



AGENDA REPORT

PROPOSED ACTION: Resolution: Approve and Authorize the Executive Director to Enter into a Professional Services Agreement to Provide Community Engagement Support and Facilitation Consulting Services with: (1) RDA Consulting, SPC for the Clean Ports Program for a Total Combined Amount Not to Exceed \$600,000 for a Term up to Five Years with an Option for Two One-Year Extensions; and (2) InterEthnica for the Clean Heavy-Duty Vehicles Program for a Total Combined Amount Not to Exceed \$50,000 for a Term up to Three Years with an Option for Two One-Year Extensions; and (3) Civil Edge Consulting, LLC for Other Potential Federally Funded Projects for a Total Combined Amount Not to Exceed \$300,000 for a Term up to Three years with an Option for Two One-Year Extensions; and if Negotiations with the Above Firms are Unsuccessful, to Execute a Professional Services Agreement with the Next Three Highest Rated Firms (4, 5, and 6), for a Maximum Compensation Not to Exceed \$600,000, \$50,000, and \$300,000 Respectively; and Find that the Proposed Action is Exempt Under the California Environmental Quality Act. (**Social Responsibility Division**)

Submitted By: Matt Davis, Chief Public Engagement Officer; Kristi McKenney, Executive Director

Parties Involved:

1. Clean Ports Program: RDA Consulting, SPC, a California Corporation, Located in Oakland's Jack London Square, Oakland, CA
2. Clean Heavy-Duty Vehicles Program: InterEthnica, a California Minority Women-Owned Corporation, Located in San Francisco, CA
3. Other Potential Federally Funded Projects: Civic Edge Consulting, LLC

Amount:

1. Amount Not to Exceed \$600,000 (FY 2026 Maritime Division operating expense budget)
2. Amount Not to Exceed \$50,000 (FY 2026 Non-Operating Budget)
3. Amount Not to Exceed \$300,000 (FY 2026 Operating Expense Budget)

EXECUTIVE SUMMARY: In October 2024, the Port of Oakland (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. These grants include the participation of Community Based Organizations (CBOs) to carry out various community engagement components of the grant. Consulting services to support the work of the CBOs were anticipated and included in the project budgets for these two

programs. Following a competitive solicitation for community engagement support and facilitation consulting services, Por staff is recommending the highest ranked firms, RDA Consulting, SPC for the Clean Ports Program, InterEthnica for the CHDV grant, and Civic Edge for future potential federally funded projects.

BACKGROUND & ANALYSIS

Federal Grant Information

Clean Ports Program. The EPA awarded the Port of Oakland \$322 million to fast track the Oakland Seaport's conversion zero-emissions cargo handling operations. The Port's historic and transformative proposal is called "Community Led, Business Supported, Proven and Ready to Go! Transforming the Port of Oakland to Zero Emissions." The grant is intended to finance 663 pieces of zero-emissions equipment which includes 475 drayage trucks and 188 pieces of cargo handling equipment. The project also includes the following program elements: Community Engagement, Fence-line Air Quality Monitoring Program, Workforce Development, and a Trucker Loaner Program.

The Port partnered with four CBOs to further deepen engagement opportunities: Black Cultural Zone Community Development Corporation (BCZ), Rose Foundation for Communities and the Environment (Rose Foundation), West Oakland Cultural Action Network (WOCAN), and West Oakland Indicators Project (WOEIP) to engage other CBOs and Oakland residents to participate in project activities including monitoring and informing the community on the performance of the Project.

Clean Heavy Duty Vehicle Program at OAK (CHDV Program). The "Empowering Delivery for Tomorrow: Port of Oakland and UPS Transition to Battery Electric Trucks Serving Bay Area Disadvantaged Communities" project will replace 60 Class 6 UPS delivery trucks with zero-emission battery electric delivery trucks and install supporting charging infrastructure at three different logistics centers in the Bay Area including: 40 trucks and chargers adjacent to the Oakland San Francisco Bay Airport (OAK); 10 trucks and chargers at the San Francisco UPS facility, and 10 trucks and chargers at the Richmond UPS facility.

The Port partnered with two well-regarded CBOs for this project to improve its outreach to disadvantaged communities. Black Cultural Zone Community Development Corporation and Lifers Leaving a Legacy were selected as partners based on their competency and dedication to disadvantaged communities including work with individuals with limited-English proficiency (LEP), as well as proven experience working on issues such as public health, health equity, environmental health, environmental justice, social justice, racial equity, youth development, and senior services

Through projects such as these, the Port is supporting building the capacity of these CBOs to serve community needs and act as a conduit between agencies like the Port and individuals in disadvantaged communities. Community engagement consulting services will support the work of the CBOs to achieve grant deliverables and timelines.

Additional Potential Federally Funded Projects. The Port reserves the right to add additional federally funded projects that support the Port’s commitment to environmental sustainability and its zero-emissions operations goal, as the Port secures them under this contract for community engagement support and facilitation consulting services.

Community Engagement Support & Facilitation

The Port’s Social Responsibility Division, in coordination with the Environmental Programs & Planning Division, sought highly qualified consultants to coordinate and oversee the community engagement deliverables of the partnering Community-Based Organizations. This includes the following: development of a comprehensive community engagement and communications plan; community engagement support, facilitation and logistics of meetings and activities; creating informational and educational materials on the subject matter (flyers, info graphics, presentations, etc.); and grant administration support, including the oversight of community engagement deliverables.

On March 28, 2025, the Port Purchasing Department released a formal Request for Proposal (RFP No. 24-25/10) titled Community Engagement Support and Facilitation Consulting Services for Federally Funded Projects. The Port held a non-mandatory pre-proposal meeting on April 11, 2025, with 38 attendees from various organizations. The Port received 10 proposals on May 8, 2025. To evaluate the proposals, the Port established a three-person Evaluation Panel consisting of three Port Staff from the Social Responsibility, Environmental Programs & Planning, and Maritime Divisions. The Evaluation Panel scored the 10 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	Pass/Fail
3	Expertise and Experience	30%
4	Referenced Projects	20%
5	Plan and Approach	35%
6	Proposed Costs	15%
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 local preference points.

Based on these criteria, the Port recommends awarding the highest scoring firms, InterEthnica, RDA Consulting, SPC, and Civic Edge as shown in Table 2. These three firms demonstrated the following in their qualifications and interview: 1) Participatory planning, Consensus building, Conflict mitigation, and Public Speaking experience; 2) Local ties, knowledge, and cultural competence collaborating with stakeholders of the Port's Fence-line communities including Oakland (particularly West Oakland and East Oakland), Alameda and San Leandro; 3) Engagement with Environmental Justice communities; Bay Area Native American population, low-income communities, communities of color, individuals with Limited-English Proficiency (LEP), including grass-roots Community-Based Organizations and 4) Community development and working on topics such as air quality, public health and health equity, transportation and freight, land use, environmental justice, climate change, racial equity, youth development, and senior services.

Based on the evaluation criteria, the firms were ranked as shown on Table 2. Port Staff held interviews on June 24, 2025, with the top three consultant teams. Based on the criteria set forth, InterEthnica, RDA Consulting, SPC, and Civic Edge were ranked the top three firms.

**Table 2
Consultant Ranking**

Consultant Ranking	Consultant	Location
1	InterEthnica	San Francisco
2	RDA Consulting, SPC	Oakland
3	Civic Edge Consulting	San Francisco
4	Imprenta Communication Group	Los Angeles
5	Beth Altshuler Munoz Consulting	Oakland
6	Kearns & West Inc	San Francisco
7	FTI Consulting Inc	Oakland
8	Empress Rules LLC	Gresham, OR
9	RBA Creative	Oakland
10	Momentum	Sacramento

The contract with RDA Consulting, SPC will be awarded for up to \$600,000 for a Term up to 5 Years with an Option for Two One-Year Extensions; The contract with InterEthnica will be awarded for up to \$50,000 for a Term up to 3 Years with an Option for Two One-Year Extensions; and the contract with Civic Edge for a Term up to 3 years with an Option for Two One-Year Extensions. 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, future federal grants, as well as Port cash.

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:

Choose an item.

☒ "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 \$600,000 for community engagement support, facilitation and logistics contractor services across five years and will be 80% grant-funded with a 20% Port cost share.

The CHDV grant project budget is included in the FY 2026 Port Non-Operating Budget. The grant administration contractor services is 100% grant funded and will have no budget impact. The CHDV grant project budget includes \$50,000 for community engagement support, facilitation and logistics contractor services.

Other potential federally funded projects that may require community engagement support is included in the FY 2026 Operating Expense Budget.

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):**

LIVING WAGE (City Charter § 728):
Applies?

<u>Applies?</u> Choose an item. ☐ <u>Additional Notes:</u>	Choose an item. ☐ <u>Additional Notes:</u>
<u>SUSTAINABLE OPPORTUNITIES:</u> <u>Applies?</u> Yes. <u>Reason:</u> The proposed action supports the Port's goal of transitioning its operations to zero-emissions.	<u>GENERAL PLAN</u> (City Charter § 727): <u>Conformity Determination:</u> 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.
<u>STRATEGIC PLAN.</u> The proposed action would help the Port achieve the following goal(s) in the Port's Strategic Plan: ☐ Capture Our Market and Grow the Economic Base ☒ Modernize and Upgrade Infrastructure ☒ Transition to Zero-Emissions and Build Climate Resilience ☐ Maximize Land Use Value and Revenues ☒ Workforce Training and Jobs Development ☒ Create Opportunities for Local Businesses and Community Economic Development	