Contracting 101 with the Port of Oakland

March 18, 2021
10:00 a.m. – 10:10 a.m.  Welcome & Introduction

Laura Arreola  Moderator
Amy Tharpe  Director of Social Responsibility
Danny Wan  Executive Director
Video “State of the Port 2021”

10:10 a.m. – 11:10 a.m.  Contracting 101 at the Port

Steve Low  Capital Improvement Program/Procurement
Bill Russell  Accessing Public Works Projects Online
Connie Ng-Wong  Non-Discrimination Small/
Local Business Utilization Policy
Donna Cason  Small/Local Business Certification, Prevailing Wages
Kitty Creech  Maritime and Aviation Project Labor Agreement
Amy Tharpe  Workforce Development
Adrienne Massey  Risk Management and Insurance

11:10 a.m. – 11:30 a.m.  Questions

11:30 a.m. – 12:00 noon  Breakout Rooms
1) Port Local/Small Business Certification
2) MAPLA, Workforce Development
3) Bid and Procurement Process, Insurance
“State of the Port 2021”
Steve Low

Engineering Administration
Five Year Capital Improvement Program

$ Million worth of work in the next 5 years

5 Year Capital Improvement Program (Millions)

Airport: $300 M  Seaport: $150 M  Commercial Real Estate: $8 M
$458 Million

• Port continues to assess and explore alternative funding strategies for additional project dollars
  
  o Infrastructure Grants
  
  o Security Grants
  
  o 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
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
  - 3 Quotes

- Work Under $10,000
  - 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, and eBidboard
  
  - Receive and Verify Bids
  
  - Award to the lowest responsible responsive bidder
Bill Russell

Engineering Administration
1. Go to www.portofoakland.com
2. Click on “Bids/RFPs”
REGISTER FOR BID/RFP/RFQ/NOTIFICATIONS

Bids/RFPs/RFQs/Permits


Work with us. Work for us.

The Port is a major economic engine for the Bay Area. Our far-reaching network of direct, indirect, and related jobs creates employment for close to 827,000 people.

See our current Bids/RFPs/RFQs opportunities posted below with comprehensive information about each opportunity. New items are added as projects are approved.

REGISTER FOR BID/RFP/RFQ NOTIFICATIONS >> https://www.portofoakland.com/business/bids-rfps/

Please use this form to register for and receive notifications and updates via email.

Email Address *
Please type your email address...

First Name
Type your first name...

Last Name
Type your last name...

Company Name
Enter your company name...

City *
City

State *
Select State

Zip Code *
Zip Code

Please choose the categories for which you would like to receive notifications:

- GOODS: Products, goods, materials, commodities, equipment and rental equipment.
- GENERAL SERVICES: General labor services that are not considered professional services.
- PROFESSIONAL SERVICES: Services that are advisory in nature provided by personnel with professional or technical expertise.
- ENGINEERING BIDS/RFPs/RFQs: Any Bids/RFPs/RFQs issued by the Engineering Department.

Please Note: Engineering BIDs/RFPs/RFQs are posted use eBidBoard. Please check here for details.

I have read and agree to the Port of Oakland Terms and Privacy Policy.
3. Scroll down the “Bids/RFPs/RFQs/Permits” page until you reach the “Bids/RFPs/RFQs – Engineering” heading.

4. Click on “Engineering Bids”
Bids/RFPs/RFQs

Current Bids: Port of Oakland Engineering Department

Bidding documents (Plans and Project Manual) for Port of Oakland public a hosting website, at the links below:

Current Bids: Public Works Projects

For public works projects currently out to bid, please click here.

5. Click here to go to hosting website

Trouble downloading plans & specs? Scroll down the page and download the “Help File.”
All current Port public works projects > $50,000 are listed on this page

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
Reconstruction of Aprons in the Vicinity of Hangars 1 through 5, North Field, Oakland International Airport, Oakland, California. AIP 3-06-0170-32, AIP 3-06-0170-36 and AIP 3-06-0170-37

Project Details

**Project Name:** Reconstruction of Aprons in the Vicinity of Hangars 1 through 5, North Field, Oakland International Airport. Oakland, California. AIP 3-06-0170-32, AIP 3-06-0170-36 and AIP 3-06-0170-37

**Project Type:** Building

**Ownership:** Public

**Project City, State:** Oakland, California

**Engineer's Estimated Cost:** $16,500,000

**Pre-Qualification for Bidders:** Not Required

**License Type Required:** A

**Project/Contract Number:** 2005-06-A1

**Project Contact:** Frank Hong  
Port of Oakland  
Engineering Design  
530 Water St  
Oakland, CA 94607  
Tel:(510) 827-1665  
Fax:(510) 272-9329

**Bid Due Date:** 07/13/05

**Bid Due Time:** 2:00 PM

**Project Duration:** 400 Calendar Days
- **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 Project Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Type</th>
<th>Size</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STANDARD CONTRACT PROVISIONS</td>
<td>Plans and Specifications / Other</td>
<td>2574Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>PLANS: SHEETS 001-003</td>
<td>Plans and Specifications / Other</td>
<td>4295.8Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Title Sheet; Drawing Index; Abbreviations &amp; Legend</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 004-011</td>
<td>Plans and Specifications / Other</td>
<td>8798.3Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Location Map; Survey Control Diagram; Soil Boring Location Plan &amp; Logs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 012-029</td>
<td>Plans and Specifications / Other</td>
<td>7730.1Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Construction Sequencing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 030-033</td>
<td>Plans and Specifications / Other</td>
<td>3558.9Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Existing Utility Plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 034-038</td>
<td>Plans and Specifications / Other</td>
<td>7730.1Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Demolition &amp; Removal Plan &amp; Details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 039-049</td>
<td>Plans and Specifications / Other</td>
<td>8798.3Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Pavement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 050-057</td>
<td>Plans and Specifications / Other</td>
<td>3558.9Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Drainage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANS: SHEETS 058-062</td>
<td>Plans and Specifications / Other</td>
<td>3558.9Kb</td>
<td>6/8/2005</td>
</tr>
<tr>
<td>Description: Miscellaneous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
List of plan holders

Your firm will appear on the list when you register

List includes plan holders / builders exchanges / other agencies
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 at 510.627.1439 or brussell@portoakland.com for assistance in:

- Downloading plans and specs
- Obtaining bid results
Connie Ng-Wong
Social Responsibility Division
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
Preference Points

• The NDSLBUP today:
  o 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
  o Submit complete application package 7 business days prior bid open
NDSLBU Policy

- Support for the NDSLBU
  - 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
Donna Cason
Social Responsibility Division
Types of Certifications

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

- **Small Business Enterprise (SBE)**
  - Dollar size cap is $36,000,000 of average annual gross revenue or less over the past 3 years
  - Must qualify for LIA status

- **Very Small Business Enterprise (VSBE)**
  - Dollar size cap is $5,000,000 of average annual gross revenue or less over the past 3 years
  - Must qualify for LIA status

- **Local Business Area (LBA)**
  - 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
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
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
  o Visit our website for certification at: http://srd.portofoakland.com/
  o Click on “Register a New Company”
  o Email address & company Fed Tax ID number required to register

Port of Oakland Social Responsibility Division

Local/Small Business Database/Certification

Find a Company
Search by name, description or license #.
Search by Company Name, Keywords or License #

Browse by Company Codes
Filter company list by level of certification by checking and unchecking these boxes.
- LIA
- LBA
- SBE
- VSB

Optionally filter by code.
- NAICS CODES
- CONTRACTOR CODES
- CONSUMER AFFAIRS CATEGORY

Search

Sign-in
Email:
Password:

Forgot Your Password?
Register New Company?

I have read and agree to the Port of Oakland Terms of Use and Privacy Policy.

The Port’s Social Responsibility Division (SRD) database enables you to quickly determine if a firm is certified by the Port, review the certification status of a particular firm or to obtain a listing of firms that meet service type and certification characteristics of interest to you.

For further information, please refer to the Port of Oakland Social Responsibility Division webpage for Local & Small Business Certification.
Kitty Creech

MAPLA Administration
Maritime and Aviation Project Labor Agreement (MAPLA) effective February 1, 2021 until 2026.

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
Points of Interest

- Document 00823R1 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
Contractors must make a good faith effort to ensure that:

**Overall Goal (Journey + Apprentices)**
- 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)
Donna Cason
Social Responsibility Division
Monitoring

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

• Elation Systems
  o Electronic Certified Payroll Reports (CPRs) are due weekly
  o No cost to contractor for using the system
  o Every contractor on the job is required to submit electronic CPRs
  o 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
Prevailing Wages

• Where to locate Prevailing Wages
  o Department of Industrial Relations (DIR)
    o Website: http://www.dir.ca.gov/
    o Phone: 415-703-4774
    o Director’s Office
    o Office of Policy, Research, and Legislation
    o View Prevailing Wages
    o Prevailing Wage Determinations, general
    o Alameda County

  o What is a prevailing wage and when does it apply?

  o Who sets the prevailing wage?

  o Federally Funded Projects
• Who must register
  o Public Works Contractors

• Cost to register
  o Public works contractors can register or renew for one, two, or three fiscal years (July 1 – June 30) for a fee of $400, $800 or $1,200

• Is reporting of Certified Payroll to the DIR required?
  o DIR on-line reporting
Amy Tharpe

Workforce Development
• Workforce Development Strategies to Support MAPLA Port Contractors

  o Two Key Committees MAPLA Administration Structure & Grievance Procedures
    o Social Justice Committee
      o Comprised of local community pre-apprentice training organizations, contractors, unions, and Port staff
        o Meets monthly
        o Review MAPLA goals
        o Technical assistance to contractors
        o Opportunity to identify local talent
    o Joint Administrative and Social Justice Committee
      o Comprised of labor, union, community and management members
      o Meets quarterly
      o Provides oversight and direction on adherence to MAPLA
      o Manages Trust Fund of contractor hourly contributions
Workforce Development

• Workforce Development Strategies to Support MAPLA Port Contractors
  • Additional Workforce Development Assistance for Contractors
    • Increase the pipeline of local workers in the trades and on MAPLA projects
      • Development of an integrated database / Joint hiring monitoring system
      • Build greater partnership with unions
      • Increase contractor sponsorship of LIA residents
      • Align pre-apprenticeship graduation with apprenticeship intake
  • Best Practices and Lessons Learned
    • Port of Oakland’s commitment to strengthening the construction sector
      • Research and Development partnerships with local public agencies
      • Building broad-based partnership in the industry
      • Shared commitment to learning and promoting best practices
Adrienne Massey
Risk Management
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
Insurance

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

- **Excluded Contractors**
  - 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
Presenters

- **Steve Low**  
  Engineering Administration  
  510.627.1890  
  sklow@portoakland.com

- **Bill Russell**  
  Engineering Administration  
  510.627.1439  
  brussell@portoakland.com

- **Amy Tharpe**  
  Social Responsibility Division  
  510.627.1302  
  atharpe@portoakland.com

- **Connie Ng-Wong**  
  Social Responsibility Division  
  510.627.1390  
  cng-wong@portoakland.com

- **Donna Cason**  
  Social Responsibility Division  
  510.627.1252  
  dcason@portoakland.com

- **Kitty Creech**  
  MAPLA Administration  
  510.835.7603  
  kitty@davilliersloan.com

- **Adrienne Massey**  
  Risk Management  
  510.627.1445  
 amassey@portoakland.com
Port Contacts

- **Steve Low**  Engineering  510.627.1890  sklow@portoakland.com
- **Bill Russell**  Plans & Specifications  510.627.1439  brussell@portoakland.com
- **Connie Ng-Wong**  Non-Discrimination Local Policy, Small/Local Business Certification  510.627.1390  cng-wong@portoakland.com
- **Donna Cason**  Small/Local Business Certification, Prevailing Wage  510.627.1252  dcason@portoakland.com
- **Kitty Creech**  MAPLA Administration  510.835.7603  kitty@davillier-sloan.com
- **Julina Bonilla**  Workforce Development  510.627.1305  jbonilla@portoakland.com
- **Josh Schultz**  Risk Management  510.627.1535  jschultz@portoakland.com
- **Adrienne Massey**  Risk Management  510.627.1445  amassey@portoakland.com
- **Keisha Cooley**  OCIP Administrator  213.449.2445  keisha.cooley@alliant.com
Questions

www.portofoakland.com