

REQUEST FOR PROPOSAL

for

Maritime Port Registry & Truck Positioning System Management and Maintenance

RFP No. 13-14/15



PORT OF OAKLAND

PURCHASING DEPARTMENT
530 WATER STREET
OAKLAND, CA 94607



PORT OF OAKLAND

REQUEST FOR PROPOSAL

RFP No.:13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

The Port of Oakland (the "Port"), Oakland, California, through the Maritime Department, is hereby soliciting competitive proposals for the above mentioned project. The successful Proposer will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Proposal Information

Proposal Title	Maritime Port Registry & Truck Positioning System Management and Maintenance
Proposal Type	Professional Services
Proposal Number	13-14/15
Proposal Issued	March 14, 2014
Issuing Department	Maritime Department
Non-Mandatory Pre-Proposal Meeting	March 26, 2014 at 2:30 p.m. Port of Oakland, 530 Water Street, Oakland, CA 94607 (2nd Floor Courtyard Conference Room) ***A conference call bridge will be provided for the Pre-Proposal Meeting if one cannot attend in person; this can be accessed at (866) 652-0273. Please email Rebecca Gibson at rgibson@portoakland.com to obtain the access code prior to the meeting.***
Scheduled Publication Date	March 19, 2014
Proposal Due Date	April 18, 2014 at 11:00 a.m.

Instructions for Submitting Proposals

Submittal Address	Port of Oakland Purchasing Department Attn: Rebecca Gibson 530 Water Street Oakland, CA 94607
Submittal Copies	One (1) electronic version <u>and</u> One (1) Original copy and seven (7) bound hard copies marked "Copy" of the proposal must be submitted.
Submittal Envelope Requirements	Proposal must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none"> • Proposal Number • Name of Your Company • Address • Phone Number
Late Submittals	Proposals received after the time and date stated above shall be returned unopened to the Respondent.

How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Port of Oakland--Purchasing Department 530 Water Street Oakland, CA 94607 Monday through Friday 9:00 AM to 4:00 PM (510) 627-1104
Yes	http://www.portofoakland.com/opportunities/bidsrfpsrfqs.aspx Or navigate to the Port of Oakland's main website at: http://www.portofoakland.com/ , then click on "Business" then on "Opportunities" and then on "Bids/RFPs/RFQs" to download the RFP.

Questions about the Proposal

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by email as follows:

Primary Contact	Rebecca Gibson Email: rgibson@portoakland.com
Question/RFI Due Date	March 31, 2014 at 4:00 p.m. Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
Response Date	April 4, 2014 All pertinent questions will be responded to via addendum emailed to all prospective proposers and placed on the Port's

	website. Proposers who did not receive a copy of the addendum(s) should download it from the Port's website. See the "How to Obtain Proposal Documents" section for our web address. Addenda must be acknowledged on the RFP Acknowledgement and Signature form.
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Full Opportunity

The Port's policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. It is the policy of the Port of Oakland to encourage and facilitate full and equitable opportunities for small local businesses to participate in its contracts for the provision of goods and services. It is further the Port's policy that no discrimination shall be permitted in small local business participation in Port contracts or in the subcontracting of Port contracts. The successful Respondent shall comply with the Port's non-discrimination policy.

The Port reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of the Port.

--John Banisadr, Purchasing Manager

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Attachments:

Title		Must Be Returned with Proposal
1	Non-Collusion Declaration	Yes
2	Statement of Equal Employment Opportunity	Yes
3	RFP Acknowledgement and Signature Form	Yes
4	Proposal Worksheet	Yes
5	Port of Oakland Non-Discrimination and Small Local Business Utilization Policy A. Chart for Submitting Data for Calculation of Preference Points B. Local Participation Questionnaire C. Monthly Utilization of Local and Small Business Enterprises D. Final Utilization of Local and Small Business Enterprises	Yes Attachment 5-A and 5-B are required with the Proposal. (Note: If you are submitting a new Certification Application for preference points, then your completed application is due 7 business days prior to the proposal due date.)
6	City of Oakland City Charter §728 Living Wage Information A. Employer Self-Evaluation for Port of Oakland Living Wage B. Certificate of Compliance—Living Wage	No (Attachment 7-A and 7-B are required after contract award.)
7	Statement of Living Wage Requirements	Yes
8	Insurance Acknowledgement Statement	Yes
9	Professional Service Agreement	No (Note: The successful

Title		Must Be Returned with Proposal
		Respondent will execute the Professional Services Agreement if awarded the contract.)
10	Maritime Comprehensive Truck Management Program Overview	No

I. Introduction

The Port of Oakland seeks proposals from qualified firms that have the ability to maintain and periodically upgrade a hosted database and decision engine that is utilized for truck management. The Scope of Service also includes the full-time operation of a truck(er) customer service center to manage truck registration into the database and provide troubleshooting services to resolve marine terminal access issues as they arise.

About the Port

The Port of Oakland was established in 1927 and oversees the Oakland seaport, Oakland International Airport, Commercial Real Estate, and 20 miles of waterfront. The Oakland seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together, through Port operations and those of its tenants and users, the Port supports nearly 70,000 jobs in the region and over 800,000 jobs across the United States. The Port is an independent department of the City of Oakland.

II. Background and History

The Seaport is served by 5,697 database registered drayage truck drivers and 6,589 database registered trucks. The drayage fleet serving the Seaport today consists of employee drivers and independent owner-operators ("IOOs"), with about two-thirds of the drivers being IOOs. Truck drivers, whether IOOs or employees of a trucking company, are hired or contracted and dispatched by Licensed Motor Carriers ("LMCs").

Drayage truck operations are managed by the LMCs who hire, contract with, and dispatch truck drivers to Seaport facilities to pick up or deliver cargo. Currently, there are 604 LMCs registered to manage trucking operations at the Port of Oakland. The drayage industry contracts directly with Seaport customers and/or tenants, and the delivery of cargo to/from the appropriate destinations is governed entirely by a network of agreements between trucking entities and their customers. The Port does not own, contract for, or otherwise manage the trucks that serve the Seaport.

The Port averages approximately 8,000 container gate movements each day (Monday-Friday), with some seasonal variations.

On June 16, 2009, the Board adopted the Port of Oakland Maritime Comprehensive Truck Management Program ("CTMP").

The Core Components of the CTMP include:

- Port Registry (see details below)
- Clean Trucks
- Traffic and Congestion
- Operations
- Stakeholder Involvement and Education
- Business and Workforce Assistance

In August, 2009, the Port issued a RFP for consulting services for the development and implementation of the Port of Oakland Maritime Comprehensive Truck Management Program, Port Registry. The competitive process resulted in the selection of and subsequent contract award to Science Applications International Corporation (SAIC).

In January, 2010, marine terminal operators established a requirement that all drayage trucks must be registered with eModal and equipped with Radio Frequency Identification (RFID) devices for electronic identification at the security gates. SAIC modified the Port Registry accordingly.

In May, 2012, the Port contracted with SAIC for the integration of drayage truck position data, provided by the marine terminal operators, to the Port owned Truck Management System.

Port Registry (Drayage Truck Registry (DTR) and Truck Management System (TMS))

As part of the CTMP, the Port implemented a truck registry database and Secure Truck Enrollment Program Agreement ("STEP Agreement"), together known as the Port Registry. The Port Registry is distinct and separate from the registry that the California Air Resources Board ("CARB") has established to administer and enforce its State-wide Drayage Truck Regulation. The Port Registry is also distinct and separate from the eModal database in which registration is required by the marine terminal operators. The Port Registry's primary purpose is to enhance the Port's domain awareness of activities and entities doing business in the Port Maritime Area, specifically related to drayage. The Port Registry functions as follows:

Each LMC that dispatches drayage trucks to conduct business at Seaport facilities must file a STEP Agreement with the Port. Seaport facilities are defined as marine terminals, rail yard, and other facilities where drayage trucks operate in the Seaport, not including truck parking and maintenance facilities.

Only LMCs and trucks associated with those LMCs that have submitted a STEP Agreement are able to serve the Seaport facilities. Doing business at the Seaport requires two principal actions by the LMCs:

- Signing a STEP Agreement; and
- Initial entering of (and updating as it changes) information into a database (herein referred to as the Drayage Truck Registry or "DTR") pertaining to the LMC, to each truck, and to each truck driver that is employed or contracted by the LMC. The DTR sends truck and other data to the TMS.

As a result of data population from DTR to TMS, the TMS software solution capabilities enable users of the system (Port staff and/or consultants), based on permissions, to access STEP Agreements, process STEP Applications, truck decal assignment, certificate issuance, access different types of custom system alerts (violations, exceptions, alarms), access outreach data, call center reporting, etc.

The DTR was custom developed for the Port by SAIC/Leidos and Natoma Technologies Incorporated. It exchanges data with the TMS which is commercial-off-the-shelf software developed by SAIC/Leidos and Fluensee/TrackX.

Truck Positioning

Truck position data is provided in real-time by each of the Marine Terminal Operators (MTOs) to the Port via an RFID based, truck identification system installed by the MTOs at each of the security entrances to the respective terminals. The RFID based, truck identification data is collected at the security entrances and filtered through a marine terminal managed Wherenet/eModal based system. The transaction data is then sent via the web to a third party hosting service which is then processed through the Port's Truck Management System to establish truck identification and position information.

Information regarding types/models/series of software/equipment that are currently installed, locations, counts, and diagrams/drawings can be found in **Attachment 10**.

III. Scope of Services

The Scope of Services includes all work necessary to manage and maintain the Port Registry and Truck Positioning System and continued operation of the Customer Service Center as described below. The Scope of Services also includes the potential migration of the system to a new hosting provider.

Proposers may partner or subcontract for services as needed; however, the successful Proposer will be responsible for the entire Scope of Services as set forth in this section. Subsequently, the selected Proposer will be solely responsible for coordinating the activities of all team members, ensuring that the Scope of Services is fulfilled to the Port's satisfaction in accordance with the contract.

The Proposer must account for all of the following minimum functions in their Proposal and shall identify additional functions as appropriate:

A. Drayage Truck Registry (DTR) and Hosted Website

The Proposer must fully manage and maintain the DTR by July 1, 2014. The Proposer shall:

1. Keep the system running at 99.9% uptime.
2. Diagnose and resolve problems.
3. Provide backup/restore services.
4. Maintain security and access rights.
5. Apply patches and upgrades (Both DTR and operating system) at schedules acceptable to the Port.
6. Potentially migrate the system to a new hosting provider. The system is currently hosted at Carpathia Hosting, Inc. If the Proposer cannot reach an agreement with Carpathia Hosting, Inc., the system will need to be migrated to a new hosting company. The Proposer shall pay for the hosting services. The Port also reserves the right, at any time during the term of this agreement, to migrate system to Port facilities or Port designated hosting provider in which case Port would be responsible for all costs associated with the migration and hosting.
7. Replace hardware as needed. All equipment, existing and new, shall have a five (5) year maximum lifecycle.
8. Update documentation as needed.
9. Be capable of developing enhancements and integrations. Such enhancements and integrations will be done on a separate scope of work. The Proposer shall grant the Port a permanent license for all custom software developed by the Proposer.
10. Abide by all terms of the Service Level Agreement (See Sample Professional Services Agreement).
11. Periodically upgrade System software, virus protection and other security software.
12. Optimize system performance and reliability.
13. Provide disaster recovery plans and periodically archive data.
14. Inform the Port's Information Technology Division staff of all repairs and upgrades; participate and follow Port IT's change control process.
15. Provide Port IT with initial point of contact and written escalation plan for operational issues.
16. Provide all system logs to Port IT for inclusion in the Port's log management (SEIM) system.
17. Update training manuals.

18. Provide routine maintenance logs.
19. Maintain all software and website license within manufacturer's supported versions.
20. Maintain all DTR features including, but not limited to the following:
 - a. Uses common, commercial-off-the-shelf ("COTS") database software, and include common, compatible, COTS peripheral software where necessary.
 - b. Maintains all existing fields in database, including but not limited to, LMC information, truck and driver information, etc.
 - c. Generates useful reports that are easy to query, use, and modify with minimal end user training.
 - d. Compatible with the Truck Management System.
 - e. Secure and protected in accordance with current National Institute of Standards and Technology (NIST) guidelines, and difficult to accidentally modify.
 - f. Easily accessed for authorized data entry, alteration, and expansion.
 - g. Accessible for use and maintenance via web interface.
 - h. System is hosted by Carpathia Hosting, Inc.
 - i. Transferable to alternate hosting companies or locations.
 - j. Owned solely by the Port, including all populated data and software licenses.

B. Truck Management System (TMS) and Hosted Website

The Proposer must fully manage and maintain the TMS by July 1, 2014. The Proposer shall:

1. Keep the system running at 99.9% uptime.
2. Diagnose and resolve problems.
3. Provide backup/restore services.
4. Maintain security and access rights.
5. Apply patches and upgrades (both TMS and operating system) at schedules acceptable to the Port.
6. Potentially migrate the system to a new hosting provider. The system is currently hosted at Carpathia Hosting, Inc. If the Proposer cannot reach an agreement with Carpathia Hosting, Inc., the system will need to be migrated to a new hosting company. The Proposer shall pay for the hosting services. The Port also reserves the right, at any time during the term of this agreement, to migrate system to Port facilities or Port designated hosting provider in which case Port would be responsible for all costs associated with the migration and hosting.

7. Replace hardware as needed. All equipment, existing and new, shall have a five (5) year maximum lifecycle.
8. Update documentation as needed.
9. Abide by all terms of the Service Level Agreement (See Sample Professional Services Agreement).
10. Periodically upgrade System software, virus protection and other security software.
11. Optimize system performance and reliability.
12. Provide disaster recovery plans and periodically archive data.
13. Inform the Port's Information Technology Division staff of all repairs and upgrades; participate and follow Port IT's change control process.
14. Provide Port IT with initial point of contact and written escalation plan for operational issues.
15. Provide all system logs to Port IT for inclusion in the Port's log management (SEIM) system.
16. Update training manuals.
17. Provide routine maintenance logs.
18. Maintain all software and website license within manufacturer's supported versions.
19. Maintain all TMS features including, but not limited to the following:
 - a. Communicates in real-time with the DTR in XML format.
 - b. Provides Electronic Data Interchange (EDI) functionality that is robust and reliable.
 - c. Provides web-based communication with multiple levels of users.
 - d. Includes an alarm system where calculated values will trigger alarms, violations, and exceptions based on user-defined and data-driven parameters.
 - e. Generates DTR reports as per Item A, above (Proposers should assume 30 separate report forms).
 - f. Monitors, diagnoses, and reports on the entire system health, including the DTR and Position Detection.
 - g. Archives DTR data periodically and be able to recover lost data, including disaster recovery, and have sufficient redundancy. System must retain data for two years.
 - h. Secure and protected in accordance with current NIST guidelines.
 - i. Includes comprehensive business rules for the hosting services.
 - j. System is hosted by Carpathia Hosting, Inc.
 - k. Remain easily transferable to alternate hosting companies or locations.

- l. Includes a repository for Position Detection System (PDS)/Truck Positioning data.
- m. Has the ability to accommodate electronic payments.
- n. Port licensed to use system software but owns any/all populated data.
- o. Maintains a data exchange interface between the OakPort STEP DTR/TMS Solution with the Port's Traffic Web Camera System.
- p. Maintains a data exchange interface (TMS client) and data transfer process for WhereNet TTS real time data "draymaninLane XML Messages" that are collected by the TMS.
- q. Maintains internet access for the local (TMS client) computer
- r. Receives, stores and archives data received from each of the MTOs related to truck position.
- s. Leverages the canned TMS report to disseminate collected data.

C. Customer Service Center (CSC)

The Proposer must establish, manage, and staff the CSC starting no later than July 1, 2014, and provision, manage, and staff the CSC through June 30, 2017.

The CSC will include a call center and will to provide a customer service relationship to resolve issues effectively and efficiently.

The CSC will contain a module that will enable the call center staff to track issues and problems resolution. The module will enable real-time access to all items as well as volume tracking, time to resolution, and the causes of issues and problems.

The CSC will be the administration, information, and support center for the Port Registry. As such, the facility will provide truck owners, LMCs, and other stakeholders a direct interface for compliance with the requirements of the Port Registry, and to obtain information on the CTMP and other Port-related trucking information.

The Port will provide a facility in the Seaport to serve as the CSC. Such facility will include furnishings, and will be equipped with computer workstations and other office equipment. The Proposer will be responsible for supporting and maintaining computers, office equipment, furniture, telephone and data connections, any desired on-site security, and janitorial services. It is expected that the Port will provide and pay the cost of basic utilities (electricity, water, and sewer). The Proposer will be required to maintain adequate signage, in coordination with the Port, to ensure that customers can easily locate the CSC.

The CSC staff members are expected to be bi-lingual in Spanish and English, at a minimum. Punjabi, Vietnamese, and Chinese language skills are highly desirable, and may be required as feedback from Port customers warrants.

At a minimum the CSC must provide the following:

1. Operations and staffing from 8:00 A.M. to 5 P.M., Monday through Friday, except for Federal holidays. Operating hours may be adjusted to best serve customers and meet future demand.
2. Trained staff ready to fully operate the CSC.

3. Courteous and helpful customer service.
4. At least two fully functional, staff-operated workstations for assisted registration services.
5. A Customer Relationship Module(CRM) to allow call center staff to track issues to resolution.
6. Registration support, including issuance of STEP registration certificates and stickers, mailing certificates, and stickers to STEP-registered LMCs, verifying and entering information into the DTR, and retrieving existing stored information in the DTR
7. Assistance for required customer research and timely resolution of registration problems, to the extent feasible.
8. Assistance with customer self-registration.
9. Issuance of "Day Passes" for eligible truckers and follow-up outreach with LMCs whose drivers were issued Day-Passes.
10. Multi-lingual services as described above.
11. Customer "help desk" services in multiple media (e.g. telephone, e-mail, etc.).
12. 24-hour messaging services via phone and e-mail for customer inquiries, requests and other related questions.
13. Response to messages left via phone and e-mail within one business day.
14. Coordination of System maintenance and repair with technical personnel responsible for the maintenance.
15. Design and produce annual unique STEP Registration certificates and stickers.
16. Design and produce day passes.
17. Submit of weekly CSC activity and status reports to Port staff.
18. Meet and update Port staff regularly on weekly results, issues, problems, and feedback from customers. The Proposer will also make recommendations to improve and refine procedures and processes as the Scope is implemented. The Proposer should assume up to three in-person or telephone meetings per month on average, in addition to routine communication and correspondence with Port staff.
19. Present briefings on overall program status to Port staff and at Board of Port Commissioners meetings or other venues at the request of Port staff.
20. Provide and implement recommendations to improve customer service relationship and interface with system users based on feedback received.

21. Coordinate with associated parties including eModal, marine terminal operators, and the RFID diagnostic center, to troubleshoot and resolve truck entry issues as presented.

IV. Port Policy Requirements

The selected Proposer will be required to comply with the following Port Policy Requirements:

1. **Non-Discrimination and Small Local Business Utilization Policy (NDSLBU):**

The Port desires to maximize the participation of small local business and has instituted a Non-Discrimination and Small Local Business Utilization Policy (NDSLBU). The NDSLBU consists of two parts:

- Non-Discrimination policy which all Suppliers (Proposers) must adhere to, by providing the enclosed "Non-Discrimination and Small Local Business Utilization Policy" Program Affidavit with their proposals
- Preference points to small local businesses who qualify under the Port's definition of a small local business. In order to qualify for preference points, Suppliers (Proposers) must be either certified by the proposal due date or download a Certification Application at: <http://www.portofoakland.com/srd/> and submit it along with any supporting documentation to the Port's Social Responsibility Division seven (7) business days prior to the proposal due date.

A summary of the Port's Non-Discrimination and Small Local Business Utilization Policy is included herein as **Attachment 5**. The entire policy is available at:

http://www.portofoakland.com/pdf/responsibility/ndslbu_policy.pdf

Suppliers already certified with the Port do not need to submit proof of certification, but still need to check the Port's certification database at: <http://www.portofoakland.com/srd/> to ensure their certification has not expired and must fill out the Chart for Submitting Data for Calculation of Preference Points (**Attachment 5-A**), and the Local Participation Questionnaire (**Attachment 5-B**), and submit them with your proposal. All Suppliers (Proposers) must still provide proof of adhering to the Port's Non-Discrimination policy by submitting the NDSLBU Program Affidavit.

A copy of the Port-certified Small Local Business Enterprises can also be downloaded at: <http://www.portofoakland.com/srd/>

For questions or assistance regarding NDSLBU, contact Ms. Connie Ng-Wong, Contract Compliance Officer, (510) 627-1390, at the Port's Social Responsibility Division, or fax requests to (510) 451-1656.

2. **Insurance Requirements:**

All Proposers who plan on submitting a proposal in response to this RFP must meet the Port's Insurance requirements listed in **Attachment 9, Professional Services Agreement**, and must provide proof of insurance at the time of project award. Respondents must include a statement (**Attachment 8**) with their proposal agreeing to the Port's insurance requirements and indicate they will be able to obtain the proper insurances at the time of project award.

3. **Security Sensitive Information:**

By submitting a proposal, Respondent acknowledges that in the course of performing services under this contract, the selected consultant will come into possession of sensitive information subject to Port of Oakland regulation. Those firms which are included on the short list for final consideration will be required to comply strictly with the Port of Oakland's policies and practices for sensitive information.

Respondent shall conform to the commercially reasonable Standard of Care for ensuring SSI, PII, and other sensitive information and the systems themselves are secure from unauthorized access, tampering, or data leaks. At a minimum, the Respondent shall conform to the NIST Cybersecurity Framework for Critical Infrastructure.

Respondent shall furnish the Port with copies of their annual SSAE16 Computer Security Audits and shall provide written work plans including timelines to address any issues reported. Port further reserves the right to conduct site audits to verify respondent's computer security practices. Scheduling of such audits shall be at the Port's sole discretion.

4. Living Wage Policy:

On March 5, 2002, the voters in the City of Oakland passed Measure I, adding to the City Charter Section 728 ("§728") entitled "Living Wage and Labor Standards at Port-assisted Businesses." §728 requires Port Aviation and Maritime businesses that meet specified minimum threshold requirements to pay all nonexempt employees a Living Wage rate established by City Ordinance and adjusted annually based on the Consumer Price Index for the San Francisco, Oakland, and San Jose area. The current Living Wage rate as of July 1, 2013 is at least \$11.96 with credit given to the employer for the provision to covered employees of health benefits, and \$13.75 without credit for the provision of health benefits. Specifically, §728 applies to Port contractors and financial assistance recipients with the Aviation or Maritime divisions that have contracts worth more than \$50,000 and that employ more than 20 employees who spend more than 25% of their time on Port-related work. §728 also provides covered employers with incentives to provide health benefits to employees, establishes a worker retention policy, requires covered employers to submit quarterly payroll reports and requires covered employers to allow Port representatives access to payroll records in order to monitor compliance and labor organization representatives access to workforces during non-work time and on non-work sites. Covered employers are responsible for complying with the provisions of §728 from the date the covered contract is entered into. When a contract is awarded, the Respondent will be required to fill out the attached Employer Self-Evaluation for Port of Oakland Living Wage Form (**see Attachment 6-A**) and Certificate of Compliance—Living Wage (**see Attachment 6-B**) and return them to the Social Responsibility Division. (i.e., do not include these forms in with your proposal). For more information, please call Connie Ng-Wong in the Port of Oakland's Social Responsibility Division at (510) 627-1390.

Proposer shall acknowledge reviewing the Port's Living Wage program and compliance, by submitting the Statement of Living Wage Requirement (**Attachment 7**) with their proposal.

5. Port's Standard Professional Services Agreement:

Submission of a proposal will confirm that the proposer fully understands the provisions of the Port's Professional Services Agreement and will execute such agreement if awarded the contract. Any objections to any provisions in such contract must clearly be identified in your proposal. Changes are discouraged.

V. Submission Requirements

The Port has scheduled a Non-Mandatory Pre-proposal meeting on the date indicated in the table labeled "Proposal Information" (on the first page of the invitation for this RFP), to review the submission requirements.

Please respond to the following eight (8) submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirements of the RFP. The Port will use your responses to objectively determine your capabilities and experience. Please label your responses 1 through 8, in the order presented below. Please limit your total response to the number of pages indicated below (excludes the required attachment forms provided with this RFP).

Submittal Format:

Responses may not be longer than 50 pages one sided or 25 pages double sided, printed on 8 1/2" x 11" paper and formatted in no smaller than 10 point font. Each section shall be labeled according to the sections below. All submitted material(s) must be bound.

1. Company Information: Provide the name of your company (including the name of any parent company), business address, email address, Federal Tax ID number, telephone and fax numbers, and names and titles of key personnel and a brief history of your company. Provide a brief statement of who is authorized to submit the proposal on the behalf of your firm. Please make sure that person signs and dates the statement.

2. Knowledge and Experience: Provide relevant information about your company's knowledge and experience, including a list of three or more projects (in similar size and scope to this RFP), with brief descriptions that demonstrate your experience.

3. Clients: Provide names, addresses and contact information for three (3) current clients. Provide the size and scope of each project and a brief description of the projects. Please make sure all contact information is current. By providing such information, you authorize us to contact such clients.

4. Plan and Approach: Describe the Proposer's understanding of the Tasks outlined in this Request for Proposals. Provide enough detail to demonstrate a thorough understanding of the Scope of Services and to clearly explain the approach for such fulfillment. Provide a detailed implementation plan for accomplishing the Scope of Services; this should include: 1) a project schedule, 2) a detailed list of deliverables, and 3) a detailed list of products (software, hardware, devices, etc.) to be deployed. The Proposer should assume all deliverables will be subject to Port staff review and approval.

5. Proposed Costs: Proposers must provide cost information in their proposals, in U.S dollars, using the Proposal Worksheet (**Attachment 4**). Attach detail of the annual costs and list how they are broken out by function and/or deliverables, on a separate sheet and include with your proposal. All costs proposed will be reviewed and evaluated. However, basis of decision to award will be the total firm fixed price cost of services for Years One (1) through three (3).

6. Debarment: Provide a written statement that your company has not been debarred from providing services to any State or Federal Agency within the last five (5) years. Sign and Date your statement. If your firm has been debarred, you will need to provide background information and reason for the debarment. Provide the name and contact information for the agency that debarred your firm. The Port must review the reason and duration for the debarment before it can determine if your firm can be considered for this project.

7. Port Policy Requirements: Provide documentation to support the policy requirements listed in the Section IV (Port Policy Requirements). Any exceptions to the Port's Professional Services Agreement must be clearly set forth in your proposal.

8. Required Forms: The Respondent must fill out all forms included in the RFP (listed in the attachments section) and return them with your proposal. Failure of the Respondent to provide any information requested in the RFP may result in rejection for non-responsiveness. These required forms will not count against the maximum page count (indicated above) for your response.

VI. Evaluation Criteria

Prior to contract award, the Port must be assured that the Proposer selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, equipment/materials and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Port is unable to assure itself of the Proposer's ability to perform under the contract, if awarded, the Port has the option of requesting from the Proposer, any information that the Port deems necessary to determine the Proposer's

capabilities. If such information is required, the Proposer will be notified and will be permitted five (5) working days to submit the requested information.

In awarding the contract, the Port will evaluate a number of factors in combination. Please make sure you have submitted responses to all items listed in the Submission Requirements section, as your responses will be evaluated based on the weights listed below.

A. Evaluation Weights

Item	Criteria	Weights
1	<u>Resources, References, and Key Personnel</u> Respondent's capacity to provide professional service as evidenced by past performance, company information, resources, debarment statement, and from list of key personnel. (Items 1, 3, and 6 of Submission Requirements section.)	10%
2	<u>Knowledge and Experience</u> Respondent's knowledge and experience as evidenced from your response to item 2 of Submission Requirements section.	20%
3	<u>Plan and Approach</u> As evidenced from your response to item 4 of Submission Requirements section.	25%
4	<u>Proposed Costs</u> As evidence from your response to item 5 of Submission Requirements section, and as provided on the Proposal Worksheet.	25%
5	<u>Port Policy Requirements and Required Forms</u> Does your firm adhere to the Port's Non-Discrimination Policy? And has your firm submitted all the Policy requirements and forms listed in items 7 and 8 of Submission Requirements section?	5%
6	<u>Non-Discrimination Small Local Business Utilization Policy</u> Does your company meet the Port's definition of Small Local Business? The Port will evaluate companies that have provided substantiating documentation to prove they meet the Port's definition of Small Local Business, and award qualifying companies up to the maximum 15 points.	15%
	Total	100%

B. Selection Procedure:

All proposals received by the deadline which meet the RFP's requirements will be presented to the evaluation committee comprised of Port of Oakland staff and possibly external members. The evaluation committee will evaluate the proposals and score all submissions according to the evaluation criteria above. The selection process may include interviews (at the discretion of the evaluation committee) for the top scoring submissions. If interviews are to take place, the Port will notify the top scoring Respondents. Interview details and scoring requirements will be provided to selected Respondents prior to the interviews.

VII. Additional Provisions

The terms "Company", "Proposer", "Contractor", "Proposer", "Respondent", "Seller", "Supplier", and "Vendor" whenever appearing in this RFP or any attachments, are used interchangeably to refer to the company or firm submitting a proposal in response to this RFP.

A. Port's Legal Name and Jurisdiction

The Port of Oakland (the "Port") is legally known as the City of Oakland, a Municipal Corporation, Acting by and through its Board of Port Commissioners. The Port is an independent department of the City of Oakland. The Port has exclusive control and management of all Port facilities and properties. Port facilities and properties consist of marine terminals, a railway intermodal terminal and container storage areas (collectively, the "Seaport"); the Oakland International Airport (the "Airport"); and commercial and industrial land and properties (collectively, "Commercial Real Estate"); and other recreational land, other land, undeveloped land, and water areas, all located in Oakland, CA. The Port issues Purchase Orders under the name Port of Oakland.

B. Ownership of Proposal

All rights to information developed, disclosed, or provided in a Proposal and its attendant submissions are the property of Port, unless a Respondent makes specific reference to data that is considered proprietary. To the extent that a Respondent does not make specific reference to data that is considered proprietary, submission of an RFP constitutes the Respondent's express (a) grant and assignment of a perpetual, transferable (in whole or in part), non-exclusive royalty-free license to the Port for copyright, patent, or other intellectual property right (collectively referred to as "intellectual property"), and (b) agreement that the Port may use any such intellectual property without charge for any lawful purpose in connection with other Port development projects, including without limitation the creation of derivative works and issuance of sublicenses.

C. Public Records Act

Per the Public Records Act (Gov. Code 6250 et seq.), the Port may be obligated to make available to the public the submitted proposal and all correspondence and written questions submitted during the Request for Proposal process. However, such disclosure shall not be made prior to the date on which the Port publishes a final Board agenda report recommending award of the contract. Any trade secrets or proprietary financial information, which a Respondent believes should be exempted from disclosure, shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections shall not be permitted and shall be invalid. The specific information must be clearly identified as such.

The Port reserves the right to independently determine whether any document is subject to disclosure and to make such information available to the extent required by applicable law, without any restriction.

D. Indemnification

If Respondent is selected to receive a contract, it will be required to agree to the indemnification clause contained in the Professional Services Agreement. **See Section 5** of the Professional Services Agreement (Attachment 9).

E. Reimbursable Expenses

All expenses incidental to performing Proposer's Basic Services including, but not limited to, reproduction of documents and other materials associated with Respondent's deliverables and presentation materials; transportation and subsistence; telephone, computer, facsimile, or other similar costs; and the like, shall be included within the Contract Price.

F. Port's Right to Modify

Respondents are advised that the Port has not incurred any obligations or duties in soliciting this Request for Proposals. The Port reserves the right to reject any or all proposals submitted in response to this RFP; to request additional information or clarification of information submitted; to cancel or modify, in part or in its entirety, this RFP; to request new RFPs or pursue any other means for obtaining the desired services; to waive any informalities or minor irregularities in the RFP, and other inconsequential deviations from the RFP's requirements. The Board of Port Commissioners retains the right to award this project in part or in total to the Respondent(s) of its choice, and to decide to undertake the project or to terminate the project at any time prior to approval of a formal contract.

G. Conflicts of Interest

By submitting a proposal, the Respondent represents that it is familiar with Section 1090 and Section 87100 et seq. of the Government Code of the State of California, and that it does not know of any facts that constitute a violation of said sections in connection with its proposal. Respondent also represents that its proposal has completely disclosed to the Port all facts bearing upon any possible interests, direct or indirect, which Respondent believes any member of Port, or other officer, agent or employee of Port or any department presently has, or will have, in any agreement arising from this RFP, or in the performance thereof, or in any portion of the profits there under. Willful failure to make such disclosure, if any, shall constitute ground for rejection of the proposals or termination of any agreement by Port for cause. Respondent agrees that if it enters into a contract with the Port, it will comply with all applicable conflict of interest codes adopted by the City of Oakland and Port of Oakland and their reporting requirements.

H. Cost of Preparing a Response

All costs for developing a response to this RFP and attending any proposal meetings or selection meetings are entirely the responsibility of the Respondent and shall not be chargeable to the Port.

I. Law Compliance

The Respondent must comply with all laws, ordinances, regulations and codes of the Federal, State, and Local Governments, which may in any way affect the preparation of proposals or the performance of the contract.

J. Respondent's Relationship

The Respondent's relationship to the Port shall be that of independent contractor and not deemed to be agent of the Port.

K. Proposal Considerations and Legal Proceeding Waiver

The Port has absolute discretion with regard to acceptance and rejection of proposals. In order to be considered the party submitting a proposal waives the right to bring legal proceedings challenging the Board of Port Commissioners choice of the award.

L. False Statements

False statements in a proposal will disqualify the proposal.

M. Taxes

The Respondent will be responsible for all Federal, State, and Local taxes.

N. Grade of Service

The Respondent must provide professional service and maintain appropriate personnel to provide expedient and courteous service.

O. The Respondent's Liability

The Respondent shall be responsible for any and all damages to the Port's premises resulting from the negligent acts or willful misconduct of the Respondent's agents or employees.

P. Amendments

The Port may, at its sole discretion, issue amendments to this RFP at any time before the time set for receipt of proposals. The Respondents are required to acknowledge receipt of any amendments (addenda) issued to this RFP by acknowledging the Addendum in the space provided on the RFP Acknowledgement and Signature Form. The Port shall not be bound by any representations, whether oral or written, made at a pre-proposal, pre-contract, or site meeting, unless such representations are incorporated in writing as an amendment to the RFP or as part of the final contract. All questions or requests for clarification concerning material terms of the contract should be submitted in writing for consideration as an amendment.

Q. Withdrawal or Modification of Offers

The Respondent may modify or withdraw an offer in writing at any time before the deadline for submission of an offer.

R. Acceptance

Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the Port based on initial submission with or without discussions or negotiations.

S. Representations

No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. The Respondent must rely solely on its own independent assessment as the basis for the submission of any offer made.

T. Award Consideration and Length of Contract

The Port shall not be bound to accept the lowest-quote fee and will award the contract (if any) to the company/firm selected through the competitive process (and any subsequent interviews) outlined in this RFP.

The Port will award a three-year contract (if any) and will have the option to issue two (2) one-year extensions not to exceed a total period of 5 years (at the costs quoted in this proposal).

U. Contract Termination

The Port may terminate the agreement (and or contract) with the Respondent on thirty days notice for the failure of the Respondent to comply with any term(s) of the agreement/contract between the Port and the Respondent.

V. Protest Procedures

Any party that has timely submitted a responsive proposal may file a protest of award in accordance with the provisions set forth below:

1. Any protest must be submitted in writing to John Betterton, Secretary of the Board, by 5:00 p.m. of the fifth (5th) business day following publication of the identity of the apparent successful proposer (or of notice of intended award, if such notice is issued).
2. The protest must include the name, address and telephone number of the person representing the protesting party.
3. The initial protest document must contain a complete statement of the basis for the protest, including in detail, all grounds for protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence.

Any protest not conforming to the foregoing shall be rejected by the Port without recourse.

Provided that a protest is filed in strict conformity with the foregoing, protests shall be heard initially by the Executive Director, or his/her designee, who shall issue a written report and a recommended disposition of the protest, including written findings of fact and any conclusions of law. The Board of Port Commissioners (Board) may then ratify the Executive Director's (or his/her designee's) recommendations or conduct such further review of the protest, as the Board may determine. The Board will render a final determination and disposition of a protest by taking action to adopt, modify or reject the disposition of a protest. Action by the Board relative to a protest shall be final and not subject to appeal or reconsideration by Protestor, the Port, any employee or officer of the Port or the Board of Port Commissioners.



PORT OF OAKLAND

Non Collusion Declaration

RFP No.: 13-14/15
Maritime Port Registry & Truck Positioning System Management and Maintenance

(To Be Executed By Proposer and Submitted With Proposal)

I, _____, declare as follows:

That I am the _____ of _____, the party making the attached proposal; that the attached proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, or that anyone shall refrain from proposing; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Any person executing this declaration on behalf of a proposer that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 201____, at
_____, California

Signature

Authority: Public Contract Code 7106
CCP 2015.5



PORT OF OAKLAND

Statement of Equal Employment Opportunity

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

I hereby certify that I _____ (Legal Name of Respondent/Supplier/Proposer/Contractor), will not discriminate against any employee or applicant for employment because of because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY: _____
Date

Print Name



PORT OF OAKLAND

RFP Acknowledgement and Signature Form

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

The undersigned having carefully examined the location of the proposed work, the local conditions of the place where the work is to be done, the Invitation, the General Conditions, the Specifications and all of the documents for this project, proposes to enter into a contract with the Port of Oakland to perform the work listed in this RFP, including all of its component parts, and to furnish any and all required labor, materials, equipment, insurance, bonding, taxes, transportation and services required for this project in strict conformity with the plans and specifications prepared, including any Addenda, within the time specified.

Addendum Acknowledgement

The following addendum (addenda) is (are) acknowledged in this RFP: _____

Acknowledgement and Signature:

1. No Proposal is valid unless signed in ink by the person authorized to make the proposal.
2. I have carefully read, understand and agree to the terms and conditions on all pages of this RFP. The undersigned agrees to furnish the services stipulated in this RFP.

Respondent's Name and Title: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Cell Number: _____

Contractor License # (if applicable): _____ Expiration Date: _____

Federal Tax Identification Number: _____

Authorized Signature: _____ Date: _____

Decline RFP:

We **do not** wish to submit a Proposal on this Project. Please state your reason below. Please also indicate if you would like to remain on our Supplier list.

Reason: _____

Company: _____ Address: _____

Name: _____ Signature _____ Date: _____



PORT OF OAKLAND

Proposal Work Sheet

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

Item	Task	Year 1	Year 2	Year 3	Year 4 (Optional)	Year 5 (Optional)
Task 1	Drayage Truck Registry (DTR) and Hosted Website					
Task 2	Truck Management System (TMS) and Hosted Website					
Task 3	Customer Service Center (CSC)					
	Total**					

****All costs proposed shall be Firm Fixed Price****

Proposers must provide cost information in their proposals, in U.S dollars, using this Proposal Worksheet. Attach detail of the annual costs noted above, list how they are broken out by function and/or deliverables, on a separate sheet and include with your proposal. All costs proposed will be reviewed and evaluated. However, basis of decision to award will be the total firm fixed price cost of services for Years One (1) through three (3).

Respondent Name: _____ Title: _____

Company Name: _____

Authorized Signature: _____ Date: _____

Non-Discrimination: Port of Oakland (Port) policy prohibits discrimination or preferential treatment because of race, color, religion, sex, national origin, ancestry, age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation.

Local Business Utilization: On October 7, 1997, the Board of Port Commissioners initiated a formal policy to encourage full participation of firms from its Local Business Area ("LBA"), the counties of Alameda and Contra Costa, particularly those in its Local Impact Area ("LIA"), in its work. The LIA includes the cities of Oakland, Alameda, Emeryville and San Leandro. The LBA includes all cities within the counties of Alameda and Contra Costa. The Port will also take into consideration efforts the prime and sub-Proposers make to assist in the community, e.g., assigning meaningful work to small and/or very small local sub-consultants, mentor protégé relationships, participation in job/trade fairs, hiring interns, pro bono work, and working with local schools, etc.

Proposer Preference Points: The Port allots preference points for the percentage of work being performed by Consultants/sub-consultants located in either the LBA or the LIA and for community involvement (i.e. mentoring, intern programs, job fairs, community rehabilitation groups and re-entry programs) for a maximum total of up to 15 points. These points are added to a maximum of 85 technical points for a composite maximum of 100 points in evaluating Consultants proposals as follows:

- Up to 5 points will be credited proportionately (counting the whole team, prime Consultant and sub-consultant(s)) for LIA certified firms, and 2.5 for LBA certified firms.
Note: LIA/LBA credit is given only for certified firms which have had established active offices in the respective area for at least a year at the time of proposal due date, and NOT for outside firms which plan to do the project work at a LIA/LBA office;
- An additional 3 points will be credited for an LIA certified prime consultant (proportionate to the share of prime consultant work in the case of a joint venture) and 1.5 points for an LBA certified prime consultant;
- Up to 4 points will be credited proportionately (counting the whole team, prime consultant and sub-consultant(s)) for Very Small Business Enterprise (VSBE) certified firms, and 2 points for Small Business Enterprise (SBE certified firms); and
- Up to 3 points for commitment to the Port's values and programs, e.g., mentoring small and/or very small local businesses and providing meaningful work for small and/or very small local sub-consultants; utilization of college and high school interns from the LIA; participation in job fairs and trade fairs targeted to LIA residents and businesses; and other work showing the consultant's efforts to contribute to the economic development of the LIA.

In summary, please submit the following attachments in each copy of your proposal:

1. Attachment 5-A, Chart for Submitting Data for Calculation of Preference Points. List the team members' (prime and subs) names, roles, location and LIA/LBA/SBE/VSBE status in the format shown in Attachment 5-B. Be specific as to the nature and estimated percentage of the work to be performed by the prime, any joint venture partners and/or sub-consultants.
2. Attachment 5-B, Local Participation Questionnaire. Complete for each sub-consulting firm or individual, as well as for the prime consultant.

3. Attachment 5-C and 5-D, Monthly and Final Utilization of Local and Small Business Enterprises are required after contract award. Attachment 5-C is required after contract award and a final report attachment 5-D, is required after completion of the project.

Any proposal that fails to complete and submit the above two items (Prime *and* sub-consultants) will not be considered. For firms headquartered outside the LIA/LBA wishing to obtain credit for their local office, for the purpose of this project shall utilize personnel from this local office. Additionally, mail, correspondence and telephone calls will be made to this local office.

To obtain credit for these factors and for any preference points on this RFP, consultants or any team member must be certified by the proposal due date or submit an application:

- Consultants or any team members wishing to be certified by the Port must submit a Certification Application, with all supporting documentation seven (7) business days prior to the proposal due date. The questionnaire and checklist of necessary supporting documents for certification may be obtained at: <http://www.portofoakland.com/srd/>. For questions regarding certification, you may contact Pamela Bell at pbell@portoakland.com or (510) 627-1419. Firms certified by the Port of Oakland do not need to submit proof of certification.

(Please note Port certification must be current and not expired to count for preference points. Certification is valid for a two year period.)

For questions or assistance regarding this section, contact Ms. Donna Cason (510) 627-1252, or dcason@portoakland.com in the Port's Social Responsibility Division.



PORT OF OAKLAND

**Chart for Submitting Data
for Calculation of Preference Points**

Company	Nature of Work to be Performed	Prime or Sub?	Location of Firm	*LIA/LBA SBE/VSBE Certification Status	Percent of Total Contract	Percent of Sub-consulting Work
(Name of Prime)		Prime				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
(Name of Subs)		Sub				
Total (must add up to 100%)					100%	100%

*** In order to qualify for preference points, the firm must be certified by the Port of Oakland.** Local Impact Area (LIA), Local Business Area (LBA), Small Business Enterprise (SBE), Very Small Business Enterprise (VSBE)

Notes:

- Please make sure the column labeled "Percent of Total Contract" adds up to 100%
- Please make sure the column labeled "Percent of Sub-consulting Work" adds up to 100% of the Sub-consulting work.



(Use additional paper if necessary)

1. Is the consultant or large sub-consultant mentoring or providing a professionally meaningful share of the project to small and/or very small LIA firms on this project? Yes___ No___

If the response is "yes", please provide specific details on how the mentoring or sharing will be performed. In addition, be specific as to the nature of the relationship and the persons responsible for implementing it.

2. (A) Do any team members regularly use local students as interns in their work? Yes___ No___
(B) Do any team members currently use local students as interns in their work? Yes___ No___
(C) Have any team members used local students as interns in past work? Yes___ No___
(D) If planning to use interns on this project, how will you utilize them?

If you answered "yes" to any of these questions, please state from what schools or programs the interns were obtained, what type of work was performed by them, and any other details that might be relevant, i.e. paid internship, length of service, number of interns.

3. Have firms in the team participated in other community projects, e.g., job fairs targeted to local neighborhoods, youth or school programs, community rehabilitation groups, etc.? Yes___ No___
If so, please give details:



PRIME CONTRACTOR		BUSINESS ADDRESS			CONTRACT BID AMOUNT		DATE OF THIS REPORT	
PORT PROJECT NAME					PORT PROJECT NUMBER	WORK AUTHORIZATION #	TOTAL CONTRACT AMOUNT INCLUDING CHANGE ORDERS	PROJECT COMPLETION DATE
(1) Name and Address of Small/Local Firm [Prime, Subcontractor, Supplier or Trucking Broker]	(2) Description of Work Performed and or Materials Supplied	(3) Prime and Sub(s) Original Bid Amount	(4) Port Certification Number	CONTRACT PAYMENTS				
				(5a) * LIABE Dollars	(5b) * LBABE Dollars	(5c) * SBE Dollars	(5d) * VSBE Dollars	(6) Date Work Completed
								(7) Date of Final Payment
TOTAL				\$	\$	\$	\$	\$

If actual sub dollars were different than the approval amount at time of award, provide comments on back of form. List actual amount paid to each sub at the above chart.

* LIABE (Local Impact Area Business Enterprise), LBABE (Local Business Area Business Enterprise), SBE (Small Business Enterprise), and VSBE (Very Small Business Enterprise).

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE, TRUE AND CORRECT

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE and TITLE

**INFORMATION IS COMPLETE, I
BUSINESS PHONE NUMBER**

DATE _____

Original – SRD

Copy To – Engineering Construction / Resident Engineer

Instructions--Monthly Utilization of Local and Small Business Enterprises

(I) Enter the project information requested on the first two rows on page 00816-1 (Prime Contractor, Business Address, Contract Bid Amount, etc.)

(II) Provide the following information for each portion of the contract work performed by (and for each amount of materials supplied by) a Port-certified small and/or local business, including the prime contractor if the prime is a Port-certified small/local business:

Column 1: Name and address of the firm performing work and/or supplying materials.

Column 2: Description of the work performed and/or materials supplied by said firm.

Column 3: For subcontractor, supplier or trucker: dollar amount of the bid submitted by the firm to prime bidder, as listed in the Subcontractor and Supplier List Form submitted by prime bidder with its bid. If the subcontractor, supplier or trucker was not listed in the Subcontractor and Supplier List Form, enter "0". For small/local prime bidder: dollar amount of the prime bidder's bid excluding all subcontractor/supplier/trucking broker bid amounts, as listed in the Subcontractor and Supplier List Form.

Column 4: Port Certification Number of firm. (Port-certified small/local subcontractors, suppliers and truckers should provide their certification number to the Prime Bidder and notify Prime Bidder in writing with the date of the decertification if their status changes during the course of the project.)

Columns 5a-5d

Enter the dollar amount of the work performed and/or materials supplied by the firm in either Column 5a, 5b, 5c or 5d, depending on the firm's certification status. Firm certification status must be certified and determined at the time of bid by Port of Oakland. The certified firm is issued a letter by the Port of Oakland that states their certification status as well as the expiration date of the certification. Firms' certification status may be obtained by accessing the Port of Oakland website (<http://www.portofoakland.com/srd/>) or by calling (510) 627-1419. Refer to the following table for a description of the certification status:

Certification Status	Description
LIABE (Local Impact Area Business Enterprise)	firm located in Oakland, Alameda, Emeryville, or San Leandro
LBABE (Local Business Area Business Enterprise)	firm located in Alameda County or Contra Costa County
SBE (Small Business Enterprise)	business with 3 year average annual gross revenue not to exceed \$14,000,000
VSBE (Very Small Business Enterprise)	business with 3 year average annual gross revenue not to exceed \$3,500,000

If the firm was decertified before completing its portion of the work of this contract, enter the dollar amount of ALL work performed/materials supplied by the firm, INCLUDING WORK PERFORMED/MATERIALS SUPPLIED AFTER THE DATE OF DECERTIFICATION. If the amount listed in Column 5 differs from the amount listed in Column 3, provide an explanation in the 'COMMENTS' section as provided.

Column 6: Date on which the firm listed in Column 1 completed the work described in Column 2.

Column 7: Date on which prime contractor made the 'final payment' for the work described in Column 2 to subcontractor/supplier/trucking broker.

(III) In the 'TOTAL' row, enter the column sums of the dollar amounts listed in Columns 5a through 5d.

(IV) The authorized contractor representative shall certify the information supplied by signing in the space provided. **Per Port of Oakland provisions, Final Payment WILL NOT be made until this form is properly filled out and submitted to the Port of Oakland.**

COMMENTS:



PORT OF OAKLAND

Final Utilization of Local and Small Business Enterprises

PRIME CONTRACTOR		BUSINESS ADDRESS		CONTRACT BID AMOUNT		DATE OF THIS REPORT	
PORT PROJECT NAME		PORT PROJECT NUMBER		WORK AUTHORIZATION #		PROJECT COMPLETION DATE	
(1) Name and Address of Small/Local Firm [Prime, Subcontractor, Supplier or Trucking Broker]	(2) Description of Work performed and Materials Supplied	(3) Prime and Sub(s) Original Bid Amount	(4) Port Certification Number	CONTRACT PAYMENTS			(7) Date of Final Payment
				(5a) * LIABE Dollars	(5b) * LBABE Dollars	(5c) * SBE Dollars	
TOTAL				\$	\$	\$	\$

List all certified local/small prime and subs regardless of tiers through out the life of the project, whether or not firms were listed on the original bid. Xerox this page if additional sheets are needed.
If actual sub dollars were different than the approval amount at time of award, provide comments on back of form. List actual amount paid to each sub at the above chart.

* LIABE (Local Impact Area Business Enterprise), LBABE (Local Business Area Business Enterprise), SBE (Small Business Enterprise), and VSBE (Very Small Business Enterprise).

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE, TRUE AND CORRECT	
AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE and TITLE	BUSINESS PHONE NUMBER
DATE	

Distribution: Original - SRD

Copy To - Engineering Construction / Resident Engineer

Instructions--Final Utilization of Local and Small Business Enterprises

(I) Enter the project information requested on the first two rows on page 00816-1 (Prime Contractor, Business Address, Contract Bid Amount, etc.)

(II) Provide the following information for each portion of the contract work performed by (and for each amount of materials supplied by) a Port-certified small and/or local business, including the prime contractor if the prime is a Port-certified small/local business:

Column 1: Name and address of the firm performing work and/or supplying materials.

Column 2: Description of the work performed and/or materials supplied by said firm.

Column 3: For subcontractor, supplier or trucker: dollar amount of the bid submitted by the firm to prime bidder, as listed in the Subcontractor and Supplier List Form submitted by prime bidder with its bid. If the subcontractor, supplier or trucker was not listed in the Subcontractor and Supplier List Form, enter "0". For small/local prime bidder: dollar amount of the prime bidder's bid excluding all subcontractor/supplier/trucking broker bid amounts, as listed in the Subcontractor and Supplier List Form.

Column 4: Port Certification Number of firm. (Port-certified small/local subcontractors, suppliers and truckers should provide their certification number to the Prime Bidder and notify Prime Bidder in writing with the date of the decertification if their status changes during the course of the project.)

Columns 5a-5d

Enter the dollar amount of the work performed and/or materials supplied by the firm in either Column 5a, 5b, 5c or 5d, depending on the firm's certification status. Firm certification status must be certified and determined at the time of bid by Port of Oakland. The certified firm is issued a letter by the Port of Oakland that states their certification status as well as the expiration date of the certification. Firms' certification status may be obtained by accessing the Port of Oakland website (<http://www.portofoakland.com/srd/>) or by calling (510) 627-1419. Refer to the following table for a description of the certification status:

Certification Status	Description
LIABE (Local Impact Area Business Enterprise)	firm located in Oakland, Alameda, Emeryville, or San Leandro
LBABE (Local Business Area Business Enterprise)	firm located in Alameda County or Contra Costa County
SBE (Small Business Enterprise)	business with 3 year average annual gross revenue not to exceed \$14,000,000
VSBE (Very Small Business Enterprise)	business with 3 year average annual gross revenue not to exceed \$3,500,000

If the firm was decertified before completing its portion of the work of this contract, enter the dollar amount of ALL work performed/materials supplied by the firm, INCLUDING WORK PERFORMED/MATERIALS SUPPLIED AFTER THE DATE OF DECERTIFICATION. If the amount listed in Column 5 differs from the amount listed in Column 3, provide an explanation in the 'COMMENTS' section as provided.

Column 6: Date on which the firm listed in Column 1 completed the work described in Column 2.

Column 7: Date on which prime contractor made the 'final payment' for the work described in Column 2 to subcontractor/supplier/trucking broker.

(III) In the 'TOTAL' row, enter the column sums of the dollar amounts listed in Columns 5a through 5d.

(IV) The authorized contractor representative shall certify the information supplied by signing in the space provided. Per Port of Oakland provisions, Final Payment WILL NOT be made until this form is properly filled out and submitted to the Port of Oakland.

COMMENTS:



PORT OF OAKLAND

**City of Oakland City Charter § 728
Living Wage Information**

**EMPLOYERS SUBJECT TO §728 OF THE CITY CHARTER MUST COMPLY WITH THE
FOLLOWING REQUIREMENTS:**

- 1) Pay all non-exempt employees the living wage rates (As of July 1, 2013, \$13.75 without health benefits or \$11.96 with health benefits). Port Ordinance No. 3666, as amended also requires that covered businesses provide employees at least twelve compensated days off per year, including holidays.
- 2) Pay at least \$1.79 per hour worked toward the provision of health care benefits for employees and/or their dependents, if the employer claims credit for health benefits.
- 3) **Provide written notification to each current and new employee, at time of hire, of his or her rights to receive the benefits under the provisions of these regulations.** The notification shall be provided in English, Spanish and other languages spoken by a significant number of the employees, and shall be posted prominently in communal areas at the work site. A copy of said notification is available from the Port Division of Social Responsibility.
- 4) Provide all employees earning less than \$12/hour notification in English, Spanish, and any other language spoken by a significant number of employees of their right to advance Earned Income Credit payments.
- 5) **Maintain a list of the name, address, date of hire, occupation classification, rate of pay, benefits paid for each of its employees, and compensated time off - and submit this list to the Port's Social Responsibility Division, Attention: Connie Ng-Wong, Living Wage Compliance Officer, by March 31st, June 30th, September 30th, and December 31st of each year.** If a covered employer has obtained a waiver from the Port Board of Directors, then the employer must still submit an annual payroll report covering each of its employees by December 31st of each year. Failure to provide the list within five days of the due date will result in a penalty of \$500 per day. Covered employers shall maintain payrolls and basic records for all employees and shall preserve them for a period of at least three years after the close of the compliance period.
- 6) Require subcontractors, tenants and subtenants, or licensees who are covered by these requirements to comply with the provisions of these regulations. **Covered employers shall be responsible for including language committing the subcontractor's, tenant's or licensee's agreement to comply, in the contract with the subcontractor.** Covered employers shall submit a copy of such subcontracts or other such agreements to the Port Division of Social Responsibility.
- 7) Permit authorized Port representatives access to work sites and, with employee consent, relevant payroll records for the purpose of monitoring compliance with these regulations, investigating employee complaints of non-compliance and evaluating the operation and effects of these regulations, including the production for inspection and copying of its payroll records for any or all of its employees for the applicable compliance period. Permit a representative of the labor organizations in its industry to have access to its workforce at the Port during non-working time and in non-work areas to ensure compliance.

Employers who fail to submit documents, declarations or information required to demonstrate compliance with these regulations shall be deemed noncompliant or non-responsive and subject to the remedies as set forth in §728.



PORT OF OAKLAND

Employer Self-Evaluation for Port of Oakland Living Wage

COVERED BUSINESS CHECKLIST WRITE YES/NO ANSWER IN APPROPRIATE BOX:

1. ☐ Is the Business entering into a contract, tenancy agreement or subordinate agreement (such as, subcontract, subtenancy, or sublicense) with the Port? *If no, go on to question 2. If yes, go to question 3.*
2. ☐ Has the Business amended an existing contract, tenancy agreement or subordinate agreement at any time since April 2002? *If no to 1 and 2, stop here: the business is not covered. If yes, go to question 3.*
3. ☐ Is the contract with Aviation or Maritime divisions for a value of greater than \$50,000 over the life of the contract (over the next five years if contract is for less than a year and expected to be renewed or extended)? *If no, stop here; the contract is not covered. If yes, go to question 4.*
4. ☐ Is the contract for service other than the delivery of products, equipment or commodities? *If no, stop here: the business is not covered. If yes, go to question 5.*
5. ☐ Does the Business employ more than 20 employees who spend at least 10 hours per week (4 hours per week if part time employees) working under the contract with the Port or on Port property? Indicate the number of employees that are employed by the Contractor _____. *If no, stop here the business is not covered. If yes, go to question 6. exemptions for specified employees of a covered employer.*

All employees of a covered employer are required to be provided compensation and other benefits as provided under §728 of the Charter, except for specified employees exempt under the following exemptions. The following questions should be answered for each employee.

6. ☐ Does the employee work less than 25% of his/her time (10 hours per week for full time employee) under the contract with the Port? *If yes, stop here; the specified employee is exempt. If no, go to question 7.*
7. ☐ Is the employee under 21 years of age, employed by a government agency or nonprofit for after school or summer employment, or as a trainee for 90 days or less? *If yes, stop here; the specified employee is exempt. If no, go to question 8.*
8. ☐ Has the Business obtained a waiver that covers the employee? *If yes, stop here; the specified employee is exempt. If no, go to question 9.*
9. ☐ Is the employee participating in a bona-fide temporary job-training program in which a significant part of the compensation consists of acquiring specialized

knowledge, abilities or skills in a recognized trade? If yes, stop here; the specified employee is exempt. If no, go to question 10.

10. ☐ *Is the employee a volunteer who is not compensated other than for incidental expenses or stipends?* If yes, stop here; the specified employee is exempt. If no, go to question 11.
11. ☐ *Is the employee working for the Business less than 20 hours per week for a period of 6 months or less?* If yes, stop here the specified employee is exempt. If no, go to question 12.
12. ☐ *Of the remaining employees (employees for which no exemption applies as indicated by your answers to questions 6 through 11), are there 20 or fewer non-exempt employees working for the employer under the Port Contract?* If yes, stop here; each of the remaining specified employee(s) is/are exempt. If no, each of the remaining specified employee(s) is covered by §728.

The undersigned authorized representative of Contractor hereby certifies under penalty of perjury that all of the information on this form is true and accurate.

_____ Company Name	_____ Signature of Authorized Representative
_____ Address	_____ Type or Print Name & Title
_____ Area Code and Phone	_____ Email Address
_____ Name of Primary Contact	_____ Date
_____ Project Name (Be Specific)	

Submit Completed Checklist To:

Connie Ng-Wong

Port of Oakland

Social Responsibility Division

530 Water Street

Oakland, CA 94607

Phone: (510) 627-1390 Fax: (510) 451-1656

Email: cng-wong@portoakland.com



PORT OF OAKLAND

Certificate of Compliance – Living Wage

The City of Oakland Living Wage Charter §728 ("§728") and Port Ordinance No. 3666 ("Ordinance 3666") as amended, provide that certain employers that enter into a contract, lease, license (or a subcontract, sublease, sublicense, or other agreement) with the Port for \$50,000 or more over the term of the contract and certain recipients of Port financial assistance for \$50,000 or more shall pay a prescribed minimum level of compensation to their covered employees ("Employees").

The undersigned ("Contractor") submits this certificate under penalty of perjury and as a condition of payment of its invoice(s) for service provided under the _____ agreement between the Port and Contractor.

- 1) Contractor hereby certifies that it is in compliance with §728 and Ordinance 3666 with respect to all non-exempt Employees of Contractor engaged in Port-related employment or work on Port property.
- 2) Contractor hereby acknowledges that the Port is relying on Contractor's certification of compliance with §728 and Ordinance 3666 as a condition of payment of Contractor's invoice(s).
- 3) Contractor understands that it may be subject to fines or penalties for noncompliance with §728 and Ordinance 3666 up to and including potential fines of \$500 per day until Contractor complies.
- 4) Contractor hereby certifies that claims, records and statements relating to Contractor's compliance with §728 and Ordinance 3666 are true and accurate, that such claims, records and statements are made with the knowledge that the Port will rely on such claims, records and statements, and that such claims, records and statements are submitted to the Port for the express benefit of Contractor's employees engaged in Port-related employment or work on Port property.

Please check the appropriate box and sign below

- ☐ Contractor hereby certifies its compliance with all of its obligations under §728 and Ordinance 3666;
- ☐ Contractor hereby certifies that all Employees of Contractor working under Contractor's contract with the Port are compensated at wage rate(s) greater than \$12.00 per hour;
- ☐ Contractor hereby certifies that it is not currently covered by §728 or Ordinance 3666. Contractor further certifies that should §728 or Ordinance 3666 become applicable, Contractor will comply with all of its Living Wage obligations.

All terms used herein and not defined shall have the meaning ascribed to such terms in §728 and Ordinance 3666.

The undersigned authorized representative of Contractor hereby certifies under penalty of perjury that all of the information on this form is true and accurate.

_____ Company Name	_____ Signature of Authorized Representative
_____ Address	_____ Type or Print Name & Title
_____ Phone and Email	_____ Date
_____ Project Name (Be Specific)	

Submit to: Connie Ng-Wong, Port of Oakland, Social Responsibility Division, 530 Water Street, Oakland, CA 94607. Email: cng-wong@portoakland.com



PORT OF OAKLAND

Statement of Living Wage Requirements

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

I hereby certify that I _____ (Legal Name of Respondent/Supplier/Consultant/Contractor), has reviewed the Living Wage Requirements, included herein as Attachment 6 to this Request for Proposal and will comply with said requirement. Upon execution of an Agreement, the selected consultant will be required to complete the attached Employer Self-Evaluation Form and Certificate of Compliance –Living Wage Form of this Request for Proposal, and submit them to the Social Responsibility Division.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct.

Print Name

Title

Signature

Date



PORT OF OAKLAND

Insurance Acknowledgement Statement

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance

I hereby certify that _____ (Legal Name of Respondent) agrees to meet all of the Port's Insurance requirements included in the Professional Services Agreement attached to this Request for Proposal and Respondent will be able to evidence such insurance when and if awarded the contract and will provide proof of insurance at the time of project award if awarded the contract.

I declare under penalty of perjury under the laws of the state of California that the information I have provided herein is true and correct and is of my own personal knowledge.

BY: _____ Date

Print Name

Title

ATTACHMENT 9



CONTRACT FOR PROFESSIONAL SERVICES

«ConsultantnaMe»
(«ScopeofWork»)

THIS CONTRACT FOR PROFESSIONAL SERVICES ("Contract") is entered into on «EffectiveDate», between the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners ("Port"), and «ConsultantnaMe» ("Consultant"), identified on Appendix D, who agree as follows:

SCOPE OF PROFESSIONAL SERVICES.

The Consultant shall perform all services described in Appendix A ("Services"), for the compensation set forth in Appendix B ("Payment"), which appendixes are attached and made a part of this Contract.

TERM.

This Contract shall become effective upon its execution by Consultant and by Port (including approval by the Port Attorney). All Services whenever performed shall be deemed performed under this Contract, and all compensation paid to Consultant on account of the Services performed shall be deemed as payments of the Compensation.

STANDARD OF PERFORMANCE.

Consultant represents that it possesses all necessary training, licenses and permits to perform the Services, and that its performance of the Services will conform to the standard of practice of a professional that specializes in performing professional services of like nature and complexity of the Services.

SUBCONSULTANTS.

Consultant shall perform the Services using the persons and subconsultants listed in Appendix A. Consultant shall hire only qualified persons or firms who are experienced in performing work of like nature and complexity to the Services, and who agree to be bound to the terms of the Contract to the extent of this scope of services. Consultant may substitute personnel or subconsultants prior to any such subconsultants commencing work only upon the Project Manager's written consent, which may be withheld or delayed in Port's discretion.

The Port of Oakland, as a Department of the City of Oakland, participates in the California Public Employees' Retirement System ("CalPERS"), and the use of any consultant or sub-consultant employees who have retired from a CalPERS agency shall be in compliance with applicable CalPERS rules and

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regulations.

INDEMNIFICATION AND LIABILITY.

5.1 To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782, 2782.6 and 2782.8), Consultant shall defend (with legal counsel chosen or approved by the Port Attorney), indemnify and hold harmless Port and its officers, agents, departments, officials, representatives and employees (collectively "Indemnitees") from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of Consultant or its Subconsultants), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, paralegal and attorneys' fees (including costs attributable to in-house paralegals and attorneys), Port staff costs, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise from or relate to, directly or indirectly, in whole or in part, from: (1) the Services under this Agreement, or any part thereof, or (2) any negligent act or omission of Consultant, any Subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively "Liabilities"). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in whole or in part by the sole negligence, active negligence, or willful misconduct of such Indemnitee, but shall apply to all other Liabilities.

5.2 Consultant shall defend (with legal counsel chosen or approved by the Port Attorney), indemnify and hold harmless the Indemnitees from all loss, cost, damage, expense, liability or claims, in law or in equity, including paralegal and attorneys' fees (including costs attributable to in-house paralegals and attorneys), Port staff costs, court costs, litigation expenses and fees of expert consultants or expert witnesses, that may at any time arise for any infringement of the patent rights, copyright, trade secret, trade name, trademark, service mark or any other proprietary right of any person or persons in consequence of the use by Port, or any of the other Indemnitees, of articles or Services to be supplied in the performance of this Agreement.

5.3 Intellectual Property Indemnity

Without limiting Section 5.1 and 5.2, Consultant will indemnify and defend the Indemnitees from and against all losses arising out of any claims that the services provided under this Agreement and any use of the programs or services as permitted under this Agreement constitutes an infringement or misappropriation of any patent rights, copyright, trade secret, trade name, trademark, service mark or any other proprietary right of any person.

If the Consultant believes or it is determined that any of the services provided under this Agreement may have violated a third party's intellectual property rights, Consultant may, at Consultant's expense and with the Port's prior written consent, either: (1) modify the services to be non-infringing (while substantially preserving its utility or functionality); (2) obtain a license to allow the Port to continue use; or (3) if the foregoing alternatives are not commercially reasonable, Consultant may remove the applicable services and refund any fees the Port may have paid for these services.

If Consultant's removal of the services pursuant to this section terminates all or a substantial portion of the services provided pursuant to this Agreement, the Port may, upon 30 days prior written notice to Consultant, terminate this Agreement pursuant to Section 10.

Consultant will not indemnify the Port if: (1) if the Port materially alters the services; (2) if the Port uses the services outside the scope of use identified herein; (3) if the Port uses a version of a particular program which has been superseded, if the infringement claim could have been avoided by using an unaltered current version of the programs which was provided to the Port prior to the Port's receipt of an infringement claim; (4) to the extent that an infringement claim is based upon any information, design, specification, instruction, software, data, or material not furnished by the

«ConsultantName»



Consultant; (5) to the extent that an infringement claim is based upon the combination of any services with any products or services not provided by Consultant; (6) to the extent that an infringement claim is based upon third party programs, however Consultant agrees to cooperate with and provide the Port with reasonable assistance should any claims arise from the Port's use of third party programs.

NOTICES.

The Port and Consultant shall provide notices to the other in the form of a writing, sent by facsimile and by U.S. Mail. If to the Port, it shall be addressed to the Project Manager (identified on Appendix E) at:

**Port of Oakland
530 Water Street
Oakland, CA 94607**

or to such other place as the Port may such similar notice in writing designate. If to the Consultant, the same shall be addressed to the individual and address noted on Appendix D hereto or to such other place as the Consultant may by such similar notice in writing designate.

INSURANCE.

At its own expense, the Consultant shall maintain in force during the term of this Agreement insurance type(s) and in the amount(s) required by Appendix C hereof.

INDEPENDENT CONTRACTOR.

Consultant shall at all times be deemed an independent contractor wholly responsible for the manner in which it performs the Services, and fully liable for the acts and omissions of its employees, subconsultants and agents. Under no circumstances shall this Contract be construed as creating an employment, agency, joint venture or partnership relationship between Port and Consultant, and no such relationship shall be implied from performance of this Contract. Terms in this Contract referring to direction from Port shall be construed as providing for direction as to policy and the result of services only, and not as to means and methods by which such a result is obtained. Consultant shall pay all taxes (including California sales and use taxes) levied upon this Contract, the transaction, or the Services and/or goods delivered pursuant hereto without additional compensation, regardless of which party has liability for such tax under applicable law, and any deficiency, interest or penalty asserted with respect thereto. Consultant represents that it will collect, report, and pay all sales and or use taxes to the State Board of Equalization. Upon full payment, the Consultant will issue the Port a receipt pursuant to California Revenue and Taxation Code Section 6203, relieving the Port of all liability for any tax relating to the scope of this Agreement. The Consultant shall pay all other taxes including but not limited to any applicable City of Oakland business tax, not explicitly assumed in writing by the Port hereunder. The Consultant shall comply with all valid administrative regulations respecting the assumption of liability for the payment of payroll taxes and contributions as above described and to provide any necessary information with respect thereto to proper authorities.

CONFLICT OF INTEREST; CONFIDENTIALITY.

9.1 Consultant represents that it is familiar with Section 1090 and Section 87100 et seq. of the Government Code of the State of California, and that it does not know of any facts that constitute a violation of said sections.

9.2 Consultant represents that it has completely disclosed to Port all facts bearing upon any possible interests, direct or indirect, which Consultant believes any member of Port, or other officer, agent

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or employee of Port or any department presently has, or will have, in this Agreement, or in the performance thereof, or in any portion of the profits thereunder. Willful failure to make such disclosure, if any, shall constitute ground for termination of this Agreement by Port for cause. Consultant agrees to comply with all conflict of interest codes adopted by the City of Oakland and Port of Oakland and their reporting requirements.

9.3 Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of Services required under this Agreement. Without limitation, Consultant represents to and agrees with the Port that Consultant has no present, and will have no future, conflict of interest between providing the Port the Services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including but not limited to any federal or state wildlife, environmental or regulatory agency) which has any interest adverse or potentially adverse to the Port, as determined in the reasonable judgment of the Port. The provisions of this Section 9 shall remain fully effective indefinitely after termination of Services to the Port hereunder.

9.4 Consultant acknowledges and agrees that, in the performance of the Services under this Agreement or in the contemplation thereof, Consultant may have access to private or confidential information which may be owned or controlled by Port and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to Port. Consultant agrees that all information disclosed by Port to or discovered by Consultant shall be held in strict confidence and used only in performance of the Agreement. Consultant shall exercise the same standard of care to protect such information as a reasonably prudent Consultant would use to protect its own proprietary data, and shall not accept employment adverse to the Port's interests where such confidential information could be used adversely to the Port's interests. Consultant agrees to notify the Port immediately in writing if it is requested to disclose any information made known to or discovered by Consultant during the performance of or in connection with this Agreement.

9.5 Any publicity or press releases with respect to the Project or Services shall be under the Port's sole discretion and control. Consultant shall not discuss the Services or Project, or matters pertaining thereto, with the public press, representatives of the public media, public bodies or representatives of public bodies, without Port's prior written consent. Consultant shall have the right, however, without Port's further consent, to include representations of Services among Consultant's promotional and professional material, and to communicate with persons or public bodies where necessary to perform under this Agreement.

9.6 The provisions of this Section 9 shall remain fully effective indefinitely after termination of Services to the Port hereunder.

SUSPENSION AND TERMINATION OF SERVICES.

(i) Port may direct Consultant to suspend, delay or interrupt Services, in whole or in part, for such periods of time as Port may determine in its sole discretion. Port may issue such directives without cause. Port will issue such directives in writing. Suspension of Services shall be treated as an excusable delay. (ii) Port may terminate performance of the Services under this Contract in whole, or from time to time in part, for default, should Consultant commit a material breach of this Contract, or part thereof, and not cure such breach within ten (10) calendar days of the date of Port's written notice to Consultant demanding such cure. In the event Port terminates this Contract for default, Consultant shall be liable to Port for all loss, cost, expense, damage and liability resulting from such breach and termination. (iii) Port may terminate performance of the Services under this Contract in whole, or from time to time in part, for convenience, whenever Port determines that such termination is in Port's best interests. In the event Port terminates this Contract for convenience, Consultant shall be entitled to recover its costs expended up to the termination plus reasonable profit thereon to the termination date, but may recover no other cost, damage or expense.

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OWNERSHIP OF WORK PRODUCT.

Any interest (including copyright interests) of Consultant or its subcontractors or subconsultants, in studies, reports, memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its subcontractors or subconsultants in connection with the Services, shall become the property of the Port. To the extent permitted by Title 17 of the United States Code, work product produced under this Contract shall be deemed works for hire and all copyrights in such works shall be the property of the Port. With Port's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities.

AUDIT/INSPECTION OF RECORDS.

12.1 Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the Services for at least three (3) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Contract, and invoices, payrolls, records and all other data related to matters covered by this Contract. Consultant shall permit Port to audit, examine and make copies, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Contract shall have the same rights conferred to Port by this section. Such rights shall be specifically enforceable.

12.2 The Consultant shall maintain full and adequate records in accordance with Port requirements to show the actual costs incurred by the Consultant in the performance of this Agreement. If such books and records are not kept and maintained by Consultant within a radius of fifty (50) miles from the offices of the Port at 530 Water Street, Oakland, California, Consultant shall, upon request of the Port, make such books and records available to the Port for inspection at a location within said fifty (50) mile radius or Consultant shall pay to the Port the reasonable, and necessary costs incurred by the Port in inspecting Consultant's books and records, including, but not limited to, travel, lodging and subsistence costs. Consultant shall provide such assistance as may be reasonably required in the course of such inspection. The Port further reserves the right to examine and reexamine said books, records and data during the three (3) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the Port, and the Consultant shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any matter whatsoever for three (3) years after the Port makes the final or last payment or within three (3) years after any pending issues between the Port and Consultant with respect to this Agreement are closed, whichever is later.

12.3 If the Consultant's books and records have been generated from computerized data, Consultant agrees to provide the Port or its representative extracts of data files in a computer readable format on data disks, e-mail with attached files or suitable alternative computer data exchange formats. The Consultant should not charge the Port for the reasonable use of the Consultant's photocopying machine while conducting the audit, nor for any cost of retrieving, downloading to diskette, and or printing any records or transactions stored in magnetic, optical, microform or other media.

12.4 Consultant agrees, upon commencement of an audit by or on behalf of the Port pursuant to this Section 12 (an "Audit"), to toll for the Tolling Period (as defined below) all applicable periods of any statutes of limitations, laches or other defenses based on the Port's failure to file an action during the Tolling Period with regard to any matter arising out of the Audit. Such tolling shall commence on the Port's written notice to the Consultant that the Audit has commenced (the "Tolling Effective Date") and shall end four years after the date that the Port delivers to the Consultant a written copy of the Port's final findings on the Audit or on such later date as may be set forth in a written agreement between the parties (the later of such dates is the "Tolling Termination Date," and the period commencing on the Tolling Effective Date and ending on the Tolling Termination Date is the "Tolling Period"); provided, however, that the Tolling Period shall in no event be in excess of the time provided for in California Code of Civil Procedure § 360.5. Consultant agrees not to assert the defense of laches, statute of limitations or any other

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defense based upon the Port's failure to timely file an action during the Tolling Period with regard to any matter arising out of the Audit. Notwithstanding the foregoing, the tolling agreement set forth in this paragraph shall be inadmissible to determine liability or damages or any issue in dispute (other than the Tolling Period) under the Audit, whether before regulatory bodies, alternative dispute resolution proceedings or state or federal courts.

NON-DISCRIMINATION.

Consultant acknowledges that it has received and reviewed a copy of the most current version of the Port of Oakland's Unlawful Harassment Policy and Procedures. The purpose of these procedures is to provide an effective and expedited system of resolving allegations of employment discrimination and prevention of unlawful harassment in the workplace. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry age (over 40), physical or mental disability, cancer-related medical condition, a known genetic pre-disposition to a disease or disorder, veteran status, marital status, or sexual orientation. Consultant shall take affirmative action to ensure that applicants and employees are treated fairly. Such action shall include, but not be limited to the following: hiring, upgrading, recruitment, advertising, selection for training, including apprenticeship, demotion, transfer, compensation, lay-off or termination, or any other term or conditions of employment.

DISPUTES.

Consultant shall continue its work throughout the course of any dispute, and Consultant's failure to continue work during a dispute shall be a material breach of this Contract.

CALIFORNIA LAW.

This Contract shall be deemed to have been executed in the City of Oakland, Alameda County, California. Enforcement of this Contract shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Contract shall be in Alameda County, California. Should any clause, provision or aspect of this Contract be determined at any time to be unenforceable or in contravention of law, then the remaining clauses and provisions of this Contract shall be enforceable to the fullest extent permitted by law and construed to give effect to fullest extent possible the intent of this Contract.

NO THIRD PARTY BENEFICIARIES.

Except as expressly provided in this Contract, nothing in this Contract shall operate to confer rights or benefits on persons or entities not party to this Contract. Time is of the essence in the performance of this Contract.

ENTIRE CONTRACT.

This Contract and any written modification shall represent the entire and integrated agreement between the parties hereto regarding the subject matter of this Contract, shall constitute the exclusive statement of the terms of the parties' agreement, and shall supersede any and all prior negotiations, representations or agreements, written or oral, express or implied, that relate in any way to the subject matter of this Contract or written modification. All prior negotiations are merged into this Contract and shall be inadmissible in any enforcement of this Contract.

NO WAIVER.

The granting of any progress payment, and any inspections, reviews, approvals or oral statements by any Port representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Contract. Either party's waiver of any breach, or the omission or failure of either

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party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Contract, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof. This Contract may not be modified, nor may compliance with any of its terms be waived, except by written instrument executed and approved by fully authorized representatives of Port and Consultant.

STATUTES OF LIMITATION.

As between the parties to this Contract, any applicable statute of limitations for any act or failure to act shall commence to run on the date of Port's issuance of the final Certificate for Payment, or termination of this Contract, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

COVENANT AGAINST CONTINGENT FEES:

20.1 Consultant warrants that no person or agency has been employed or retained to solicit or obtain the Agreement upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Port, at its option, may annul the Agreement or deduct from the contract price or otherwise recover from Consultant the full amount of the contingent fee.

20.2 As used in this Section, "bona fide agency" means an established commercial or selling agency, maintained by Consultant for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Port contracts nor holds itself out as being able to obtain any Port contract or contracts through improper influence.

20.3 As used in this Section, "bona fide employee" means a person, employed by Consultant and subject to Consultant's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Port contracts nor holds itself out as being able to obtain any Port contract or contracts through improper influence.

20.4 As used in this Section, "contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Port contract.

20.5 As used in this Section, "improper influence" means any influence that induces or tends to induce a Port Commissioner, employee or officer to give consideration or to act regarding a Port contract on any basis other than the merits of the matter.

SEVERABILITY.

Any provision or portion thereof of this Contract prohibited by, or made unlawful or unenforceable under any applicable law of any jurisdiction, shall as to such jurisdiction be ineffective without affecting other provisions or portions thereof of this Contract. If the provisions of such applicable law may be waived, they are hereby waived to the end that this Contract may be deemed to be a valid and binding agreement enforceable in accordance with its terms to the greatest extent permitted by applicable law.

COMPLIANCE WITH LAWS.

22.1 Consultant represents that it will comply with all applicable laws, ordinances, general rules or regulations, permits, or land use restrictions or limitations at any time applicable thereto of any public or governmental authority, including the City and the Port, including but not limited to The Charter of the City (including without limitation Section 728 entitled "Living Wage and Labor Standards at Port-Assisted Businesses" and Port Ordinance No. 3666 entitled "An Ordinance Establishing a Living Wage Requirement") in the performance of the Services, regardless of whether such laws are specifically stated

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in this Agreement and regardless of whether such laws are in effect on the date hereof. Consultant shall comply with all security requirements imposed by authorities with jurisdiction over the Project (including, but not limited to, Federal Aviation Administration, U.S. Department of Transportation, and other government agencies), and will provide all information, work histories and/or verifications as requested by such authorities for security clearances or compliance.

22.2 Consultant further represents that all plans, drawings, specifications, designs and any other product of the Services will comply with all applicable laws, codes and regulations, consistent with the standard of care in this Agreement.

22.3 Consultant, as a condition of execution of this Contract certifies under penalty of perjury and as a condition of payment of its invoice(s) for service provided under this Contract as follows:

- a. All Employees, as defined respectively under Port Ordinance No. 3666, and Section 728 of the Charter of the City of Oakland (Hereinafter "Living Wage laws"), as amended from time to time, engaged in Covered Activities (as defined in the respective Living Wage laws) shall be compensated in compliance with the requirements of the respective and applicable Living Wage laws;
- b. Claims, records and statements relating to Consultant's compliance with the Living Wage laws are true and accurate, and are made with the knowledge that the Port will rely on same, and that they are submitted to the Port for the express benefit of Consultant's employees engaged in Covered Activities;
- c. Should the Living Wage laws not apply to Consultant at the time this Contract is entered into, but thereafter become applicable, Consultant will comply with all of its obligations under the respective Living Wage laws, when applicable; and
- d. All terms used in this Section 22.3 and not defined shall have the meaning ascribed to such terms in the respective applicable Living Wage laws.

AGENT FOR SERVICE OF PROCESS.

Pursuant to California Code of Civil Procedure, Section 416.10, Consultant hereby designates an agent for service of process as identified in Appendix D hereto.

Consultant may at any time designate a new agent for service in the State of California by providing written notice, duly executed in the same manner as this Agreement, of the full name and address of its new agent. Unless otherwise agreed in writing by the Port of Oakland, no attempt to revoke the agent's authority to receive service shall be valid unless Port of Oakland has first received a duly executed designation of a new agent meeting the requirements of California law.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day first mentioned above.

CITY OF OAKLAND, a municipal corporation,
acting by and through its Board of Port Commissioners,

By _____
J. CHRISTOPHER LYTLE
Executive Director

Date: _____

«ConsultantnaMe»,
a _____ corporation,

By _____
Authorized Signature

Print Name and Title
(If Corporate: Chairman, President or Vice President)

Date: _____

Attest _____
Authorized Signature

Print Name and Title
(If Corporate: Secretary, Assistant Secretary,
Chief Financial Officer, or Assistant Treasurer)

Date: _____

Approved as to form and
legality this _____ day of _____
_____ 2014.

DANNY WAN
Port Attorney

Port Resolution No. «Resolution»

P.A.#: _____

**THIS AGREEMENT SHALL NOT BE VALID
OR EFFECTIVE FOR ANY PURPOSE
UNLESS AND UNTIL SIGNED BY THE PORT
ATTORNEY.**

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APPENDIX A – SCOPE OF SERVICES

This is an appendix attached to, and made a part of, the Contract dated «EffectiveDate», between the City of Oakland acting through its Board of Port Commissioners ("Port") and «ConsultantnaMe» ("Consultant") for the provision of professional services.

SCOPE OF WORK

APPROVED SUBCONSULTANTS: Consultant shall use only the following personnel and subconsultants in performing Services.

COMMENCEMENT AND TERM:

- A. Subject to the provisions of this Agreement, the contract will be in effect for [no. of years] commencing on ____ through ____.
- B. The Port has the option of extending the Agreement for an additional [no. of years] in [no. of years] increments as authorized by the Executive Director, provided, however, that there shall be no increase in the maximum compensation payable hereunder.

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APPENDIX B – PAYMENT

This is an appendix attached to, and made a part of, the Contract dated «EffectiveDate» between the City of Oakland acting through its Board of Port Commissioners ("Port") and «ConsultantnaMe» ("Consultant") for the provision of professional services.

1. **Basic Services.** The Port will pay Consultant for Basic Services, a maximum compensation of «Compensation» (Contract Price"), which sum includes costs for reimbursable expenses as identified below. Such payment shall be full compensation for all Basic Services required, performed or accepted under this Contract. If Port and Consultant previously executed a purchase order for services within the scope of the Services of this Contract, then the services performed and the compensation paid under that purchase order shall be subject to the terms of this Contract and the previous payments deemed payments against the Contract Price established in this Appendix. Such maximum compensation may only be increased as follows:

- ☐ With the prior written approval of the Executive Director for an additional amount not to exceed the limit authorized by the Board in Resolution No. «Resolution». Increase in maximum compensation with additional changes in scope of work shall be documented by a supplemental agreement to this contract.
- ☐ With the adoption of authorizing resolution by the Board of Port Commissioners.

2. **Payment Schedule.** Progress payments for Basic Services for each phase of the work shall be made as follows:

- ☐ upon completion of the work
- ☐ as invoiced
- ☐ monthly
- ☒ as set forth in the attached schedule.

3. **Reimbursable Expenses.** Reasonable expenses to be reimbursed upon approval of Project Manager.

- ☐ Yes. The Port will pay Consultant for "Costs and Reimbursable Expenses" as set forth below. All costs not listed will not be allowed.

3.1 Travel Costs. Consultant shall obtain written approval of the Port Project Manager for all travel costs prior to submitting the invoice for reimbursement of these costs. The Port Project Manager will review and determine, in the Port's sole discretion, whether the travel costs are reasonable and reimbursable based on the Port's Travel Authorization and Reimbursement Policy/Administrative Policy No. 406. (The Port will provide a copy of AP 406 to Consultant upon request.) The reasonable expense of travel costs incurred by Consultant when requested by Port to travel to a location more than 50 miles from either the project site, the Consultant's office(s), or the Port's office, incurred.

3.2 Delivery Costs. Courier services and overnight delivery costs incurred.

3.3 Reproduction Costs. Reproduction and postage costs of required plans, specifications, bidding and Contract Documents, if any, incurred.

- ☐ No
- ☐ Limits:

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4. **Invoices.** All payments shall require a written invoice from Consultant in a form acceptable to Port. Port shall make payment on approved amounts within each invoice within 30 days of receipt. **Original invoices shall be sent to PORT OF OAKLAND, Accounts Payable, P.O. Box 28413, Oakland, CA 94604.**

«ConsultantnaMe»



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APPENDIX C - INSURANCE

13. This is an appendix attached to, and made a part of, the Contract dated «EffectiveDate» between the City of Oakland acting through its Board of Port Commissioners ("Port") and «ConsultantnaMe» ("Consultant") for the provision of professional services as defined and required by the Agreement (hereinafter "Services").

1. Commercial General Liability Insurance

- **Coverage:** Standard ISO Commercial General Liability form.
- **Limits:** \$1,000,000 per occurrence; \$2,000,000 annual general aggregate; \$2,000,000 products and completed operations aggregate; \$1,000,000 each offense for personal and advertising injury.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per occurrence.
- **Additional Insured:** The City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.
- Cross liability/separation of insureds.
- Waiver of subrogation in favor of additional insured.
- If the Services involves construction activities, completed operations coverage must remain in force until at least 5 years after completion and acceptance of the Services.

2. Business Automobile Liability Insurance

- **Coverage:** Standard ISO Business Automobile Liability form for all owned, non-owned and hired automobiles.
- **Limits:** \$1,000,000 each accident.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per accident.
- **Additional Insured:** The City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.
- Waiver of subrogation in favor of additional insured.

3. Workers' Compensation and Employer's Liability Insurance

- **Coverage:** Statutory Workers' Compensation and Side B Employer's Liability form.
- **Limits:** Statutory for workers' compensation and \$1,000,000 per accident, \$1,000,000 bodily injury each employee, and \$1,000,000 policy limit for bodily injury by disease, for Employer's Liability.
- **Deductible/Self-Insured Retention:** Not more than \$25,000 per occurrence for Employer's Liability.
- Waiver of subrogation in favor of the City of Oakland, a municipal corporation, acting by and through its Board of Port Commissioners, Port of Oakland, its commissioners, officers, agents and employees.

4. Professional Liability Insurance

- **Coverage:** For errors and omissions arising out of the Services.
- **Limits:** \$5,000,000 per claim and annual aggregate.
- **Deductible/Self-Insured Retention:** Not more than \$100,000 per claim.
- **Additional Term:** 2 years after completion and acceptance of the Services.
- If Services involves software or technology services, Technology Liability coverage, including coverage for privacy liability.
- If the Services involves outsourced technology or internet services, Network and Media Liability coverage.

Other Insurance Requirements:

- **Capital Improvement Projects are subject to conversion to PLIP.** The Port reserves the right (but shall not have an obligation) to include this contract in an owner controlled Professional Liability Insurance Program (PLIP), or to purchase project specific or wrap up insurance when the services provided by the Consultant support a capital improvement project. In the event that a PLIP program is instituted, the Consultant and its independent contractors shall comply with the requirements of the PLIP program, as that program is generally described in Port's Project Insurance Manual, which are available in the office of the

«ConsultantnaMe»



Port Attorney, as such may be modified from time to time. Consultant's obligations under this subsection shall be specifically enforceable. Notwithstanding the foregoing, the Port makes no representations or warranties that it will obtain the insurance authorized by this subsection, and Consultant expressly disavows reliance on any such representations or warranties.

- **Deductibles/Self-Insured Retentions.** Deductibles or self-insured retentions that are higher than specified for each of the insurance coverages above must be disclosed and pre-approved by the Port's Risk Manager.
- **Notice of Cancellation.** Consultant or Consultant's agent must provide 30-days prior written notice to the Port Risk Management Department of any insurance policy cancellation, except 10-days prior written notice for non-payment of premium.
- **Proof of Insurance/Insurer Rating.** Consultant must deliver to the Port Risk Management Department, prior to the commencement of the Services, certificates of insurance evidencing all required insurance and additional insured status for the Port. All required insurance shall be provided by insurance companies with current A.M. Best ratings of A- VII or better. Upon failure to so file such insurance certificate, the Port may without further notice and at its option either (1) exercise the Port's rights; or (2) procure such insurance coverage at the Consultant's expense and the Consultant shall promptly reimburse the Port for such expense (Services may be interrupted without proper evidence). In addition to the certificate of insurance, Consultant shall provide copies of the actual insurance policies if requested by the Port.
- Please send certificates and other required insurance information to:
Port of Oakland
Attn: Risk Management Dept.
530 Water Street
Oakland, CA 94607
Fax: (510) 627-1626
Email: risktransfer@portoakland.com



APPENDIX D

CONSULTANT AND CONSULTANT'S NOTICE ADDRESS

Full Legal Name of Consultant:

«ConsultantnaMe»

Corporate Address:

Form of Business Entity (Check one)

- ☐ Sole proprietorship
☐ Corporation: State of _____
☐ Partnership: ☐ General ☐ Limited
☐ Limited Liability Company
☐ Other: _____

If Corporation: (*Required Information*)
Agent for Service of Process (Name and
Address)

Contact Individual / Position:

Telephone No.:

Facsimile No.:

E-Mail Address (if any):

Website (if any):

«ConsultantnaMe»



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APPENDIX E
PROJECT MANAGER

Division Director

Technical Manager

APPENDIX F

SERVICE LEVEL AGREEMENT

This is an appendix attached to, and made a part of, the Contract dated _____, between the City of Oakland acting through its Board of Port Commissioners ("Port") and _____ ("Consultant") for the provision of professional services.

Consultant herein agrees to make commercially reasonable efforts to ensure the system is available 24 hours per day, every day of the year, except for scheduled maintenance periods during low activity. Scheduled maintenance periods must be clearly stated on the Login page of the web portal and communicated via e-mail to the registered users at least 3 days before maintenance commences.

1. The targeted system quality is:

- At least 99.9% full system availability by all users during non maintenance periods
- No more than 70% average CPU utilization over any 5 minute period of time for any server
- No less than 20% free space on any hard disk storage system used by the system
- Level 1 Errors – Begin professional resolution efforts within 1 hour of receiving error notification. Summary of efforts must be e-mailed every 2 hours detailing issues and attempts at resolution.
- Level 2 Errors – Begin professional resolution efforts within 4 hours of receiving error notification. Summary of efforts must be e-mailed every 4 hours detailing issues and attempts at resolution.
- Level 3 Errors – Begin professional resolution efforts within 8 business hours of receiving error notification. Summary of efforts must be emailed every 8 business hours detailing issues and attempts at resolution.

2. SLA Penalties:

- Monthly Uptime Percentage:
 - < 99.9% to ≥ 99.0% uptime during non-maintenance periods – penalty is 10% of monthly fees
 - < 99.0% to ≥ 95.0% uptime during non-maintenance periods – penalty is 20% of monthly fees
 - < 95.0% uptime during non-maintenance periods - penalty is 50% of monthly fees
- System Equipment Undercapacity:
 - If any server records more than 70% average CPU utilization over any 5 minute period, that system must be upgraded or replaced within a 2 week period. If a 2nd overcapacity event occurs within 2 months after replacement or the server is not replaced, the penalty is 5% of monthly fees.
 - If any hard disk storage system used by the system has less than 20% free space, either unneeded data must be removed or the storage system must be upgraded or replaced within a 2 week period. If a 2nd overcapacity event occurs within 2 months after replacement, the penalty is 5% of monthly fees.
 -
- Error Resolution:
 - Late response to any Level 1 error – penalty is 5% of monthly fees
 - Late response to any Level 2 error – penalty is 2% of monthly fees
 - Late response to any Level 3 error – penalty is 1% of monthly fees
- Error Level Definitions
 - Level 1 Error – system is unavailable to all users
 - Level 2 Error – system is experiencing updating or processing errors, reporting capabilities not working properly, but the system is substantially usable and available to all users
 - Level 3 Error – system is exhibiting minor field or page display errors, but the system is substantially usable and available to all users



PORT OF OAKLAND

Maritime Comprehensive Truck Management Program Overview

RFP No.: 13-14/15

Maritime Port Registry & Truck Positioning System Management and Maintenance



Actual Size
(4 inch wide by 6 inch tall)

2011 **PORT OF OAKLAND** 2011
COMPREHENSIVE TRUCK MANAGEMENT PROGRAM (CTMP)
Secure Truck Enrollment Program
TRUCK REGISTRATION CERTIFICATE
TRUCK STEP DECAL # 11ABC12345

AUTHORIZED TRUCK INFORMATION		
TRUCK	PLATE	State of
CITY	Make	Model
AUTHORIZED DRIVER INFORMATION		
NAME		
DOB		
CITY	State	Zip
Phone		

Remember to print your STEP Truck Registry Agreement, obtain a valid State of California Driver's License, and a valid CA-1MRE345 decal. For more information regarding CTMP's STEP, please visit the website: www.portofoakland.com/step

FOR MOTOR CARRIERS: KEEP THIS DOCUMENT IN YOUR TRUCK AT ALL TIMES. IT IS REQUIRED TO PRESENT IT TO ANY PORT OF OAKLAND OFFICIALS. IF YOU ARE STOPPED BY AN OFFICIAL, YOU MUST PRESENT THIS DOCUMENT AND YOUR DRIVER'S LICENSE.

UNIQUE NUMBERED DECAL TEMPORARILY ATTACHED HERE IN THIS WHITE SPACE (TAPING DECAL BACKING TO THIS CERTIFICATE) FOR EASY SEPARATION FROM THE CERTIFICATE WITHOUT DECAL DAMAGE, SO THAT DECAL CAN BE PHYSICALLY AFFIXED TO INTENDED TRUCK

Basic Information:
After decal is removed, decal is shown below

CTMP – Port Registry

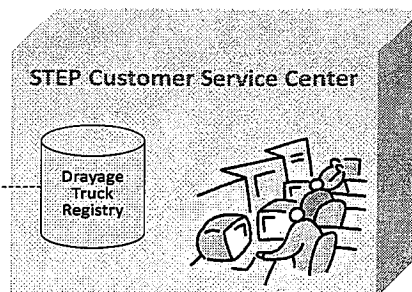


Licensed Motor Carriers

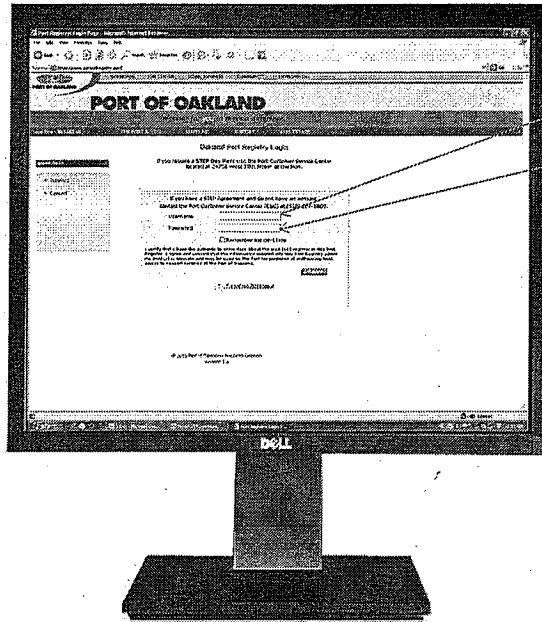
- Secure Truck Enrollment Program (STEP)
- Port Registry (DTR) to identify drayage trucks



By February 22, 2010



By April 1, 2010



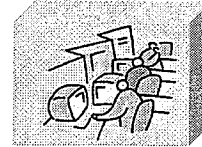
User Name

Password

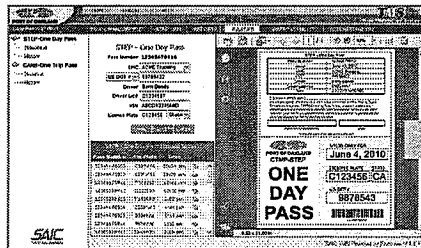


Licensed
Motor
Carriers

Port of Oakland
Customer Service Center



We are available to help!



STEP One Day Pass No	12345678910
Issued	June 1, 2010
LMC	Acme Trucking
DOT	9876543
Driver	Barry Bonds
Driver License	C1234567
VIN	ABCD123456789D

I, (please print full name) _____
the undersigned, affirm that the information presented on this Secure Truck
Enrollment Program (STEP) One-Day Pass is fully accurate. Additionally I
understand that a maximum of ten (10) One-Day Passes will be issued each
calendar year per truck and per driver and that this number is prorated to five
One Day Passes for the 2010 calendar year.

Received by (signature) _____ Date _____
Fold and display other side up on dashboard

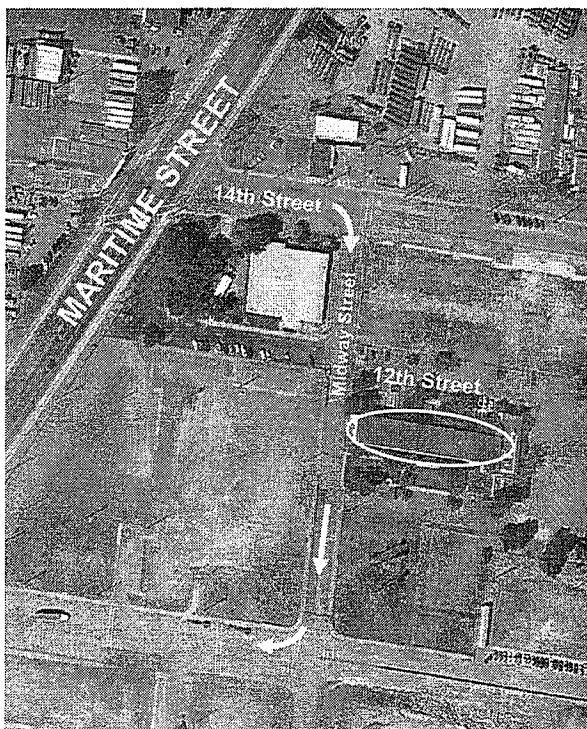
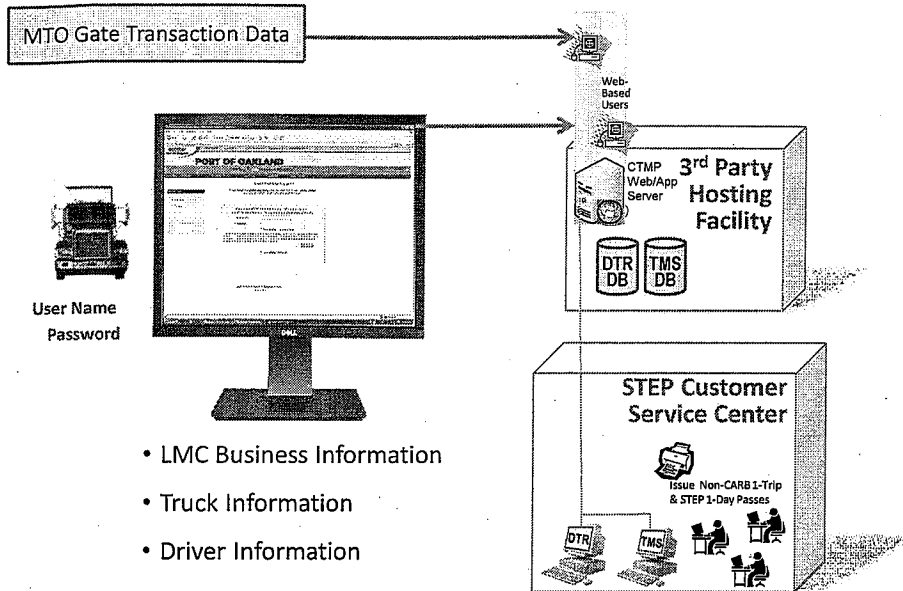
PORT OF OAKLAND
CTMP - STEP
ONE DAY PASS

VALID ONLY FOR
June 4, 2010

LICENSE PLATE **C123456** STATE **CA**

USDOT# **9876543**

345627894576



CTMP Port Registry Customer Service Center

2475 "B" West 12th Street
Oakland CA 94607

Main Line (510) 267-1800

Toll Free (866) 332-7026

Monday – Friday
(excluding Holidays)
7:30 AM to 4:30 PM

www.portofoakland.com/maritime/ctmp.asp

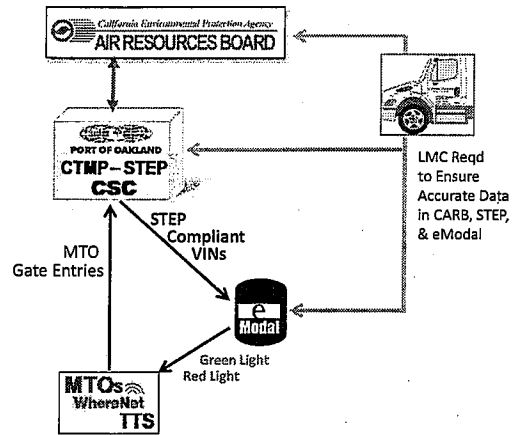
<http://www.portofoakland.com/maritime/ctmp.asp>

Licensed
Motor
Carriers



Customer Service Center (CSC) administers a "CARB Non-Compliant" Truck One-Trip Pass

- Per Port Ordinance 4112
- One-time only access per "CARB Non-Compliant" Truck
- One-Trip Pass valid only on the day of issuance
- Only available at STEP CSC
- One-Trip Pass must be provided to Seaport facility upon entry
- Info will be reported to CARB and subject to fines and/or penalties



Drayage Truck Registry (DTR) and Truck Management System (TMS) Hardware/Software Configuration

Drayage Truck Registry (DTR) Web Server

Device Category & Class	Microsoft Windows 2003 SP2 Server, 6GB RAM, 2 Cores
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Drayage Truck Registry (DTR) Database

Device Category & Class	Microsoft Windows 2003 SP2 Server, 8GB RAM, 2 Cores. Microsoft SQL 2005
-------------------------	--

Drayage Truck Registry (DTR) – Additional Information

- Currently hosted at/by Carpathia Hosting, Inc.
- DTR Software Version 1.12 (Port owns software) – Developed by SAIC/Leidos and Natoma Technologies Incorporated
 - .Net 3.5 using Visual Studio 2008

Truck Management System (TMS) Web Server

Device Category & Class	Microsoft Windows 2003 Server, 8GB RAM, 2 Cores.
-------------------------	--

Truck Management System (TMS) Database

Device Category & Class	Microsoft Windows 2008 Server R2, 32GB RAM, 4 Cores. Microsoft SQL 2005
-------------------------	--

Truck Management System (TMS) – Additional Information

- Currently hosted at/by Carpathia Hosting, Inc.
- TMS Software: TrackX Yard Version 5.6 (Java Platform) (Port licensed to use software) – Developed by SAIC/Leidos and Fluensee/TrackX
- API and Import/Export Mechanisms Include:
 - Web Services (http)
 - JSON API (http)
 - Csv Flat File (ftp)