LOCAL BUSINESS UTILIZATION CONSULTANT SERVICES
OAKLAND UNIFIED SCHOOL DISTRICT

Quarterly Report for LLA/LCG Team
January 1, 2020 – March 31, 2020

The report period, January 1 through March 31, 2020 is the third quarter of the LLA/LCG contract year. During this quarter, the team focused on:

• Working with the City of Oakland to identify strategies to assist contractors interested in OUSD opportunities to complete certifications and obtain recertifications with the City of Oakland
• Continuing to connect with contractors to inform them of OUSD contract opportunities, the LBU Program, and to encourage them to complete the City of Oakland certification and OUSD prequalification processes
• Referring contractors to available technical assistance resources
• Posting positive social media messages

I. BUSINESS OUTREACH & COMPLIANCE MONITORING

Business Outreach

General

• Ongoing outreach to local firms through sharing of information at PM, OAC meetings and through other venues such as public agencies (ACPWA, City of Oakland, ACTC, etc.)
• Promote contracting opportunities through email blasts to firms certified by the City of Oakland by NAICS code and Licenses. Targeted recruitment and as for information only
• Email blasts to current LBE, SLBE and SLRBE firms
• Distribution of informational announcements to professional associations, organizations or individuals that provide services to small businesses regarding OUSD opportunities.
• Continued outreach to California licensed contractors located in the City of Oakland to assess their interest in working with OUSD. Calls to 171 firms headquartered in Oakland, based on the State of California licensed contractor’s database
• Contacted OUSD Pre-Qualified Primes and Subs regarding City of Oakland certification status
• Modified Contractors Profile Form to include City of Oakland certification expiration date

Certification

• Held conversations with SLBE contractors to promote OUSD SLRBE certification
• Followed up with SLBE contractors to provide OUSD SLRBE certification program information

– Division of Facilities Planning and Management
Events

• January meeting for Steps & Ladders contractor advocacy group, shared information on LBU program and upcoming projects

Completed Project Specific Outreach for the Following Professional Services Opportunities

• Construction Program and Project Management Software
• Solid Waste Handling and Recycling Services

Completed Project Specific Outreach for the Following Construction Projects

• Re-Bid Emerson Elementary School Girls Softball Field Project
• Skyline Sewer Replacement
• Sherman Charter Storm Drain Replacement
• Elmhurst Sewer Replacement
• Madison Park Video Surveillance
• Oakland High School Countertop Replacement

Compliance Monitoring

• Projects reviewed for LBU compliance for contract award:
  ➢ Melrose Boiler Replacement
  ➢ Sankofa Boiler Replacement
  ➢ Sherman Charter Storm Drain Replacement
  ➢ Elmhurst Sewer Replacement
  ➢ Madison Park Academy Video Surveillance
  ➢ Skyline Sewer Line Replacement
  ➢ Re-Bid Emerson Elementary School Girls Softball Field
  ➢ Substitution review for Acoustics by the Bay on Madison Park

• Meeting Participation
  ➢ Weekly OUSD PM Meetings
  ➢ Weekly OAC meeting:
    ▪ Fremont High School
    ▪ Madison Park Extension

LBU Reporting

• Review of LBU project reports and follow up with project managers for missing reports
• Review and preparation of quarterly narrative
• Completed Monthly review of LBU project reports and initiated preparation of 1st Quarter Report 2020
**Progress Meetings**

- Met regularly with District Facilities Planning and Management leadership and staff to gain a deeper understanding of OUSD, to review team plans and proposed documents
- Participated in Weekly PM meetings with OUSD project managers and facilities team
- Participated in Weekly OAC meetings for the following projects:
  - Fremont High School
  - Madison Expansion Project
  - Sub-Contractors Meeting
  - Central Kitchen
  - Glenview

**II. COMMUNICATIONS & COMMUNITY ENGAGEMENT**

**Communications**

- Drafted and submitted 1st newsletter to SLBE/SLRBE firms, research and draft content for 2nd edition
- Researched content for and posted weekly updates on Facebook, LinkedIn & Twitter for #OUSD100
  - 2/5 introductory post for #OUSD100
  - 2/10 feature on the Central Kitchen
  - 2/12 Linked Learning Skilled Trades fair at Cypress Mandela Training Center
  - 2/19 Highlighting Native Soil as a local firm and OUSD alumni (story with highest shares/re-posts)
  - 2/24 Fremont High School alumnus working to re-build their alma mater
  - 3/4 Facilities visit to Bishop O’Dowd to hear about LEED classroom projects
  - 3/6 Linked Learning Skilled Trades fair at Laney College
  - 3/11 MLA students engagement/research on classroom overheating
  - 3/18 Eat.Learn.Play donation to OUSD
  - 3/25 Grab & Go Meals
  - 3/30 Census Day highlighting artwork from OUSD students
- Meetings with school board members to review LBU policy and hear their feedback on the program (Jody London, James Harris, Rosie Torres, Shanti Gonzales)

**Other Meetings/Other Engagement**

- Assisted with mediating and resolving issues between subcontractors, primes and District
- Attend Facilities Committee meetings
- Construction Resource Center to discuss availability of classes for SLRBE firms and reduced fees, provide recommendations on content that would be relevant to firms