



AGENDA REPORT

PROPOSED ACTION: Resolution: Approving and Authorizing the Executive Director to Enter into a Professional Services Agreement with Cambridge Systematics, Inc. to provide Environmental Federal Grant Administration Support for a Total Combined Amount Not to Exceed \$2,500,000 for a Term up to Five (5) Years and Approving the Inclusion of \$9,450,312 in Reimbursable Clean Heavy-Duty Vehicle Program Operating Expenses and Corresponding Grant Revenues in the Port's Non-Operating Budget for Fiscal Year 2026; and Finding that the Proposed Action is Exempt Under the California Environmental Quality Act. (Environmental)

Submitted By: Colleen Liang, Director of Environmental Programs and Planning;
Kristi McKenney, Executive Director

Parties Involved: Cambridge Systematics,
a Massachusetts corporation

Amount:

Professional Services Agreement: Not to
Exceed a Total Combined Amount of
\$2,500,000

(Operating and Non-Operating Expense)

Fiscal Year 2026 Port Non-Operating
Budget:

\$9,450,312 (Non-Operating Expense)

\$9,450,312 (Non-Operating Grant
Revenue)

EXECUTIVE SUMMARY:

In October 2024, the Port was awarded two Environmental Protection Agency (EPA) grants; the Clean Ports Program – Zero Emission Technology Competition (Clean Ports) award for \$322 million, and the Clean Heavy-Duty Vehicles (CHDV) grant award for \$10.5 million. Due to the complexity of these grants, grant administration support services were anticipated and included in the project budgets for these two programs.

Port of Oakland (Port) Staff issued a formal competitive solicitation in a Request for Proposal (RFP) in April 2025 for these grant administration support services. The highest ranked firm, Cambridge Systematics, Inc., is recommended by Port staff.

The CHDV funding is 100% reimbursed by the grant program, however the program was not included in the Port's FY 2026 Non-Operating Budget. Port staff request approval of CHDV's non-operating expense and grant revenue budget.

BACKGROUND & ANALYSIS

EPA Grants:

In October 2024, the EPA awarded the Port a Clean Ports Program (Clean Ports) in the amount of \$322 million, which requires \$7.5 million of matching funds from the Port to partner with community organizations, non-profit entities, industry partners, and the Bay Area Air District. Clean Ports will support: 1) transition of 475 drayage trucks and 188 pieces of cargo handling equipment to zero emissions, installation of charging stations and related electrical infrastructure 2) community participation in the development and implementation of a community engagement plan and air quality monitoring program, 3) workforce training on zero-emissions (ZE) equipment, 4) zero emission truck loaner program, and 5) grant management.

In November 2024, the EPA also awarded the Port a Clean Heavy-Duty Vehicles Grant (CHDV) in the amount of \$10,499,274, which requires \$4.9 million of matching funds. Project partner United Parcel Service (UPS) will be providing the mandatory match as well as some voluntary cost share, totaling \$5,158,000. CHDV will support 1) the replacement of 60 Class 6 UPS delivery trucks with ZE battery electric vehicles and installation of chargers at three San Francisco Bay Area logistics centers (Including 40 in East Oakland and the Oakland Airport Business Park), 2) community participation in the development and implementation of a community engagement plan; 3) workforce training on zero-emissions equipment, and (4) grant administration.

The Board of Port Commissioners (Board) approved Port staff entering into an agreement with EPA for both the Clean Ports and CHDV grant programs on December 19, 2024.

Federal Grant Administrative Support:

Environmental Programs and Planning (EP&P) sought a highly qualified Federal Grant Administrative Support Consultant firm to provide grant administration services to Port staff, which will include EPA progress reporting, conducting regular project status meetings, supporting grant partners to ensure they are following EPA grant requirements, assisting with reimbursement processes and reporting, as well as coordinating partners' project implementation and review of their required deliverables.

On April 18, 2025, EP&P through the Purchasing Department, released a formal Request for Proposal (RFP No. 24-25/29) titled *Environmental Federal Grant Administration Support*. The Port held a non-mandatory pre-proposal on April 30, 2025, with 24 attendees from various organizations. The Port received 12 proposals on May 22, 2025. To evaluate the proposals, the Port established a three-person Evaluation Panel consisting of three Environmental Port Staff. The Evaluation Panel scored the 12 proposals based on the following criteria set forth in Table 1 below:

Table 1
RFP Evaluation Criteria

Item	Criteria	Weights
1	Adherence to Port Policy and Other Requirements and Debarment Statement	Pass/Fail
2	Company Information, Client References, Litigation and Other Information, and Required Forms	10%
3	Knowledge and Experience	30%
4	Plan and Approach	35%
5	Proposed Fees and Expenses	15%
6	Quality and Clarity of Response	10%
	Total	100%

The Port's Non-Discrimination and Small Local Business Utilization Policy (NDSLBP) was not included in the evaluation criteria because the contract will be federally funded which prohibits preference points for NDSLBP.

Based on these criteria, the Port recommends awarding the highest scoring firm, Cambridge Systematics, Inc., as shown in Table 2. Cambridge Systematics, Inc. demonstrated the following in their qualifications and interview.

1. Extensive experience in grant management, training, and reporting, compliance and monitoring, and zero-emission (ZE) technology coordination, renewable energy programs, and competitive solicitation processes;
2. A plan and approach that was clear and comprehensive;
3. Staffing that includes subject matter experts relevant to the multiple project components who work closely across these functional areas to address the most complex system policies and planning needs;
4. Reference projects that were complex and similarly large;
5. Local ties and knowledge of the Port's frontline communities; and
6. Experience implementing transportation, energy, and climate-related initiatives with a depth of industry knowledge.

Based on the evaluation criteria, the firms were ranked as shown on Table 2. Port Staff held interviews on July 10, 2025, with the top four consultant teams. Based on the criteria set forth, Cambridge Systematics, Inc. was ranked as the top firm.

Table 2
Consultant Ranking

Ranking	Consultant	Location
1	Cambridge Systematics, Inc.	Oakland, CA
2	OD Grant Solutions, LLC	Arlington, VA
3	TranSystems Corporation	Berkeley, CA
4	Witt O'Brien's, LLC	Houston, TX
5	Beth Altshuler Munoz Consulting, Inc.	Oakland, CA
6	Momentum	Sacramento, CA
7	FTI Consulting, Inc.	Oakland, CA
8	The Write Consulting Group, LLC	Washington, DC
9	Starcrest Consulting Group, LLC	Albuquerque, NM
10	C2PM	Los Angeles, CA
11	SeaJay Environmental, LLC	Oakland, CA
12	Motive Power, Inc.	Petaluma, CA

The contract will be awarded for up to \$2,500,000 for a duration of five years. This value was determined by considering the amount budgeted for grant administration consultant support in the respective Clean Ports and CHDV project budgets, with additional contract value for future grant administration and implementation support, if needed. Funding will be provided through the Clean Ports and CHDV grants, as well as Port cash.

CHDV Funding

The CHDV program is completely reimbursed by EPA and the project co-applicant (UPS). There is no Port cost share or expenses other than Port staff time. The CHDV grant budget was not included in the recently adopted FY 2026 Budget. There is no net budget impact.

OTHER FINDINGS AND PROVISIONS

ENVIRONMENTAL REVIEW

The proposed action was analyzed under the California Environmental Quality Act (CEQA) and was found to be:

- ☐ Categorically exempt under the following CEQA Guidelines Section:
15306 (Information Collection)
- ☒ "Common Sense" exemption under CEQA Guidelines Section 15061(b)(3).
- ☐ Other/Notes:

BUDGET

- ☐ Administrative (No Impact to Operating, Non-Operating, or Capital Budgets); OR
- ☒ Operating ☒ Non-Operating ☐ Capital

Analysis: Budget for the proposed Board action item is included in the FY 2026 Maritime Division operating expense budget. The Clean Ports grant project budget includes \$1,552,144 for grant administration contractor services across five years and will be 80% grant-funded with a 20% Port cost share.

The CHDV grant project budget was not included in the Board adopted FY 2026 Port Budget. The grant administration contractor services is 100% grant funded and will have no budget impact. The CHDV grant project budget includes \$200,000 for grant administration contractor services.

The additional contract value requested (\$747,856) is for grant administration support on future grant awards. The funding source will depend on project location and agency funding requirements. Any prospective future grant award would require Board acceptance and approval of the specific grant funding opportunity.

STAFFING

- ☒ No Anticipated Staffing Impact.
- ☐ Anticipated Change to Budgeted Headcount.
Reason:
- ☐ Other Anticipated Staffing Impact (e.g., Temp Help).
Reason:

MARITIME AND AVIATION PROJECT LABOR AGREEMENT (MAPLA):

Applies? No (Other) - see explanation below.

LIVING WAGE (City Charter § 728):

Applies?

<input checked="" type="checkbox"/> <u>Additional Notes:</u> MAPLA 2016 Section 2.3.4 – Does not apply to the scope of services for design teams or any other consultant of the Port for architectural/engineering design services and other professional services.	No (Not Covered Entity) – proposed action involves entity not covered by Living Wage requirements because it is not a covered service provider or tenant, does not employ at least 21 employees, or receive from or pay to Port at least \$50,000. <input type="checkbox"/> <u>Additional Notes:</u>
<p><u>SUSTAINABLE OPPORTUNITIES:</u></p> <p><u>Applies?</u> Yes.</p> <p><u>Reason:</u> The grant administration services provided by the Consultant will provide valuable support for the Clean Ports and CHDV programs. Management of the programs including monitoring ZE measures goal which will advance the Port's goals towards zero emission operations.</p>	<p><u>GENERAL PLAN</u> (City Charter § 727):</p> <p><u>Conformity Determination:</u></p> <p>Not Required – conformity determination not required because proposed action does not change use of or make alterations to an existing facility, or create a new facility.</p>
<p><u>STRATEGIC PLAN.</u> The proposed action would help the Port achieve the following goal(s) in the Port's Strategic Plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Capture Our Market and Grow the Economic Base <input checked="" type="checkbox"/> Modernize and Upgrade Infrastructure <input checked="" type="checkbox"/> Transition to Zero-Emissions and Build Climate Resilience <input checked="" type="checkbox"/> Maximize Land Use Value and Revenues <input type="checkbox"/> Workforce Training and Jobs Development <input type="checkbox"/> Create Opportunities for Local Businesses and Community Economic Development 	