent based on the strict liability or caused by any negligent act, error or omission of Contractor;
  - (iv) Unauthorized use or disclosure by Contractor of Confidential Information as provided in Section 6 Proprietary of Confidential Information of the City above; and
  - (vi) Claim of infringement or alleged violation of any United States patent right or copyright, trade secret, trademark, or service mark or other proprietary or intellectual property rights of any third party.
- b. For purposes of the preceding Subsections (i) through (vi), the term "Contractor" includes Contractor, its officers, directors, employees, representatives, agents, servants, sub-consultants and subcontractors.
- c. City shall give Contractor prompt written notice of any such claim of loss or damage and shall cooperate with Contractor, in the defense and all related settlement negotiations to the extent that cooperation does not conflict with City's interests.
- d. Notwithstanding the foregoing, City shall have the right if Contractor fails or refuses to defend City with Counsel acceptable to City to engage its own counsel for the purposes of participating in the defense. In addition, City shall have the right to withhold any payments due Contractor in the amount of anticipated defense costs plus additional reasonable amounts as security for Contractor's obligations under this

Section 15. In no event shall Contractor agree to the settlement of any claim described herein without the prior written consent of City.

- e. Contractor acknowledges and agrees that it has an immediate and independent obligation to indemnify and defend Indemnitees from any action or claim which potentially falls within this indemnification provision, which obligation shall arise at the time any action or claim is tendered to Contractor by City and continues at all times thereafter, without regard to any alleged or actual contributory negligence of any Indemnitee. Notwithstanding anything to the contrary contained herein, Contractor's liability under this Agreement shall not apply to any action or claim arising from the sole negligence, active negligence or willful misconduct of an Indemnitee.
- f. All of Contractor's obligations under this Section 15 are intended to apply to the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782) and shall survive the expiration or sooner termination of this Agreement.
- g. The indemnity set forth in this Section 15 shall not be limited by the City's insurance requirements contained in Schedule Q hereof, or by any other provision of this Agreement. City's liability under this Agreement shall be limited to payment of Contractor in accord to the terms and conditions under this Agreement and shall exclude any liability whatsoever for consequential or indirect damages even if such damages are foreseeable.

16. Right to Offset Claims for Money

All claims for money due or to become due from City shall be subject to deduction or offset by City from any monies due Contractor because of any claim or counterclaim arising out of: i) this Agreement, or ii) any purchase order, or iii) any other transaction with Contractor.

17. Prompt Payment Ordinance

This contract is subject to the Prompt Payment Ordinance of Oakland Municipal Code, Title 2, Chapter 2.06 (Ordinance 12857 C.M.S, passed January 15, 2008 and effective February 1, 2008). The Ordinance requires that, unless specific exemptions apply, the Contractor and its subcontractors shall pay undisputed invoices of their subcontractors for goods and/or services within twenty (20) business days of submission of invoices unless the Contractor or its subcontractors notify the Liaison in writing within five (5) business days that there is a bona fide dispute between the Contractor or its subcontractor and claimant, in which case the Contractor or its subcontractor may withhold the disputed amount but shall pay the undisputed amount.

Disputed late payments are subject to investigation by the City of Oakland Liaison, Division of Contracts and Compliance upon the filing of a complaint. Contractor or its subcontractors opposing payment shall provide security in the form of cash, certified check or bond to cover the disputed amount and penalty during the investigation. If Contractor or its subcontractor fails or refuses to deposit security, the City will withhold an amount sufficient to cover the claim from the next Contractor progress payment. The

City, upon a determination that an undisputed invoice or payment is late, will release security deposits or withholds directly to claimants for valid claims.

Contractor and its subcontractors shall not be allowed to retain monies from subcontractor payments for goods as project retention, and are required to release subcontractor project retention in proportion to the subcontractor services rendered, for which payment is due and undisputed, within five (5) business days of payment. Contractor and its subcontractors shall be required to pass on to and pay subcontractors mobilization fees within five (5) business days of being paid such fees by the City. For the purpose of posting on the City's website, Contractor and its subcontractors, are required to file notice with the City of release of retention and payment of mobilization fees, within five (5) business days of such payment or release; and, Contractor is required to file an affidavit, under penalty of perjury, that he or she has paid all subcontractors, within five (5) business days following receipt of payment from the City. The affidavit shall provide the names and address of all subcontractors and the amount paid to each.

If any amount due by a prime contractor or subcontractor to any claimant for goods and/or services rendered in connection with a purchase contract is not timely paid in accordance the Prompt Payment ordinance, the prime Contractor or subcontractor shall owe and pay to the claimant interest penalty in the amount of ten percent (10%) of the improperly withheld amount per year for every month that payment is not made, provided the claimant agrees to release the prime contractor or subcontractor from any and all further interest penalty that may be claimed or collected on the amount paid. Claimants that receive interest payments for late payment Prompt Payment ordinance may not seek further interest penalties on the same late payment in law or equity.

Contractor and its subcontractors shall include the same or similar provisions as those set forth above in this section in any contract with another contractor or subcontractor that delivers goods and/or services pursuant to or in connection with this City of Oakland purchase contract.

Prompt Payment invoice and claim forms are available at the following City of Oakland website: <https://www.oaklandca.gov/resources/prompt-payment-forms> or at Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612. Invoice and claim inquiries should be directed to Vivian Inman, City of Oakland Prompt Payment Liaison, 510-238-6261 or email [vinman@oaklandca.gov](mailto:vinman@oaklandca.gov).

18. Arizona and Arizona-Based Businesses

Contractor agrees that in accordance with Resolution No. 82727 C.M.S., neither it nor any of its subsidiaries, affiliates or agents that will provide services under this agreement is currently headquartered in the State of Arizona, and shall not establish an Arizona business headquarters for the duration of this agreement with the City of Oakland or until Arizona rescinds SB 1070.

Contractor acknowledges its duty to notify the Purchasing Department if it's Business Entity or any of its subsidiaries affiliates or agents subsequently relocates its headquarters to the State of Arizona. Such relocation shall be a basis for termination of this agreement.

19. Sanctuary City Contracting and Investment Ordinance

Ordinance N.O. 13540 CMS was adopted by the Oakland City Council on June 4th, 2019 and prohibits the City from contracting with any person or entity that provides the United States Immigration and Customs Enforcement (ICE) services or goods for data collection or with the United States Customs and Border Protection (CBP) Customs and Border Protection (CBP), or the Department of Health and Human Services Office of Refugee Resettlement (HHS/ORR) to support immigration detention facilities. These contractors are not to be used unless the City Council makes a specific determination that no reasonable alternative exists. The ordinance also prohibits the City from investing in any of these companies and requires the City to include notice of these prohibitions in any Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and any construction or other contracting bids. The ordinance also requires that the City provide

20. Border Wall Ordinance

This contract is subject to the Border Wall Ordinance of Oakland Municipal Code (Ordinance 13459 C.M.S, passed November 28, 2017) and effective immediately upon adoption. The purpose of the ordinance is to mandate and direct the City Administrator- in instances where there is no significant additional cost, to be defined in regulations, or conflict with law- to refrain from entering into new or amended contracts to purchase professional, technical, scientific or financial services, goods, construction labor and materials or other services, or supplies from businesses that enter into contracts to provide such services, goods, materials or supplies to build the U.S.-Mexico border wall;

The City of Oakland shall be prohibited from entering into any contractual agreement for the purchase of services, goods, equipment, cyber network or cloud computing, internet, or cloud-based computer technology or services with any "BORDER WALL ENTITY" individual, firm, or financial institution who provides any services, goods, equipment or information technology or cloud- based technology or services, to construction of the a wall along any part of the United States - Mexico border.

All vendors seeking to do business with the City of Oakland must are complete and sign "Schedule W" as a statement of compliance with Ordinance 13459 C.M.S,

21. Dispute Disclosure

Contractors are required to disclose pending disputes with the City of Oakland when they are involved in submitting bids, proposals or applications for a City or Agency contract or transaction involving professional services. This includes contract amendments. Contractor agrees to disclose, and has disclosed, any and all pending disputes to the City prior to execution of this agreement. The City will provide a form for such disclosure upon Contractor's request. Failure to disclose pending disputes prior to execution of this amendment shall be a basis for termination of this agreement.

22. Termination on Notice

The City may terminate this Agreement immediately for cause or without cause upon giving (30) calendar days' written notice to Contractor.

23. Conflict of Interest

a. Contractor

The following protections against conflict of interest will be upheld:

- i. Contractor certifies that no member of, or delegate to the Congress of the United States shall be permitted to share or take part in this Agreement or in any benefit arising therefrom.
- ii. Contractor certifies that no member, officer, or employee of the City or its designees or agents, and no other public official of the City who exercises any functions or responsibilities with respect to the programs or projects covered by this Agreement, shall have any interest, direct or indirect in this Agreement, or in its proceeds during his/her tenure or for one year thereafter.
- iii. Contractor shall immediately notify the City of any real or possible conflict of interest between work performed for the City and for other clients served by Contractor.
- iv. Contractor warrants and represents, to the best of its present knowledge, that no public official or employee of City who has been involved in the making of this Agreement, or who is a member of a City board or commission which has been involved in the making of this Agreement whether in an advisory or decision-making capacity, has or will receive a direct or indirect financial interest in this Agreement in violation of the rules contained in California Government Code Section 1090 et seq., pertaining to conflicts of interest in public contracting. Contractor shall exercise due diligence to ensure that no such official will receive such an interest.
- v. Contractor further warrants and represents, to the best of its present knowledge and excepting any written disclosures as to these matters already made by Contractor to City, that (1) no public official of City who has participated in decision-making concerning this Agreement or has used his or her official position to influence decisions regarding this Agreement, has an economic interest in Contractor or this Agreement, and (2) this Agreement will not have a direct or indirect financial effect on said official, the official's spouse or dependent children, or any of the official's economic interests. For purposes of this paragraph, an official is deemed to have an "economic interest" in any (a) for-profit business entity in which the official has a direct or indirect investment worth \$2,000 or more, (b) any real property in which the official has a direct or indirect interest worth \$2,000 or more, (c) any for-profit business entity in which the official is a director, officer, partner, trustee, employee or manager, or (d) any source of income or donors of gifts to the official (including nonprofit entities) if the income or value of the gift totaled

more than \$500 the previous year. Contractor agrees to promptly disclose to City in writing any information it may receive concerning any such potential conflict of interest. Contractor's attention is directed to the conflict of interest rules applicable to governmental decision-making contained in the Political Reform Act (California Government Code Section 87100 et seq.) and its implementing regulations (California Code of Regulations, Title 2, Section 18700 et seq.).

- vi. Contractor understands that in some cases Contractor or persons associated with Contractor may be deemed a "city officer" or "public official" for purposes of the conflict of interest provisions of Government Code Section 1090 and/or the Political Reform Act. Contractor further understands that, as a public officer or official, Contractor or persons associated with Contractor may be disqualified from future City contracts to the extent that Contractor is involved in any aspect of the making of that future contract (including preparing plans and specifications or performing design work or feasibility studies for that contract) through its work under this Agreement.
- vii. Contractor shall incorporate or cause to be incorporated into all subcontracts for work to be performed under this Agreement a provision governing conflict of interest in substantially the same form set forth herein.

b. No Waiver

Nothing herein is intended to waive any applicable federal, state or local conflict of interest law or regulation

c. Remedies and Sanctions

In addition to the rights and remedies otherwise available to the City under this Agreement and under federal, state and local law, Contractor understands and agrees that, if the City reasonably determines that Contractor has failed to make a good faith effort to avoid an improper conflict of interest situation or is responsible for the conflict situation, the City may (1) suspend payments under this Agreement, (2) terminate this Agreement, (3) require reimbursement by Contractor to the City of any amounts disbursed under this Agreement. In addition, the City may suspend payments or terminate this Agreement whether or not Contractor is responsible for the conflict of interest situation.

24. Non-Discrimination/Equal Employment Practices

Contractor shall not discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal, state or local laws. During the performance of this Agreement, Contractor agrees as follows:

- a. Contractor and Contractor's subcontractors, if any, shall not discriminate against any employee or applicant for employment because of age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC)

or disability. This nondiscrimination policy shall include, but not be limited to, the following: employment, upgrading, failure to promote, demotion or transfer, recruitment advertising, layoffs, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- b. Contractor and Contractor's Subcontractors shall state in all solicitations or advertisements for employees placed by or on behalf of Contractor that all qualified applicants will receive consideration for employment without regard to age, marital status, religion, gender, sexual orientation, gender identity, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.
- c. Contractor shall make its goods, services, and facilities accessible to people with disabilities and shall verify compliance with the Americans with Disabilities Act by executing **Schedule C-1, Declaration of Compliance with the Americans with Disabilities Act**, attached hereto and incorporated herein.
- d. If applicable, Contractor will send to each labor union or representative of workers with whom Contractor has a collective bargaining agreement or contract or understanding, a notice advising the labor union or workers' representative of Contractor's commitments under this nondiscrimination clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

25. Local and Small Local Business Enterprise Program (L/SLBE)

- a. *Requirement* – For Professional Services, **50% Local and Small Local Business Enterprise Program (L/SLBE)**: there is a 50% minimum participation requirement for all professional services contracts over \$50,000. Consultant status as an Oakland certified local or small local firm and subcontractor/sub consultant status as an Oakland certified local or small local firm are taken into account in the calculation. The requirement may be satisfied by a certified prime consultant and/or sub-consultant(s). A business must be certified by the City of Oakland in order to earn credit toward meeting the fifty percent requirement. The City has waived small local business enterprise (SLBE) subcontracting requirements for Oakland certified local businesses that apply for professional services contracts as the prime consultant with the City. The SLBE requirements still applies for non-certified LBEs and non-local business enterprises.
- b. Good Faith Effort - In light of the fifty percent requirement, good faith effort documentation is not necessary.
- c. Preference Points – Preference points are earned based on the level of participation proposed prior to the award of a contract. Upon satisfying the minimum fifty percent requirement, a consultant will earn two (2) preference points. Three additional preference points may be earned at a rate of one point for every additional ten percent participation up to eighty percent participation of the total contract dollars spent with local Oakland certified firms.
- d. A firm may earn up to five (5) preference points for local Oakland business participation and additional preference points for being a long term certified business in Oakland regardless of size and for having an Oakland workforce.



- e. In those instances where VSLBE participation is evident, the level of participation will be double-counted towards meeting the requirement.
- f. Additional Preference Points. For Request for Proposal (RFP) and Request for Qualifications (RFQ), additional Preference Points may be earned for having an Oakland workforce on Non-Construction Contracts
- g. Earning extra preference points for having an existing work force that includes Oakland residents is considered added value. The Request for Proposal “evaluation” process allows for additional preference points over and above the number of points earned for technical expertise. Typically 100 points may be earned for the technical elements of the RFP. Preference points are awarded over and above the potential 100 points.
- h. The Exit Report and Affidavit (ERA) – This report declares the level of participation achieved and will be used to calculate banked credits. The prime consultant must complete the **Schedule F, Exit Report and Affidavit** for, and have it executed by, each L/SLBE sub consultant and submitted to the Office of the City Administrator, Contracts and Compliance Unit, along with a *copy* of the final progress payment application.
- i. Joint Venture and Mentor Protégé Agreements. If a prime contractor or prime consultant can develop a Joint Venture or “Mentor-Protégé” relationship with a certified LBE or SLBE, the mentor or Joint Venture partners will enjoy the benefit of credits against the participation requirement. To earn credit for Joint Venture or Mentor-Protégé relationships, the Agreement must be submitted for approval to the Office of the City Administrator, Contracts and Compliance Unit, prior to the project bid date for construction, and by proposal due date for professional services contracts. Joint Venture Applications and elements of City approved Mentor Protégé relation are available upon request.
- j. Contractor shall submit information concerning the ownership and workforce composition of Contractor’s firm as well as its subcontractors and suppliers, by completing **Schedule D, Ownership, Ethnicity, and Gender Questionnaire**, and **Schedule E, Project Consultant Team**, attached and incorporated herein and made a part of this Agreement.
- k. All affirmative action efforts of Contractor are subject to tracking by the City. This information or data shall be used for statistical purposes only. All contractors are required to provide data regarding the make-up of their subcontractors and agents who will perform City contracts, including the race and gender of each employee and/or contractor and his or her job title or function and the methodology used by Contractor to hire and/or contract with the individual or entity in question.
- l. In the recruitment of subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts, which include outreach to minorities and women-owned businesses as well as other segments of Oakland’s business community. The City Administrator will track the City’s MBE/WBE utilization to ensure the absence of unlawful discrimination based on age, marital status, religion, gender, sexual preference, race, creed, color, national origin, Acquired-Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC) or disability.

- m. In the use of such recruitment, hiring and retention of employees or subcontractors, the City of Oakland requires all contractors to undertake nondiscriminatory and equal outreach efforts which include outreach to minorities and women as well as other segments of Oakland's business community.

26. Living Wage Ordinance

If the contract amount of this Agreement is equal to or greater than \$25,000 annually, then Contractor must comply with the Oakland Living Wage Ordinance. The Living Wage Ordinance requires that nothing less than a prescribed minimum level of compensation (a living wage) be paid to employees of service contractors (consultants) of the City and employees of CFARs (Ord. 12050 § 1, 1998). Oakland employers are also subject to the City of Oakland Minimum Wage law (see Section 25, below), and must pay employees wages and provide benefits consistent with the Minimum Wage law or Oakland Living Wage Ordinance, whichever are greater. The Ordinance also requires submission of the Declaration of Compliance attached and incorporated herein as **Schedule N** and made part of this Agreement, and, unless specific exemptions apply or a waiver is granted, the consultant must provide the following to its employees who perform services under or related to this Agreement:

- a. Minimum compensation – Said employees shall be paid an initial **hourly wage rate of \$14.98 with health benefits or \$17.19 without health benefits**. These initial rates shall be upwardly adjusted each year no later than April 1 in proportion to the increase at the immediately preceding December 31 over the year earlier level of the Bay Region Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor. **Effective July 1<sup>st</sup> of each year, contractor shall pay adjusted wage rate.**
- b. Health benefits – Said full-time and part-time employees paid at the lower living wage rate shall be provided health benefits of at least \$2.21 per hour. Contractor shall provide proof that health benefits are in effect for those employees no later than 30 days after execution of the contract or receipt of City financial assistance.
- c. Compensated days off – Said employees shall be entitled to twelve compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and ten uncompensated days off per year for sick leave. Employees shall accrue one compensated day off per month of full time employment. Part-time employees shall accrue compensated days off in increments proportional to that accrued by full-time employees. The employees shall be eligible to use accrued days off after the first six months of employment or consistent with company policy, whichever is sooner. Paid holidays, consistent with established employer policy, may be counted toward provision of the required 12 compensated days off. Ten uncompensated days off shall be made available, as needed, for personal or immediate family illness after the employee has exhausted his or her accrued compensated days off for that year.
- d. Federal Earned Income Credit (EIC) - To inform employees that he or she may be eligible for Earned Income Credit (EIC) and shall provide forms to apply for advance EIC payments to eligible employees. There are several websites and other sources available to assist you. Web sites include but are not limited to: (1)

<http://www.irs.gov> for current guidelines as prescribed by the Internal Revenue Service.

- e. Contractor shall provide to all employees and to the Division of Contracts and Compliance, written notice of its obligation to eligible employees under the City's Living Wage requirements. Said notice shall be posted prominently in communal areas of the work site(s) and shall include the above-referenced information.
- f. Contractor shall provide all written notices and forms required above in English, Spanish or other languages spoken by a significant number of employees within 30 days of employment under this Agreement.
- g. Reporting – Contractor shall maintain a listing of the name, address, hire date, occupation classification, rate of pay and benefits for each of its employees. Contractor shall provide a copy of said list to the Division of Contracts and Compliance, on a quarterly basis, by March 31, June 30, September 30 and December 31 for the applicable compliance period. Failure to provide said list within five days of the due date will result in liquidated damages of five hundred dollars (\$500.00) for each day that the list remains outstanding. Contractor shall maintain employee payroll and related records for a period of four (4) years after expiration of the compliance period.
- h. Contractor shall require subcontractors that provide services under or related to this Agreement to comply with the above Living Wage provisions. Contractor shall include the above-referenced sections in its subcontracts. Copies of said subcontracts shall be submitted to the Division of Contracts and Compliance.

27. Minimum Wage Ordinance

Oakland employers are subject to Oakland's Minimum Wage Law, whereby Oakland employees must be paid the current Minimum Wage rate. Employers must notify employees of the annually adjusted rates by each December 15<sup>th</sup> and prominently display notices at the job site.

The law requires paid sick leave for employees and payment of service charges collected for their services.

This contract is also subject to Oakland's Living Wage Ordinance (see Section 24, above), and must pay employees wages and provide benefits consistent with the Living Wage Ordinance, whichever are greater.

For further information, please go to the following website:  
<https://www.oaklandca.gov/topics/minimum-wage-paid-leave-service-charges>

28. Equal Benefits Ordinance

This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The purpose of this Ordinance is to protect and further the public, health, safety, convenience, comfort, property and general welfare by requiring that public funds be expended in a manner to prohibit discrimination in the provision of employee benefits by City contractors (consultants) between employees with spouses and employees with domestic partners,

and/or between domestic partners and spouses of such employees. (Ord. 12394 (part), 2001)

The following contractors are subject to the Equal Benefits Ordinance: Entities which enter into a "contract" with the City for an amount of twenty-five thousand dollars (\$25,000.00) or more for public works or improvements to be performed, or for goods or services to be purchased or grants to be provided at the expense of the City or to be paid out of moneys deposited in the treasury or out of trust moneys under the control of or collected by the city; and Entities which enter into a "property contract" pursuant to Section 2.32.020(D) with the City in an amount of twenty-five thousand dollars (\$25,000.00) or more for the exclusive use of or occupancy (1) of real property owned or controlled by the city or (2) of real property owned by others for the city's use or occupancy, for a term exceeding twenty-nine (29) days in any calendar year.

The Ordinance shall only apply to those portions of a contractor's operations that occur (1) within the city; (2) on real property outside the city if the property is owned by the city or if the city has a right to occupy the property, and if the contract's presence at that location is connected to a contract with the city; and (3) elsewhere in the United States where work related to a city contract is being performed. The requirements of this chapter shall not apply to subcontracts or subcontractors of any contract or contractor

The Equal Benefits Ordinance requires among other things, submission of the attached and incorporated herein as **Schedule N-1**, Equal Benefits-Declaration of Nondiscrimination.

29. City of Oakland Campaign Contribution Limits

This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if it requires Council approval. The City of Oakland Campaign Reform Act prohibits contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations.

If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form attached hereto and incorporated herein as **Schedule O**.

30. Nuclear Free Zone Disclosure

Contractor represents, pursuant to **Schedule P**, Nuclear Free Zone Disclosure Form, that Contractor follows the City of Oakland's restrictions on doing business with service providers considered nuclear weapons makers. Prior to execution of this agreement, Contractor shall complete **Schedule P**, attached hereto.

31. Political Prohibition

Subject to applicable State and Federal laws, moneys paid pursuant to this Agreement shall not be used for political purposes, sponsoring or conducting candidate's meetings, engaging

in voter registration activity, nor for publicity or propaganda purposes designed to support or defeat legislation pending before federal, state or local government.

32. Religious Prohibition

There shall be no religious worship, instruction, or proselytization as part of, or in connection with the performance of the Agreement.

33. Business Tax Certificate

Contractor shall obtain and provide proof of a valid City business tax certificate. Said certificate must remain valid during the duration of this Agreement.

34. Abandonment of Project

The City may abandon or indefinitely postpone the project or the services for any or all the project at any time. In such event, the City shall give thirty (30) days written notice of such abandonment. In the event of abandonment prior to completion of the final drawings, if applicable, and cost estimates, Contractor shall have the right to expend a reasonable amount of additional time to assemble work in progress for the purpose of proper filing and closing the job. Prior to expending said time, Contractor shall present to the City a complete report of said proposed job closure and its costs, and the City may approve all or any part of said expense. Such additional time shall not exceed ten percent (10%) of the total time expended to the date of notice of termination. All charges thus incurred and approved by the City, together with any other charges outstanding at the time of termination, shall be payable by the City within thirty (30) days following submission of a final statement by Contractor.

Should the project or any portion thereof be abandoned, the City shall pay the Contractor for all services performed thereto in accordance with the terms of this Agreement.

35. Validity of Contracts

This Agreement shall not be binding or of any force or effect until it is: i) approved by resolution of the City Council as required by the Oakland City Charter, Oakland Municipal Code Title 2.04 and Oakland City Council Rules of Procedure, ii) approved for form and legality by the Office of the City Attorney, and iii) signed by the City Administrator or his or her designee.

36. Governing Law

This Agreement shall be governed by the laws of the State of California.

37. Notice

If either party shall desire or be required to give notice to the other, such notice shall be given in writing, via facsimile and concurrently by prepaid U.S. certified or registered postage, addressed to recipient as follows:

(City of Oakland)  
Agency/Department  
Address  
Oakland, CA

Name of Contractor  
Address  
City State Zip  
Attn: Project Manager

Attn: Project Manager

Any party to this Agreement may change the name or address of representatives for purpose of this Notice paragraph by providing written notice to all other parties ten (10) business days before the change is effective.

38. Entire Agreement of the Parties

This Agreement supersedes all agreements, either oral or written, between the parties with respect to the rendering of services by Contractor for the City and contains all the representations, covenants and agreements between the parties with respect to the rendering of those services. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not contained in this Agreement, and that no other agreement, statement or promise not contained in this Agreement will be valid or binding.

39. Modification

Any modification of this Agreement will be effective only if it is in a writing signed by all parties to this Agreement.

40. Severability/Partial Invalidity

If any term or provision of this Agreement, or the application of any term or provision of this Agreement to a particular situation, shall be finally found to be void, invalid, illegal or unenforceable by a court of competent jurisdiction, then notwithstanding such determination, such term or provision shall remain in force and effect to the extent allowed by such ruling and all other terms and provisions of this Agreement or the application of this Agreement to other situation shall remain in full force and effect.

Notwithstanding the foregoing, if any material term or provision of this Agreement or the application of such material term or condition to a situation is finally found to be void, invalid, illegal or unenforceable by a court of competent jurisdiction, then the Parties hereto agree to work in good faith and fully cooperate with each other to amend this Agreement to carry out its intent.

41. Time of the Essence

Time is of the essence in the performance of this Agreement.

42. Commencement, Completion and Close out

It shall be the responsibility of the Contractor to coordinate and schedule the work to be performed so that commencement and completion take place in accordance with the provisions of this Agreement.

Any time extension granted to Contractor to enable Contractor to complete the work must be in writing and shall not constitute a waiver of rights the City may have under this Agreement.

Should the Contractor not complete the work by the scheduled date or by an extended date, the City shall be released from all its obligations under this Agreement.

Within thirty (30) days of completion of the performance under this Agreement, the Contractor shall make a determination of any and all final costs due under this Agreement and shall submit a requisition for such final and complete payment (including without limitations any and all claims relating to or arising from this Agreement) to the City. Failure of the Contractor to timely submit a complete and accurate requisition for final payment shall relieve the City of any further obligations under this Agreement, including without limitation any obligation for payment of work performed or payment of claims by Contractor.

43. Approval

If the terms of this Agreement are acceptable to Contractor and the City, sign and date below.

44. Inconsistency

If there is any inconsistency between the main agreement and the attachments/exhibits, the text of the main agreement shall prevail.

**City of Oakland,**  
**a municipal corporation**

**Name of Contractor**

\_\_\_\_\_  
(City Administrator's Office) (Date)

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Agency Director's Signature) (Date)

\_\_\_\_\_  
Business Tax Certificate No.

\_\_\_\_\_  
Approved as to form and legality:

\_\_\_\_\_  
Date of Expiration

\_\_\_\_\_  
(City Attorney's Office Signature) (Date)

\_\_\_\_\_  
Resolution Number

\_\_\_\_\_  
Accounting Number

**END OF PROFESSIONAL SERVICES CONTRACT SAMPLE**

**ATTACHMENT B1  
(Stand-Alone Schedules Required with Proposal)**

**SCHEDULE E  
(PROJECT CONSULTANT TEAM LISTING)**

**AND**

**SCHEDULE I  
(SANCTUARY CITY CONTRACTING AND  
INVESTMENT ORDINANCE)**

**AND**

**SCHEDULE O  
(CAMPAIGN CONTRIBUTION LIMITS)**

**AND**

**SCHEDULE W  
(BORDER WALL PROHIBITION FORM)**

An interactive version of the forms can be downloaded from Contracts and Compliance website <https://www.oaklandca.gov/uploads/documents/Schedule-W-Form-Border-Wall-Prohibition.pdf> or request for a copy from Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or phone number 510-238-3190



**SCHEDULE E  
PROJECT CONSULTANT TEAM LISTING**

To be completed by prime consultants only.

Date \_\_\_\_\_



**Note:**  
The consultant herewith must list all subconsultants regardless of tier and their respective percentages of the project work. No other subconsultants, other than those listed below shall be used without prior written approval by the City of Oakland. Provide all information listed and check the appropriate boxes. Firms must be certified with the City of Oakland in order to receive Local/Small Local Business Enterprise credits.

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Type of Work	Company Name	Address and City	Phone Number	% of Project Work	Dollar Amount	Subcontractor	Local (LBE)	Small Local (SLBE)	* Ethnicity	** Gender

Attach additional page(s) if necessary.

Contractors are required to identify the ethnicity and gender of all listed firms majority owner. This information will be used for tracking purposes only.

\* (AA=African American) (AI=Asian Indian) (AP=Asian Pacific) (C=Caucasian) (H=Hispanic) (NA=Native American) (O=Other) (NL=Not Listed)

\*\* (M = Male) (F = Female)

(Revised as of 6/06)

**Schedule I - Sanctuary City Contracting and Investment Ordinance**

United States Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), and Department of Health and Human Services Office of Refugee Resettlement (HHS/ORR) Prohibition.

This Schedule must be submitted with all proposals or bids by all contractors/Consultants and their sub-contractors/subconsultants, and all vendors seeking to do business with the City of Oakland.

Compliance must be established prior to full contract execution.

.....

I, (name) \_\_\_\_\_, the undersigned, \_\_\_\_\_ of  
(Position/Title)

\_\_\_\_\_  
(Business Entity) - hereinafter referred to as Business Entity and duly authorized to attest on behalf of the business Entity), declare the following:

1. Neither this Business Entity nor any of its subsidiaries, affiliates or agents are under contract with the United States Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), or the Department of Health and Human Services Office of Refugee Resettlement (HHS/ORR) to provide services or goods for data collection or immigration detention facilities. The term “data collection” includes the collection of information (such as personal information about consumers) for another purpose from that which it is ultimately used, datamining in large data bases for trends and information, threat-modeling to identify probable attackers to computer systems, predictive risk analysis to predict future events, and similar services. Additionally, this business entity does not anticipate a contract with ICE, CBP, or HHS/ORR for such work for the duration of a contract/contracts with the City of Oakland.
2. The appropriate individuals of authority are cognizant of their responsibility to notify the City’s Project Manager and invoice reviewer or the City Administrator’s Office, Chief Privacy Officer if any of this Business Entity’s subsidiaries, affiliates, or agents are under contract with ICE, CBP, or HHS/ORR for the purposes listed above.
3. To maintain compliance, upon review and approval of invoices, the contractors/vendors hereby agree to submit a declaration on company stationery attached to each invoice that the company remains in compliance with the ICE, CBP, and HHS/ORR Prohibition and will not seek or secure a contract with ICE, CBP, or HHS/ORR.
4. Upon close out or completion of deliverables and prior to issuance of final payment (while honoring the Prompt Payment Ordinance), this business entity agrees to submit a statement attached to the final invoice, under penalty of perjury, declaring full compliance with the ICE, CBP, and HHS/ORR Prohibition. I understand that an invoice is not declared fully complete and accepted unless and until the declaration of compliance is accepted.
5. If this business entity fails to disclose a contract with ICE, CBP, or HSS/ORR to provide services for data collection or immigration detention facilities, the relevant persons may be guilty of a misdemeanor and up to a \$1,000 fine. Additionally, the City Administrator may to the extent permissible by law, remedy any such violations and may use all legal measures available to rescind, terminate, or void contracts in violation.
6. I declare under penalty of perjury that the above will not, have not, and do not plan to contract with ICE, CBP, or HHS/ORR to provide services or goods for data collection or immigration detention facilities.

**PLEASE COMPLETE AND SIGN**

☐ I declare that I understand Ordinance #13540 C.MS. Based on my understanding the above is true and correct to the best of my knowledge.

or

☐ I declare that I understand Ordinance # 13540 C.MS. Based on my understanding all or a portion of the above is not true and correct to the best of my knowledge.

---

(Printed Name and Signature of Business Owner) (Date)

---

(Name of Business Entity) (Street Address, City, State, and Zip Code )

---

(Name of Parent Company) (If applicable)

Contacts:

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

email: \_\_\_\_\_

**For Office Use Only:**

Approved/Denied/Waived

\_\_\_\_\_



### SCHEDULE O

#### CONTRACTOR ACKNOWLEDGEMENT OF CITY OF OAKLAND CAMPAIGN CONTRIBUTION LIMITS

<b>To be completed by City Representative prior to distribution to Contractor</b>	
City Representative _____	Phone _____ Project Spec No. _____
Department _____	Contract/Proposal Name _____
This is an <input type="checkbox"/> Original <input type="checkbox"/> Revised form (check one). If Original, complete all that applies. If Revised, complete Contractor name and any changed data.	
Contractor Name _____	Phone _____-_____-_____
Street Address _____	City _____, State _____ Zip _____
Type of Submission (check one) <input type="checkbox"/> Bid <input type="checkbox"/> Proposal <input type="checkbox"/> Qualification <input type="checkbox"/> Amendment	
Majority Owner (if any). A majority owner is a person or entity who owns more than 50% of the contracting firm or entity.	
Individual or Business Name _____	Phone _____-_____-_____
Street Address _____	City _____, State _____ Zip _____
<b>The undersigned Contractor's Representative acknowledges by his or her signature the following:</b>	
The Oakland Campaign Reform Act limits campaign contributions and prohibits contributions from contractors doing business with the City of Oakland and the Oakland Redevelopment Agency during specified time periods. Violators are subject to civil and criminal penalties.	
I have read Oakland Municipal Code Chapter 3.12, including section 3.12.140, the contractor provisions of the Oakland Campaign Reform Act and certify that I/we have not knowingly, nor will I /we make contributions during the period specified in the Act.	
I understand that the contribution restrictions also apply to entities/persons affiliated with the contractor as indicated in the Oakland Municipal Code Chapter 3.12.080.	
If there are any changes to the information on this form during the contribution-restricted time period, I will file an amended form with the City of Oakland.	
_____ Signature	____/____/____ Date
_____ Print Name of Signer	_____ Position
<b>To be Completed by City of Oakland after completion of the form</b>	
Date Received by City: ____/____/____	By _____
Date Entered on Contractor Database: ____/____/____	By _____

**SCHEDULE W**  
**BORDER WALL PROHIBITION**

(This form is to be completed by Contractors and their sub-contractors, and all Vendors seeking to do business with the City of Oakland)

I, \_\_\_\_\_, the undersigned, a  
(Name)

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Business Entity)

(hereinafter referred to as Business Entity am duly authorized to attest on behalf of the business Entity)

- I. Neither this Business Entity nor any of its subsidiaries, affiliates or agents are under contract with any branch of the federal government to plan, design, build, support, repair and/or maintain any part of the border wall nor do we anticipate entering or competing for such work for the duration of a contract or contracts with the City of Oakland.
- II. The appropriate individuals of authority are cognizant of their responsibility to notify the city contact person/Project Manager, invoice reviewer or the City Administrator’s Office of Contracts and Compliance if any of the identified above decide to compete, plan, design, build, support, repair and/or maintain any part of work or servicing the border wall.
- III. To maintain compliance, upon review and approval of invoices, the contractors/vendors hereby agree to submit attached to each invoice, a declaration on company stationery that the company remains in compliance with the Border Wall Prohibition and will not seek or secure a contract related to all aspects of the Border Wall
- IV. Upon close out or completion of deliverables and prior to issuance of final payment (while honoring the Prompt Payment Ordinance) I agree to submit a statement attached to the final invoice, under penalty of perjury, declaring full compliance with the Border Wall Prohibition. I understand that an invoice is not declared fully complete and accepted unless and until the declaration of compliance is accepted.
- V. I declare under penalty of perjury that the above will not, have not and do not plan to participate in the building, servicing, maintenance of the operations of the so called “Border Wall”.

I declare that I understand Ordinance #13459 C.MS. Based on my understanding the above is true and correct to the best of my knowledge.

I declare that I understand Ordinance #13459 C.MS. Based on my understanding all or a portion of the above is not true and correct to the best of my knowledge.

\_\_\_\_\_  
Name and Signature of Business Owner (Date) (Printed)

\_\_\_\_\_  
(Name of Business Entity) (Street Address City, State and Zip Code)

\_\_\_\_\_  
(Name of Parent Company)

**ATTACHMENT B2  
(Stand-Alone Schedules Required Prior to Contract Award)**

**SCHEDULE E-2  
(OAKLAND WORKFORCE  
VERIFICATION)**

**AND**

**SCHEDULE Q  
(INSURANCE REQUIREMENTS)**

An interactive version of the forms can be downloaded from Contracts and Compliance website <https://www.oaklandca.gov/uploads/documents/OAK023255.pdf> or request for a copy from Paula Peav at [ppeav@oaklandca.gov](mailto:ppeav@oaklandca.gov) or phone number 510-238-3190



**Oakland Workforce Verification**

Schedule E-2

Date Submitted: \_\_\_\_\_ Consultant/Service Provider: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_ # additional sheets attached: \_\_\_\_\_

*PLEASE NOTE: All prime consultants seeking additional preference points for Oakland workforce must complete this form and submit with "required attachments" to Contracts and Compliance no later than four (4) days after proposal due date. For questions, please contact the assigned Compliance Officer named in the RFP/RFQ.*

**REQUIRED ATTACHMENTS**

Please check box below to confirm attachments

	EMPLOYEE Use additional sheets if needed	CURRENT STREET ADDRESS	DATE OF HIRE	LAST 4 DIGITS OF Soc. Sec. #	WORK CLASSIFICATION	REQUIRED ATTACHMENTS		
						1 Valid Photo ID	2 Other Proof of Oakland Residency	3 DE9
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**PLEASE NOTE BELOW:**

1) A valid photo ID is required to prove Oakland residency. If the employee does not have a valid photo ID, the employer must submit at least two (2) other acceptable forms of ID/Other acceptable proofs of residency. Valid photo IDs include: a) U.S. Passport, b) Employment Authorization Document, c) State Driver's license or ID Card, d) School ID Card, and/or e) U.S. Military Card.

2) Other Acceptable Proofs of Oakland Residency: Utility Bills, Bank Account Statements, Auto Registration, Mortgage Statements, Rental Agreements, and/or Verification of Public Assistance.

3) It is required that all firms submit their most recently filed DE6/9.

**ADDITIONAL SHEET**

Consultant/Service Provider \_\_\_\_\_ RFP/RFQ Title \_\_\_\_\_  
 Additional Page # \_\_\_\_\_ of \_\_\_\_\_

**REQUIRED ATTACHMENTS**

Please check box below to confirm attachments

	EMPLOYEE Use additional sheets if needed	CURRENT STREET ADDRESS	DATE OF HIRE	LAST 4 DIGITS OF Soc. Sec. #	WORK CLASSIFICATION	REQUIRED ATTACHMENTS		
						1 Valid Photo ID	2 Other Proof of Oakland Residency	3 DE6

**Schedule Q**  
**INSURANCE REQUIREMENTS**  
*(Revised 09/12/2019)*

a. General Liability, Automobile, Workers' Compensation and Professional Liability

Contractor shall procure, prior to commencement of service, and keep in force for the term of this contract, at Contractor's own cost and expense, the following policies of insurance or certificates or binders as necessary to represent that coverage as specified below is in place with companies doing business in California and acceptable to the City. If requested, Contractor shall provide the City with copies of all insurance policies. The insurance shall at a minimum include:

- i. **Commercial General Liability insurance** shall cover bodily injury, property damage and personal injury liability for premises operations, independent contractors, products-completed operations personal & advertising injury and contractual liability. Coverage shall be on an occurrence basis and at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01)

Limits of liability: Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

- ii. **Automobile Liability Insurance.** Contractor shall maintain automobile liability insurance for bodily injury and property damage liability with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Coverage shall be at least as broad as Insurance Services Office Form Number CA 0001.

- iii. **Workers' Compensation insurance** as required by the laws of the State of California, with statutory limits, and statutory coverage may include Employers' Liability coverage, with limits not less than \$1,000,000 each accident, \$1,000,000 policy limit bodily injury by disease, and \$1,000,000 each employee bodily injury by disease. The Contractor certifies that he/she is aware of the provisions of section 3700 of the California Labor Code, which requires every employer to provide Workers' Compensation coverage, or to undertake self-insurance in accordance with the provisions of that Code. The Contractor shall comply with the provisions of section 3700 of the California Labor Code before commencing performance of the work under this Agreement and thereafter as required by that code.



- iv. **Professional Liability/ Errors and Omissions insurance, if determined to be required by HRM/RMD**, appropriate to the contractor's profession with limits not less than \$\_\_\_\_\_ each claim and \$\_\_\_\_\_ aggregate. If the professional liability/errors and omissions insurance is written on a claims-made form:
- a. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
  - b. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
  - c. If coverage is cancelled or non-renewed and not replaced with another claims made policy form with a retroactive date prior to the contract effective date, the contractor must purchase extended period coverage for a minimum of three (3) years after completion of work.
- v. **Contractor's Pollution Liability Insurance:** If the Contractor is engaged in: environmental remediation, emergency response, hazmat cleanup or pickup, liquid waste remediation, tank and pump cleaning, repair or installation, fire or water restoration or fuel storage dispensing, then for small jobs (projects less than \$500,000), the Contractor must maintain Contractor's Pollution Liability Insurance of at least \$500,000 for each occurrence and in the aggregate. If the Contractor is engaged in environmental sampling or underground testing, then Contractor must also maintain Errors and Omissions (Professional Liability) of \$500,000 per occurrence and in the aggregate.
- vi. **Sexual/Abuse insurance.** If Contractor will have contact with persons under the age of 18 years, or provides services to persons with Alzheimer's or Dementia, or provides Case Management services, or provides Housing services to vulnerable groups (i.e., homeless persons) Contractor shall maintain sexual/molestation/abuse insurance with a limit of not less than \$1,000,000 each occurrence and \$1,000,000 in the aggregate. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the contract work.
- vii. **Technology Professional Liability (Errors and Omissions) OR Cyber Liability Insurance, if determined to be required by HRM/RMD**, *appropriate to the Consultant's profession, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of*

*electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.*

a. Terms Conditions and Endorsements

The aforementioned insurance shall be endorsed and have all the following conditions:

- i. Insured Status (Additional Insured): Contractor shall provide insured status naming the City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insureds under the Commercial General Liability policy. General Liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 (11/85) or both CG 20 10 and CG 20 37 forms, if later revisions used). If Contractor submits the ACORD Insurance Certificate, the insured status endorsement must be set forth on an ISO form CG 20 10 (or equivalent). A STATEMENT OF ADDITIONAL INSURED STATUS ON THE ACORD INSURANCE CERTIFICATE FORM IS INSUFFICIENT AND WILL BE REJECTED AS PROOF OF MEETING THIS REQUIREMENT; and
- ii. Coverage afforded on behalf of the City, Councilmembers, directors, officers, agents, employees and volunteers shall be primary insurance. Any other insurance available to the City Councilmembers, directors, officers, agents, employees and volunteers under any other policies shall be excess insurance (over the insurance required by this Agreement); and
- iii. Cancellation Notice: Each insurance policy required by this clause shall provide that coverage shall not be canceled, except with notice to the Entity; and
- iv. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the contractor, its employees, agents and subcontractors; and
- v. Certificate holder is to be the same person and address as indicated in the "Notices" section of this Agreement; and
- vi. Insurer shall carry insurance from admitted companies with an A.M. Best Rating of A VII, or better.

b. Replacement of Coverage

In the case of the breach of any of the insurance provisions of this Agreement, the City may, at the City's option, take out and maintain at the expense of Contractor, such insurance in the name of Contractor as is required pursuant to this Agreement, and may deduct the cost of taking out and maintaining such insurance from any sums which may be found or become due to Contractor under this Agreement.

c. Insurance Interpretation

All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Office as of the date of this Agreement.

d. Proof of Insurance

Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract, including copies of Contractor's insurance policies if, and when, requested. Failure to provide the insurance proof requested or failure to do so in a timely manner shall constitute ground for rescission of the contract award.

e. Subcontractors

Should the Contractor subcontract out the work required under this agreement, they shall include all subcontractors as insureds under its policies or shall maintain separate certificates and endorsements for each subcontractor. As an alternative, the Contractor may require all subcontractors to provide at their own expense evidence of all the required coverages listed in this Schedule. If this option is exercised, both the City of Oakland and the Contractor shall be named as additional insured under the subcontractor's General Liability policy. All coverages for subcontractors shall be subject to all the requirements stated herein. The City reserves the right to perform an insurance audit during the project to verify compliance with requirements.

f. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductible or self-insured retentions as respects the City, its Councilmembers, directors, officers, agents, employees and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

g. Waiver of Subrogation

Contractor waives all rights against the City of Oakland and its Councilmembers, officers, directors, employees and volunteers for recovery of damages to the extent these damages are covered by the forms of insurance coverage required above.

h. Evaluation of Adequacy of Coverage

The City of Oakland maintains the right to modify, delete, alter or change these requirements, with reasonable notice, upon not less than ninety (90) days prior written notice.

j. Higher Limits of Insurance

If the contractor maintains higher limits than the minimums shown above, The City shall be entitled to coverage for the higher limits maintained by the contractor.

# ATTACHMENT C: City Schedules and Policies

**PLEASE READ CAREFULLY:** It is the prospective primary proposer's/bidder's/grantee's responsibility to review all listed City Schedules, Ordinances and Resolutions.

If you have questions regarding any of the schedules, Ordinances or Resolutions, please contact the assigned Contract Compliance Officer listed on the Request for Proposals (RFP), Notice Inviting Bids (NIB), Request for Qualifications (RFQ) and Grant announcements.

**By submitting a response to this RFP/Q, NIB, or Grant opportunities, to the City of Oakland the prospective primary participant's authorized representative hereby certifies that your firm or not-for profit entity has reviewed all listed City Schedules, Ordinances and Resolutions and has responded appropriately.**

Note: additional details are available on our website as follows:

<https://www.oaklandca.gov/documents/contracting-policies-and-legislation>

**1. Schedule B-2 - (Arizona Resolution) – Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to Resolution No. 82727 C.M.S. For full details of the Resolution please go to the City's website <https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. *Excerpt:* (Resolution #82727) RESOLVED: That unless and until Arizona rescinds SB 1070, the City of Oakland urges City departments to the extent where practicable, and in instances where there is no significant additional cost to the city or conflict with law, to refrain from entering any new or amended contracts to purchase goods or services from any company that is headquartered in Arizona.
- iii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule B-2 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> *(see Combined Schedules)*

**2. Schedule C-1 - (Declaration of Compliance with the Americans with Disabilities Act) – Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Americans with Disabilities Act (ADA). It requires that private organizations serving the public make their goods, services and facilities accessible to people with disabilities. Furthermore, the City of Oakland requires that all its Contractors comply with their ADA obligations and verify such compliance by signing this Declaration of Compliance.
  - (1) You certify that you will comply with the Americans with Disabilities Act by:
  - (2) Adopting policies, practices and procedures that ensure non-discrimination

and equal access to Contractor's goods, services and facilities for people with disabilities;

- (3) Providing goods, services and facilities to individuals with disabilities in an integrated setting, except when separate programs are required to ensure equal access;
  - (4) Making reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration the Contractor's program would result;
  - (5) Removing architectural barriers in existing facilities or providing alternative means of delivering goods and services when removal of barriers is cost-prohibitive;
  - (6) Furnishing auxiliary aids to ensure equally effective communication with persons with disabilities;
  - (7) If contractor provides transportation to the public, by providing equivalent accessible transportation to people with disabilities.
- ii. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule C-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

For Declaration of ADA compliance for facility and other special events agreements please reference C-2 on the above web site.

3. **Schedule D** – (Ownership, Ethnicity, and Gender Questionnaire) – **Applies to all agreements and is part of the “Combined Contract Schedules”**. *Please be advised that ethnicity and gender information will be used for reporting and tracking purposes ONLY.*

This agreement is subject to the reporting of Ownership, Ethnicity and Gender questionnaire form. Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule D form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see *Combined Schedules*)

4. **Schedule E** – (Project Consultant or Grant Team). **Applies to Non-Construction agreements and is a “stand alone Schedule<sup>1</sup>” and must be submitted with proposal.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule E form, this form is required to be submitted with the proposal.
- ii. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- iii. This form is use for establishing level of certified local Oakland for profit and not

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<sup>1</sup> Stand Alone Schedule is not part of the “Combined Schedule”.

for profit participation and calculating compliance with council's 50% local participation policy.

- iv. In response to this RFP/Q or grant opportunity, the prime shall be a qualified for profit or not-for profit entity.
- v. Sub-Consultants (if used) or sub-grantees must be listed to include: addresses, telephone numbers and areas of expertise/trace category of each. Briefly describe the project responsibility of each team member. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise. Additionally, for LBEs/SLBEs, please submit a copy of current business license local business certificate and date established in Oakland.

**5. Schedule E-2 (Oakland Workforce Verification Form) – Referenced in Attachment B. Applies to Non-Construction agreements and is a “stand alone Schedule”, and must be submitted with proposal if seeking extra preference points for an Oakland Workforce.**

- i. All prime consultants, contractors, or grantees seeking *additional preference* points for employing an Oakland workforce must complete this form and submit with "required attachments" to Contracts and Compliance no later than four (4) days after the proposal due date. For questions, please contact the assigned Compliance Officer named in the RFP/Q, NIB, and competitive grant opportunity.
- ii. The Schedule E-2 form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**6. Schedule F – (Exit Report and Affidavit) – Applies to all agreements and is a “stand alone Schedule”.**

- i. This Agreement is subject to the Exit Reporting and Affidavit form. The Schedule F form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- ii. The Prime Contractor/Consultant/Grantee must complete this form as part of the close-out process. Each LBE/SLBE sub-contractor/sub-consultant and sub-grantee (including lower tier LBE/SLBE sub-contractors/sub-consultants, sub-grantees, suppliers and truckers). The Exit Report and Affidavit must be submitted to Contracts and Compliance with the final progress payment application. (Remember to please complete an L/SLBE Exit Report for each listed L/SLBE sub-contractor/sub-consultant or sub-grantee).

**7. Schedule G – (Progress Payment Form) – Applies to all agreements and is a “stand alone Schedule”.**

This Agreement is subject to the reporting of subcontractor progress payments monthly. The Schedule G form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.

**8. Schedule K – (Pending Dispute Disclosure Policy) – Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule K form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (*see Combined Schedules*)
- ii. Policy – All entities are required to disclose pending disputes with the City of Oakland when they submit bids, proposals or applications for a City contract, contract amendments or transaction involving:
  - (1) The purchase of products, construction, non-professional or professional services, Contracts with concessionaires, facility or program operators or managers, Contracts with project developers, including Disposition and Development Agreements, lease Disposition and Development Agreements and other participation agreements Loans and grants, or acquisition, sale, lease or other conveyance of real property, excluding licenses for rights of entry or use of city facilities for a term less than thirty (30) consecutive calendar days.
  - (2) Disclosure is required at the time bids, proposals or applications are due for any of the above-described contracts or transactions when an entity is responding to a competitive solicitation and at the commencement of negotiations when bids, proposals or applications are solicited by or submitted to the City in a non-bid or otherwise non-competitive process.
  - (3) The disclosure requirement applies to pending disputes on other City and Agency contracts or projects that: (1) have resulted in a claim or lawsuit against the City of Oakland (2) could result in a new claim or new lawsuit against the City of Oakland or (3) could result in a cross-complaint or any other action to make the City of Oakland a party to an existing lawsuit. “Claim” includes, but is not limited to, a pending administrative claim or a claim or demand for additional compensation.
  - (4) Entities required to disclose under this Disclosure Policy include (1) any principal owner or partner, (2) any business entity with principal owners or partners that are owners or partners in a business entity, or any affiliate of such a business entity, that is involved in a pending dispute against the City of Oakland or Agency.
  - (5) Failure to timely disclose pending disputes required by this policy may result in (1) a determination that a bid is non-responsive and non-responsible for price-based awards, or (2) non-consideration of a bid or proposal for a professional service contract or other qualification-based award. The City may elect to terminate contracts with entities that failed to timely disclose pending disputes and/or initiate debarment proceedings against such entities.

**9. Schedule M – (Independent Contractor Questionnaire, Part A). – Applies to all agreements**

**and is part of the “Combined Contract Schedules”.**

Prior to execution of this agreement and/or upon request, the contractor shall complete the Schedule M form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (*see Combined Schedules*)

**10. Schedule N - (LWO - Living Wage Ordinance) – Applies to Non-Construction agreements and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Oakland Living Wage Ordinance. The full details of the Living Wage Ordinance can be found on the City’s website ([https://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.28LIWAO R.html#TOPTITLE](https://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.28LIWAO R.html#TOPTITLE)).
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (*see Combined Schedules*)

**11. Schedule N-1 - (EBO - Equal Benefits Ordinance) – Applies to Non-Construction agreements over \$25,000 and is part of the “Combined Contract Schedules”.**

- i. This Agreement is subject to the Equal Benefits Ordinance of Chapter 2.32 of the Oakland Municipal Code and its implementing regulations. The full details of the Equal Benefits Ordinance can be found on the City website at [http://library.municode.com/HTML/16308/level2/TIT2ADPE\\_CH2.32EQBEOR.html#TOPTITLE](http://library.municode.com/HTML/16308/level2/TIT2ADPE_CH2.32EQBEOR.html#TOPTITLE).
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule N-1 form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (*see Combined Schedules*)

**12. Schedule O – (City of Oakland Campaign Contribution Limits Form) - Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.**

- i. This Agreement is subject to the City of Oakland Campaign Reform Act of Chapter 3.12 of the Oakland Municipal Code and its implementing regulations if it requires Council approval. The City of Oakland Campaign Reform Act prohibits Contractors that are doing business or seeking to do business with the City of Oakland from making campaign contributions to Oakland candidates between commencement of negotiations and either 180 days after completion of, or termination of, contract negotiations. If this Agreement requires Council approval, Contractor must sign and date an Acknowledgment of Campaign Contribution Limits Form attached hereto and incorporated herein as **Schedule O**.



- ii. The form is also available on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**13. Schedule P – (Nuclear Free Zone Disclosure) - Applies to all agreements and is part of the “Combined Contract Schedules”.**

- i. This agreement is subject to the Ordinance 11478 C.M.S. titled “An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers”. The full details of the Ordinance 111478 C.M.S. can be found on our website at <https://www.oaklandca.gov/documents/contracting-policies-and-legislation>
- ii. Prior to execution of this agreement and/or upon request the contractor shall complete the Schedule P form and submit to the City. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (*see Combined Schedules*)

**14. Schedule Q - (Insurance Requirements) - Applies to all agreements and is a “stand alone Schedule”, and evidence of insurance must be provided.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule Q Insurance Requirements. Unless a written waiver is obtained from the City’s Risk Manager, Contractors must provide the insurance as found at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> Schedule Q.
- ii. A copy of the requirements is attached and incorporated herein by reference. Liability insurance shall be provided in accordance with the requirements specified.
- iii. When providing the insurance, include the Project Name and Project Number on the ACORD form in the section marked Description of Operations/Locations.
- iv. When providing the insurance, the “Certificate Holder” should be listed as: City of Oakland, Contracts and Compliance, 250 Frank H. Ogawa Plaza, Suite 3341, Oakland, CA 94612.

**15. Schedule R – (Subcontractor, Supplier, Trucking Listing) – applies to Construction agreements only and is a “stand alone Schedule”.**

- i. This Agreement is subject to the attached hereto and incorporated herein as Schedule R form. The form can also be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>.
- ii. For establishing level of certified local Oakland for profit and not for profit participation and calculating compliance with council’s 50% local participation policy.

- iii. In response to this Notice Inviting Bids (NIB) opportunity, the prime shall be a qualified for profit or not-for profit entity.
- iv. The contractor herewith must list all subcontractors and suppliers with values more than one-half of 1 percent of the prime contractor's total bid or ten thousand dollars (\$10,000) whichever is greater regardless of tier and all trucking and dollar amount regardless of tier to be used on the project. The contractor agrees that no changes will be made in this list without the approval of the City of Oakland. Provide the address, type of work, dollar amount and check all boxes that apply. Bidders that do not list all subcontractors and suppliers with values greater than one half of one percent and all truckers regardless of tier and dollar amount shall be deemed non-responsive.
- v. Identify if contractors are certified MBE, WBE, Local Business Enterprises (LBE) and Small Local Business Enterprise (SLBE), Locally Produced Goods or Very Small Local Business Enterprise.

**16. Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action) - **Applies to all agreements is part of the “Combined Contract Schedules”.****

This Agreement is subject to the Schedule V - Affidavit of Non-Disciplinary or Investigatory Action. The form can be found on our website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules> (see Combined Schedules)

**17. Schedule W – (Border Wall Prohibition )- **Applies to all agreements and is a “stand alone Schedule”, and must be submitted with proposal.****

This Agreement is subject to the Ordinance #13459 C.M.S. and its implementing regulations. The full details of the Border Wall Ordinance are located on the City website at <https://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules>

**PLEASE NOTE:** *By submitting an RFP/Q, NIB or Grants to the City of Oakland the prospective primary participant's authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document.*