



AGENDA REPORT

PROPOSED ACTION:

Resolution: Approve and Authorize the Executive Director to Execute an Agreement with ZDEVCO for the Management and Maintenance of the Drayage Truck Registry & Truck Management System Database for a Term of Two (2) Years with Three (3), 1-Year Options to Extend, in a Total Aggregate Amount Not to Exceed \$1,895,000 **(Maritime)**

Submitted By: Bryan Brandes, Director of Maritime
Danny Wan, Executive Director

Parties Involved: ZDEVCO Amount: \$1,895,000

EXECUTIVE SUMMARY:

Starting in 2009, following the Port’s adoption of the Comprehensive Truck Management Program (CTMP), the Port has regularly issued Requests for Proposals (RFPs) for management and maintenance of its drayage truck registry and related databases. Most recently, in September 2021, the Port issued a RFP for Management and Maintenance of the Drayage Truck Registry & Truck Management System Database. The Port received one proposal from ZDEVCO, who is currently providing similar professional services to the Port. Port staff (Staff) evaluated ZDEVCO’s proposal and determined it could perform the services requested at a cost consistent with historical and current costs. Port costs are anticipated to be fully or mostly covered by registration fees charged by the Port as part of the Secure Truck Enrollment Program (STEP) component of the CTMP, as set forth in Port Tariff No. 2-A.

BACKGROUND & ANALYSIS

The current professional service agreement (PSA) for the Management and Maintenance of the Drayage Truck Registry & Truck Management System Database is set to expire on February 28, 2022. Services prescribed for the expiring PSA, as well as for this RFP, include:

- Managing the Port Registry consisting of the drayage truck database that catalogs the Licensed Motor Carriers (LMCs), and drayage trucks that service the Port, along with the STEP to provide domain awareness of entities doing business in the Seaport Area – per Item 02405 of Port Tariff No. 2-A;
- Maintaining the truck positioning system that works in conjunction with radio frequency identification (RFID) data gathered at security entrances/exits of the marine terminals and supplied to the Port via a third-party hosting service; and
- Managing and staffing the Port’s Customer Service Center (CSC) that provides a variety of services to Port customers including processing STEP agreements,

trouble-shooting RFID equipment, and issuing “Day Passes” for eligible truckers to facilitate terminal access.

A. Solicitation

In anticipation of the expiring PSA, and the need to ensure service continuity, the Port issued an RFP for similar services in September 2021. Efforts taken by Staff to advertise the RFP follow:

- Posted the RFP on the Port Website (<http://www.portofoakland.com/business/bids-rfps/>)
- Sent email notification to registered contacts at firms that submitted a proposal for the most recent RFP for similar professional services in 2019
- Publicly advertised the RFP in the Oakland Tribune
- Sent the RFP notification to a variety of entities, including, but not limited to community-based organizations, various chambers of commerce, California Unified Certification Program, Department of General Services, and Port certified local/small firms
- Three firms attended the non-mandatory pre-proposal meeting on September 8, 2021

B. Evaluation

The Port established a five-person Evaluation Committee (Committee) comprised of staff from the Port’s Maritime, Environmental Programs and Planning, and Social Responsibility divisions. The evaluation criteria prescribed in the RFP, as summarized below, were the basis for the Committee’s evaluation.

Item	Criteria	Weights
1	<u>Adherence to Port Policy Requirements and Debarment Statement</u> Completion of forms attached to the RFP	Pass/Fail
2	<u>Company Information, Client References, Litigation Information, and Required Forms</u> Company Information, Client References, Litigation and Other Information, and Required Forms	15%
3	<u>Knowledge and Experience</u> Proposer’s knowledge and experience in providing services of similar size and scope as services in RFP	25%
4	<u>Plan and Approach</u> Details of proposed plan/approach to address the requirements of the RFP	20%

Item	Criteria	Weights
5	<u>Proposed Costs</u> Fee proposal, including rates for PSOC supervisor and operator, profit, health benefits, etc.	25%
6	<u>Non-Discrimination Small Local Business Utilization Policy</u> Points awarded based on criteria included in the policy.	15%
	Total	100%

The Port received one proposal submission from ZDEVCO, who is the current service provider for the Management and Maintenance of the Drayage Truck Registry & Truck Management System Database and a Port-certified local and very small company. The Committee determined that ZDEVCO could perform the services requested. ZDEVCO has no reservations with the Port's proposed terms and conditions as presented in the RFP and its proposed cost was in line with historical service costs and the expectations of the Committee.

The term of the proposed contract with ZDEVCO would be two years with three 1-year options to extend at the Executive Director's discretion.

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.
- Exempt from CEQA because it is not a "Project" under CEQA Guidelines Section 15061(b)(3).
- Other:

Reason: Per Section 15378 of the CEQA Guidelines, the proposed action, as an ongoing administrative activity, is not a project under CEQA because it would not result in a direct or reasonably foreseeable indirect physical change to the environment.

BUDGET

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

Analysis:

The cost for the maximum five-year term is \$1,894,040, or approximately \$378,000 per year on average, as shown below. In fiscal year (FY) 2022, the proposed cost is about \$342,000, which is about \$17,000 higher than budgeted. Additionally, the Port collects a registration fee for LMCs and trucks participating in the STEP program. The fees were designed to approximately recover the associated program expenses; fee revenue in FY 2022 was budgeted at \$301,000. So, a net shortfall of about \$41,000 to budget may exist in FY 2022, which Staff anticipates absorbing into the overall adopted Maritime operating expense budget. The registration fee is subject to annual review and potential adjustment, depending on actual revenue collected and contract costs.

Year 1 (Mar22-Feb23)	Year 2 (Mar23-Feb24)	Year 3 (Mar24-Feb25)	Year 4 (Mar25-Feb26)	Year 5 (Mar26-Feb27)	Total
\$359,125	\$371,228	\$380,463	\$387,043	\$396,181	\$1,894,040

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 (Not Aviation or Maritime CIP Project) – proposed action is not covered work on Port’s Capital Improvement Program in Aviation or Maritime areas above the threshold cost.

- Additional Notes:

LIVING WAGE (City Charter § 728):

Applies?

No (No Covered Agreement) – proposed action is not an agreement, contract, lease, or request to provide financial assistance within the meaning of the Living Wage requirements.

- Additional Notes:

SUSTAINABLE OPPORTUNITIES:

Applies? **No.**

Reason: There are no sustainability opportunities related to this proposed action because it does not involve a development project, purchasing of equipment, or operations that presents sustainability opportunities, including adaptation to sea level rise.

GENERAL PLAN (City Charter § 727):

Conformity Determination:

No Project – conformity determination not required because proposed action does not change use of or make alterations to an existing facility or create a new facility.

STRATEGIC PLAN. The proposed action would help the Port achieve the following goal(s) and objective(s) in the Port’s Strategic Business Plan:

- Grow Net Revenues
- Improve Customer Service
- Strengthen Safety and Security
- Care for Our Environment
- Modernize and Maintain Infrastructure
- Pursue Employee Excellence
- Serve Our Community