Contracting 101 with the Port of Oakland

Wednesday, September 14, 2016
Merritt College
8:30 a.m. – 11:30 a.m.

Agenda

8:30 a.m. – 8:50 a.m.  Registration

9:00 a.m. – 9:15 a.m.  Welcome & Introduction

  J. Christopher Lytle, Executive Director
  Amy Tharpe, Director of Social Responsibility
  Chris Chan, Director of Engineering

9:15 a.m. - 10:15 a.m.  Contracting 101 at the Port

  Steve Low - Capital Improvement Program/Procurement
  Bill Russell - Accessing Public Works Projects Online
  Lila Zinn - Non-Discrimination Small/Local Business Utilization Policy
  Donna Cason - Small/Local Business Certification/Prevailing Wages
  Kitty Creech - Maritime and Aviation Project Labor Agreement
  Josh Schultz – Risk Management and Insurance

10:15 a.m. – 10:20 a.m.  Laney College

  Peter Crabtree - Construction Program

10:20 a.m. – 10:50 a.m.  Questions

10:50 a.m. – 11:00 a.m.  Contractor Testimony

11:00 a.m. – 11:30 a.m.  Networking
Contracting 101 with the Port of Oakland

September 14, 2016

Five Year Capital Improvement Program

$480 Million worth of work in the next 5 years

5 Year Capital Improvement Program (Millions)

- Airport: $365 M
- Seaport: $108 M
- Commercial Real Estate: $7 M

S. Low
$480 Million Plus

- Port continues to assess and explore alternative funding strategies for additional project dollars
  - Infrastructure Grants
  - Security Grants
  - Tenant Requests

Bid Requirements

- Valid State of California Contractor’s License
  - March 1, 2015: No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with Department of Industrial Relations (DIR)
  - April 1, 2015: No contractor or subcontractor may work on a public works project unless registered with DIR
- Bonds
- Insurance
- Security Badging
- List of Required Documents Specified in Document 00200
  1. Bid Form
  2. Surety Bond not less than 10% of Bid Amount
  3. Contractor Registration and Safety Experience Form
  4. Port of Oakland Subcontractor and Supplier List Form
  5. Construction and Demolition Debris Waste Reduction and Recycling Plan
  6. Regulatory Compliance Statement
  7. Non-collusion Declaration
  8. Bidder Certifications
  9. And others depending on contract requirements
Procurement Methods

What are the different ways that the Port procures for its Public Works projects?

• The Port contracts for public works services in two ways:
  
  1. Purchase Orders
  2. Construction Contracts

Purchase Orders

• Work between $10,000 and $50,000
  o 3 Quotes

• Work Under $10,000
  o 1 Quote

For more information regarding the Purchase Order Process, go to http://www.portofoakland.com/opportunities/purchasing.aspx
Construction Contracts

- Work over $50,000 requires a formal bid process
- Typical Formal Bid Process includes:
  - Advertise in the newspaper, Port Website, eBidboard, and Newforma Project Center
  - Award to the lowest responsible responsive bidder

Port Website: Main Page

1. Go to www.portofoakland.com
2. Click on “Bids/RFPs”
3. Scroll down the “Bids/RFPs/RFQs/Permits” page until you reach the “Bids/RFPs/RFQs – Engineering” heading.

4. Click on “Engineering Bids”

5. Click here to go to hosting website

Trouble downloading plans & specs? Scroll down the page and download the “Help File.”
Click on the project title for more information on the project and to download plans & specs:

- Basic Project Information
- Links to download plans & specs
- Plan holders list

All current Port public works projects > $50,000 are listed on this page.
• List of project documents
  Click on any link to (a) register as plan holder and (b) download project documents
  See “Help File” for complete instructions

• List of plan holders
  Your firm will appear on the list when you register
  List includes plan holders / builders exchanges/ other agencies
Bid Results & Port Contact

- Bid results for public works projects > $50,000 are posted on the hosting website
  - See the instruction manual for more information
- Please contact Bill Russell (510.627.1439) for assistance in
  - Downloading plans and specs
  - Obtaining bid results

B. Russell

Non-Discrimination and Small Local Business Utilization Policy

- NDSLBUP was adopted by Board Commissioners in 1997
- Basis for this policy to ensure non-discrimination:
  - Contracting
  - Create and grow businesses in the Port’s market area
- Applicable to all Port funded public works construction projects
- Maximum 10 point preference = Bid Discount!!!
  - Teaming with Port certified small/local businesses
  - Self performance by Prime General Contractor

L. Zinn
Preference Points

- The NDSLBUP today:
  - Public Works Construction Projects
    1. 10 preference points maximum
    2. Base platform is the LIA/LBA
    3. Portwide application and support
    4. SBE set-aside program

- MUST be certified at bid opening for preference points
  - Submit complete application package 7 business days prior bid open

L. Zinn

NDSLBU Policy

- Support for the NDSLBP
  - Prompt payment
  - Disputes
  - Labor

- Local Impact Area (LIA)
  - Cities of Oakland, Alameda, Emeryville and San Leandro

- Local Business Area (LBA)
  - Cities in Alameda and Contra Costa Counties

- Small and Very Small Business Enterprise (SBE/VSBE)

- On-line Certification Application Process

L. Zinn
Port On - Line Certification Application Process

Let's Watch 3 Short Videos

Video #1
Video #2

CLICK IMAGE FOR VIDEOS

Video #3

CLICK IMAGE FOR VIDEOS
Types of Certifications

• Local Impact Area (LIA)
  o Areas most impacted by Port projects
  o Cities of Oakland, Alameda, Emeryville and San Leandro

  o Small Business Enterprise (SBE)
    ▪ Dollar size cap is $14,000,000 of average annual gross revenue or less over the past 3 years
    ▪ Must qualify for LIA status

  o Very Small Business Enterprise (VSBE)
    ▪ Dollar size cap is $3,500,000 of average annual gross revenue or less over the past 3 years
    ▪ Must qualify for LIA status

• Local Business Area (LBA)
  o All other cities in Alameda and Contra Costa Counties

Certification Minimum Criteria

• Business Must Be
  o Located in Alameda County or Contra Costa County for at least 1 year
  o Located at a fixed commercial or residential address
  o Temporary or moveable office, a post office box, or a telephone answering service are not acceptable
  o Must submit application and all supporting documentation at least 7 business days prior to bid or due date

D. Cason
### Required Documents

- **Professional License**
  - Valid current construction, professional or trade license, certificate or permit

- **Business License**
  - Current and prior year business license or tax certificate issued by the city or county the business is located in

- **Lease Agreement**
  - Current Rental or Lease Agreement
  - For home office, copy of Property Tax Statement, Grant Deed, or Federal Tax Form 8829

- **Tax Returns**
  - Submit most recent 3 years of Federal Tax Returns if applying for SBE/VSBE status, must be LIA certifiable

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### Benefits of Becoming Certified

- Preference points

- Upon request, new or renewal certification application is shared with partnering agencies (Alameda County, Alameda CTC and City of Oakland)

- Certification approvals are valid for 2 years

- Receive notice of bid opportunities

- Inclusion in local certified database, 500+, teaming purposes

- Accessible by all contractors for project teaming purposes

- No cost and free web advertisement
Online Certification Application

- **How to become Port certified**
  - Visit our website for certification at: [http://srp.portofoakland.com/](http://srp.portofoakland.com/)
  - Click on “Register a New Company”
  - Email address & company Fed Tax ID number required to register

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What is MAPLA?

- **New Maritime and Aviation Project Labor Agreement (MAPLA) effective February 1, 2016**

- **Purpose:**
  - Maintain project stability, sufficient skilled workforce, and hiring from the local community
  - A vehicle for building the capacity of local residents and businesses
Coverage

- > $150k
- Capital Improvement Program funded projects and tenant improvement projects in the Maritime and Aviation areas
- Commercial Real Estate (CRE) not covered
- Includes on and off haul trucking
- There may be a MAPLA exclusion for projects placed in the Small Business Program

K. Creech

Points of Interest

- Document 00823 in Port of Oakland’s standard contract provisions
- Core Worker Provision
  - Non-Union contractors can bring 5 of their own workers to the job
- Uniform Drug Testing
- Prevailing Wages
  - All public work projects (even non MAPLA) require payment of prevailing wages
- All contractors are required to sign a Letter of Assent (LOA)
- MAPLA Social Justice Trust Fund
  - For every hour worked, $0.30 is collected for workforce development and training

K. Creech
Hiring Goals

Contractors must make a good faith effort to ensure that:

Journey Workers
- 50% of all hours are worked by Local Impact Area (LIA) residents, on a craft by craft basis, if workers are available, capable and willing
- Failing that, 50% of all hours are to be worked by Local Business Area (LBA) residents

Apprentice
- 20% of all hours to be worked by apprentices, if apprentices are available, capable and willing
- 100% of all apprentice hours to be worked by LIA residents, if such apprentices are available, capable and willing
- 25% of apprentice hours shall be disadvantaged workers, if available
- Based on contract value, contractor will be required to employ new hire LIA apprentice(s)

K. Creech

Monitoring

- Contractors enter prevailing wage and local hire data into a web accessed monitoring system

- Hill International – MyLCM
  - Electronic Certified Payroll Reports (CPRs) are due weekly
  - No cost to contractor for using the system
  - Every contractor on the job is required to submit electronic CPRs
  - Details on how to use the system are supplied when Notice to Proceed is issued

- Data collected by the system, will determine if contractors are meeting the local hire and apprenticeship requirements

D. Cason
Prevailing Wages

- Where to locate Prevailing Wages
  - Department of Industrial Relations (DIR) Website: [http://www.dir.ca.gov/](http://www.dir.ca.gov/)
    - Phone: 415-703-4774
    - Director's Office
    - Office of Policy, Research, and Legislation
    - View Prevailing Wages
    - Prevailing Wage Determinations, general
    - Alameda County
  - What is a prevailing wage and when does it apply?
    - Who sets the prevailing wage?
    - Federally Funded Projects

D. Cason

Registration and Reporting to DIR

- Who must register
  - Contractors

- Cost to register
  - $300 Annually

- Is reporting of Certified Payroll to the DIR required?
  - DIR on-line reporting

D. Cason
Insurance

• Owner Controlled Insurance Program – “OCIP”

• What is included in the OCIP?
  o Commercial General Liability, Contractor’s Pollution Legal Liability and Workers’ Compensation
  o Coverage Applies While On Project Site
  o Premium is paid by the Port of Oakland

• What separate insurance is required of Contractor?
  o Automobile Liability on and off the Project Site
  o Builders’ Risk/Equipment Installation Floater
  o Commercial General Liability and Workers’ Compensation Off of the Project Site

J. Schultz

Insurance

• Enrollment Process
  o Contact the OCIP Administrator - Alliant Insurance Services, Inc.
  o OCIP Manual provides further description of the program and how to enroll, and is included in the bid documents

• Excluded Contractors
  o Although it is anticipated that most Contractor activities will be covered by OCIP, some Port projects involve specialty contractors that will be required to carry separate insurance. These situations will be called out in the bid documents

J. Schultz
LANEY COLLEGE

DEAN PETER CRABTREE

LANEY PROGRAMS IN CONSTRUCTION TRADES

Construction Management
AS degree in CM
Certificates in CM and Codes and Inspections

Carpentry
Residential focus
Emphasis on High Performance Construction, Tiny House, Advanced Fabrication

Environmental Control Tech
Building Automation Systems
Commercial HVAC, Residential and Light Commercial HVAC, Refrigeration

Electricity Electronics Technology
Full Electrician Trainee program
Electives: Advanced Lighting and Acceptance training, Photovoltaic, Electronics, PLCs

Wood Technology
Cabinet Making
CNC Operations
CONSTRUCTION MANAGEMENT

The Construction Management Program provides education and training in all of the core skills you’ll need to run your own projects including:

• Construction Project Management
• Uniform Building Codes
• Hands-on Computer skills for managing schedules, estimating project costs, and running your small business
• Contracts and Specifications, Blueprint Reading, and Project Estimating
• Preparation for passing the State licensing exam

Presenters

• Steve Low  Engineering Administration  510.627.1890  sklow@portoakland.com
• Bill Russell  Engineering Administration  510.627.1439  brussell@portoakland.com
• Lila Zinn  Social Responsibility Division  510.627.1485  lzinn@portoakland.com
• Donna Cason  Social Responsibility Division  510.627.1252  dcaison@portoakland.com
• Kitty Creech  MAPLA Administration  510.835.7603  kitty@davillier-sloan.com
• Josh Schultz  Risk Management  510.627.1535  jschultz@portoakland.com
• Peter Crabtree  Laney College Construction  510.464.3218  pcrabtree@peralta.edu
Contacts

- Steve Low  Engineering  510.627.1890  sklowlportoakland.com
- Bill Russell  Plans & Specifications  510.627.1439  brussellportoakland.com
- Lila Zinn  Port’s Non-Discrimination Policy  510.627.1485  lawyinzportoakland.com
- Connie Ng-Wong  Small/Local Business Certification  510.627.1390  cng-wongportoakland.com
- Donna Cason  Certification/Prevailing Wage  510.627.1252  dcasonportoakland.com
- Kitty Creech  MAPLA Administration  510.835.7603  kittydaviller-sloan.com
- Josh Schultz  Risk Management  510.627.1535  jschultzportoakland.com
- Adrienne Massey  Risk Management  510.627.1445  amasseyportoakland.com
- Rob Retzlaff  OCIP Administrator  510.627.1623  OCIPportoakland.com

Questions

Questions

Questions
<table>
<thead>
<tr>
<th>SEQ #</th>
<th>PROJECT TITLE</th>
<th>Preliminary Construction Estimate</th>
<th>Scheduled Advertise CY - Qtr*</th>
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<tbody>
<tr>
<td>1</td>
<td>Procurement of Aircraft Rescue Fire Fighting (ARFF) Vehicles #2 and #4</td>
<td>$1,350,000</td>
<td>Award Pending</td>
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<td>2</td>
<td>Maritime Security System Expansion to Seaport Logistics Complex</td>
<td>$1,300,000</td>
<td>2016, 3rd Qtr</td>
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<td>3</td>
<td>Reconstruction of Gate 4 Restroom, Terminal 1</td>
<td>$500,000</td>
<td>2016, 3rd Qtr</td>
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<td>4</td>
<td>On-Call Service for Various Elevators, Escalators, and Moving Walkways&lt;sup&gt;1&lt;/sup&gt;</td>
<td>$500,000 per year</td>
<td>2016, 3rd Qtr</td>
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<td>5</td>
<td>On-Call Paving and Grading and Associated Contractor Services</td>
<td>$2,167,000 per year</td>
<td>2016, 3rd Qtr</td>
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<tr>
<td>6</td>
<td>On-Call Security Fencing</td>
<td>$100,000 per year</td>
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<td>7</td>
<td>On-Call Railroad Tracks and Crane Rail Maintenance</td>
<td>$90,000 per year</td>
<td>2016, 3rd Qtr</td>
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<td>8</td>
<td>Maintenance and Landscaping at Middle Harbor Shoreline Park</td>
<td>$160,000 per year</td>
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<td>9</td>
<td>Inspecting and Cleaning Port of Oakland Sanitary Sewers and Storm Drains</td>
<td>$250,000 per year</td>
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<td>10</td>
<td>North Field Vehicle Service Road Paving, OIA</td>
<td>$1,200,000</td>
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<td>11</td>
<td>Aircraft Rescue and Fire Fighting (ARFF) Building Roof Replacement, OIA&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$1,300,000</td>
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<td>12</td>
<td>M130 Roof Replacement&lt;sup&gt;2&lt;/sup&gt;</td>
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<td>13</td>
<td>Trapac Berths 24-30 Renovation</td>
<td>&gt; $150,000</td>
<td>2016, 3rd Qtr</td>
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<tr>
<td>14</td>
<td>Cool Port Facilities</td>
<td>&gt; $150,000</td>
<td>2016, 3rd Qtr</td>
</tr>
<tr>
<td>15</td>
<td>Federal Express Paving Rehabilitation</td>
<td>&gt; $150,000</td>
<td>2016, 3rd Qtr</td>
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<tr>
<td>16</td>
<td>Southwest Airlines Office Remodel</td>
<td>&lt; $500,000</td>
<td>2016, 3rd Qtr</td>
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<td>17</td>
<td>Checked Baggage Handling System Improvements</td>
<td>$8,300,000</td>
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<td>18</td>
<td>Airport Rental Car Center Improvements (Demolition, Roads, Civil Prep)&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$4,500,000</td>
<td>2016, 4th Qtr</td>
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<td>19</td>
<td>Demolition of Pump House No. 3 &amp; Storm Drainage Improvements, North Field, OIA</td>
<td>$440,000</td>
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<td>20</td>
<td>Cool Port Rail Improvements</td>
<td>$8,000,000</td>
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<td>21</td>
<td>Boiler NOx Compliance Retrofits, Terminal 2&lt;sup&gt;2&lt;/sup&gt;</td>
<td>$250,000</td>
<td>2016, 4th Qtr</td>
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<td>22</td>
<td>Ground Service Vehicle Charging Stations at Oakland International Airport</td>
<td>$1,000,000</td>
<td>2017, 1st Qtr</td>
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<td>23</td>
<td>Runway 12-30 Overlay, South Field, OIA</td>
<td>$63,000,000</td>
<td>2017, 1st Qtr</td>
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<tr>
<td>24</td>
<td>Improvement to Airport Perimeter Dike, OIA</td>
<td>$10,000,000</td>
<td>2017, 1st Qtr</td>
</tr>
</tbody>
</table>

**Upcoming Requests for Proposals for Professional Services Issued by the Port of Oakland Engineering Department:**

(Please check Port of Oakland website as indicated below for professional services opportunities from other Port Departments.)

| SEQ # | On-call Land Surveying & Mapping Services - (3 year max term) | $200,000 per year | 2016, 4th Qtr |

*NOTE:* Schedule Based on Calendar Year (CY) Starting January 1st
1st Quarter = January, February, March
2nd Quarter = April, May, June
3rd Quarter = July, August, September
4th Quarter = October, November, December

**This preliminary estimate is for direct construction costs only. The estimate does not include Pre-Construction Phase costs, indirect costs such as for "General Conditions" work, and staffing, testing and inspection costs associated with the CM at Risk scope of work.
1. In addition, an estimated $300,000 worth of improvements in the first year of contract.
2. Roofing Projects to be bid in October, but may be moved to spring 2017 because of weather.
3. Other projects to follow, including tenant improvements and security system improvements.
4. Pending Boiler tuning and test results.

To determine which projects are currently out to bid or to obtain the Bidding Documents go to the Port of Oakland website at [http://www.portofoakland.com/Bids](http://www.portofoakland.com/Bids) for construction projects and to [http://www.portofoakland.com/opportunities/bidsrfpsrfqs.aspx](http://www.portofoakland.com/opportunities/bidsrfpsrfqs.aspx) for professional services projects.

Detailed instructions on downloading the Bidding Documents are available at the following web address: [http://www.portofoakland.com/DownloadInstructions](http://www.portofoakland.com/DownloadInstructions).

List Updated on: 09/02/2016
Address questions regarding above lists to: Joe Trapp, Engineering Services, (510) 627-1323
NON-DISCRIMINATION AND SMALL LOCAL BUSINESS UTILIZATION POLICY (NDSLBUP)

Non-Discrimination: 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, the counties of Alameda and Contra Costa ("LBA"), particularly those in its Local Impact Area ("LIA"), in its work. The LIA includes the cities of Oakland, Alameda, Emeryville and San Leandro. The Port will also take into consideration what efforts the prime and sub-consultants make to assist in the community, e.g., assigning meaningful work to small and/or very small local sub-consultants, participation in job/trade fairs, hiring interns, pro bono work, working with local schools, etc.

In evaluating public works construction projects, up to 10 points will be allocated for local and small local participation as follows:

- Bidders may be awarded up to a maximum of four (4) preference points depending on the proportionate share of work, calculated based on the contract amount, to be done by LBABE and LIABE certified prime contractors(s) and subcontractors;

- Bidders may also be awarded up to a maximum of two (2) preference points depending on the proportionate share of prime work to be done by LBABE and LIABE certified prime contractors(s);

- Bidders may also be awarded up to a maximum of four (4) preference points depending on the proportionate share of work, to be done by SBE and VSBE contractors(s) and subcontractors.
NDSLBUP Overview

1. **Non Discrimination in Construction and Consultant Contracts:** The Port requires all contractors to not discriminate against individuals in protected classes.

2. **Construction Preference Points:** The Port allots preference points for the percentage of work being performed by construction contractors located in either the Local Business Area (Alameda and Contra Costa County) or the Local Impact Area (Oakland, San Leandro, Emeryville and Alameda) for a maximum total of 10 points. These points are then translated into a bid discount, to be applied when determining the lowest responsible bidder.

3. **Consultant Preference Points:** The Port allots preference points for the percentage of work being performed by consultants located in either the Local Business Area (Alameda and Contra Costa County) or the Local Impact Area (Oakland, San Leandro, Emeryville and Alameda) and for community involvement for a maximum total of 15 points. These points are added to a maximum of 85 technical points for a composite maximum of 100 points in evaluating consultant proposals.

4. **Small and Very Small Business Projects:** Specific construction contracts are placed into a selective bidding process comprised of small and/or very small businesses. These projects are selected by the Director of Engineering and approved by the Board of Port Commissioners.

5. **Informal Bid:** The Port holds managers accountable for providing non-discrimination in selecting informally bid contracts.

6. **Purchasing:** Purchasing will continue to operate as usual, selecting vendors from Oakland when available and ensuring that the vendors reflect the diversity of Oakland.

7. **Technical Assistance:** The Port will arrange a technical assistance program that will assist small and/or local contractors in contracting with the Port.

8. **Tenant Construction:** The Port will require tenants to follow the non-discrimination in construction contracting regulations.

9. **Federal Money:** The Port will adhere to the Federal guidelines when administering projects funded with Federal monies.

10. **Prompt Payment Plan:** The Port will make every effort to pay prime contractors within ten (10) business days of receipt of properly documented invoices which have been reviewed and approved for payment.
What are the major requirements for Port of Oakland certification eligibility?

The business must:
- be located at a fixed commercial or residential address;
- located within the Local Impact Area (LIA) or Local Business Area (LBA) at least one (1) year;
- be economically independent and perform commercially useful function(s);
- be currently licensed, where applicable, in the type of work in which it conducts business.

What types of certifications does the Port of Oakland offer?

The Port offers four (4) types of certification status:
- Local Impact Area Business Enterprise (LIABE)
- Local Impact Area Business Enterprise/Small Business Enterprise (LIABE/SBE)
- Local Business Area Business Enterprise (LBABE)

What is LIABE/LBABE?

LIABE = Local Impact Area Business Enterprise represent the area most impacted by Port projects. The LIA includes the cities of Oakland, Alameda, San Leandro and Emeryville.

LBABE = Local Business Area Business Enterprise, inclusive of all the cities within Alameda and Contra Costa Counties.

What are the definitions/qualifications for a Small Business Enterprise (SBE) and Very Small Business Enterprise (VSBE)?

SBE – The business must be certifiable as LIABE and must not exceed an average gross revenue of $14,000,000 over the past three (3) consecutive years.

VSBE – The business must qualify for SBE and must not exceed an average gross revenue of $3,500,000 over the past three (3) consecutive years.
Is there a fee to register my business for Port certification?

No fee is charged for registration or certification on the SRD Certification Application.

How do I register to become Port certified?

You may register your business for Port certification on the online SRD Certification Application website at http://www.portofoakland.com/srd/. To get started, click on the link “Register New Company.”

What is the Port of Oakland certification time period?

Port of Oakland certified businesses may be certified for up to two (2) years.

How may I verify that I am certified?

You may search and view your firm’s current certification status and business profile by visiting the Port’s Local / Small Business Database / Certification webpage at http://www.portofoakland.com/srd/.

What if the information on my firm is incorrect or outdated?

Once you register your business in the online SRD Certification Application, you will be able to self update your firm’s contact information. You may also contact the Port Social Responsibility Division by phone at (510) 627-1627 or email srdadmin@portoakland.com.

How may I reach other certified firms? Do you have a directory?

You may refer to the Website www.portofoakland.com, Business/Local/Small Business Database/Certification, to conduct a search of the database and download lists of Port of Oakland certified firms.

Do I have to be certified to contract with the Port?

No. However, certification enables firms to receive preference points for being certified under one or more of the certification categories mentioned. A completed Common Application, Supplemental Questionnaire and supporting documents must be received by the Social Responsibility Division (SRD) seven (7) business days prior to submittal or bid due date.
Does the Port accept any other agencies’ certification?

No. Local agency certifications are NOT reciprocal and separate supplemental documents are necessary for certification with each agency. However, the Common Application for Local Certification is accepted by each of the East Bay Interagency Alliance (EBIA) partner agencies for the purpose of sharing information between agencies. The agencies involved include The Port of Oakland, the City of Oakland, Alameda County and the Alameda County Transportation Commission.

How long will it take to get certified?

The certification process can take up to 30 business days to complete once all required documents are received.

How do I ensure my certification application is processed timely when it is related to an upcoming Port project?

You must submit a completed Common Application and all of its required documents to our office seven (7) business days prior to the bid due date. You must also acknowledge the project name and bid date on the Supplemental Questionnaire in order to receive priority processing.

My certification is expiring, how soon can I submit my certification renewal form and paperwork?

Certification renewals are accepted three (3) months prior to a firm's expiration date.

Will I be notified before my certification expires?

Yes. Firms receive reminder notifications via email 60 and 30 days prior to expiration. However, it is your responsibility to request recertification in a timely manner. It is also your responsibility to alert our office of updates/changes to your email address and other firm related information.

What is the basis for certification denial?

- Failure to submit required supporting documents
- Inability to establish firm’s location in LIABE/LBAEB
- Inability to demonstrate firm is serving a commercially useful function
- Invalid professional licenses, permits and/or certifications
If I am denied certification, what are my rights?

You may appeal in writing within 30 business days and provide additional information to the Port’s Certification/Contract Compliance Department for further review and consideration.

How else may I contact certification staff?

You may also contact Port certification representative by emailing us from the Port’s “Contact Us” link found at the bottom of each web page.

I have a Port vendor number, is this number the same as being Port certified?

No. A Port vendor number is assigned by the Port’s Purchasing Department for purposes of payment and is not reflective of Port certification.
The Port of Oakland strongly urges all contractors working under the Maritime and Aviation Project Labor Agreement (MAPLA) 2016 to thoroughly review the full text of the MAPLA 2016 and to become familiar with all of its provisions. The complete MAPLA may be found at [http://www.portofoakland.com/files/PDF/MAPLA_Agreement_2016.pdf](http://www.portofoakland.com/files/PDF/MAPLA_Agreement_2016.pdf) and is also included in the Port’s project manual. The following list summarizes some of the most important MAPLA provisions, with special focus on those which differ significantly from the corresponding provisions in previous versions of MAPLA.

1. **Letter of Assent**

   All general contractors and all sub-contractors, regardless of tier, must sign a Letter of Assent (LOA) and agree to be a party to and to be bound by the total content of the MAPLA. The LOA binds the contractor to the terms of the MAPLA for the awarded project only, and does not bind any contractor to any union agreement. The original executed LOAs must be filed with the Port Attorney, with a copy sent to DSI prior to the commencement of work. It is imperative that a contractor working under MAPLA execute the LOA because the unions will not conduct a pre-job meeting or dispatch workers until a copy of the LOA is on file. The LOA applicable to the project can be found in the project manual or contact the general contractor.

2. **Local Hiring Provisions**

   Contractors are required to make a good faith effort to reach the following hiring goals.

   - **Journey**: 50% of all hours are to be worked by Local Impact Area (LIA) residents, on a craft by craft basis, if workers are available, capable and willing to work on covered projects. The LIA consists of the cities of Oakland, Alameda, San Leandro and Emeryville.
     - Failing that, 50% of all hours are to be worked by Local Business Area (LBA) residents, on a craft by craft basis, if workers are available, capable and willing to work on covered projects. The LBA includes all cities not mentioned above in Alameda and Contra Costa Counties.
   - **Apprentice**: 20% of all hours, on a craft by craft basis, are to be worked by apprentices;
     - 100% of all apprentice hours are to be worked by LIA residents, if such apprentices are available, capable and willing to work on covered projects. Failing that, 100% of all the apprentice hours are to be worked by LBA apprentices.
     - 25% of apprentice hours shall be worked by Disadvantaged Workers, if available.*
   - **New Hire**: General contractor and/or its subcontractor must hire at least 1 New Hire Apprentice (NHA) for the first $1M of construction bid value. For each additional $5M (beyond the first $1M), at least 1 additional New Hire Apprentice shall be hired. Each NHA must work at least 500 hours, unless waived by Social Justice Committee.

   Contractors using lower tiered subcontractors are responsible for ensuring their compliance with the local workforce hiring goals. The goals apply to contractors at all tiers who work on MAPLA covered projects.

   Davillier-Sloan, Inc. (DSI) requests a local hiring compliance plan prior to the pre-construction meeting. If you do not have a copy, please contact the general contractor for the local hiring compliance plan form.

3. **Social Justice Trust Fund**

   On a monthly basis, all general contractors and subcontractors must make a contribution of $0.30 cents per craft hour worked to the Social Justice Trust Fund. This money will be used to support programs that assist LIA residents to eliminate employment barriers and gain entry into and remain in the building trades. This fund is not the union’s trust funds. If contracted directly with the Port, the general contractor shall make its contributions through the progress payment application process, using the form provided in the project manual. If contracted with a Port tenant, the general contractor shall make monthly contributions directly to the East Bay Community Foundation, using the form provided in the contractor information packet.

   * “Disadvantaged Workers” shall mean those LIA residents, prior to commencing Covered Project(s), who meet at least one of the following barriers to employment: (1) is currently homeless; (2) is currently a custodial single parent; (3) is currently receiving public assistance; (4) has a criminal record or other criminal justice system involvement; (5) has been continuously unemployed for the previous one year; (6) has been emancipated from the foster care system; (7) is a veteran of the U.S. military; or (8) resides in an Economically Disadvantaged Area. “Economically Disadvantaged Area” means a zip code within the LIA and that includes a census tract or portion thereof in which the median household income is less than $40,000 per year, as measured and reported by the U.S. Census Bureau in the 2010 U.S. Census, and as updated by the U.S. Census Bureau in its Median Annual Household Income data by census tract in the American Community Survey.

Revised: August 2016
4. **Prevailing Wages**

All employees covered by the MAPLA shall be classified in accordance with work performed and paid the hourly wage rates for those classifications in compliance with the applicable prevailing rate determination. On contracts federally funded or assisted, the contractors shall pay California and/or Federal prevailing wages, whichever is higher. For current information on the prevailing wage for each craft go to the Department of Industrial Relations at [www.dir.ca.gov](http://www.dir.ca.gov). In accordance with MAPLA 2016 Article 15, Wages and Benefits, Section 2, if a wage increase negotiated in a local agreement becomes the prevailing wage under state law, the Contractor will pay that rate retroactive to the effective date of the locally negotiated wage increase.

The Port of Oakland uses a Web Accessed Monitoring System (WAMS) to monitor compliance with federal and state prevailing wage laws. All firms doing business with the Port on construction and applicable professional services contracts must register with Hill International. To get information on how to register or to ask questions concerning the Hill International System contact the help desk at lcm-support@hillintl.com, (855) 496-9526, or Donna Cason, Port of Oakland at (510) 627-1252. E-mail: dcason@portoakland.com

5. **Using Non-Union Workers**

The MAPLA Core Employee provisions apply only to non-signatory contractors (i.e., contractors who are not a party to a current Master Labor Agreement applicable to the work of the contract). A non-signatory contractor may use up to five (5) of its own “core” employees, provided that the first worker hired comes from the applicable union. The second worker will be a core, the third worker from the union, fourth worker will be a core worker, and so forth. Lay-offs will be in the reverse order. All core employees are required to pay union initiation fees and representation fees. Non-signatory contractors should note that they are required to make payment on behalf of core employees into the established labor-management vacation, pension or other forms of deferred compensation plans, apprenticeship, and health benefit funds for each hour worked.

To be considered as a Core Employee under the MAPLA, the employee:

- Must possess any license required by state or federal law for the project work performed.
- Must have worked a total of at least one thousand (1,000) hours in the applicable construction craft during the prior three (3) years.
- Must have been on the contractor’s active payroll for at least sixty (60) days out of the one hundred eighty (180) calendar days prior to the contract award date.
- Must have the ability to perform safely the basic functions of the applicable trade.

6. **Trucking**

The MAPLA covers any trucking on a construction site and performance of Construction Trucking (i.e. the delivery of ready-mix, asphalt, aggregate, sand or other fill material that are directly incorporated into the construction process of the Covered Project(s), as well as the off-hauling of debris, excess fill, material, mud, dirt, ground asphalt, or concrete rubble). The MAPLA coverage includes Owner-Operators. Truckers shall execute a LOA, unless exempted. Certified payrolls must be submitted for each vehicle hauling to, from and on the site.

7. **Substance Abuse Testing**

Contractors should be aware that the cost of substance abuse testing should be factored into the bid. The MAPLA has a uniform substance abuse policy. All craft employees, including your core employees, must be tested for controlled substances before they start work at the job site. Testing is done through DISA, Inc. For information, contact Pamela Juan: (707) 750-5218 or pamela.juan@disa.com.

8. **Pre-Job Conferences**

The general contractor and all lower tiered subcontractors working on-site shall attend a pre-job conference with the Building and Construction Trades Council of Alameda County prior to start of construction. Participation in the pre-job meeting is mandatory. Working with the MAPLA Administrator, the general contractor will schedule the pre-job conference at least 3 weeks prior to work beginning on-site.

**MAPLA Administration Team**

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Alameda County Small Business Development Center
2101 Webster Street, Suite 1200
Oakland, CA 94612
(510) 208-0412
rick@acsbdc.org
www.acsbdc.org

City and County of San Francisco
Human Rights Commission
Theresa Sparks
25 Van Ness Ave., 8th Floor
San Francisco, CA  94102
(415) 252-2500
Theresa.Sparks@sfgov.org

Financial Assistance Programs
Janice Tu
(Small Business Transportation Resource Center)
275 Fifth Street, Suite 404
San Francisco, CA  94103
(415) 348-6262 or (202) 375-1130
carrolyn@uspaacc.com
www.uspaacc.com/sbtrc/index.html

SBA's Surety Bond Guarantee Program
1-800-U ASK SBA
www.sba.gov/osg/

Small Business Administration
Frank Lalumiere
(202) 401-8275
frank.lalumiere@sba.gov

Small Business Development Center
Lee Lambert
2120 University Avenue, 7th Floor
Berkeley, CA 94704
510-208-0410
lee@acsbdc.org
http://acsbdc.org/

US Dept. of Transportation
DBE ARRA and Reinvestment Act
Bonding Assistance Reimbursable Fee Program
1-800-532-1169
bap.arr@dot.gov
Websites:
https://www.transportation.gov/policy-initiatives/recovery/dbe-bonding-assistance-reimbursable-fee-program
Website Information

Port of Oakland Website
http://www.portofoakland.com/

Non-Discrimination and Small Local Business Utilization Policy

Small/Local Business Certification
http://www.portofoakland.com/port/social-responsibility/certified/

Local/Small Business Database
http://srd.portofoakland.com/

DBE Certification

Projects Out to Bid

Current RFP’s/RFQ’s
http://www.portofoakland.com/business/bids-rfps/rfq-engineering/

Business Events
https://www.portofoakland.com/events/list/?tribe_paged=1&tribe_event_display=list
Thank you for attending Contracting 101 with the Port of Oakland.

We hope that you found this workshop informative and worthwhile.

Our primary goal was to increase your understanding of how to do business with the Port, and to introduce and provide resources that will support your success towards securing contracts with the Port of Oakland.