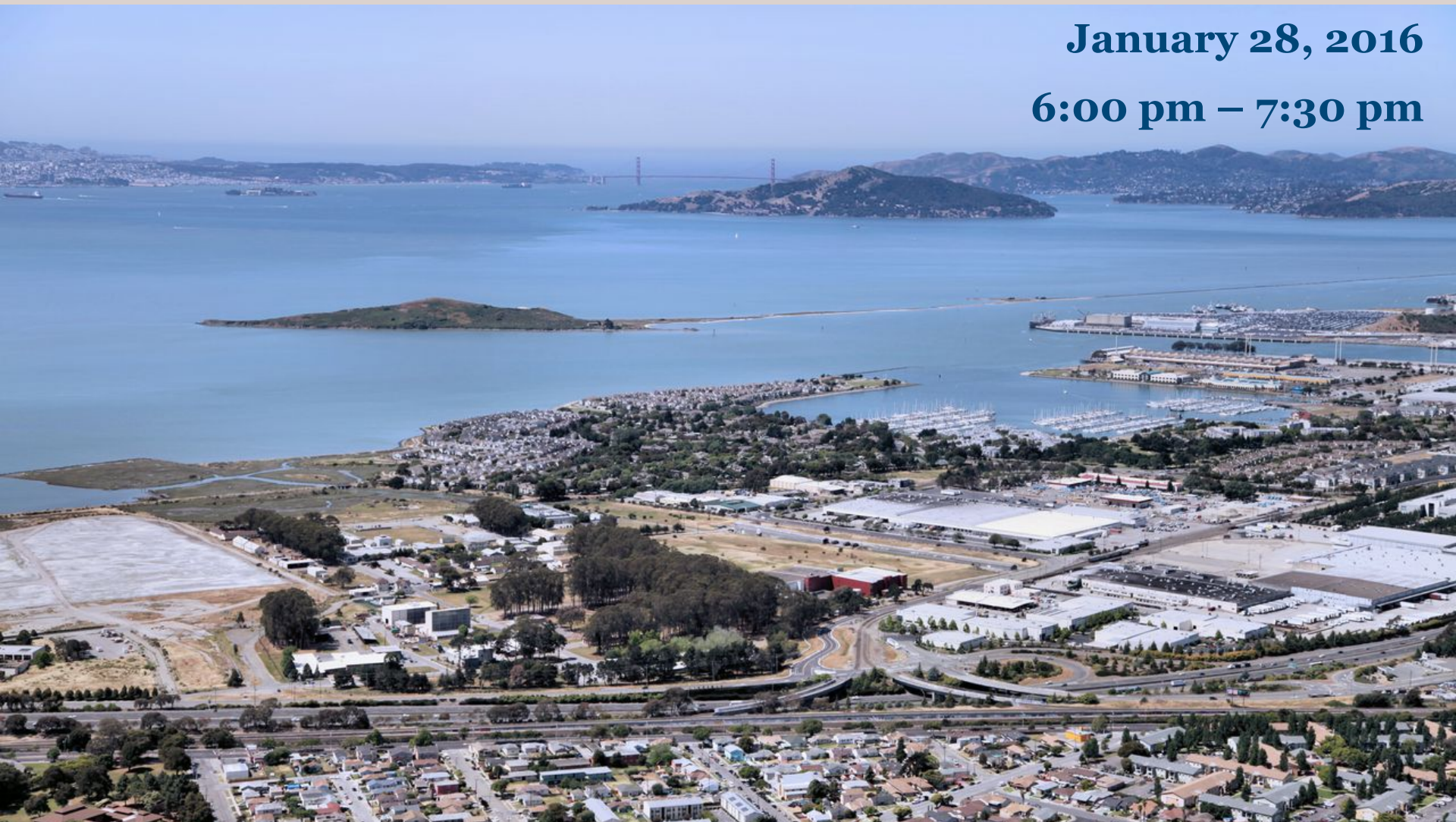


# Community Working Group Meeting

January 28, 2016

6:00 pm – 7:30 pm



Berkeley Global Campus

AT RICHMOND BAY

# Meeting Objectives

- Hear **summary update** on Education and Procurement Subcommittee recommendations
- **Discuss outline** for narrative introduction to CWG recommendations

# Today's Agenda

- I. Welcome & Introductions
- II. Brief Recap of Dec. 10<sup>th</sup> CWG Meeting
- III. CWG Process Overview
- IV. Summary Update on Education & Procurement Subcommittee Recommendations
- V. Outline for Narrative Introduction to CWG Recommendations
- VI. New Business
- VII. Next Steps

# Brief Recap of Dec.10 CWG Meeting

- The CWG voted on and approved the vast majority of recommendations the four Subcommittees put forth.
- The **Local Hire/Workforce Training and Housing Subcommittee recommendations were adopted**, with only a few notations for minority opinions expressed about 1-3 aspects of the recommendations.
- The CWG **voted in support of the overall recommendations presented by the Education and Local Procurement Subcommittees**. However, they asked these two Subcommittees to:
  - Return with **answers to questions raised** about 1-2 elements of their recommendations.
  - Come back with **more specific justifications for any specific financial investments** that were proposed.



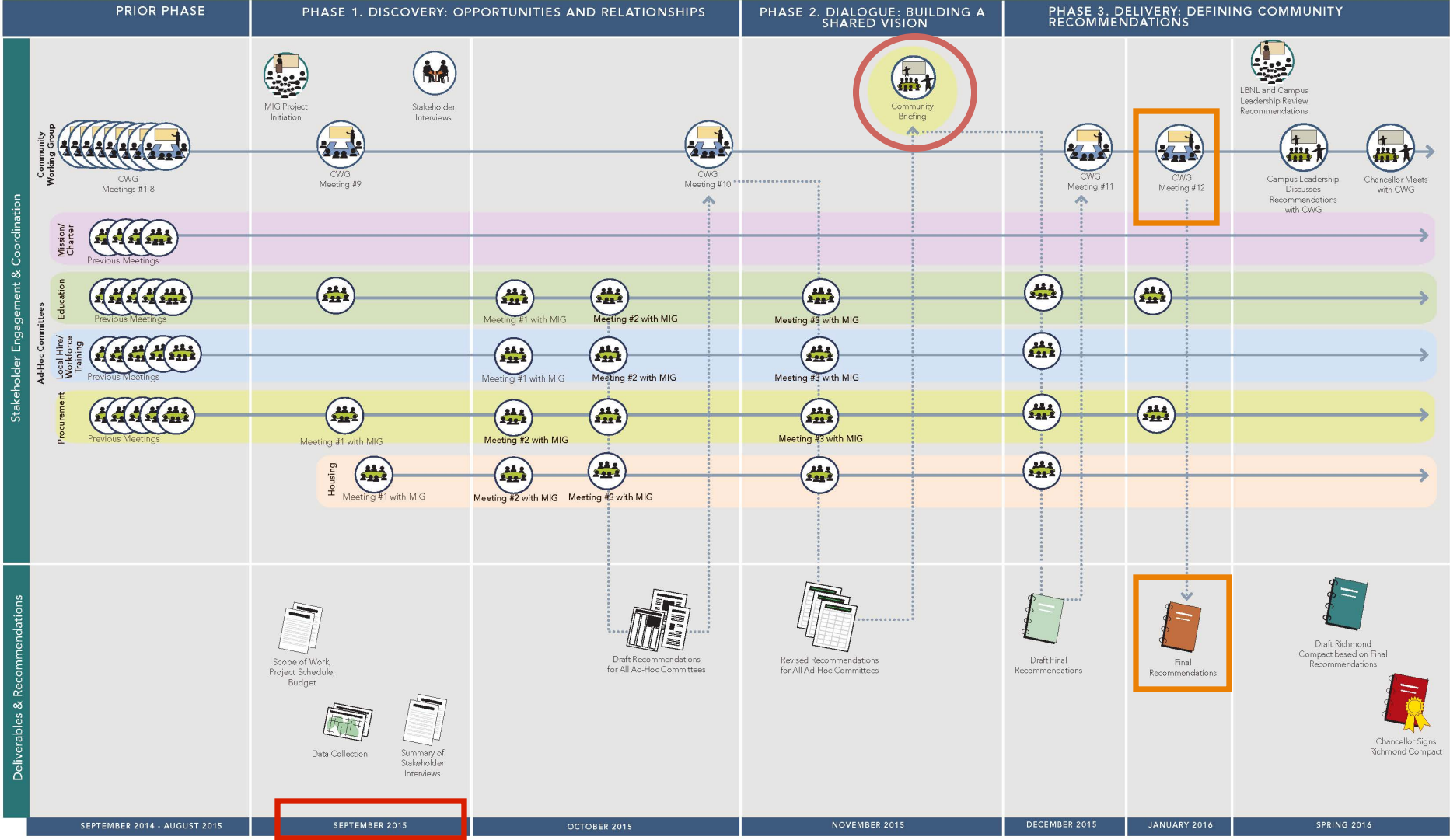
# Overview of Process

BERKELEY GLOBAL CAMPUS

## community working group



PROCESS SCHEDULE  
REVISED: JANUARY 28, 2016



# CWG Charter

## Decision Making, Voting and Conflict Resolution

- “The WG will work toward consensus recommendations and proposals whenever possible. **If consensus is not possible, majority vote will prevail.**”
- **“Where consensus cannot be reached, minority opinions will be transmitted to decision makers in writing.** WG recommendations and proposals will be directed to the appropriate leadership body at UCB and LBNL for final decision.”
- “The voting mechanism shall be a quorum of at least two thirds of currently seated members, *and in no case fewer than eleven.*”
- “For content conflicts, for example, in the case where the majority of the WG is in favor of making a recommendation to UCB/LBNL, dissenting members may submit a minority position recommendation to UCB/LBNL.”

# Approach to CWG Voting and Approval of Recommendations

- **Step #1:** Subcommittees present summary recommendations
- **Step #2:** CWG and the public ask clarifying questions and make comments
- **Step#3:** Motion to pass the full set of set of subcommittee recommendations (e.g., recs #1-3) with a yes/no vote (i.e., green card, red card)
- **Step #4:** If a majority (10 or more CWG members) votes in favor then the motion passes
- **Step #5:** If there are opposing viewpoints, we will discuss and take a second vote
- **Step #6:** If CWG members have alternative language or recommendations, then the alternative will be included in the **minority opinion**
- **Minority opinions will be submitted with the approved CWG recommendations.**



# Summary Update on Education Subcommittee Recommendations



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# Framework Definitions

**Pipeline**: Bolstering institutional and student success *at key transitions* from elementary school to middle school to high school; from high school into college; and from college admission to completion of a degree.

**Pathways**: Providing *clear connections* from middle school to college and career opportunities for all students. Ensuring ongoing support throughout.

**Partnerships**: *Leveraging and coordinating efforts* of educational providers across the community to address gaps, improve accessibility, and avoid duplication.

# Priorities to Frame Approach & Analysis

- Equity
- Access
- Scalability
- Funding Opportunities

# Direction from CWG at the December 10, 2015 Meeting:

Conduct further discussions regarding:

- Alignment with the Richmond Promise
- Specific funding amount for the Richmond Youth and Adult Opportunity Fund

# Proposed Modifications to Recommendations

## 1. Commit to a Richmond Educational Partnership:

*[text in red has been added; entire paragraph is bolded for emphasis]*

*(see page 3, last paragraph of Education Recommendation)*

The strategic plan, and accompanying agreements, should be aligned with local priorities, including the West Contra Costa Unified School District Local Control Accountability Plan, the Contra Costa College Strategic Plan, the **Richmond Promise Strategic Plan** and other documents that have been developed with extensive community participation. The strategic plan should also detail timeline and milestones, agreed-upon goals and measurable outcomes for all programs and activities, metrics to ensure accountability, and a comprehensive evaluation plan that will drive continuous assessment and improvement.



# Proposed Modifications to Recommendations

(See page 1 of Education Recommendation)

3. Commit to funding a minimum of \$3 million annually toward a ~~an ongoing and substantial~~ **Richmond Youth and Adult Education Opportunity Fund** in partnership with the Richmond community, UC Berkeley, LBNL, and corporate partners to seed and scale new and existing best practice programs that model university/lab/school and community partnerships and to address barriers students face in taking full advantage of career and college exposure and preparation opportunities. ~~Based on~~ **The recommended minimum contribution is determined by an analysis of costs for programs currently providing student exposure and support, as well as professional development, in the Richmond community. The recommended minimum contribution is an estimated to cover based on participation of 20% of Richmond sophomores, juniors and teachers participating in similar programs.** *Details available on the Draft Recommendation Matrix.*

# CWG Input on Education Summary Update

- CWG Feedback and Comments
- Public Comments

# Summary Update on Procurement Subcommittee Recommendations



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# Progress to Date

- **Wide Ranging Collaboration and Expertise**

- Community Working Group members, UCB/LBNL procurement departments, City of Richmond, small business development centers, Healthy Richmond, Richmond Main Street, Richmond Chamber of Commerce, For Richmond, CCISCO, local small businesses

- **Local Business Involvement through Business Roundtables**

- Held in August 2015 and November 2015
- 100 Richmond leaders, 80 local businesses represented
- Survey completed to provide feedback on recommendations
- Vetted at Community Briefing
- Advised by facilitator group with business procurement expertise



# Community Briefing Input

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**Procurement Subcommittee**

Recommendation:	Strategies
<p><b>1. Set specific goals and adopt policies for increasing procurement from Richmond businesses in construction and through regular procurement. Local Definition for Richmond includes Richmond, North Richmond, and Unincorporated areas of North Richmond. Second Priority is San Pablo.</b></p> <p>Design</p>	<ul style="list-style-type: none"> <li>Ensure that Formal preferences for 25% local spend are integrated into CONSTRUCTION contracts to produce legally binding results.</li> <li>Apply procurement policies to other sectors beyond CONSTRUCTION including design services.</li> <li>Reserve a specific percentage of Set-aside CONSTRUCTION contracts for local small business.</li> <li>Operate a Bid Process that selects a responsible low bidder, best value, and that limits and/or minimizes any change orders.</li> <li>Incentivize procurement officers to meet CONSTRUCTION goals.</li> <li>Adopt prompt payment policies requiring prime contractors to pay subcontractors 30 days maximum after invoice submission.</li> <li>Set a goal for increasing NON CONSTRUCTION procurement from Richmond Based Businesses over five years, including incentivizing procurement officers to meet goals.</li> </ul>
<p><b>2. Work with local partners to Expand outreach and education on new construction and ongoing procurement.</b></p>	<ul style="list-style-type: none"> <li>Develop a dedicated staff to manage outreach activities.</li> <li>Promote, create, or attend vendor outreach events including Business roundtable and subcontractors.</li> <li>Facilitate preconstruction Matching Workshops between prime contractors and subcontractors.</li> <li>Develop a Supplier mentor/protégé program that includes incentives for prime contractor participation.</li> <li>Create a one-stop procurement shop on the BGC Campus.</li> </ul>

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**Procurement Subcommittee**

<p><b>3. Work with local partners to increase access to capital.</b></p>	<ul style="list-style-type: none"> <li>Contribute to an established program that awards grants and funds loans for capital improvements, and additionally contribute funds to expand the City of Richmond's Revolving Loan Fund.</li> <li>Fund incentives that require coordination of the local small business support system.</li> <li>Require prime to establish and/or contribute to a Collateral pool or guaranteed line of credit that serves as a \$5M set aside for small businesses.</li> </ul>
<p><b>4. Work with local partners to address bonding challenges.</b></p>	<ul style="list-style-type: none"> <li>Work with local partners to improve bonding availability or couple with prime-sub contracts. Bonding types include: bid bonding, payment bonding, performance bonding; waive bid bonds, GC/CM provide bonding for subs.</li> <li>Require primes to require wrap-around insurance policies as opposed to contractor default that covers prime only.</li> </ul>
<p><b>5. Work with local partners to build capacity of Richmond businesses to compete.</b></p>	<ul style="list-style-type: none"> <li>Increase the numbers of Richmond businesses that are certified through training sessions on certification application and by simplifying application process.</li> <li>Provide, fund, and/or support a Blueprint room for contractors.</li> <li>Create and/or support a new fund for launching and building capacity of small, locally and worker-owned businesses.</li> <li>Support and/or participate in capacity building workshops.</li> <li>Establish a "Certifications" Reciprocity and common licensing agreements.</li> <li>Extend partnerships, especially beyond construction including cleaning, HVAC maintenance, and building controls systems maintenance.</li> <li>Create and/or support a program that provides back office administrative support, including for example accounting, bid support, payroll services.</li> </ul>

# Draft Procurement Recommendations

## #1. Set a goal of 25% local spend and adopt policies for **INCREASING PROCUREMENT** of local businesses in design and construction and through regular procurement

- Formal preferences for 25% local spend integrated in DESIGN and CONSTRUCTION and NON CONSTRUCTION contracts
- Apply BGC procurement policies to other sectors beyond construction including food, design services and solar industry
- Specific percentage of Set-Aside contracts for local small businesses
- Bid Process Selection: a responsible bidder that offers the best value and that limits and/or minimizes any change orders
- Incentivize procurement officers to meet CONSTRUCTION goals
- Adopt Prompt Payment/Invoicing Policies (30 days max.)
- Set a goal for increasing NON CONSTRUCTION procurement over five years, including incentivizing procurement officers to meet goals
- Prioritize local food procurement by providing pathways for local farms

# Draft Procurement Recommendations

## #2. Expand Outreach and Education on new construction and ongoing procurement

- Assign dedicated staff to manage outreach activities
- Promote, create, or attend vendor outreach events including Business roundtable
- Facilitate pre-construction Matching Workshops between prime contractors and subcontractors
- Develop a Supplier mentor/protégé program that includes incentives for prime contractor participation
- Create a one-stop-shop on the BGC Campus for access to information about procurement bids

# Draft Procurement Recommendations

## #3. Increase Access to Capital

- Contribute to an established a program that awards grants and funds loans for capital improvements, and additionally contribute funds to expand the City of Richmond's Revolving Loan Fund.
- Fund incentives that require coordination of the local small business support system
- Establish and/or contribute to a Collateral pool or guaranteed line of credit that serves as a \$5M set aside for small businesses



# Draft Procurement Recommendations

## #4. Address Bonding Challenges

- Improve bonding availability or couple with prime-sub contracts. Bonding types include: bid bonding, payment bonding, performance bonding
- Require primes to require wrap-around insurance policies as opposed to contractor default that covers prime only

# Draft Procurement Recommendations

## #5. Build capacity of Richmond businesses to compete

- Increase the numbers of businesses that are certified through training sessions on certification application and by simplifying application process
- Provide, fund, and/or support a Blueprint room for contractors
- Create and/or support a new fund for launching and building capacity of small, locally and worker-owned businesses
- Support and/or participate in capacity building workshops
- Establish a "Certifications" Reciprocity and common licensing agreements
- Extend partnerships, especially beyond construction including cleaning, HVAC maintenance, and building controls systems maintenance
- Create and/or support a program that provides back office administrative support, including for example accounting, bid support, payroll services

# Draft Procurement Recommendations

## **#6. Regularly assess and address policies and protocols that create barriers for local, small and micro enterprises to access procurement opportunities**

- Structure contracts and bidding process to encourage inclusion of small, minority and worker-owned businesses by using a standard definition of MBE, WBE to include zip code
- Encourage partnerships between large and small vendors
- Review insurance and bonding requirements to consider and address policies that present barriers to small business
- Restructure contracts so smaller firms can compete by unbundling of larger contracts, done by function or by contract size or by product
- Adopt a governance committee to ensure accountability, report on a regular basis to the community

# Outline for Narrative Introduction to CWG Recommendations



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**Draft Outline for Introduction to  
Community Working Group Recommendations**

**Vision for Berkeley Global Campus at Richmond Bay**

“We have the opportunity to become the first American university to establish an international campus in the United States, right here in the East Bay. The BGC will bring together academic institutions, private sector and community partners who will collaborate on research addressing complex global challenges... from Climate Policy to Global Governance, from Big Data, to Precision Medicine, and Public Health.”

“One thing that has not changed is our commitment to the community. The university is committed to working in partnership with the **City of Richmond** to ensure the success of the **Richmond Bay Specific Plan** which will improve infrastructure, enhance transportation, residential and commercial development, ensuring the BGC is part of a sustainable and vibrant community that includes jobs, business opportunities, and array of recreation and social outlets.

--UC Berkeley Chancellor Nicholas B. Dirks

**1. Community Working Group (CWG) Background**

- a. Brief overview of Berkeley Global Campus
- b. Impetus for establishment of the CWG
  - i. UCB & LBNL’s commitment to partner with Richmond leaders to develop proposals for benefits that will accrue to Richmond via the Berkeley Global Campus
  - ii. UCB and LBNL’s intention to leverage this inclusive, collaborative planning process to strengthen existing partnerships and establish new relationships
- c. CWG developed Mission and Charter to confirm the focus of recommendations, decision-making protocol, and steps to developing recommendations
- d. Highlight roles in partnership with local entities, and the responsibility of local partners to support the implementation of the recommendations
- e. Call for CWG to develop recommendations that build on local assets and leadership; align with public sector institutions’ equity and opportunity-based policies and strategies; and draw on existing campus and community partnerships
- f. CWG’s decision to focus on recommendations that will lead to legally binding agreements
- g. Top level description of community level results the recommendations are intended to achieve

**2. Summary of CWG Process**

- a. Appointment process
  - i. Over 50 applicants; Local partners chose their representatives

- ii. UCB and LBNL sought to enlist a diverse set of representatives from community, public and private sectors
- iii. UCB and LBNL added slots and members per community recommendations
- b. Roster of CWG members
- c. Structure of subcommittees: open to community members and all interested parties
  - i. Foundation of recommendations comes from consensus-based approach to developing priority recommendations
- d. Insert process schedule created by MIG
- e. CWG meetings held, numbers of Richmond and University stakeholders engaged, etc.
- f. Subcommittee meetings held and stakeholders/community members engaged

### 3. Introduction to the Recommendations

- a. Brief explanation of how the CWG organized its top level recommendations
- b. Describe the function and process for capturing the minority opinion

### 4. The Recommendations (sections a-d)

- a. **Education Recommendations** to help prepare educated and engaged students in Richmond via a sustained commitment to align, strengthen and expand UCB/LBNL engagement in intentional and data driven educational partnerships with WCCUSD schools, Contra Costa Community Colleges, and community organizations that are pursuing equity based educational objectives in the following areas: College Exposure and Preparation; Career Exposure and Readiness; Teacher and Staff Professional Development; and, Universal Preschool Education.
  - i. Context and rationale
  - ii. Brief summary of the high-level recommendations
  - iii. Spreadsheet matrix of recommendations
- b. **Local Hire and Workforce Training Recommendations** to expand the numbers of Richmond residents that secure good jobs via the Berkeley Global Campus and to strengthen education and workforce training pathways to college and good jobs and careers.
  - i. Context and rationale
  - ii. Brief summary of the high-level recommendations
  - iii. Spreadsheet matrix of recommendations
- c. **Housing and Displacement Prevention Recommendations** to mitigate displacement and improve access to affordable housing in Richmond.
  - i. Context and rationale
  - ii. Brief summary of the high-level recommendations
  - iii. Spreadsheet matrix of recommendations

- d. **Procurement Recommendations** to expand the numbers of Richmond businesses that benefit from BGC construction projects and other procurement opportunities.
  - i. Context and rationale
  - ii. Brief summary of the high-level recommendations
  - iii. Spreadsheet matrix of recommendations

**5. Next Steps**

- a. Discuss next steps in developing the Richmond Compact
- b. Discuss the community advisory body that would assist UCB and LBNL in implementing the recommendations and monitoring progress
- c. Highlight commitment to track and report the results

**Appendices:** Roster of Subcommittee members; etc

# CWG Input on Outline for Narrative Introduction to CWG Recommendations

- CWG Feedback and Comments
- Public Comments



# Next Steps



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# Next Steps

## **February - March 2016:**

MIG will develop narrative that summarizes the CWG process and final recommendations

Next CWG Meeting: TBD