

Construction Workforce Development & Labor Compliance Consultant RFP Pre-Proposal Meeting

<https://portoakland.zoom.us/j/7138709392?from=addon>

Meeting ID: 713 870 9392 One tap mobile +16694449171,,7138709392# US

March 14, 2023

AGENDA

1. WELCOME
2. HOUSEKEEPING
3. INTRODUCTIONS - PORT TEAM
4. PROJECT OVERVIEW
 - Context of Contract
 - Scope of Services / Minimum Qualifications / Project Contract Length
 - Cost Proposal Worksheet / Submission Requirements
 - Schedule:
 - Questions Due: March 20, 2023, until 4:00 p.m.
 - Addendum Posted: March 31, 2023
 - Proposals Due: April 7, 2023, until 11:00 a.m. (Pacific Time)
 - Submit Proposals via **Liquid Files** ONLY
 - <https://lf.portoakland.com/>
5. NON-DISCRIMINATION AND SMALL BUSINESS UTILIZATION POLICY
6. INSURANCE
7. QUESTIONS FROM POTENTIAL PROPOSERS

CONTEXT OF CONTRACT

❑ Port of Oakland Scope of Responsibility

- Seaport
- Waterfront property along Bay
- Oakland International Airport

❑ Prop 209 and Genesis of Maritime and Aviation Project Labor Agreement (MAPLA)

❑ Base Closure, Community Advocacy, and Economic Development

❑ How THIS Consultant FITS IN

- Implement ALL activities in accordance with MAPLA
- Administer MAPLA
- Monitor and enforce prevailing wages for those contracts covered by MAPLA.
- Construction workforce development activities:
 - ❖ Ensure contractors meet MAPLA participation goals prior to work on site
 - ❖ Facilitate pre-apprentice, apprentice, and journey level referrals

SCOPE OF SERVICES

- A. Labor Compliance**
- B. Construction Workforce Development**
- C. MAPLA Administration**
- D. MAPLA Trucking Administration**

SCOPE OF SERVICES: Labor Compliance

- A. Worksite Posting
- B. Monitor Certified Payroll Reports
- C. Site Visits and Employee Interviews
- D. Weekly Reports
- E. Monthly Reports

SCOPE OF SERVICES: Construction Workforce Development

- A. Workforce Development and Local Hiring
- B. Presentations and Informational Meetings
- C. Union Recognition and Referral
- D. Community-based organization referrals
- E. Helmets to Hardhats (Veterans workforce participation plan)
- F. Letter of Assent
- G. Weekly Reports
- H. Monthly Reports

SCOPE OF SERVICES: MAPLA Administration

- A. Social Justice Committee (SJC)
- B. Joint Administrative and Social Justice Trust Committee (JASTC)
- C. MAPLA Small Business Enterprise Program (MAPLA Small Business Exemption)
- D. Maritime and Aviation Project Labor Agreement Substance Abuse Policy
- E. Grievance and Dispute Resolution
- F. List of Master Labor Agreements
- G. Social Justice Labor Management Cooperation Trust Fund
- H. Monthly Reports
- I. Quarterly and Annual Reports

SCOPE OF SERVICES: MAPLA Trucking Administration

- A. Review and approve or reject applications for MAPLA exemption
- B. Build and maintain a database of independent contractor Drivers
- C. Provide as-needed technical assistance to exemption applicants
- D. Written and oral reports on a monthly or as needed basis
- E. Monitor trucking wages and ensure submission of certified payrolls
- F. Administer and collect Letters of Assent
- G. Maintain records on proof of liability insurance and workers compensation for all on- and off-haul truckers
- H. Ensure the Union security provisions are enforced, as applicable.
- I. Ensure that all Drivers possess, maintain, and have in their possession proper operator's licenses and medical examiner certificates
- J. Monitor compliance with the Port Substance Abuse Policy
- K. Notify Contractor and subcontractors of any equipment requiring inspection or servicing
- L. Exercise best efforts to maintain communication with stakeholders (including the Union and contractors) and provide notice of any apparent or real non-compliance with any applicable provisions of the MAPLA

MINIMUM QUALIFICATIONS

Can be satisfied by:

- Respondent
- Subconsultant
- Key personnel

Demonstrate two years within the last ten years of the following experience:

- Labor Compliance
- Construction Workforce Referral and Placement
- Project Labor Administration / Grant Administration
- Construction Trucking Coordination/Monitoring

SUBMISSION REQUIREMENTS

FORMAT & LENGTH

- NO longer than 34 pages, one sided, printed on 8 ½” x 11” paper
- NO smaller than 10 point font
- **Resumes of all key personnel do not have to fit within the page limits**

CONTENT & SECTION PAGE LIMITS

- **Company Information:** three (3) pages
- **Evidence of Minimum Qualifications:** three (3) pages
- **Knowledge and Experience:** four (4) pages
- **Client References:** three (3) pages
- **Plan and Approach:** twenty-one (21) pages

COST PROPOSAL WORKSHEET



PORT OF OAKLAND

Cost Proposal Worksheet

RFP No.: 22-23/23, Construction Workforce Development and Labor Compliance Services

(You may attach additional sheets as necessary)

Proposed Costs:

Personnel Title and Scope of Work to be Performed	Estimated Quantity of Hours Worked Per Year	Cost Per Hour	Estimated Total Cost For Year 1

Total Cost Per (Year 1)	
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Other Charges:

Construction Site Visit Transportation Charge (per visit): \$ _____
 (Specify): _____ \$ _____

Total Estimated Cost Per Year:

Year 1 (from above): \$ _____
 Year 2: \$ _____
 Year 3: \$ _____
 Year 4: \$ _____
 Year 5: \$ _____
 (Optional Year 6): \$ _____
 (Optional Year 7): \$ _____

Respondent Name: _____ Title: _____

Company Name: _____

Authorized Signature: _____ Date: _____

SELECTION CRITERIA

Criteria	Points
Company Information, Client References, Litigation and Other Information, and Required Forms	10
Knowledge and Experience	10
Plan and Approach	50
Cost Proposal Worksheet	15
Non-Discrimination and Small Local Business Utilization Policy (NDSLBU) Contract Compliance Presentation Explains Points	15
Total	100

RFP/CONTRACT SCHEDULE

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Estimated Contract Start: June 1, 2023

SOCIAL RESPONSIBILITY DIVISION POLICIES

CONTRACT COMPLIANCE OFFICE

LIVING WAGE POLICY

LIVING WAGE

Hourly Rate (July 1 annual adjustment)

Port Ordinance No. 3666

\$18.53 **without** health benefits

\$16.14 **with** health benefits

Compensated Time Off

At least 12 per year, including holidays

Employee Notification

Directly in writing **AND posted** in communal areas (from SRD: Social Responsibility Division)

In English, Spanish and majority languages

Elation Systems Payroll Reports

Name, address, date of hire, occupation classification, rate of pay, benefits paid

Quarterly (March 31, June 30, September 30, and December 31)

NON-DISCRIMINATION AND SMALL LOCAL BUSINESS UTILIZATION POLICY (NDSLBUUP)

Purpose:

Nondiscrimination

Create and grow businesses in the Port's market area

Local Impact Area (LIA): Alameda, Emeryville, Oakland, and San Leandro

Local Business Area (LBA): Alameda and Contra Costa counties

Certification Criteria:

Local Impact Area (LIA): Alameda, Emeryville, Oakland, and San Leandro

Local Business Area (LBA): Alameda and Contra Costa counties

Must be LIA for SBE and VSBE

SBE: \$36,000,000

VSBE: \$5,000,000

Lease/mortgage for past 12 months in LBA/LIA

Applicability:

Locally funded contracts

Certified at time of proposal submittal (5 business days application review)

Get Certified/ Find Certified: <https://srd.portofoakland.com>

NDSLBP BENEFITS & REQUIREMENTS

Benefits to SBE/VSBE:

- 10 business day Prompt Payment from Port (with complete invoice and documentation)
- Up to 15-point Rating Bonus
- For contracts under \$1,000,000 Port may make twice-monthly payments

Requirements of SBE/VSBE:

- 5 business day Prompt Payment to subs
- Enforcement mechanisms: penalties, liquidated damages, nullify contract, debarment

Kamal Hubbard, Contract Compliance Officer
Social Responsibility Division
khubbard@portoakland.com
(510) 627-1162

NDSLBP 15 POINT CALCULATION

Prime Consultant	KTK Joint Venture, LLC										
Project	RFP - Professional Services for the Port of Oakland										
Proposal Due Date:	1-Mar-22										
		Total	Local Business		Prime Joint Venture		Small Business		Community Awareness		
Firm	Participation [max points]:		LIA [5]	LBA [2.5]	LIA [3]	LBA [1.5]	SBE [2]	VSBE [4]	Mentoring (1)	Internships (1)	Job/fairs (1)
Kimberly Prime, LLC	Prime Consultant	15%	15%	0	15%			15%	0.25	0.38	0.40
Tracey Prime Co	Prime Consultant	14%		14%		14%			0.25	0.40	0.30
Kamal Prime, Inc	Prime Consultant	19%	19%		19%		19%		0.25	0.10	0.30
Oakland Sub ACME	Sub	22%	22%	0			0	22%	0.00		
Alameda Sub BETA	Sub	21%	21%	0			0%	21%	0.00		
Totals		100%	77%	14%	34%	14%	19%	58%	0.75	0.88	1.00
All Firms LIA Score:			3.85	...LIA% *5							
All Firms LBA Score:			0.35	...LBA% *2.5							
JV-LIA Score:			1.02	...LIA% *3							
JV-LBA Score:			0.21	...LBA% *1.5							
All Firms SBE Score:			0.38	...SBE% *2							
All Firms VSBE:			2.32	...VSBE% *4							
Community Awareness Score:			2.63	internal rubric							
Local/Small Business Utilization Score, MAX 15 PTS:			10.76	sum points							

INSURANCE REQUIREMENTS

RISK MANAGEMENT

INSURANCE

- **Proposers** submit with bid documents, Attachment 10, “**Insurance Acknowledgement Statement**” (IAS)” (page 40 in the RFP). *By signing the IAS, Proposers acknowledge understanding of the insurance requirements and if awarded the agreement, will provide Risk Management a certificate of insurance and all related endorsements in accordance with the terms of the agreement.*
- **Proposers**, please review **Port of Oakland’s** draft **Professional Service Agreement** (Attachment 11), page 42 of RFP. It is recommended to share insurance provisions **Appendix C** with your insurance representative to assist with satisfying insurance compliance.
- **Appendix C – Insurance** (pages 64-65 in RFP), describe the types, limits of insurance and other obligations as respects **Port of Oakland’s** insurance provisions.
- It is important to understand all terms and conditions included in **Port of Oakland’s** Professional Services Agreement

Questions are submitted by March 20, 2023, to the primary contact. 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 included in the proposal.

GOOD LUCK! *Port of Oakland Risk Management Department.*

RFP & CONTRACT SCHEDULE

NEXT STEPS

RFP/PROPOSAL SUBMISSION SCHEDULE & CLOSING

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Estimated Contract Start: June 1, 2023

KEY CONTACT INFORMATION

Julina Bonilla, Workforce Development Manager: JBonilla@PortOakland.com 510-627-1305

Email any additional questions to Eva Chiu at echiu@portoakland.com

Proposal documents can be obtained at: <https://www.portofoakland.com/business/bids-rfps/>