

AGENDA REPORT

Resolution: Approve and Authorize the Executive Director to Enter into a Professional Services Agreement with Kittelson & Associates, Inc. in an Amount Not-to-Exceed \$400,000 for the Long-Term Seaport Transportation and Circulation Study. **(Maritime)**

MEETING DATE: 4/8/2021

AMOUNT: \$400,000 (FY 20/21-FY 21/22)
Operating Expense

PARTIES INVOLVED: Kittelson & Associates, Inc. Oakland/California,
Michael N. Aronson, Principal-in-Charge

SUBMITTED BY: Bryan Brandes, Director of Maritime
Richard Sinkoff, Director of Environmental Programs &
Planning

APPROVED BY: Danny Wan, Executive Director

ACTION TYPE: Resolution

EXECUTIVE SUMMARY

This Agenda Report requests authorization for the Executive Director to enter into a Professional Services Agreement with Kittelson & Associates, Inc. in an amount not-to-exceed \$400,000 for the Long-Term Seaport Transportation and Circulation Study. The purpose of this study is to analyze long-term transportation and circulation from current and future Seaport activity and surrounding non-Seaport related planned or proposed development to support Port planning efforts.

BACKGROUND

The Maritime Division is embarking on a planning effort to develop a comprehensive plan for the Oakland Seaport. The Plan – known as the Oakland Seaport Plan – is rooted in the Port's Strategic Plan including a focus on local and regional economic, social, and environmental benefits through Seaport activity. The Plan will present the Port's long-term vision, goals, and strategies for operations and development in the Seaport. A distinguishing characteristic of the Plan is its focus on the important support "systems," such as transportation and utilities infrastructure, required for efficient Seaport operations, development, and growth.

On December 17, 2020, Port staff (Staff) solicited proposals from qualified consultants for the Long-Term Seaport Transportation and Circulation Study (Study). Specifically, the purpose of the Study is to analyze long-term transportation and circulation issues resulting from

cumulative Seaport activity and surrounding development, primarily in Downtown Oakland and adjacent neighborhoods, and to support ongoing and future planning efforts. The Port will use this Study to inform the Oakland Seaport Plan. This Study may also identify future Seaport infrastructure projects and provide input into City of Oakland, Alameda County, and/or State infrastructure plans and projects.

The Study will provide comprehensive data and analyses such as the following:

- Identify Seaport truck origins and destinations, including parking facilities, and associated travel time;
- Collect and analyze traffic data to assist the Port with establishing baseline performance metrics for truck and rail operations (e.g., speed, travel time, delay, and other key performance metrics);
- Define operational performance metrics (e.g., travel time) for “acceptable” or “unacceptable” truck & rail performance;
- Analyze future activity based on different land use scenarios;
- Determine when and to what magnitude surrounding development projects and associated growth would affect Seaport operations and development from a transportation system perspective; and
- Propose transportation and circulation solutions to address identified issues.

Staff posted the RFP on the Port’s website at the following link:

<http://www.portofoakland.com/business/bids-RFQs/rfq-engineering/>. Proposals were due on February 5, 2021 at 12:00 PM. Staff disseminated the RFP in several ways, including:

- Port of Oakland website;
- E-mail to businesses listed with the Social Responsibility Division for this type of work;
- E-mail to Seaport stakeholders and maritime industry contacts; and
- Verbal communication with known interested parties.

On February 5, 2021, three respondents submitted proposals in response to the RFP. To evaluate the proposals received, the Port established a four-person Evaluation Committee (the “Committee”) comprised of Staff from the Port divisions of Maritime, Engineering, and Environmental Programs and Planning. The evaluation resulted in the following ranking:

Ranking	Proposer	Location	Certified LIA/LBA*
1	Kittelson & Associates, Inc.	Oakland, CA	Yes
2	Jacobs Engineering Group, Inc.	Oakland, CA	Yes
3	Parsons Transportation Group	San Francisco, CA	No

❖ LIA – Local Impact Area: Oakland, San Leandro and Emeryville; LBA – Local Business Area – Alameda and Contra Costa Counties

The Committee evaluated each proposal based on criteria set forth in the RFP, as listed below:

1. Responsiveness (5%)

2. Overall Experience and Expertise of the Consultant and Subconsultants (20%)
3. Personnel and Team Organization (20%)
4. Referenced Projects (10%)
5. Project Approach (20%)
6. Cost Effectiveness (10%)

Ratings were assigned to each of the seven criteria noted above. Kittelson & Associates, Inc. ("Kittelson"), Jacobs Engineering Group, Inc. ("Jacobs") and Parsons Transportation Group ("Parsons") each submitted a complete proposal that was evaluated by the Committee for the above criteria. Kittelson and Jacobs received the highest proposal rankings; as a result, the Committee invited them to make a presentation in a virtual (i.e., ZOOM) interview format.

Overall, the Committee determined that Kittelson scored the highest and their proposal and interview were the most responsive and aligned with the Port's objectives, for the following reasons:

- Strong key personnel knowledge and expertise in the Maritime industry, terminal operations, and in-depth truck operations.
- Direct experience and knowledge of various existing and current transportation studies and planning efforts.
- Strong communication skills and the ability to work directly with community, Maritime, City of Oakland, and transportation agency stakeholders through existing relationships.
- Approach demonstrated synergy between existing and current local, county and State planning studies.
- Cost proposal was reasonable (middle of the three and significantly and included a cost-effective strategy to address existing known data limitations.

Kittelson's proposal amount is \$289,847. However, to be responsive to the ongoing planning process, Port staff anticipate there may be additional desired work as an outcome of the stakeholder engagement process, coordination of the Study with the other Oakland Seaport Plan studies, and the potential need for additional data collection and analysis to timely respond to new information and issues not known at Study inception. For this reason, Staff requests Board authorization to enter into a Professional Services Agreement (PSA) with Kittelson & Associates, Inc. for an amount not to exceed \$400,000 (including a 15% (\$43,477) general contingency and a 23% (\$66,676) task-focused contingency to address stakeholder, data, and scenario analysis). All contract expenditures, including contingency, are subject to prior authorization by Staff.

BUDGET & STAFFING

The total estimated cost for the Long-Term Seaport Transportation and Circulation Study is \$400,000. The consultant costs have been budgeted in the Environmental Programs and Planning Division Operating (“EP&P”) Expense budget, including \$100,000 in FY 2021, with the remaining \$300,000 to be budgeted during the FY 2022 budget process.

The EP&P Division will manage the Study in close collaboration with Maritime staff. Staff from EP&P, Maritime, and Port Engineering are expected to be engaged in various aspects of the Study, including project management, review of deliverables, consultation, and administrative support.

MARITIME AVIATION PROJECT LABOR AGREEMENT (MAPLA)

The matters included in this Agenda Report do not fall within the scope of the Port of Oakland Maritime and Aviation Project Labor Agreement (“MAPLA”) and the provisions of the MAPLA do not apply.

STRATEGIC PLAN

The action described herein would help the Port achieve the following goals and objectives in the Port’s Strategic Business Plan (2018-2022).

<https://www.portofoakland.com/wp-content/uploads/Port-of-Oakland-Strategic-Plan.pdf>

- Goal: Improve Customer Service
- Goal: Serve Our Community
- Goal: Care for Our Environment

LIVING WAGE

Living wage requirements, in accordance with the Port’s Rules and Regulations for the Implementation and Enforcement of the Port of Oakland Living Wage Requirements (the “Living Wage Regulations”), apply to this agreement as the service provider employs 21 or more employees working on Port-related work, the service provider is principally providing services related to maritime or aviation business, the service provider is not per se exempt under the Living Wage Regulations, and the contract value is greater than \$50,000.

SUSTAINABILITY

Port staff have reviewed the Port’s 2000 Sustainability Policy and did not complete the Sustainability Opportunities Assessment Form. 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. However, the results of the Study are expected to identify opportunities for

more efficient transportation and circulation operations with expected beneficial environmental outcomes.

ENVIRONMENTAL

This action to approve a professional services agreement for the Long-Term Seaport Transportation and Circulation Study, was reviewed in accordance with the requirements of the California Environmental Quality Act ("CEQA") Guidelines. The work performed for the Study may include the field collection of traffic data, which would be exempt per Guidelines Section 15306 Information Collection. Section 15306 exempts basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource, including when performed as part of a study leading to an action which a public agency has not yet approved, adopted, or funded. Any transportation project(s) proposed as part of the Study would be subject to specific CEQA review.

GENERAL PLAN

This project is for professional services and will not directly include any alteration of property. Development projects that result from these professional services will be subject to separate findings of conformity with the City of Oakland General Plan in accordance with Section 727 of the Charter.

OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)

Professional service agreements are not subject to the Port's Owner Controlled Insurance Program ("OCIP") as professional services are not construction activities.

OPTIONS

- Approve the recommendation to Authorize the Executive Director to enter into a Professional Services Agreement with Kittleson & Associates in an amount not-to-exceed \$400,000, as described in this Agenda Report. Approval of this recommendation would provide the Port with the long-term transportation and circulation analysis to support the Oakland Seaport Plan. This is the recommended action.
- Reject the recommendation as described below and direct Staff to solicit new proposals for the work. Soliciting new proposals will result in schedule delay and incomplete analysis to inform the Seaport Plan.
- Authorize the Executive Director to enter into a Professional Services Agreement with Kittleson & Associates for a lower amount than recommended by Staff and require Staff to return to the Board for any additional work appropriate to complete the Plan. This is not recommended as it will reduce flexibility to be responsive to the Seaport planning process and delay additional work that may be required to successfully complete the Plan.

RECOMMENDATION

Adopt a resolution approving and authorizing the Executive Director to enter into a professional services agreement with Kittelson & Associates, Inc. in an amount not-to-exceed \$400,000 for the Long-Term Seaport Transportation and Circulation Study.