



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 17, 2011
To: The Honorable Civil Service Commission
Through: Micki Callahan *M = fu*
Human Resources Director
From: Cynthia Avakian, AIR
Jesusa Bushong, FIR
Vivian Day, DBI
Shamica Jackson, PUC
Sean McFadden, REC
Esther Reyes, CON

Subject: Personal Services Contracts Approval Request

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2011-2012	Total for FY 2011-2012
\$141,695,462	\$795,320	\$282,559,676

POSTING FOR

10/17/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4040-11/12	27	Airport Commission	Regular	\$7,255,000	Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic.	7/1/2012 - 6/30/2018
4041-11/12	27	Airport Commission	Regular	\$124,000,000	The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) Improvements. The Project will expand the existing boarding area to meet Airport's passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and interface of Baggage Handling Systems (BHS); heating ventilation and air conditioning (HVAC), Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System (HFS); Passenger Boarding Bridges upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets and Backbone Cable System, WIFI infrastructure; new Access Control and Closed-Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership in Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.	10/17/2011 - 10/17/2016
4042-11/12	09	Controller	Regular	\$3,000,000	Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.	11/1/2011 - 10/31/2016
4043-11/12	19	Building Inspection	Regular	\$1,648,962	The Code Enforcement Outreach program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the city of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by setting out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities.	1/1/2012 - 6/30/2017

POSTING FOR

10/17/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4044-11/12	19	Building Inspection	Regular	\$4,950,000	The Single Residence Occupancy Program is designed to help stabilize the lives of SRP (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; (3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels.	1/1/2012 - 6/30/2017
4045-11/12	40	Public Utilities Commission	Regular	\$96,500	The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.	11/7/2011 - 8/31/2016
4046-11/12	40	Public Utilities Commission	Regular	\$350,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	10/1/2011 - 9/30/2013
4047-11/12	42	Recreation & Park Commission	Regular	\$295,000	This PSC is a continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple options, and coordination through the design phase with RPD and DPW staff.	9/25/2011 - 12/31/2012
4048-11/12	31	Fire Department	Regular	\$100,000	The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	7/1/2011 - 6/30/2015

Total Amount - Regular: \$141,695,462

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

Jesusa Bushong
Fire Department
698 Second Street, #209
San Francisco, CA 94107

Vivian Day
Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

Shamica Jackson
Public Utilities Commission
1155 Market Street, 9th Floor
San Francisco, CA 94103

Sean McFadden
Recreation & Park Department
McLaren Lodge
501 Stanyan Street
San Francisco, CA 94117

Esther Reyes
Controller's Office
1 Dr. Carton B. Goodlett Place, Rm 388
San Francisco, CA 94102

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Modifications

none

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Sept. 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Medical services for travelers, Airport employees, and Airport tenant employees

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$7,255,000 TOTAL PSC DURATION: 7/1/12 - 6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic.

B. Explain why this service is necessary and the consequences of denial:

The programs offered by this clinic at the Airport benefit the traveling public, Airport employers and employees, and surrounding businesses. Not only will customer service be negatively affected, denial of these services will jeopardize the health and safety of the airport since the Clinic is an integral part of the airport's emergency response team and the airport's injury and illness prevention programs. The Clinic averages approximately 12,000 visits a year.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has been previously provided through a contract, most recently under PSC #4135-05/06.


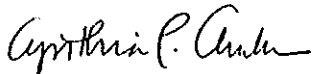

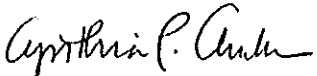
D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SEIU Locals 250 and 1021, IFPTE Local 21, Teamsters Local 856, and UAPD and MEA.

PSC #4040 - 11/12

SEP 21 2011

RFP sent to:	SEIU Locals 250 and 1021	on	6/10/2011	
	Union Name		Date	Signature
RFP sent to:	IFPTE Local 21	on	6/10/2011	
	Union Name		Date	Signature
RFP sent to:	Teamsters Local 856	on	6/10/2011	
	Union Name		Date	Signature
RFP sent to:	UAPD and MEA	on	6/10/2011	
	Union Name		Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4040-11/12
STAFF ANALYSIS/RECOMMENDATION:

SEP 21 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Clinical program management of emergency medicine, urgent care, occupational health, travel medicine, pre-placement exams, and physical therapy services; administrative support including records retention, business / marketing plans, and billing of insurance plans; and wellness education and health promotion activities.

B. Which, if any, civil service class normally performs this work?

1635/36 Health Care Billing Clerk I/II, 1662/63 Patient Accounts Assistant Supervisor / Supervisor, 2110 Medical Records Clerk, 2220 Physician, 2302 Nursing Assistant, 2312 Licensed Vocational Nurse, 2320 Registered Nurse, 2322 Nurse Manager, 2450 Pharmacist, 2548 Occupational Therapist, 2556 Physical Therapist, 2246/48 Assistant Director of Clinical Services I/II, 2467/68/69/70 Diagnostic Imaging Technologist I/II/III/IV.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No; the contractor provides services in a fully-equipped clinic provided by the Airport.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable. In 1995, SFO entered into a MOU with SF General Hospital and the UC Regents. In 2001, UC cancelled its participation in the MOU.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, there are already civil service classifications to perform this work. Please see answer to 4a above.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0065. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP has been conducted and the Airport is in the process of contract negotiations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0065

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT NUMBER 9088 FOR THE ADMINISTRATION AND CLINICAL MANAGEMENT OF THE SFO MEDICAL CLINIC AND TO NEGOTIATE WITH THE HIGHEST RANKED PROPOSER.

WHEREAS, the Airport Commission has determined that it is necessary to provide on-site medical services for the Airport Commission staff, traveling public, tenants and the surrounding community; and

WHEREAS, on April 19, 2006, the Airport entered into a contract with Catholic Healthcare West dba St. Mary's Medical Center (CHW) to provide basic medical services at the Airport which includes urgent care, travel medicine, occupational health and medical monitoring, and emergency and related medical services; and

WHEREAS, on June 30, 2012, the current contract ends with CHW to provide clinical management and administration of the SFO Medical Clinic; and

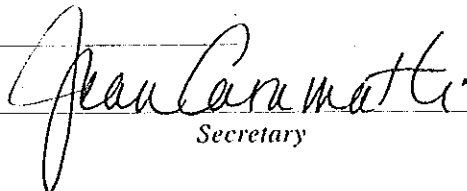
WHEREAS, the Airport must seek proposals from service providers qualified to provide high-level clinical and administrative services to ensure that the SFO Medical Clinic continues to operate uninterrupted after June 30, 2012; now, therefore, be it

RESOLVED, that this Commission authorizes the issuance of a RFP for Administration and Clinical Management of the SFO Medical Clinic and authorizes staff to conduct negotiations with the highest ranked proposer and, should the staff be unable to successfully conclude negotiations, staff is authorized to commence negotiations with the next highest ranked proposer for an initial three-year term with three one-year renewal options exercisable at the sole discretion of the Commission.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of _____

MAR 15 2011


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC #4135-05/06)

TYPE OF SERVICE: Medical services for travelers, Airport employees, and Airport tenant employees

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: \$4,020,000 Original PSC Duration: 7/1/06 - 6/30/12
Proposed Modification: \$2,090,000 Mod. (#1) Duration: 7/1/08 - 6/30/12
TOTAL PSC AMOUNT: \$6,110,000 TOTAL PSC DURATION: 7/1/06 - 6/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic. This request is to increase the original PSC which is needed to cover increased cost of living expenses and wages as a result of labor agreements, unexpected conditions, e.g., downturn in business from surrounding employers resulting in a revenue shortfall, reduction in air passengers visiting the Medical Clinic, and reimbursement for relocation costs associated with moving the Medical Clinic from Terminal 2 (because of renovation in that area) to the International Terminal.

B. Explain why this service is necessary and the consequences of denial:

The programs offered by this clinic at the Airport benefit the traveling public, Airport employers and employees, and surrounding businesses. Not only will customer service be negatively affected, denial of these services will jeopardize the health and safety of the airport since the Clinic is an integral part of the airport's emergency response team and the airport's injury and illness prevention programs. The Clinic has provided over 14,000 visits a year

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has been previously provided through a contract, most recently under PSC #4135-05/06.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SEIU Locals 250 and 1021, IFPTE Local 21, Teamsters Local 856, and UAPD and MEA.

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4135-05/06
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved 4/5/2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Clinical program management of travel medicine, occupational health, urgent care, and physical therapy services; administrative support including records retention, business / marketing plans, and billing of insurance plans; and provision of medical malpractice insurance, as well as wellness education and health promotion activities.

B. Which, if any, civil service class normally performs this work?

1635/36 Health Care Billing Clerk I/II, 1662/63 Patient Accounts Assistant Supervisor / Supervisor, 2110 Medical Records Clerk, 2220 Physician, 2244 Health Center Director, 2302 Nursing Assistant, 2312 Licensed Vocational Nurse, 2320 Registered Nurse, 2322 Nurse Manager, 2493 Associate Radiologic Technologist, 2548 Occupational Therapist, 2556 Physical Therapist.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No; the contractor provides services in a fully-equipped clinic provided by the Airport.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable, however, the Department of Public Health declined to manage the SFO Medical Clinic or provide the services. In 1995, SFO had entered into a MOU with SF General Hospital and the UC Regents. UC cancelled its participation in the MOU in 2001 (see attached March 6, 2001 Resolution #01-0075).

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, there are already civil service classifications to perform this work. Please see answer to 4a above.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0065. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP was conducted in 2006 and Catholic Healthcare West, through St. Mary's Medical Center, was awarded the contract. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 16, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Design-Build Services for Terminal 3, Boarding Area E Improvements

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$124,000,000 PSC DURATION: 10/17/2011 to 10/17/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) Improvements. The Project will expand the existing boarding area to meet Airport's passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and interface of Baggage Handling Systems (BHS); heating ventilation and air conditioning (HVAC), Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System (HFS); Passenger Boarding Bridges upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets and Backbone Cable System, WIFI infrastructure; new Access Control and Closed-Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership in Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.

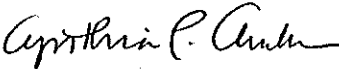
B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade many facilities and renovate passenger terminals, boarding areas, TSA security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. The Terminal 3, BAE is temporarily closed for the development of this project which is complex and time-sensitive. The Airport Commission has determined that for the most benefit to the Airport, this project is to employ the design-build project delivery method. Denial will cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

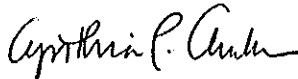
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This is a new service.

D. Will the contract(s) be renewed? It is possible if there continues to be a need for such services at the Airport.

PSC # 4041-11/12

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

<u>IFPTE, Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>July 21, 2011</u> Date
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RFP sent to:	<u>IFPTE, Local 21</u> Union Name	on	<u>August 25, 2011</u> Date	 Signature
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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4041-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

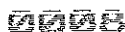
A. Specify required skills and/or expertise: Design-build experience on airport terminals, boarding areas, Passenger Boarding Bridges (PBB), Baggage Handling Systems (BHS), airport security, Concessions Program Development and Information Technology (IT) is essential for this project. A design-build contractor must provide architectural, engineering and construction skills with specific expertise in airport terminal and boarding area renovation as well as cost and schedule control expertise. Specialized expertise includes skills, knowledge and experience in Airport operations, Airport special systems, and Airport terminal testing and commissioning experience. These skills will ensure the timely design, development and accurate construction of the Boarding Area E with minimal delay and loss of revenue.

B. Which, if any, civil service class normally performs this work? The existing architectural (5268) and engineering (5201-5241) classifications exist but do not have the Project required expertise and specialized skills related to airport terminal and boarding area design and construction. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The existing architectural (5268) and engineering (5201-5241) classifications exist but do not have the Project required expertise and specialized skills related to airport terminal and boarding area design and construction. The Airport will use experienced City staff integrated with the Consultant staff to provide the required services: City Project and Construction Managers, IT specialists, landside/airfield operations, maintenance, and City utility infrastructure specialists with the appropriate expertise in designing Airport terminal development and renovation projects will assist in the contracted work (classes 1052, 1054, 5207, 5211, 6318). We have an existing Memorandum of Understanding (MOU) with DPW (see attached) which is currently providing one DPW Architectural Associate I (5265) and a Senior Building Inspector (6333) to work in



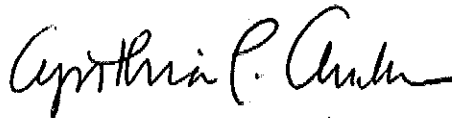
this project. On the job exposure to project related tasks, software and processes will provide City staff the experience that will benefit them in future projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of Airport terminal and boarding area projects as these do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached please find Airport Commission Resolutions #10-0004, #10-0156. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP/Q is being conducted and the result of that process is not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

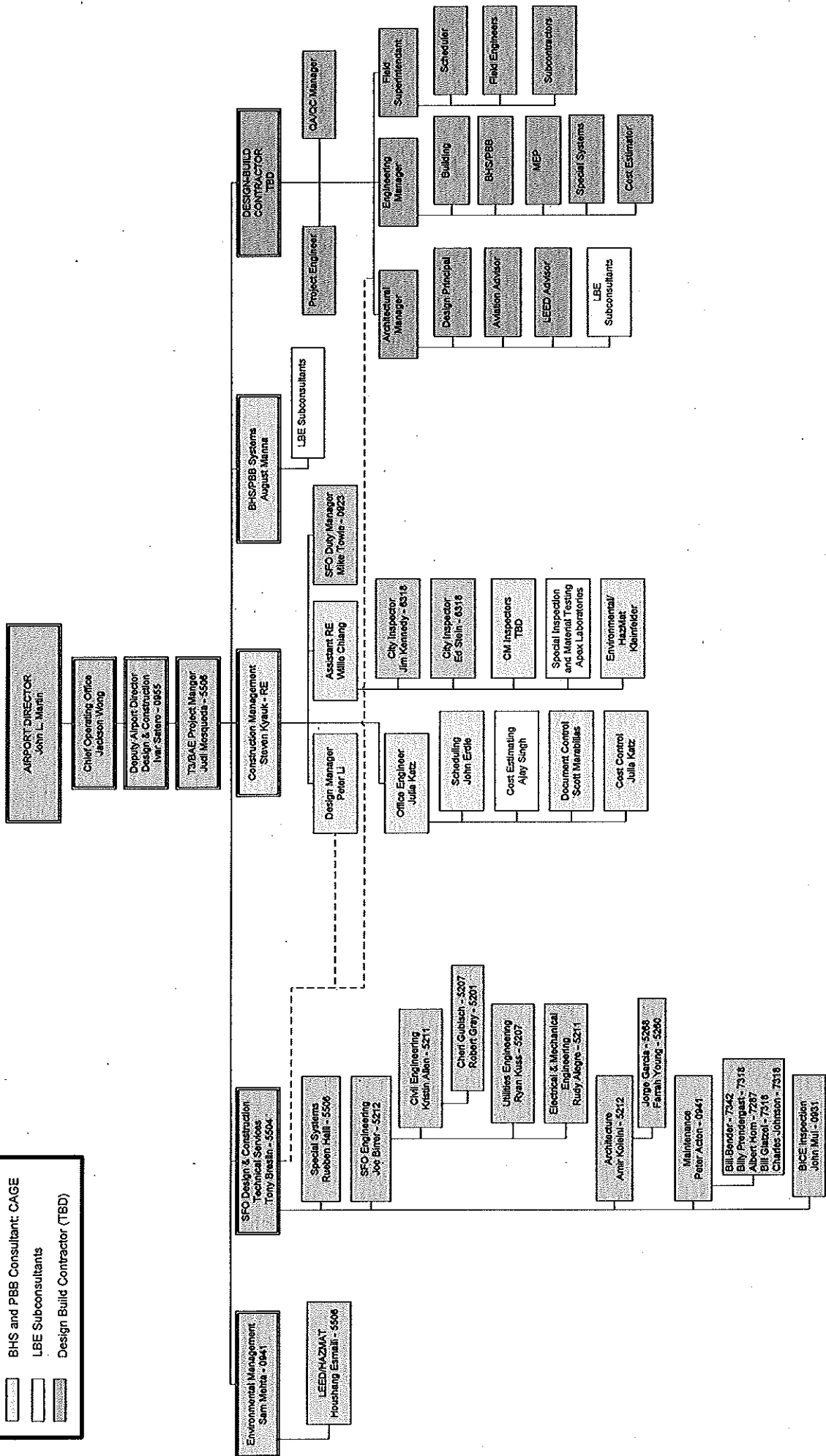
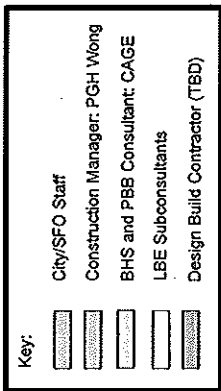
Telephone Number

Airport Commission, Contracts Administration Unit

P.O. Box 8097, San Francisco, CA 94128

Address

San Francisco International Airport Terminal 3, Boarding Area E Improvements Project Organization Chart



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE AIRPORT COMMISSION
AND
THE GENERAL SERVICES AGENCY - DEPARTMENT OF PUBLIC WORKS
TERMINAL 3, BOARDING AREA E REFURBISHMENT PROJECT**

This memorandum of understanding ("MOU") is entered into as of February 1, 2011 by and between John L. Martin, Airport Director, of the San Francisco Airport Commission ("Airport") and Amy Brown, acting City Administrator for the City and County of San Francisco's Department of Public Works ("DPW"), to memorialize the agreement between the Airport and DPW which outlines the parameters under which the parties will cooperate to provide the services listed below. This MOU expires on June 30, 2012.

This MOU is made in recognition of the requirements of (1) the Federal Aviation Administration's ("FAA") Final Policy and Procedures Concerning the Use of Airport Revenue ("Diversion Policy"), and (2) the 1981 Settlement Agreement between the City, the Airport and the major airlines serving San Francisco International Airport.

Consistent with the above-mentioned goals, legal and contractual requirements, the Airport and DPW agree as follows:

SERVICES TO BE PROVIDED:

DPW will make available an Architectural Associate I and a Senior Building Inspector (the "Assigned Personnel") to work full-time at the Airport on the Terminal 3, Boarding Area E Refurbishment Project (the "Project"). The Assigned Personnel will assist the Airport Project Manager in the administration of project activities for the Project, including procurement and administration of contracts for design, construction, and construction management services; assistance in stakeholder input and reviews; assistance in overseeing the preparation of design and construction documents; and assistance with on-site construction inspection. Although working at the Airport, the Assigned Personnel will retain their offices downtown and will continue to receive support from DPW downtown as well as from the Airport.

CAPITAL PROJECT BUDGET MOU AMOUNT: \$708,000.

The Project is an Airport capital project that is included in the five-year Capital plan. Funding for this MOU will be charged to Contract 8974, which is FAMIS Project CAC057. The Project will replace or upgrade components and systems that are obsolete or at the end of their useful life in Terminal 3, Boarding Area E. The Project is a limited renovation, the scope of which has been determined to meet the anticipated near-term Airport/airline needs, based on priorities and cost constraints. This is a design-build project.

BILLING PROCEDURES:

- All billing under this Memorandum of Understanding shall be provided in accordance with the attached Interdepartmental Billing Procedures and shall include all documentation itemized under the documentation verifying actual costs of direct services section above.
- No payments will be made without a signed MOU and documentation verifying the actual cost of direct services.

BILLING DISPUTES:

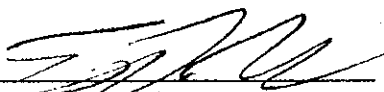
- If DPW has a billing dispute with the Airport, it must attempt to resolve it with the responsible Airport Manager. If the parties are unable to reach agreement, the dispute should be resolved with the Airport's Finance Director. If an agreement still cannot be reached, DPW and the Airport Finance Director will meet with the Deputy Controller to finally resolve the matter.
- It is further agreed that DPW will charge the Airport for direct services provided to the Airport in accordance with this MOU. This shall include the documented full cost of services including salaries, fringe benefits and non-labor direct costs.

This MOU has been entered into in triplicate on the date(s) below.



John L. Martin *cf*
Airport Director

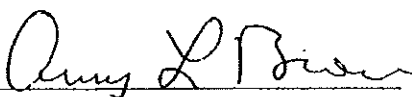
Date



Edward D. Reiskin
Director
Department of Public Works

2-24-2011

Date



Amy Brown
Acting City Administrator
General Services Agency

2/24/11

Date

INTERDEPARTMENTAL BILLING PROCEDURES

July 1, 2005

The Airport, Mayor and Controller wish to confirm procedures demonstrating compliance with the provisions of the 1981 Settlement Agreement that govern payments by the Airport for services rendered by various departments of the City ("Performing Departments"). Under the 1981 Settlement Agreement, the Airport's annual service payments fully compensate the City for all the *indirect services* provided by the City to the Airport. These interdepartmental billing procedures apply to additional payments the Airport makes to the City for *direct services*, which are allowed by the 1981 Settlement Agreement. These procedures are designed to ensure that, in addition to making the annual service payments, the Airport pays only for direct services and, as provided by the Settlement Agreement, that the Airport's additional payments are justified by the City's actual, verifiable and reasonable costs of providing direct services to the Airport.

REQUESTING AND BUDGETING DIRECT SERVICES.

Each year, when developing its annual operating budget, the Airport staff responsible for managing direct services provided to the Airport by a Performing Department shall reasonably determine, based on past service and future need, what direct services the Airport will request and then negotiate the resulting budget with a Performing Department representative. Airport staff should not request or accept direct services from any City department that has not been designated by the Airport Director or City Attorney as a direct service provider.

MOU's/Written Agreements

The Airport will make payments to any Performing Department in accordance with a written MOU approved by both departments. The MOU shall contain written guidelines for the Performing Department and Airport managers that:

- describe the scope of the direct services requested by the Airport;
- establish a budget for the direct services requested by the Airport;
- describe the allowable expenses that are subject to reimbursement; and
- identify the documentation the Performing Department will submit to verify its actual costs of providing the requested direct services.¹

¹ Whenever possible, the required documentation must include the classification number(s) of Performing Department staff providing the services, the amounts of time spent on designated tasks and the hourly rates (covering salary and benefits) for each staff member providing services and documentation of any associated costs.

variance or question, the Airport Manager will contact the Performing Department manager to obtain clarification and/or additional supporting documentation.

If the documentation provided by the Performing Department is sufficient, the Manager will approve the billing and send the billing and documentation to Accounting.

Accounting will perform a final review of the documentation that supports the billing, approve the billing in the FAMIS "approval path" if the supporting documentation is sufficient and file the supporting documentation. Billings with sufficient documentation will be paid to the Performing Department.

Direct Charge Departments

The Budget Manager in Airport Finance is responsible for review and approval of Police and Fire billings. Airport staff will audit bi-weekly Police and Fire Department time sheets against labor distribution reports ("LDR's") and review any variances with the respective departments. The Controller's Office or Police and Fire Departments will forward copies of LDR reports to Airport staff. Due to the number of Police staff assigned to the Airport, the staff audit will be based on a 10% random sample size. Operations Division staff will review any billings by these departments for non-personnel costs to ensure that they comply with applicable MOU's and are adequately justified. The Controller's Office and the Police and Fire Departments will adjust direct charges where billing discrepancies are found and verified after review with the billing departments. Any discrepancies will be adjusted as soon as possible after they have been verified, but no later than the close of the fiscal year in question.

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0004

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR CONTRACT 8974.A - BOARDING AREA E REFURBISHMENT

- WHEREAS, at the completion of Terminal 2, American Airlines will be relocated to the new facility from Boarding Area E (BAE), which provides an opportunity for the Airport to renovate the boarding area before airlines are relocated into BAE; and
- WHEREAS, Staff performed a condition assessment of BAE and determined that significant improvements to the infrastructure, systems and architecture are necessary prior to airlines occupying the facility; and
- WHEREAS, a list of proposed improvements and corresponding preliminary estimates were reviewed by Airport and airline stakeholders; and
- WHEREAS, the proposed BAE refurbishment scope is focused primarily on essential building improvements in order to minimize costs; and
- WHEREAS, other proposed BAE airside improvements and baggage-handling-system improvements are to be performed under separate design/integration, and construction contracts; and
- WHEREAS, the total budget for the project is \$22.5M, with a budget of \$15M for this Contract 8974.A Boarding Area E Refurbishment, and the total construction schedule is ten months; and
- WHEREAS, a design-build program is appropriate in order to achieve anticipated cost savings and time efficiencies; and
- WHEREAS, the work involves technical, computerized systems impacting the Airport's and Airlines' security systems, it is in the public's best interest to consider qualifications as part of the final selection process; and
- WHEREAS, following Commission authorization, Staff will issue an RFP to the shortlisted firms and rank the proposals based on the quality of the proposals and the cost structure, and return to the Commission with a recommendation to award a contract to the highest ranked proposer; now, therefore be it
- RESOLVED, that Staff will convene a selection committee to review the design-build contractors' qualifications, conduct interviews, and develop a shortlist of prequalified firms to be presented to the Commission with a recommendation to approve the shortlist and authorize an RFP; and, be it further
- RESOLVED, that the Commission authorizes the Director to issue a Request for Qualifications For Contract 8974.A - Boarding Area E Refurbishment.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of JAN 12 2010


Secretary

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0156

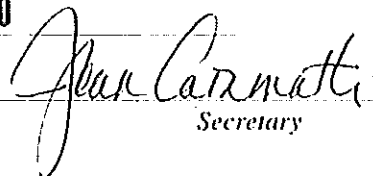
APPROVE THE SHORTLIST OF PREQUALIFIED DESIGN-BUILD FIRMS AND AUTHORIZE THE DIRECTOR TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT 8974.A, BOARDING AREA E REFURBISHMENT

- WHEREAS, on January 12, 2010, by Resolution No. 10-0004, the Commission authorized the Director to issue a Request for Qualifications (RFQ) for Contract 8974.A, Boarding Area E Refurbishment; and
- WHEREAS, on April 1, 2010, the Airport received ten Statements of Qualifications (SOQ's); and
- WHEREAS, the Airport convened a four-member selection panel to review and score the SOQ's in accordance with the criteria stated in the RFQ; and
- WHEREAS, the RFQ stipulated that following the evaluation of the SOQ's, up to five Respondents receiving the highest scores would be invited to submit a proposal; and
- WHEREAS, the five Respondents receiving the highest scores are Hensel Phelps Construction Company, Turner Construction Company, Hunt Construction Group, Inc., Walsh Construction Company, and Swinerton Builders; and
- WHEREAS, the revised total budget for Contract 8974.A, Boarding Area E Refurbishment is \$22,000,000, and the total construction schedule is ten months; and
- WHEREAS, Staff will work with the HRC staff to develop the LBE subcontractor participation goals for this contract, and will seek to improve upon LBE as well as non-LBE San Francisco-based firm participation; now, therefore be it
- RESOLVED, that the Commission approves the shortlist of pre-qualified design-build firms, consisting of Hensel Phelps Construction Company, Turner Construction Company, Hunt Construction Group, Inc., Walsh Construction Company, and Swinerton Builders; and authorizes the Director to issue a Request for Proposals for Contract 8974.A, Boarding Area E Refurbishment.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of _____

APR 20 2010


Secretary



Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements

Cynthia Avakian

to:

DHR-PSCCoordinator

09/23/2011 01:51 PM

Cc:

Judi Mosqueda, Claudia Luquin

Hide Details

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>

To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>

Cc: Judi Mosqueda <Judi.Mosqueda@flysfo.com>, Claudia Luquin
<Claudia.Luquin@flysfo.com>

7 Attachments



PSC Design-Build BAE-final .docx



PSC Design-Build BAE-final.pdf



PSC Design-Build BAE Org Chart.pdf



PSC Design-Build BAE- SummaryOfWork.pdf



PSC Design-Build BAE FY 2011 DPW BA E MOU.pdf



10-0004.pdf



10-0156.pdf

Maria,

Attached are the documents for SFO Design-Build Services for Terminal 3, Boarding Area E Improvements for the October 17th Civil Service Commission meeting. If there is not time for the posting report, could we submit this with the omit posting since the Airport would like this on the October 17th agenda. Please let me know if you have any questions.

Thanks,

Cynthia Avakian
Contracts Administration Unit
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, August 25, 2011 12:46 PM
To: 'Larry Wong'
Cc: 'Joe Brenner'; 'Ging Louie'; Judi Mosqueda; Claudia Luquin; Geri Rayca
Subject: RE: Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements

Larry,

Here is the link for the RFP for SFO's Design-Build Services for Terminal 3, Boarding Area E Improvements which is posted at: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4659>. Proposals are due September 30, 2011.

Please let me know if you have any questions about this request.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, July 21, 2011 6:37 PM
To: 'Larry Wong'
Cc: Joe Brenner; Ging Louie; Judi Mosqueda; Claudia Luquin; Geri Rayca
Subject: Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements

Larry,

Attached is the PSC for SFO Design-Build Services for Terminal 3, Boarding Area E Improvements. We will send you the notice of the RFP as soon as it is posted.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

**SECTION 01010
SUMMARY OF WORK****PART 1 GENERAL****1.01 SUMMARY****A. This Document includes summary of work including:**

Work covered by Design-Build Contract
Bid items
Work under other contracts
Future Work
Work sequence
Cooperation of Design-builder and coordination with other work
Maintenance
Occupancy requirements
Reference Standards
Products ordered in advance
Commission furnished products

B. Related Sections

Section 01041: Work Coordination
Section 01310: Work Schedules and Reports
Section 01800: Maintenance

1.02 SCOPE OF WORK

The following Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the Terminal 3, Boarding Area E Refurbishment Project. All Contract requirements shall flow down to all subconsultants and/or subcontractors. This scope of work includes, by reference hereto, Appendices A through ___???, as may be amended, included in the Request for Proposal documents.

A. SCOPE DESCRIPTIONS

Provide complete Design-Build (DB) services for each scope description area unless otherwise noted.

- 1. Perimeter Airport Operations Area (AOA) Construction Fence:** No design work. Take over maintenance of current gated main entrance at Courtyard No. 3 and of current AOA compliant construction fence around the outer perimeter of Boarding Area E aircraft parking positions and on Terminal 3 roof. Provide a security guard throughout design-build work at the Courtyard No. 3 gate from 7:00 am through 4:30 pm on weekdays. Escort all over-height and over-size loads from Airfield Checkpoints to AOA Airfield Safety Officer controlled gates. Remove all fencing and gates from site upon completion of Boarding Area E work, and complete all work necessary to provide AOA compliance after fencing is removed.

2. **Lease of Construction Trailers:** No design work. Upon Commission award, prepare to take over leases of three construction trailers currently on site. Prepare to begin leasing on agreed to Notice to Proceed date. Have trailers and all associated trailer conduit and utilities removed upon completion of Boarding Area E work.
3. **Aircraft Apron Pavement Repair:** Design and construction of apron panel pavement repairs for areas affected by new building foundations or passenger boarding bridge foundations. Accommodate paving or apron repairs contracted to Airport pavement repair contractor; pavement, protection and underground utilities engineering for non-design-build pavement repairs will be provided by Airport Design and Construction (D&C) Civil Engineering.
4. **Passenger Boarding Bridges (PBB's) with New Structural Foundations and Aircraft Support System Modifications:** Provide foundation design, construction, and interface coordination. Any Design-Builder (DB) terminal changes and associated passenger boarding bridge location changes will require revised aircraft parking plans, PBB's, structural foundations, and aircraft support systems engineering. Revised aircraft parking plans and PBB plans and specifications will be provided by Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. Coordination between Contract 8974.B DB and Contract 8974.1 is required. The general construction scope included in Airport Contract 8974.B is as follows:
 - a. Incorporate Airport's desired gate renumbering plan in all design documents.
 - b. Demolish and dispose of existing PBBs at Gates 60, 62 A, 62B, 66, 67,65, 63 and 61 (current numbering system) and after Boarding Area E has been activated, demolish and dispose of Gate 68(see 4.e below). Demolish existing foundations to 4'-0" under existing apron elevation.
 - c. Refurbish and upgrade PBBs at renumbered Gates 61, 62, and 63A. Details of refurbishing are found on Contract 8974.1 construction documents.
 - d. Furnish and install new PBBs at renumbered Gates 60, 63B, 64, and 65. Details of new PBBs are found on Contract 8974.1 construction documents.
 - e. Relocate in two phases PBBs currently located at Terminal 1 (T1): In the first phase, while Boarding Area E is closed during construction, relocate PBB from Gate 34 of T1 to renumbered Gate 66, and relocate PBB from Gate 33 of T1 to renumbered Gate 67. After Boarding Area E is opened for business, relocate PBB from Gate 35 of T1 to current Gate 68. Gate 68 must remain operational until Boarding Area E is opened, therefore demolition of existing PBB at Gate 68 and foundation and fixed bridge portion of PBB work cannot be performed during Boarding Area E work is completed, unless coordinated otherwise with Airlines.
 - f. Provide a new PBB door at terminal face and a new fixed section bridge leading to a new Gate 62 (old 62B) hold room; all PBBs will have their exclusive access controlled door at the terminal face.

- g. Reinstall on PBB's Airport supplied point-of-use Pre-Conditioned Air (PCAir) units, all necessary power and telecommunications, potable water systems and cabinets, bag slides. Relocate units from storage located elsewhere on Airport. Activate all systems.
 - h. Provide 400Hz ground power connections to terminal 400Hz source. Furnish and install line drop compensators. Activate.
 - i. Provide new pile supported PBB column foundations.
 - j. Provide new fixed section bridges and necessary pile supported foundations as necessary with new terminal design.
5. **Hydrant Fuel System Modifications:** Provide construction only. Hydrant fuel system engineering will be provided by Airport D&C Civil Engineering if DB Terminal design changes require revised aircraft parking and passenger boarding bridge changes. Hydrant fuel pit locations required to accommodate any revised aircraft parking will be provided by Airport and requires DB support and coordination. Hazardous soil conditions, if any, will be abated by the Contractor. Furthermore, the existing fuel hydrant system is currently being repaired and upgraded separately by the airlines to meet the acceptance requirements of SFO Fuel LLC. DB required modifications to hydrant fuel pits are in addition to these anticipated Airline repairs. The Airlines fuel system repair contractor may require concurrent access to the site.
6. **Baggage Handling System with In-line EDS and Basement Ventilation System Modifications:** Provide construction and interface coordination only. The engineering for the baggage handling system (BHS) with in-line explosives detection system (EDS), programmable logic controls (PLC), and basement ventilation system modifications will be provided by Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. The general construction scope included in Airport Contract 8974.B is as follows:
- a. Replace existing plow merge equipment upstream of the in-line EDS matrix, with reconfigured conveyors and two high speed diverters for the purpose of load balancing between four existing CTX9000 EDS machines. Load balancing will increase capacity and reliability.
 - b. Provide a new cleared bag purge line. The existing cleared bag line, downstream of the EDS matrix, delivers bags to three flat plate bag makeup units and is a single point of failure. A new purge line will operate in the event that the clear line faults, and will deliver all bags to one of three makeup units without sortation. Airlines will hand sort bags. Independent connector lines may be added between makeup units.
 - c. Provide an upgrade to the existing automatic tag reader (ATR) to increase the read rate. The number of laser arrays will be increased or the ATR will be replaced.
 - d. Provide PLC and motor controls equipment. Engineering and PLC programming is provided under Contract 8974.1. Provide equipment adjustments and modifications to

integrate control logic and tracking improvements in close collaboration with the Airport's Contract 8974.1 consultant.

- e. Provide modifications to the existing basement ventilation equipment and ductwork in conflict with the new BHS modifications.
 - f. Provide maintenance related repairs to the BHS. An allowance will be carried for repairs to be performed by BHS subcontractor as directed by Airport and overseen by 8974.1 Resident Engineer.
 - g. ADD \$12M in scope items here if approved.
7. **Selective Demolition of Public and Tenant Interior Improvements:** Provide selective and/or complete demolition of existing retail and food concessions; airline ticket offices; airline lounge; airline bag service offices; and public spaces necessary to achieve approved future design.
8. **Gate Hold Rooms, Airline and Concession Tenants Leasehold Spaces, Amenities Areas, and Public Spaces Additional Area, Reconfiguration and Partitioning:** Provide all architectural and building infrastructure design for reconfigured areas as required and approved by Airport. Areas include concourse level and ramp level areas of Boarding Area E, as well as areas on the Arrivals and Departures levels of Terminal 3 adjacent to Boarding Area E. Construct as approved.

Allowable new floor area permitted is limited to under 20,000 square feet for this project; this project and an adjacent project is Categorically Exempt from CEQA regulations and approvals under §15332 (Class 32) of CEQA Guidelines if both projects combined do not exceed 30,000 square feet.

9. **LEED Compliance:** The refurbishment scope will require the final design of the Boarding Area E (concourse and ramp level areas) to obtain an overall Leadership in Energy and Environmental Design (LEED) certification of GOLD. All new materials and equipment used inside and outside of Boarding Area E shall meet LEED certification standards, all mechanical equipment shall be commissioned by LEED certified professional.
10. **HVAC, Plumbing, Fire Protection, Power, Telecommunications, Metering, and Lighting Modifications:** The general scope included in Airport Contract 8974.B is as follows:
- a. Design and construction of systems providing make-up air, chilled and hot water at the first floor/ramp level airline leasehold shell spaces for tenant provided package air conditioning units. Provide complete heating and cooling system for third party tenant spaces, concession storage areas, and common restrooms on ramp level including all necessary VAVs and reheat coils.
 - b. Design and construction of new second floor/concourse level HVAC equipment, chilled and hot water piping, and ductwork, and air-handling units. Provide make-up air, chilled and hot water to second floor airline and concession leaseholds shell spaces for tenant

provided package air conditioning units. Provide complete heating and cooling system for all public areas, including hold rooms, restrooms, and food courts.

- c. Provide all electrical, telecommunications, water, sewer, rainwater plumbing, fire sprinkler, and other utility repairs and modifications as necessary to accommodate any modified floor plans, seismic bracing, foundation, etc.
- d. Provide all utilities extensions to all tenant leaseholds.
- e. Provide all electrical metering for each Airline or concession leaseholds and each individual concession storage area.
- f. Provide accessible water distribution closets with tenant water metering.
- g. Provide new or modify existing fire protection system piping and equipment to accommodate modified floor plans and tenant shell spaces.
- h. Provide new or modify existing electrical load centers, main switchgear and electrical panels to increase capacity and to allow for partitioning. Provide electrical metering panels for multiple airlines, including separate meters for each PBB; and concessions tenants. Provide power distribution and outlets for revised public spaces including hold rooms.
- i. Provide 400Hz ground power motor generators and associated electrical room. Ground power capacity should be sufficient for intended Airline plane fleet mix.
- j. Provide new energy efficient lighting at all 1st/ramp and 2nd/concourse level public and Airport back of house areas, third party tenant spaces, and restrooms including motion and/or light sensors and timers.

11. Life Safety, Fire Alarm, Visual and Audible Paging System Modifications: The general scope included in Airport Contract 8974.Bis as follows:

- a. Provide a professional analysis of life safety, emergency egress, and other building code requirements, in accordance with Airport Building Inspection and Code Enforcement and the City Fire Marshal requirements. Provide building improvements as necessary to meet requirements.
- b. Provide new or modified existing fire alarm control panels, annunciation devices and exit signs required by the City Fire Marshal, and to accommodate modified floor plans and tenant improvements.
- c. Remove existing Halon fire protection systems at main switchgear rooms and Terminal 3 Special Systems Rooms (SSRs).
- d. Provide an extension of the Airport visual paging system, typically combined with common use flight information displays.

- e. Provide an audible Airport paging and announcement system throughout the public spaces integrated with Airport-wide paging system; including the capability for individual ticket agent Gate announcements.

12. Ramp Level Trash and Recycling Room:

- a. Ramp level room containing trash compactor with 20 CY roll-off debris box, three 5 CY recycling bins, and cooking oil recycling tank.
- b. Room have interior access from new three stop elevator, and AOA access for trash and recycling bin removal.
- c. Include access controlled biometrics doors at interior and exterior doors which are interlocking.

13. Elevators:

- a. Provide complete renovation of existing oversize luggage elevator EL331 and cab including new controls, certifications and cab interiors for two existing airline ticket office service elevators, including improvements necessary for code compliance.
- b. Provide cab finishes and ADA compliance renovation of public elevator EL 312.
- c. Provide new three stop elevator in Boarding Area E at approximately mid-pier.
- d. Upon completion all elevators shall be equipped with CCTV cameras, all necessary safety and emergency communications apparatus, and be linked to the Airport's elevator and mechanical equipment monitoring system.

14. Ramp Level Tenant Storage Area: Design and construction of chain-link walled tenant storage areas accessible from new mid-pier elevator location.

15. Ramp Level Common Use Men's and Women's Restrooms. Design and construction of large and small pairs of ADA compliant Men's and Women's restrooms on the airfield ramp level. Include common plumbing utility chase behind wet walls. Tie into existing Boarding Area E sanitary sewer systems.

16. Basement Level Common Use Men's and Women's Restrooms. Construction of ADA compliant Men's and Women's restrooms on the basement level. The Airport's Architecture and Engineering Departments will design these restrooms.

17. New Public Space Floor and Ceiling Interior Finishes: Provide new lay in acoustic tile ceiling to replace existing concealed spline ceiling; paint existing walls and soffits; provide stainless steel or equal base; stainless steel corner guards; epoxy terrazzo concourse floor; and carpeted hold rooms. Casework for ticket counters and hold rooms are provided by the airlines.

18. **New Ramp and Concourse Level Airline and Concessions Shell Spaces and Utilities:** Provide demising walls, and tenant utility extensions in accordance with the Airport's technical standards, including domestic water, sewer, conditioned or make-up air, chilled water, fire protection, electrical power, and fire alarm. Relocation of existing base building utilities is to be anticipated to accommodate new leaseholds. Provide early access for the tenant's construction improvements to support activation concurrently with the base building.
19. **Complete build-out of Ramp Level Third Party Leaseholds:** Provide turn-key spaces for ramp level tenants as directed complete with power, HVAC, telecommunications, fire protection, and lighting, floor, wall and ceiling finishes.
20. **Relocation of existing Restaurants:** If necessary due to approved design, demolition two existing restaurants and relocate as directed with all necessary utilities and metering. All restaurants shall now have in-line grease separators accessible from the ramp level.
21. **Expanded and Remodeled Restrooms:** We will be using recently opened Terminal 2's level of quality as our restroom quality standard.
22. **Refurbished Ticket Counter Area:** Provide all architectural and building infrastructure design for reconfigured areas as required and approved by Airport. Provide demising walls, and tenant utility extensions, including fire protection, metered electrical power, and fire alarm. Construct as approved. Areas may include reduced ticket counter areas and reconfiguring for ticket counter level restaurant concession. Flight Information Displays (FIDs) as required to be included.
23. **Refurbished Ticket Counter Offices (TCO):** Demolition of existing TCO spaces, repartitioning of pre-security TCO spaces and post-security concession tenant spaces, with build out of new TCO shell spaces. Provide demising walls and tenant utility extensions, including metered domestic water, sewer, conditioned or make-up air, chilled water, fire protection, metered electrical power, and fire alarm.
24. **Refurbished Baggage Claim Area:** Provide all architectural and building infrastructure design for reconfigured baggage claim area as required and approved by Airport. Provide fire protection, metered electrical power, and fire alarm, carousels, ceilings, architectural finishes, Baggage Information Displays (BIDs) and Flight Information Displays (FIDs) as required.
25. **Refurbished Baggage Service Offices (BSO):** Demolition of existing BSO spaces and build out of new BSO shell spaces. Provide demising walls, and tenant utility extensions including metered domestic water, sewer, conditioned or make-up air, chilled water, fire protection, metered electrical power, and fire alarm.
26. **Tunnel E Refurbishing between Terminal 3 and Central Garage:** Demolition of existing finishes and protection of moving walkway. Upgrade fire alarm and sprinkler systems. Provide new energy efficient lighting, and floor, ceiling, and wall finishes. Provide electrical infrastructure for advertising cabinets. Provide replacement signing as required.

27. **New Doors and Hardware:** Provide new Airport doors and hardware in accordance with Airport technical standards, and coordinated with the access control system and emergency egress requirements. Provide temporary construction and permanent cylinder locks, and keys to the Airport's specifications.
28. **New Hold Room Furniture and Counters:** Provide new hold room seating, fixed side tables with charging outlets, lounge type seating, and work counters with charging outlets. Calculate quantities based on aircraft fleet mix, and anticipate a detailed selection process with Airport management involvement. We will be using recently opened Terminal 2's level of quality as our furniture quality standard.
29. **New Art Commission and Exhibits Infrastructure:** The City requires that a percentage of the construction cost be set aside for art developed independently by the Art Commission. Terrazzo flooring in the concourse is one portion of artwork designated for this project. Provide artwork coordination and integration with current and future artists with the building design. The Airport Museum will provide an exhibits program. Provide display cases and/or other exhibits infrastructure.
30. **Passenger Amenities Including a Children's Play Area:** Provide passenger amenities, including public telephones, Airport courtesy telephones, information desks, trash and recycle containers, hotel information board, vending machine locations etc. Provide a unique children's play area.
31. **Hazardous Materials:** Terminal 3 was built pre-1982 and is suspected to contain asbestos and lead paint. Provide allowance in budget for Terminal 3 area hazardous materials abatement. Boarding Area E has been surveyed and demolition and abatement has removed most hazardous materials. A report will be available after the current limited abatement is completed. Lead based primer is suspected to be present on structural steel throughout Boarding Area E and Terminal 3.
32. **Structural Design Requirements:** See Section B.2 Design Requirements below.
33. **Building Envelope Drawings/GIS Standards/Geospatial Coordinates:**
 - a. Spatial and geographic information must be developed and delivered to the Airport Project Manager as required by the Airport Asset Management GIS Administrator, in accordance to the FAA Advisory Circular (AC) 150/5300-18. Acceptable file formats are 1) ESRI (SHP) and/or 2) AutoCAD 2010 (DWG) supplemented with attribute (object) data.
 - b. All spatial and geographic information must be delivered in the NAD83 datum utilizing survey control as referenced in FAA AC 150/5300-18.
34. **New Static and Dynamic Signage:** Provide static signage and infrastructure for way finding, Airport promotions, and concessions, in coordination with Airport requirements. Provide dynamic signage for Airport announcements and services. Coordinate the architectural design with Clear Channel, the Airport's advertising signage vendor.

35. **Airport Main Special Systems Room and Equipment Modifications:** The general scope included in Airport Contract 8974.B is as follows:
- a. Provide improvements to the existing Airport main special systems room T300, located on the arrivals level of Terminal 3, including new computer room air conditioning, FM200 fire suppression system, and UPS. Provide a new tenant wiring closet adjacent to room T300 for connectivity to Boarding Area E airline tenant special systems. Boarding Area E airline tenants will provide proprietary communications rooms, backbone wiring, and distribution for voice and data.
 - b. Provide voice and data utilities to retail and food concessions, and courtesy telephones.
36. **New Special Systems Rooms, Tenant Wiring Closets and redundant Backbone Cable System:** The general scope included in Airport Contract 8974.B is as follows:
- a. Provide two or three new special systems rooms at Boarding Area E Level 1, including new computer room air conditioning, FM200 fire suppression system, UPS, and adjacent wiring closets. Provide racks, switches, and cross connects. Provide early access to special systems rooms and tenant wiring closets.
 - b. Provide redundant backbone fiber optic cabling system connecting the Airport network to each special systems room.
 - c. Provide an independent testing and commissioning specialist consultant to achieve acceptance and activation to the satisfaction of the Airport Information Technology department.
37. **New Airport WIFI Infrastructure:** Provide 1st floor and ramp WIFI wiring and infrastructure. The public space WIFI wiring and infrastructure will be provided by an Airport vendor under separate contract.
38. **New Common Use Flight Information Display System:** The general scope included in Airport Contract 8974.B is as follows:
- a. Provide mounting infrastructure, electrical power, CPU's and flat screen monitors to extend the Airport wide common use Flight Information Display System (FIDS). The common use FIDS scope also includes common use gate information system (GIDS), baggage claim carousel information system (BIDS), and ticket counter back wall information system (CIDS). The existing common use ARINC FIDS head-in servers are located at the International Terminal. The FIDS system connectivity is provided through the Airport WIFI vendor under separate contract.
 - b. Provide radio communications equipment and mounting infrastructure.
39. **New Access Control and CCTV systems:** The general scope included in Airport Contract 8974.B is as follows:
- a. Provide biometric and card swipe access control system infrastructure and hardware in accordance with the Airport design standards for AOA and back of house access. The Airport's proprietary access control system is by Lenel.

- b. Provide fixed and pan/tilt/zoom internet protocol CCTV and recording equipment and infrastructure in accordance with Airport design standards. Tie-ins are to be made in Terminal 2.

40. Cable TV

- 41. Cell Phone Carrier Coordination of Installations:** Accommodation of carrier conduit, coordination with carriers

ITT Scope of Work:

1. Special System Rooms (SSR) and Tenant Wiring Closets (TWC)
 - a. Upgrade two existing SSRs (Room Numbers T300P and T310P), located in the basement level. Work includes
 - rearranging and replacement of racks
 - Upgrade HVAC equipment
 - New FM200 and pre-action Fire Protection
 - New UPS for Communication equipment
 - Conduit system to accommodate the fiber backbone system
 - If needed: build TWC adjacent to the existing SSR
 - Upgrade/install grounding if there are active equipments (except for SONET) to be installed in these rooms
 - New Avaya Voice System, Sonet expansion and Data Cabinet for the new ASR9000 distribution Switch.
 - Access Control and CCTV at doors to SSR
 - b. New SSRs and TWCs on First Floor Level. Work includes:
 - Rooms to meet ITT's architectural, mechanical, fire detection, fire protection, electrical and security requirements as described in ITT document
 - The placement of SSRs/TWCs shall satisfy ITT requirement of maximum horizontal cabling not to exceed 250 ft from SSR/TWC to outlet/device. If feasible, the distance between SSRs should also be within 250 ft.
 - SSR which house active components will require telecommunication grounding busbar which extends to all walls of the SSR.
2. Communication Pathway
 - a. Conduit system to follow ITT and airport's established design guidelines
 - b. Conduit system to cover all interior and exterior of BAE, also include backbone cabling to SSR T040P at International Terminal G and SSR T205P at Terminal 2
 - c. For retail, concession and tenant storage spaces conduits will be provided to facilitate users' voice and data communication needs
3. Communication Backbone Cabling
 - a. Redundant path hybrid fiber and copper cabling between each of the two existing, basement SSRs to each of the new SSR

- b. Redundant path hybrid fiber cabling between each of the two existing, basement SSRs to SSR T040P at International Terminal G and SSR T205P at Terminal 2
 - c. High strand count fiber and high pair count copper will be utilized
4. Horizontal Cabling
- a. Except for CCTV and unless noted otherwise, Cat 6 UTP copper will be used
 - b. The horizontal cabling length not to exceed 250 ft.
- 1) System equipments requirement
 - 2) Systemwide integration and testing

=====

CATV Requirement:

The CATV shall utilize Direct TV solution, a system which is supplied by B2B.

1.03 DESIGN REQUIREMENTS

The following design requirements shall be included in the lump sum design services cost of the Design-builders cost proposal submitted with this proposal and shall not be performed by any future design-build trade subcontractors, unless noted. The design requirements shall be used as a general guide and is not intended to be a complete list of all required design requirements required by the Design-builder team to complete the design of this Project:

1. ARCHITECTURAL DESIGN MANAGEMENT – Owner Responsibilities

- a. The Airport will provide original hand drafted construction documents to the Design-builder. Also provided will be ACAD drawings of digitized floor plans and sections based on the hand drafted documents and based on a laser scan of the building. However, the Design-builder shall verify existing conditions in order to prepare accurate design documents.
- b. The Airport will assemble “Quick Response Teams” (QRT’s) with the Terminal 3 / Boarding Area E stakeholders to further establish the Airport’s programming and design requirements prior to the Contract notice to proceed. Notes from these meetings will be provided to the Design-builder after Contract award. The QRT’s will reconvene to answer any Design-builders’ questions and provide clarifications.

2. DESIGN BUILDER REQUIREMENTS

- a. Refer to A. SCOPE DESCRIPTIONS above and Appendix A to this Section 01010 for the Design-builder requirements.
- b. “Quick Response Teams” (QRT’s) with the Terminal 3 / Boarding Area E stakeholders will reconvene with Design-Builder to further establish the Airport’s programming and design requirements after Contract notice to proceed; the QRT’s will reconvene to answer any Design-builders’ questions and provide clarifications. For the purpose of estimating the design effort, the Design-Builder shall develop a programming narrative for all disciplines.

3. DESIGN BUILDER STRUCTURAL REQUIREMENTS

- a. General: Structural Reports, Drawings and Calculations shall be prepared under the direction of, and signed and sealed by, a qualified Registered Professional Civil or Structural Engineer in the State of California. All drawings and calculations will be subject to Airport Building Official review.
- b. Deliverables: Prepare a Structural Assessment Report of the existing boarding area that evaluates the existing structure project specified Structural Requirements. The Structural Assessment Report should address all structural items and include analysis of the following:
 - i. Foundations and Capacity
 - ii. Primary Vertical Load Structure System
 - iii. Roof & Floor System Capacity
 - iv. Horizontal Resisting System for both Wind and Seismic Loads
 - v. Anchorage Connections of all non-structural and structural elements
- c. The Structural Assessment Report should be submitted with appropriate level of calculations, drawings and details to support the analysis, and provide recommendations that are required to bring the existing structure into conformance with the project specified Structural Requirements. The report should be prepared as part of the Schematic Phase.
- d. Prepare Structural Calculations, Specifications & Drawings that is appropriate for each phase of the design, including Schematic, Design Development and Construction Documents.
- e. One hundred percent (100%) Structural Construction Documents will be submitted to the Airports Building Department for review and are to include all supporting calculations and analysis. The drawings, calculations and specifications are to be signed by a qualified Registered Professional Civil or Structural Engineer in the State of California
- f. Structural Design Requirements:
 - i. Boarding Area E shall be structurally designed and constructed in conformance with the latest edition of the California Building Code as adopted by the Airport at the time of permit submittal.
 - ii. The existing vertical and horizontal structure combined with any new structure that is added to the project shall be analyzed, and if required, be upgraded to conform to the California Building Code adopted by the Airport at the time of permit submittal.
 - iii. The Structural Design Criteria shall be as follows:
 - iv. The following design live loads shall be used as a minimum:
 - (1) Floors: 100 Pounds per Square Foot (PSF) (non-reducible)
 - (2) Roof: 20 PSF
 - (3) Elevator Lobbies: 100 PSF (non-reducible)

- v. The following superimposed dead load shall be added to the actual dead load as a minimum:
 - (1) Ceilings: Pounds per Square Foot 10 PSF
 - (2) Roofs: Pounds per Square Foot 10 PSF

- vi. The following shall be the basis for the seismic design:
 - (1) Seismic Importance Factor: $I = 1.25$
 - (2) Seismic Coefficients are to be as required by Approved Geotech report for the project and the current California Building Code as adopted by the Airport at the time of permit submittal.

- vii. The following shall be the basis for the wind design:
 - (1) Wind Speed: 3 second gust wind speed at 85mph
 - (2) Exposure: Exposure D
 - (3) Wind Importance Factor: $I = 1.15$

- viii. Foundations:
 - (1) A Geotechnical investigation of the site was performed by the Airport. The recommendations and data from this investigation will be made available to the Contractor. The recommendations within the report shall form the basis of design for the foundations.

 - (2) Facility designs shall account for both total and differential settlements in the design of all elements including the superstructure, mechanical, electrical, and architectural appurtenances. Ground tier headroom shall be increased sufficiently to account for long term settlements.

 - (3) Foundation designs shall provide protection against potentially corrosive substances in the soil at the project site. Provisions shall be made to protect reinforcement, concrete, and metal embedment's' if potentially corrosive conditions exist.

 - (4) Any slab-on-grade shall be structurally supported as recommended in the Geotechnical report for this project.

4. GOVERNING AUTHORITIES, OVERSIGHT, CONDITIONS, AND DESIGN-BUILDER RESPONSIBILITIES

a. San Francisco International Airport Building Official

- i. The term "Airport Building Official" shall mean the individual the Airport designates to act in the capacity as the "Building Official" as defined by the California Building Code; he or she shall be the final interpreter of any code issues that may arise in the course of the Work. As defined below, the Airport Building Official will be responsible for reviewing and confirming that work is performed according to the required codes.

b. Airport Review and Approval

- ii) "Code Compliance Review" when used in this contract means the Airport Building Official's review to determine that the design of the Project meets all applicable code requirements.
- iii) "Scope Compliance Review" when used in this contract means the Airport Project Manager's review of the design to determine that it meets the requirements of the contract documents in all ways other than the code compliance review.
- iv) The Project's design phases and construction bid packages are subject to the Airport's reviews and approvals as outlined in this RFP. Once the Airport has approved the designs for the Project, any item within such approved design that the Design and Integration Consultant desires to change must be specifically identified in an independent design change notice (DCN). DCNs shall not be incorporated into the design or Project until the Airport has expressly authorized the change in writing.

c. Applicable Codes, Rules, and Regulations

- i) It is the Design-builder's and its design professionals' responsibility to design the Project in compliance with applicable requirements of State laws, codes, rules, regulations, ordinances, and standards, including, but not limited to, those outlined below. The Design-builder shall have copies available of all applicable codes and regulations for ready reference.
 - 1) California Building Standards Code, Title 24, California Code of Regulations (CCR)
 - 2) Airport Tenant Improvement Guide (TIG)
 - 3) Air Quality Management District regulations, if applicable
 - 4) Americans with Disabilities Act (ADA), Title II, ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)
 - 5) Local Building Codes. The Airport is not subject to local city jurisdictions' building codes nor is it required to obtain building permits from local city jurisdictions for construction on real estate owned or controlled by the Airport.
 - 6) The Airport Building Official, who is responsible for code compliance reviews, will issue the building permit.
 - 7) The California Occupational Safety and Health Act and all other Applicable Code Requirements relating to safety.
 - 8) The Airport Fire Marshal must review and approve the design work for each identified Project.
 - 9) TSA Planning Guidelines and Design Standards (PGDS)
- ii) The Project shall be designed and constructed in accordance with the minimum requirements of all applicable codes and ordinances, and the technical requirements contained herein. The California Building Code and the Airport Tenant Improvement Guide, current additions, are the basis for the design for the Project. All other referenced codes and ordinances must be adhered to. The latest edition of the referenced codes shall be followed. In the event of a conflict, the more stringent code shall prevail.

- iii) The Design-builder will be responsible for securing approval of the design for the Project from the Airport, including generating the necessary documentation. The final design shall comply with all conditions of approval established during Airport reviews.
- iv) The Design-builder shall be responsible for TSA PGDS compliance, TSA Pre-ISAT approval and ISAT certification if required by the project scope.
- v) Energy Analysis Requirements: The Design-builders shall design the Project in accordance with Energy Analysis Requirements and shall prepare an energy analysis of the Project. The Design-builder shall submit specific certification to the Airport as required by the California Code of Regulations, Title 24, Part 6 - California Energy Efficiency Standards.

d. Regulatory Approvals

i) The Design-builder shall be responsible for obtaining reviews and approvals by applicable regulatory agencies as stipulated by the design-build Contract for the Project except as noted below. The Design-builder will coordinate with the Airport Project Manager prior to commencing review and approval with regulatory agencies. Meetings may also be required of the Design-builder with agencies from which the Airport is responsible to obtain permits or approvals.

ii) As this project is occurring on developed land and will serve the same purpose as the existing facilities, the Terminal 3, Boarding Area E Refurbishment Project is Categorically Exempt from CEQA regulations and approvals under §15332 (Class 32) of CEQA Guidelines.

e. Examination of the Site

Prior to submitting a Proposal for the Terminal 3, Boarding Area E Refurbishment Project, the Design-builder and the Design-builders' design professionals shall:

- a. Visit the Project site to become familiar with existing site conditions, including the site location and size, and utility capacities.
- b. Visit all relevant areas of the existing buildings that will require alteration.

f. General Requirements

- a. Preparation of the design for this Project shall be the responsibility of the successful Design-builder, who shall become the Engineer of Record. The Design-builder shall confirm the adequacy of the Airport's design requirements specified. If the Design-builder believes that any of the design requirements specified are inconsistent, unclear, inadequate for the function required, or in conflict with other requirements, the Design-builder shall notify the Airport immediately. The Design-builder shall be responsible for gathering any additional data that is not included in these RFP documents but is required to complete the design and construction of this Project.
- b. The Design-builder shall document the design of the Project by preparing design drawings, construction drawings, construction specifications, design calculations,

analyses, and reports in sufficient detail to fully describe the design and obtain required approvals from the Airport and appropriate Regulatory Agencies. Design analyses and calculations shall clearly demonstrate that the design meets or exceeds Airport performance requirements or are required by applicable codes.

- c. CADD drawings shall be provided in AutoCAD R2004 or more recent version, and corresponding pen files and image files, or other computer drawing and drafting software approved by the Commission.
- d. Each construction document shall have a title, unique alphanumeric identifier, and revision number and date. All drawings, specifications, calculations, analyses, and reports documenting and supporting the design shall be stamped and signed by design professionals registered in the State of California, and in the discipline to which the document pertains.
- e. Written Airport and appropriate Regulatory Agencies approval of the design must be received by the Design-builder before construction can proceed. If changes to the design are made after written Airport approval is received by the Design-builder, such changes must be approved in writing by the Airport prior to construction of the elements affected by the changes.
- f. Deviations from the design requirements, drawings, and specifications are not allowed without prior written approval by the Airport.
- g. The Design-builder shall perform its services in accordance with the professional standard of care applicable to the design and construction of Projects of similar size and complexity in the San Francisco Bay Area.
- g. **Building Classification**

Terminal 3 and Boarding Area E, including the Concourse will be classified as an A2 occupancy building. The type of construction will be Type I Fire Resistive.

h. Permits and Fees

The Design-builder shall obtain and pay for all permits required for the Project. The Airport building permit fee will be waived. The Design-builder shall be responsible for providing all utility services used during construction at the site, and for obtaining and paying for all permits incidental to the Work or made necessary by the Design-builder's operations.

1.04 BID ITEMS – NOT USED

1.05 WORK UNDER OTHER CONTRACTS

Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. The general construction scope included in Airport Contract 8974.A

1.06 FUTURE WORK – NOT USED

1.07 WORK SEQUENCE

Construct Work in stages and at times to accommodate Airport and Airline operation requirements during the construction period; coordinate construction schedule and operations with Project Manager.

1.08 COOPERATION OF DESIGN-BUILDER AND COORDINATION WITH OTHER WORK

A. Should construction work, or work of any other nature, be underway by other forces or by other contractors within or adjacent to the limits of the Work the Design-builder shall cooperate, schedule and coordinate with all such other contractors or forces to the end that any delay or hindrance to their work will be avoided. Design-builder shall cooperate, schedule and coordinate with such other contractors and forces as required by Document 00700 (General Conditions).

B. Commission reserves the right to perform other or additional work, within or adjacent to the limits of the work specified, at any time by the use of other forces. The Design-builder shall coordinate with the Commission and any Commission forces, or other forces, engaged by the Commission, as required by Document 00700 (General Conditions).

A. Limit use of premises for Work and for construction operations to allow for:

Airport, airlines and TSA operation.

Work by other contractors and tenants.

B. Coordinate use of premises and access to site with other contractors, utilities, and Commission forces, as required by Document 00700 (General Conditions). Project Manager has final authority over coordination, use of premises, and access to site.

C. Cooperate with Commission, Airlines, Tenants, and their contractors who may occupy and begin work on site and inside building prior to completion of Work of this Design-Build Contract.

D. Cooperate with contractors for other area work, not included in Design-Build Contract, but which may take place during construction period.

1.09 MAINTENANCE

A. Maintain systems and equipment as required by Section 01800 (Maintenance).

The Design-builder shall be responsible to maintain all equipment and programming installed under this contract during the period between beneficial use and final acceptance after completion of the punch list and certification.

1.10 ACCEPTANCE REQUIREMENTS

A. Prior to date of Final Acceptance of the Work by Commission, all necessary repairs or renewals in Work or part thereof so used, not due to ordinary wear and tear, but due to defective materials or workmanship or to operations of Design-builder, shall be made at expense of Design-builder, as required in Document 00700 (General Conditions).

- B. Use by Commission of Work or part thereof as contemplated by this section shall in no case be construed as constituting acceptance of Work or any part thereof. Such use shall neither relieve Design-builder of any responsibilities under Design-build Contract, nor act as waiver by Commission of any of the conditions thereof.
- C. Commission may specify in the Design-Build Contract Documents that portions of the Work, including electrical and mechanical systems or separate structures, shall be substantially completed on milestone dates prior to substantial completion of all of the Work. Design-builder shall notify Project Manager in writing when Design-builder considers any such part of the Work ready for its intended use and substantially complete.

1.11 TRAINING

The Design-builder shall provide training to the Airport and airline operators and maintainers of equipment and software furnished and installed under this contract. The Design-builder shall submit a training plan to the Airport for approval. In the case of training provided by a manufacturer, this should be included in the specification at the time of procurement.

PART 2 PRODUCTS

2.01 REFERENCE STANDARDS

For products specified by association or trade standards, comply with requirements of standard, except where more rigid requirements are specified or are required by applicable codes.

2.02 PRODUCTS ORDERED IN ADVANCE – NOT USED

2.03 COMMISSION FURNISHED PRODUCTS – NOT USED

PART 3 EXECUTION

Not used

PART 4 APPENDICES

(Note: These Appendices are included as Appendices A and B in the Request for Proposals and will be added to this Section 01010 at time of Contract award.)

Appendix A: SCOPE OF WORK: DESIGN BUILDER

Appendix B: SCOPE OF WORK: DESIGN REQUIREMENTS

END OF SECTION

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/11

DEPARTMENT NAME: Controller DEPARTMENT NUMBER 09

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: City Services Auditor Consulting Services

FUNDING SOURCE: Annual Appropriation

PSC AMOUNT: \$3,000,000 PSC DURATION: November 1, 2011 - October 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

B. Explain why this service is necessary and the consequences of denial:

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. With this funded role, the Controller's Office is responsible for monitoring the level and effectiveness of services rendered by the City to its residents, comparing them to those of other jurisdictions, and establishing best practices/performance benchmarks. The Controller's Office is mandated to increase the production of independent management and performance audits and performance reviews, review street and park maintenance standards, review citywide standards for contracting processes, and administer a whistleblower hotline and website for employee and citizen complaints (City Charter Appendix F: Authority and Duties of City Services Auditor).

Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies." (italicized for emphasis)

While the City Services Auditor is exempt from Civil Service Commission review, it is important to comply with City contracting rules and regulations in order to demonstrate transparency and accountability of City Services Auditor activities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services were provided through PSC#4073-05/06 approved on 2/6/06 for \$1,500,000 and amended on 4/20/07 and on 7/6/09 for a final amount of \$7,500,000.

D. Will the contract(s) be renewed: The individual audit, analytical and technical assistance consulting and training services are not intended to be ongoing or long-term in nature.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Local 21, Local 1021, and MEA.

RFP sent to Union Name, published on website at www.sfcontroller.org/solicitations

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4042-11/12

STAFF ANALYSIS/RECOMMENDATION:

AUG 22 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance benchmarking and best practices; and governmental auditing, finance, and accounting skills and standards training.

B. Which, if any, civil service class normally performs this work?

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III - Project Manager, 1822 Administrative Analyst, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in cross training and knowledge transfer.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. These services are short-term, intermittent, and specialized in nature.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

In some cases, there may be cross training and knowledge transfer for the job classes identified above.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

Yes, in some instances, depending on vendor selection.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

City Hall, Room 388
San Francisco, CA 94102

Address



PSC Review
Rachel Cukierman to: L21PSCReview

08/22/2011 01:45 PM

Attached for your review is a PSC Summary for City Services Auditor Consulting Services.

Please let me know if you have any questions.

Regards,



PSC Civil Service Auditor 2011.PDF

Rachel Cukierman
(415)554-5391

Transmission Report

Date/Time
Local ID 1
Local ID 2


08-22-2011
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TO: SEIU Local 1021 <hr/> Daz Lamoaras <hr/> cc: Paltie Tamura <hr/> Phone 510-350-4527 Fax Number 415-431-6241	FROM: Rachel Cuklerman, Contracts and Operations Analyst Office of the Controller Room 388 City Hall -- 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 Phone 415-554- 5391 Fax Number 415-554- 7872		
DATE 8/22/11	NUMBER OF PAGES (including cover) 4		
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Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

Transmission Report

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DATE 8/22/11	NUMBER OF PAGES (including cover) 4		
<input type="checkbox"/> Original to follow in mail			
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment			

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	631	415 989 7077	01:33:39 p.m. 08-22-2011	00:01:00	4/4	1	EC	HS	CP31200

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 17, 2011

DEPARTMENT NAME: BUILDING INSPECTION DEPARTMENT NUMBER 19

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Code Enforcement Outreach

FUNDING SOURCE: Non-General Fund (2S-BIF-ANP)

PSC AMOUNT: \$1,648,962 PSC DURATION: 01/01/2012 - 06/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Code Enforcement Outreach Program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the City of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by settling out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities.

B. Explain why this service is necessary and the consequences of denial:

Generally, individuals in substandard housing are fearful of contacting a governmental agency directly for code enforcement services, particularly if English is a second language. Community based outreach is essential to bringing code enforcement to the segment of the population at the greatest risk of being impacted by hazardous conditions caused by dilapidated housing. In addition, communication between tenants and landlord can be difficult. Contractors in a community based setting will mentor proper building maintenance; assist in resolving access issues and other landlord/tenant disputes that delay timely code enforcement. Disapproval of this successful service will prevent residents from accessing City services; therefore, denying them of their rights to a livable housing conditions.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Service Commission, indicate most recent personal services contract approval number): This service was previously approved under PSC #s 4111-03/04 & 4102-02/03.

D. Will the contract(s) be renewed:

Yes, if the work is satisfactory and the need arises, the contract may be extended.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing/faxing form Date 08/17/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-11/12

SEP 21 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



Hi Maria,

Please find attached two (2) PSC summaries sent to Local 21 as well as e-mail proofs and responses provided to the union. This submission is for the meeting on Oct. 17th. Thank you.



Local 21 Questions - CEOP.docx Local 21 questions-SRO.docx

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207
sarah.luu@sfgov.org

----- Forwarded by Sarah Luu/DBI/SFGOV on 09/21/2011 08:58 AM -----

From: L21PSC Review <L21PSCReview@ifpte21.org>
To: "Sarah.Luu@sfgov.org" <Sarah.Luu@sfgov.org>
Cc: Sharon Jenkins <sjenkins@ifpte21.org>, Ging Louie <glouie@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>, Larry Wong <lwong@ifpte21.org>
Date: 08/25/2011 02:54 PM
Subject: RE: PSC-Code Enforcement Outreach -- \$1.648 million

Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more details concerning the fund source? Where is it coming from this Non-Generla Fund (2S-BIF-ANP)?
2. What are the primary required skills or expertise? Is it language, community base, or counseling and mediation?
3. What does community based mean? Does the organization need to have office within the affected communities?
4. Why can't the tenants/residents take their issue to the City's Rent Stabilization Board? (Your statement indicating that 6270 and 6272 positions do not and cannot provide counseling or mediation services regardin landlord/tenant disputes.
5. If there is an existing code non-compliance issues; do you need these services?
6. If there is no existing code non-compliance issues; do you need these services when Rent Board can handle disputes?

Larry Wong
Lcoal #21

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
Sent: Wednesday, August 17, 2011 11:18 AM
To: L21PSC Review
Cc: Sharon Jenkins
Subject: PSC Summaries - Dept of Bldg Inspection

For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you

1. Code Enforcement Outreach
2. Single Room Occupancy Collaborative

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207



sarah.luu@sfgov.org Code Enforcement Outreach.pdf

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Cc: Sharon Jenkins <sjenkins@ifpte21.org>, Ging Louie <glouie@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>, Larry Wong <lwong@ifpte21.org>
Date: 08/25/2011 03:05 PM
Subject: PSC-DBI Single Room Occupany -- \$4.95 million

Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more detail concerning the funding source. Where is it coming from this Non-General Fund (2S-BIF-ANP)?
2. How is the issue being handle at this time by any City agency?
3. How did DBI arrived at this being a need?
4. What are the primary required skills or expertise? Is it health and environmental inspection for healthy and safety living environment? Is it being located within the community? What prior experience does this organizations needs?
5. Doesn't Human Services Agency (HSA) have social workers who handles this already since they provide the vouchers for SRO?
6. Shouldn't this be the lead agency to handle SRO issues regarding assessment, housing retention plan, general advocacy, referral and housing counseling?

After your responses, Local #21 may wish to meet and confer on this PSC.

Larry Wong
Local #21 PSC Coordinator

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
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1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207



sarah.luu@sfgov.org Single Room Occupancy Program[1].pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 17, 2011

DEPARTMENT NAME: BUILDING INSPECTION

DEPARTMENT NUMBER 19

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Single Room Occupancy (SRO) Collaborative Program

FUNDING SOURCE: Non-General Fund (2S-BIF-ANP)

PSC AMOUNT: \$4,950,000

PSC DURATION: 01/01/2012 - 06/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Single Residence Occupancy Program is designed to help stabilize the lives of SRO (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; 3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels.

B. Explain why this service is necessary and the consequences of denial:

Generally, individuals in substandard housing are fearful of contacting a governmental agency directly for health and safety conditions in SRO, particularly if English is a second language. Community based outreach is essential to bringing code enforcement to the segment of the population at the greatest risk of being impacted by hazardous conditions caused by dilapidated housing. In addition, communication between tenants and landlord can be difficult. Contractors in a community based setting will mentor proper building maintenance; assist in resolving access issues and other landlord/tenant disputes that delay timely code enforcement. Disapproval of this successful service will prevent residents from accessing City services; therefore, denying them of their rights to a livable housing conditions.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was previously approved under PSC#2000-03/04 for the Department of Public Health. This is the first request for DBI.

D. Will the contract(s) be renewed:

Yes, if funding is available.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing/faxing form Date 08/17/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4044-11/12

SEP 21 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

SRO Collaboratives are non-profit organizations that work with SRO residents to help maintain a healthy and safe living environment. The organizations work with building owners and city agencies on behalf of tenants to ensure that code violations and other building concerns are addressed and corrected. Each collaborative has a neighborhood, cultural, and language specific approach to assisting tenants which includes but not limited to experience in fire prevention and tenant stabilization, knowledge of SRO emergency preparedness and response and proven track record in the provision of housing counseling services.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the timelme and comprehensive nature of the services, which will be provided under this program, civil service classifications are not applicable. In addition, clients or potential clients that will be served by the program will respond to and utilize the services if the program is administered by familiar and trusted community-based organizations.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This is a less than full-time position requiring community-based specialized knowledge and abilities. Creating a new class for this service would be impractical.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Vivian L. Day

Signature of Departmental Personal Services Contract Coordinator

Vivian L. Day
Print or Type Name

415-558-6131
Telephone Number

1660 Mission Street
San Francisco, CA 94103
Address



Hi Maria,

Please find attached two (2) PSC summaries sent to Local 21 as well as e-mail proofs and responses provided to the union. This submission is for the meeting on Oct. 17th. Thank you.



Local 21 Questions - CEOP.docx Local 21 questions-SRO.docx

Sarah Luu
Department of Building Inspection
Finance Services
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Tel (415) 558-6324
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To: L21PSC Review
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For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you

1. Code Enforcement Outreach
2. Single Room Occupancy Collaborative

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Local #21 PSC Coordinator

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For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you

1. Code Enforcement Outreach
2. Single Room Occupancy Collaborative

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207



sarah.luu@sfgov.org Single Room Occupancy Program[1].pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Helicopter Transport and Aerial Surveying Services (CS-217)

FUNDING SOURCE: Hetch Hetchy Operating Funds

PSC AMOUNT: \$96,500 PSC DURATION: 11/07/2011 to 08/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.

B. Explain why this service is necessary and the consequences of denial:

The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. This location, know as Early Intake, is on the western slopes of the Sierra Nevada Mountains, west of Yosemite Valley. High voltage support towers carry transmission lines from the powerhouses West over the Sierra Foothills and across the Central Valley to Newark, California just South of San Francisco. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for lightning strikes or damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busses) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was last provided through a one - time Purchase Order (#POUH100045).

D. Will the contract(s) be renewed: Yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L1021/L21/ MEA
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The service requires appropriately trained and qualified helicopter pilot licensed by the Federal Aviation Administration (FAA) to conduct Part 135 flight operations at low altitude in elevations up to 6,000 feet above sea level.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. A helicopter of the appropriate make and model and all safety equipment necessary for use by City Employees while being transported

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No Civil Service Classes exist that provide these services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical for a new civil service class to perform this work as it is economically infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and providing funding for management and support services for a helicopter operation is extremely cost prohibitive.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



CS-217, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

1021, Baker, Deborah, Bowman, Lora, Brenner, Joe, Byrne, Kyra, Carter, Kim, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Jenkins, Sharon, Kyaun, Florence, L21PSCReview, Lee, Tedman C, Louie, Ging, McGee, Bonita, Reed, Margot, Scott, David E, Tamura, Pattie, Warshauer, Ed, Wong, Larry, Yun, Pauson, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane

09/21/2011 03:17 PM

Hide Details

From: "Jackson, Shamica" <SJackson@sfwater.org> Sort List...

To: <1021@seiu.org>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jebrenner@ifpte21.org>, "Byrne, Kyra" <kbyrne@ifpte21.org>, "Carter, Kim" <kcarter@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <sjackson@sfwater.org>, "Jenkins, Sharon" <sjenkins@ifpte21.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <bmcgee@sfwater.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Warshauer, Ed" <Ed.Warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sford.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HELwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>

1 Attachment



CS-217 PSC TO DHR 09212011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-217, Helicopter Transport and Aerial Surveying Services, initial request for \$96,500.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period was waived by L21 and MEA.**
4. For **October 17, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.**

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfgwater.org

 **Please consider the environment before printing this email**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/09/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Consulting Services for Power Regulatory Compliance Training

FUNDING SOURCE: HHWP R&R, CUH976

PSC AMOUNT: \$350,000 PSC DURATION: 10/01/2011 to 09/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation and Evaluation (ADDIE).

B. Explain why this service is necessary and the consequences of denial:

HHWP was required to become registered as a Transmission Owner and Transmission Operator with NERC on July 15, 2011. To become compliant and avoid financial penalties, HHWP must develop a comprehensive training program for the powerhouse operators. Penalties vary from \$1,000 to \$1,000,000 per day.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service was not necessary in the past, this is a new regulatory requirement

D. Will the contract(s) be renewed: no

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

L21 Union Name David E. Scott Signature of person mailing/faxing form 08/10/2011 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4046-11/12

STAFF ANALYSIS/RECOMMENDATION:

AUG 10 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Power regulatory compliance. Must have experience implementing a training program using a Systematic Approach to Training (SAT) process for PER-002 and PER-005. In addition, must have tools available for the client to track training for auditing with NERC and Western Electricity Coordinating Council Inc. (WECC).

B. Which, if any, civil service class normally performs this work?

5602 (Utility Specialist) with NERC certification. HHWP has this classification and the position will be updating the program, once developed, as new regulatory requirements are put in place.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. The contractor will provide a tracking/audit compliance tool for the City to monitor the system operator training program per the WECC/NERC requirements. Tool capability to include job task list, learning objectives and training materials, training records, evidence of an annual training program evaluation, upload capability to NERC and audit/compliance tracking for WECC/NERC on-site audit.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

HHWP has insufficient resources to perform the gap analysis and develop the initial program to meet the requirements. HHWP more than likely has sufficient staffing for maintaining the program once it is established.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not applicable

i. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes: No:

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

100 hours of training on the tool for the 5602, NERC certified City employee

C. Are there legal mandates requiring the use of contractual services?

Yes No

D. Are there federal or state grant requirements regarding the use of contractual services?

Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

Yes No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

David E. Scott

Signature of Departmental Personal Services Contract Coordinator

David E. Scott

415-554-4672

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103

Address



CS-220, PSC Summary Form (Initial Request)

Scott, David E

to:

Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Baker, Deborah, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, McGee, Bonita, Yun, Pauson, rebecca@sfmea.com, Bowman Bailey, Laura, kbyrne, kcarter, sjenkins, L21PSCReview, glouie, Margot.Reed, pattie.tamura, joe.tanner, ed.warshauer, lwong

08/09/2011 11:44 AM

Hide Details

From: "Scott, David E" <DEScott@sfgov.org> Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfgov.org>, "Chan, Norman" <Norman.Chan@sfgov.org>, "Divine, Peg" <Peg.Divine@sfgov.org>, "Elwin, Harvey" <HElwin@sfgov.org>, "How, Kathryn" <KHow@sfgov.org>, "Isen, Carol" <CIsen@sfgov.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfgov.org>, "Rivera, Patrick" <Patrick.Rivera@sfgov.org>, "Wang, Jane" <Jane.Wang@sfgov.org>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfgov.org>, "Jackson, Prentiss" <PJackson@sfgov.org>, "Jackson, Shamica" <SJackson@sfgov.org>, "Kyaun, Florence" <FKyaun@sfgov.org>, "Lee, Tedman C" <tclee@sfgov.org>, "McGee, Bonita" <BMcGee@sfgov.org>, "Yun, Pauson" <PYun@sfgov.org>, "rebecca@sfmea.com" <'rebecca@sfmea.com'>, "Bowman Bailey, Laura" <LBailey@sfgov.org>, <kbyrne@ifpte21.org>, <kcarter@ifpte21.org'>, <sjenkins@ifpte21.org>, <L21PSCReview@ifpte21.org>, <glouie@ifpte21.org'>, <Margot.Reed@seiu1021.org'>, <pattie.tamura@seiu1021.org>, <joe.tanner@seiu1021.org>, <ed.warshauer@seiu1021.org'>, <lwong@ifpte21.org>

2 Attachments



image001.jpg CS-202 PSC Summary Form to DHR - 08_10_2011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-220, Consulting Services for Power Regulatory Compliance Training, initial request for \$350,000.**

2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. **Yes**

Thank you,

David E. Scott, Senior Contract Analyst
Office: (415) 551-4672
descott@sfgwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/25/2011

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Architectural and Engineering Planning Services - Mission Dolores Park

FUNDING SOURCE: 2008 Clean and Safe Parks General Obligation Bond

Original Amount: \$295,000 PSC Duration: 09/25/2011 - 12/31/2012
Modification Amount PSC Duration:
Total Amount \$295,000 Total PSC Duration: 09/25/2011-12/31/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This PSC is continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.

B. Explain why this service is necessary and the consequences of denial:

This project has required significantly more community interaction then originally planned resulting in additional level of effort from the planning team. This additional effort has resulted in a stronger project. This work is a necessary part of the voter approved implementation of the 2008 Clean and Safe Parks Bond.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

PSC #4047-10/11 was approved November 1, 2010. Due to an administrative oversight, the original PSC was allowed to lapse. This is a continuing effort for a project that has required far more community interaction and planning than originally considered needed.

D. Will the contract(s) be renewed:

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing/faxing form Date 9/26/11
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

PSC# 4047-11/12 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Architecture and Engineering services include Civil, Landscape, Structural, Mechanical, Architectural, and cost estimating services.

B. Which, if any, civil service class normally performs this work?

A combination of 5203 Asst Engineer, 5207 Associate Engineer, 5211 Senior Architect/Landscape Architect/Engineer, 5212 Principal Architect/Engineer.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the complexity, sense of public urgency, and anticipated high turnout for a series of 4-6 public meetings for this project, we propose an integrated team approach in which RPD contracts with a consultant team for schematic design/planning and with DPW for design, bidding, and construction management. For schematic design, RPD proposes including a DPW Architect/Landscape Architect in advisory to ensure a seamless transition from planning to design.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

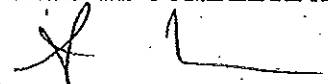
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

831 2779

Print or Type Name

Telephone Number

McLaren Lodge 501 Stanyan St.
SF, CA 94117

Address



Fw: PSC-RecPark Architectural Engineering Service - Mission Dolores - Add \$254,377

Sean McFadden to: Maria Ryan, DHR-PSCCoordinator

09/28/2011 02:36 PM



Dolores PSC [2] 092611.pdf

OK. Looks like we are good to go. Let me know if you have any questions.

Thanks.

Sean

----- Forwarded by Sean McFadden/RPD/SFGOV on 09/28/2011 02:33 PM -----

From: Larry Wong <lwong@ifpte21.org>
To: "Sean.McFadden@sfgov.org" <Sean.McFadden@sfgov.org>
Cc: Joe Brenner <jebrenner@ifpte21.org>, Ging Louie <glouie@ifpte21.org>, Larry Wong <lwong@ifpte21.org>, L21PSC Review <L21PSCReview@ifpte21.org>
Date: 09/28/2011 01:58 PM
Subject: PSC-RecPark Architectural Engineering Service - Mission Dolores - Add \$254,377

Sean,

Local #21 has no objections to this PSC which is an extension to an expired PSC which needs to be issued to completed the project.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: L21PSC Review
Sent: Wednesday, September 28, 2011 10:49 AM
To: Sean.McFadden@sfgov.org; Ging Louie
Cc: Ging Louie; Joe Brenner; Larry Wong
Subject: RE: PSC Notification

Hi Sean,

Could sent a copy of the Contract for the existing consultant?
We like to confirm the work scope contracted for.
Thanks.

Larry Wong
L21 PSC Reviewer

From: Sean.McFadden@sfgov.org [Sean.McFadden@sfgov.org]
Sent: Monday, September 26, 2011 3:27 PM
To: Ging Louie
Cc: L21PSC Review
Subject: PSC Notification

Hi Ging:

So a little hiccup on my end with regard to the recently submitted modification for the *PSC for Architectural and Engineering Planning Services - Mission Dolores Park*. It turns out (due to my administrative oversight) that I allowed the approval to lapse. Therefore, I will need to re-submit as an initial PSC per instruction from DHR. Obviously, that makes the process a little awkward and for that I apologize. It would be great if you could facilitate an expedited review and if you are so inclined, a favorable review/response for this PSC by Local 21. If I am able to receive documentation of Local 21 support in writing by the 28th, then we will be able to put it on the agenda for the October 17 meeting.

Thanks for your help. Let me know if you have any questions.

Sean

Save the earth—don't print this email



Sean McFadden
Recreation and Park Department
Purchasing/Contract Administration
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779; Facsimile (415) 668-3330
Sean.McFadden@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/28/2010

DEPARTMENT NAME: Recreation and Parks Department DEPARTMENT NUMBER 42

TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING []) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC# [])

TYPE OF SERVICE: Architectural and Engineering Planning Services - Mission Dolores Park

FUNDING SOURCE: 2008 Clean and Safe Parks General Obligation Bond

Original Amount: \$ 205,000 PSC Duration: 10/1/2010 - 4/1/2011
Modification Amount \$ PSC Duration:
Total Amount \$ Total PSC Duration:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.

B. Explain why this service is necessary and the consequences of denial:

This work is a necessary part of the voter approved implementation of the 2008 Clean and Safe Parks Bond.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

In the past services have been generally provided in an either DPW or outside consultant scenario. This is an attempt to blend both sectors by using an integrated team approach with DPW providing design, bidding, and construction management and the consultant providing schematic design and planning.

D. Will the contract(s) be renewed: No. This is only for the planning phase of Mission Dolores Park.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21 Union Name Signature of person mailing/faxing form Date 9/28/10
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-10/11
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

SEP 29 2010
[Signature]

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Architecture and Engineering services include Civil, Landscape, Structural, Mechanical, Architectural, and cost estimating services.

B. Which, if any, civil service class normally performs this work?

A combination of 5203 Asst Engineer, 5207 Associate Engineer, 5211 Senior Architect/Landscape Architect/Engineer, 5212 Principal Architect/Engineer.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Due to the complexity, sense of public urgency, and anticipated high turnout for a series of 4-6 public meetings for this project, we propose an integrated team approach in which RPD contracts with a consultant team for schematic design/planning and with DPW for design, bidding, and construction management. For schematic design, RPD proposes including a DPW Architect/Landscape Architect in advisory to ensure a seamless transition from planning to design.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service?

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

415. 831. 2779

Print or Type Name

Telephone Number

McLaren Lodge

501 Stanyan St., SF, CA 94117

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/30/11

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 31

TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING) [] CONTINUING [] ANNUAL

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC#)

TYPE OF SERVICE: Toxicology Analysis & Reporting and MRO services

FUNDING SOURCE: Department Budget

PSC AMOUNT: \$100,000 PSC DURATION: July 1, 2011 to June 30, 2015

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.
B. Explain why this service is necessary and the consequences of denial: The SFFD maintains a zero tolerance for on-duty drug or alcohol use or impairment. Intoxicated or Influenced members could pose a threat to the public welfare (vehicle crashes with Fire Engines or Ladder Trucks, incorrect medication administration). The Drug & Alcohol Screening program would not be able to continue without toxicology analysis.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service was provided in the past by the Office of the Medical Examiner (Dr. Nikolas Lemos). The work was authorized by inter-departmental Work Order.
D. Will the contract(s) be renewed: If services are satisfactory, yes.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Prof & Tech Eng Local 21 Union Name Signature of person mailing/faxing form: Jesusa Bushong Date: 8/30/11 mlk

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4048 - 11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Physician MRO, board certified in toxicology preferred, certified as MRO mandatory. Laboratory capable of intaking and processing saliva tests and urine tests. Equipment sensitive enough to analyze specimens according to SFFD criteria. Mechanism for notifying SFFD of results in confidential manner. Staff and equipment capable of processing samples in time frame as specified by SFFD. Ability to handle ebb-and-flow of hiring testing. Mechanism for twenty-four hour acceptance of samples and processing of requests.
- B. Which, if any, civil service class normally performs this work? 2456 Assistant Toxicologist I, 2457 Assistant Toxicologist II and 2458 Forensic Toxicologist
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. City does not possess toxicology laboratory facilities outside of the M.E.'s offices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The civil service classifications are applicable, except that they work only in the Medical Examiner's office. CCSF does not have forensic toxicology laboratories licensed to perform employee drug & alcohol screening outside of the M.E.'s office. After June 30, 2009, the M.E.'s office will no longer be providing that service.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. It would not be financially viable as the city would need to create a new toxicology laboratory and mandate a city-wide Drug and Alcohol Screening and testing program.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Jesusa Bushong
 Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong

Print or Type Name

415 558 3615

Telephone Number

698 Second Street, # 209

San Francisco, CA 94107

Address



PSC for Review
Jesusa Bushong to: L21PSCReview
Cc: Maria Ryan

08/30/2011 03:32 PM

History: This message has been forwarded.

To whom it may concern:

Please review the attached PSC summary requesting continuing Toxicology Analysis and Medical Review Officer results interpretation for the San Francisco Fire Department. These services are critical and necessary to the ongoing implementation of the Department's Drug and Alcohol Screening Policy. The Department was previously approved for two years from 2009-2011 for this very service. However, since we failed to renew/extend the contract prior to expiration, we are required to present the PSC as a new request to the Civil Service Commission.

Thank you for your feedback.

Jesusa Bushong
Departmental Personnel Officer
Fire Human Resources
(415) 558-3615 - Voice
(415) 558-3463 - Fax



ToxicologyAnalysisPSC2.doc



Fw: Toxicology Contract
Jesusa Bushong to: DHR-PSCCoordinator
Cc: Maria Ryan

09/28/2011 03:05 PM

Hi Maria,

Is this sufficient to get the PSC calendared for the third Monday in October CSC meeting? Please advise.

Thank you.

Jesusa

----- Forwarded by Jesusa Bushong/SFFD/SFGOV on 09/28/2011 03:01 PM -----



Larry
Wong
<lwong@
ifpte21.or
g>

09/28/201
1 01:57
PM

To "Andy.Zanoff@sfgov.org" <Andy.Zanoff@sfgov.org>
cc Joe Brenner <jebrenner@ifpte21.org>, Alexander Tonisson
<atonisson@ifpte21.org>, Kim Carter <kcarter@ifpte21.org>,
"Jesusa.Bushong@SFGOV.ORG" <Jesusa.Bushong@SFGOV.ORG>, Larry
Wong <lwong@ifpte21.org>
Subject RE: Toxicology Contract

This is to confirm that Local #21 has no objections to this PSC.

However, that said; Local #21 have seen similar request from SFMTA for Drug and Alcohol Screening and Testing.

In the future, Local #21 will push for recertification of the Office of Medical Examiner and the consolidation of all drug and alcohol testing.

Local #21 will be looking forward to SFFD for their support in the OME and bring the work inhouse.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Andy.Zanoff@sfgov.org [Andy.Zanoff@sfgov.org]
Sent: Wednesday, September 28, 2011 1:45 PM
To: Larry Wong
Cc: Joe Brenner; Alexander Tonisson; Kim Carter; Jesusa.Bushong@SFGOV.ORG
Subject: Toxicology Contract

Mister Wong,

I spoke with Alex Tonisson yesterday about this contract. He advised me that he had no problem with us contracting of the service and he understands all of the details behind the need to contract the services.

This contract was secured through competitive RFP two years ago. Your organization not only agreed to the contract at that time, but your representatives stood in support of the contract with me at the

Civil Service Commission when it was presented. We have not changed the work or scope, merely exercising one of two extension options built into the original contract.

Please advise.

AZ

Andy Zanoloff, Captain
Administration Division
San Francisco Fire Department
698 Second Street, # 211-A
San Francisco, CA 94107
415.558.3646 (office)
415.558.3687 (FAX)