



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: June 30, 2012

To: The Honorable Civil Service Commission

From: Micki Callahan  
Human Resources Director

*Deskfile*

**Subject: Personal Services Contracts Year End Totals**

This is to report the year end totals of Expedited and Regular 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 in FY2010-2011 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 Regular PSCs, those submissions of over \$50,000, 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.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources for FY2010-2011:

Year End Total Expedited Approvals FY 2011-12	Total for FY 2011-2012
\$3,523,432	\$811,782,882



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 16, 2012  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Parveen Boparai, MTA  
Jesusa Bushong, FIR  
Gordon Choy, DPW  
Thomas DiSanto, CPC  
Shamica Jackson, PUC  
Rebekah Krell, ART  
William Lee, DEM  
Brent Lewis, HRD

*Signature*

**Subject: Personal Services Contracts Approval Request**

This report contains eight (8) 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 2012-2013	Total for FY 2012-2013
\$29,248,719	0	\$39,197,719

**POSTING FOR**  
7/16/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4004-12/13	28	Art Commission	Regular	\$330,000	Eight Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops, compile, design and edit publications of youth writings, and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	9/1/2012 - 6/30/2013
4005-12/13	77	Emergency Management	Regular	\$585,000	This project will 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.	7/15/2012 - 1/1/2014
4006-12/13	31	Fire Department	Regular	\$258,719	The Fire Department currently owns a Fire Trainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.	7/1/2012 - 6/30/2015
4007-12/13	35	Municipal Transportation Agency	Regular	\$5,000,000	The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches, quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guideline; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.	7/1/2012 - 12/31/2012
4008-12/13	29	City Planning	Regular	\$75,000	The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.	7/20/2012 - 12/31/2013

**POSTING FOR**  
7/16/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-12/13	40	Public Utilities Commission	Regular	\$14,000,000	Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.	9/1/2012 - 8/31/2026
4010-12/13	90	Public Works	Regular	\$4,500,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	10/1/2012 - 12/31/2017

**Total Amount - Regular: \$24,748,719**

**POSTING FOR**

7/16/2012

**PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4185-06/07	33	Human Resources	Regular	\$4,500,000	\$9,000,000	The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Local 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide healthcare services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.	8/1/2007 - 6/30/2014

Sum of Modified Amounts: \$4,500,000

Parveen Boparai  
Municipal Transportation Agency  
1 South Van Ness 4<sup>th</sup> Floor  
San Francisco, CA 94103

Jesusa Bushong  
Fire Department  
698 2<sup>nd</sup> Street, Rm 209  
San Francisco, CA 94107

Gordon Choy  
Department of Public Works  
875 Stevenson St, Rm 420  
San Francisco, CA 94103

Thomas DiSanto  
City Planning  
1650 Mission Street, Ste. 400  
San Francisco, CA 94103

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

Rebekah Krell  
Art Commission  
25 Van Ness, Suite 345  
San Francisco, CA 94102

William Lee  
Department of Emergency Mgmt  
1011 Turk Street  
San Francisco, CA 94102

Brent Lewis  
Department of Human Resources  
1 South Van Ness, 4<sup>th</sup> Floor  
San Francisco, CA 94103

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/21/12

DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library; National Endowment for the Arts; California Arts Council

PSC AMOUNT: \$330,000 PSC DURATION: 9/1/12-6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,800 youth-in-need in San Francisco since 1994, would be eliminated.

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): From 1994 to 2011, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4020-11/12

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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 5/21/2012

Local 1021 Union Name Signature of person mailing / faxing form Date 5/21/2012

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 5/21/12 mk

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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 teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

Yes      No

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

X

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

X

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

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

X

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

X

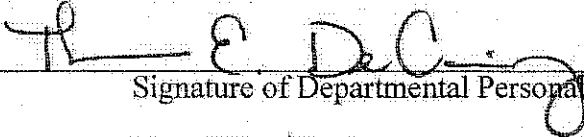
E. Has a board or commission determined that contracting is the most effective way to provide this service?

X

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

X

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



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell  
Print or Type Name

252-4665  
Telephone Number

25 Van Ness Ave, Suite 345  
San Francisco, CA 94102  
Address

**Ryan, Maria**

---

**From:** Hung, Melissa  
**Sent:** Monday, May 21, 2012 3:11 PM  
**To:** L21PSCReview@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** PSC - Arts Commission - WritersCorps Artists-in-Residence  
**Attachments:** 2012-13 PSC-SFAC-WritersCorps.pdf

Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

—  
Melissa Hung | Program Manager  
WritersCorps | San Francisco Arts Commission  
25 Van Ness Ave, Ste 345 | San Francisco CA 94102  
415.252.4655 | 415.252.2595 (f)

[Web](#) | [Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

**Ryan, Maria**

---

**From:** Hung, Melissa  
**Sent:** Monday, May 21, 2012 3:08 PM  
**To:** ed.warshauer@seiu1021.org; brook.demmerle@seiu1021.org;  
pattie.tamura@seiu1021.org  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** PSC - Arts Commission - WritersCorps Artists-in-Residence  
**Attachments:** 2012-13 PSC-SFAC-WritersCorps.pdf

Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

--

Melissa Hung | Program Manager  
WritersCorps | San Francisco Arts Commission  
25 Van Ness Ave, Ste 345 | San Francisco CA 94102  
415.252.4655 | 415.252.2595 (f)

[Web](#) | [Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/20/11

DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library; National Endowment for the Arts

PSC AMOUNT: \$315,000

PSC DURATION : 9/1/11-6/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, and National Endowment for the Arts has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,000 youth-in-need in San Francisco since 1994, would be eliminated.

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): From 1994 to 2010, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4028-10/11

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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 6/20/11
Local 1021 Union Name Signature of person mailing / faxing form Date 6/20/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4020-11/12

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

JUL 20 2011

CIVIL SERVICE COMMISSION ACTION:



## City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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 teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

A. Will the contractor directly supervise City and County employees? Yes No

X

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. X

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


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

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

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

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

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

  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Kan Htun  
\_\_\_\_\_  
Print or Type Name

252-4604  
\_\_\_\_\_  
Telephone Number

25 Van Ness Ave, Suite 240  
\_\_\_\_\_  
San Francisco, CA 94102  
\_\_\_\_\_  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/11/2012

DEPARTMENT NAME: Emergency Management

DEPARTMENT NUMBER: 77

TYPE OF APPROVAL: [ ] EXPEDITED [x] REGULAR (OMIT POSTING \_\_\_\_\_)

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[x] INITIAL REQUEST [ ] MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Regional Medical Surge Planning Project

FUNDING SOURCE: Homeland Security Grant Funding - Urban Areas Security Initiative

PSC AMOUNT: \$585,000 (budgeted)

PSC DURATION: 7/15/12 - 1/1/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This project will 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.

B. Explain why this service is necessary and the consequences of denial: The BAUASI identified regional medical surge planning as a priority under the goal: "enhance medical, public health, and mass care preparedness" under the FY10 UASI grant. Medical surge and patient tracking was identified as lacking in a regional capability assessment; without improvement the region will be at a serious disadvantage providing medical care in an emergency. Additionally, if this project is not completed within the required timeline, the funding will be returned to the state (partially or fully).

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): There has not been a project undertaken that is identical to this one. Related projects have been managed through the Bay Area UASI office by selecting a vendor through CCSF's RFP process.

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):

Local 21
Union Name

[Signature]
Signature of person mailing / faxing form

5/11/12
Date

MEA
Union Name

[Signature]
Signature of person mailing / faxing form

5/11/12
Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4005-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 5/11/12
[Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *This project requires experience in health/medical-related emergency preparedness, familiarity with the UASI program, and knowledge of the BAUASI region. This will be a team effort, done by a firm with a satisfactory level of financial support, equipment, staffing, and organization.*
- B. Which, if any, civil service class normally performs this work? *1) Principal Admin Analyst II (#1825); 2) Performance Analyst III - Project Manager (#1830); 3) Manager III (#0931); 4) Manager IV (#0932)*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *The firm chosen for this project will provide a team of individuals who will utilize office space and equipment that is supplied and supported by the contractor.*

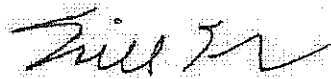
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *Existing staff would a) not have the required experience, needing significant training, or b) the time for a project of this magnitude. Also, the duration of the project is deemed limited or short-term.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: *No. Project manager and analyst positions exist.*

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

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 6. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will the contractor train City and County employees?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. 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:



\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

William Lee

558-3866

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Dept of Emergency Mgmt. - Div. of Emerg. Services

1011 Turk St.; SF, CA 94102

\_\_\_\_\_  
Address

**Ryan, Maria**

---

**From:** Kim-Molina, Mikyung  
**Sent:** Friday, May 11, 2012 3:27 PM  
**To:** L21PSC Review  
**Cc:** DHR-PSCCoordinator, DHR; Culp, Frances  
**Subject:** RE: PSC Form 1 - Medical Surge SFDEM  
**Attachments:** PSC Form 1 - Medical Surge.pdf

Here is the attachment. Sorry.

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**From:** Kim-Molina, Mikyung  
**Sent:** Friday, May 11, 2012 3:10 PM  
**To:** 'L21PSC Review'  
**Cc:** DHR-PSCCoordinator, DHR; Culp, Frances  
**Subject:** PSC Form 1 - Medical Surge SFDEM

Hello – Attached is a PSC Form 1 for Regional Medical Surge Planning. Please let me know if you have any questions.

---

Mikyung Kim-Molina  
Bay Area UASI  
10 Lombard Street, Suite 250  
San Francisco, CA 94111  
(415) 705-8521 (phone)  
(415) 705-8510 (fax)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/14/12

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: FireTrainer@ T-1000 Fire Simulator Maintenance

FUNDING SOURCE: Department Budget

PSC AMOUNT: \$258,719 PSC DURATION: July 1, 2012 through June 30, 2015.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The Fire Department currently owns a FireTrainer@ T-1000 Fire Training Simulator...
B. Explain why this service is necessary and the consequences of denial: The FireTrainer@ T-1000 Fire Training Simulator is a copyrighted piece of equipment...
C. Explain how this service has been provided in the past...
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 via email Signature of person mailing/faxing form Date 5-14-12

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4006-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/19/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: The skills and expertise required are those necessary to perform inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the copyrighted FireTrainer® T-1000 Fire Training Simulator's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing.
- B. Which, if any, civil service class normally performs this work? The Department does not believe that a particular Civil Service class exists that could effectively and safely perform the maintenance, service and repair of the proprietary FireTrainer® T-1000 Fire Training Simulator. Moreover, the exclusive rights on the product does not legally allow outside vendors to perform any service on the equipment.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the contractor will provide all equipment for preventive and corrective maintenance services for the FireTrainer® T-1000 Fire Training Simulator. If the equipment needs to be removed from the Fire Department in order to perform a service covered in the agreement, then the contractor will also provide the facility for the equipment to allow completion of such service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: The Department does not believe that a particular Civil Service class exists that could effectively and safely perform the maintenance, service and repair of the proprietary FireTrainer® T-1000 Fire Training Simulator. Moreover, the exclusive rights on the product does not legally allow outside vendors to perform any service on the equipment.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service classification because of the unique, proprietary technology involved in the preventive and corrective maintenance of the FireTrainer® T-1000 Fire Training Simulator. Moreover, because the equipment and its parts are copyrighted, the manufacturer would void all agreements and warranties should entities other than its own personnel work on the FireTrainer® T-1000 Fire Training Simulator in any way.

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"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| 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"/> |

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong

415 558 3615

Print or Type Name

Telephone Number

698 Second Street, # 209

San Francisco, CA 94107

Address

## Bushong, Jesusa

---

**From:** Bushong, Jesusa  
**Sent:** Monday, May 14, 2012 2:35 PM  
**To:** 'L21PSCReview@ifpte21.org'  
**Cc:** Corso, Mark  
**Subject:** Personal Services Contract Notification  
**Attachments:** 20120514143057484.pdf

To whom it may concern:

In accordance with DHR policies and procedures regarding the Personal Services Contract (PSC) approval process, attached for your review and comment is the Fire Department's proposed PSC for the repair and maintenance of our Fire Simulator program. The 30-day time period of this notice ends on June 15, 2012. At that time, we will proceed with submitting the attached PSC to DHR for processing with Civil Service.

If you have any questions or comments regarding the proposed service, please contact Mark Corso, Chief Financial Officer, at 558-3417.

Thank you.

*Jesusa Bushong*  
San Francisco Fire Department  
Human Resources Division  
(415) 558-3615

**Bushong, Jesusa**

---

**From:** postmaster@RED001.local  
**To:** L21PSCReview@ifpte21.org  
**Sent:** Monday, May 14, 2012 2:34 PM  
**Subject:** Relayed: Personal Services Contract Notification

**Delivery to these recipients or distribution lists is complete, but delivery notification was not sent by the destination:**

[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

**Subject:** Personal Services Contract Notification

---

Sent by Microsoft Exchange Server 2007

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 68

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING     )

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Engineering and Technical Support for Vehicle Rehabilitation and Procurement Projects

FUNDING SOURCE: Federal Transit Administration, San Francisco's Prop-K Funds, and Bridge Toll Funds

PSC AMOUNT: \$5,000,000.00

PSC DURATION: July 1, 2012 - December 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.

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


This service is necessary to ensure that the coaches being rehabilitated or built are according to original equipment manufacturer (OEM) specifications and San Francisco Transportation Agency's (SFMTA) requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultants will provide the FTA requirements for independent audits and cost analysis for FTA-funded projects. Denial of this request may affect the finished quality of the rehabilitated coaches and the new diesel hybrid and electric trolley buses, and SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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):

Similar service contracts have been provided in the past through PSC # 4009-05/06 approved July 18, 2005 for the procurement of the hybrid diesel coaches and PSC #4059-11/12 approved on December 7, 2011 for rehabilitation of various systems on motor coaches.

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):

<u>IFPTE Local 21</u> Union Name	 Signature of person mailing / faxing form	<u>5/17/12</u> Date
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Signature \_\_\_\_\_  
Union Name Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007-12/13

SFMTA approved  
5-17-12  
Received 5/17-12  
CWR

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

Experience, expertise and knowledge in: instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines in a manufacturing plant; knowledge of diesel-hybrid technology and electric trolley coaches; knowledge of Federal Motor Vehicle Safety Standards; knowledge of various electric and mechanical systems in transit vehicles.

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

There are no civil service classifications that normally perform this type of 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:**

Civil Service classes are not applicable because the City/SFMTA does not design, build, and manufacture transit vehicles.

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

No because the City/SFMTA does not design and build transit vehicles.

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

**Yes      No**

- A. Will the contractor directly supervise City and County employees?      ( )      (X)
- B. Will the contractor train City and County employees?      ( )      (X)
- C. Are there legal mandates requiring the use of contractual services?      ( )      (X)
- D. Are there federal or state grant requirements regarding the use of Contractual services?      ( )      (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service?      ( )      (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?      ( )      (X)

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
415-701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency, Human Resources

\_\_\_\_\_  
1 South Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING\_\_\_)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: REHABILITATION OF SYSTEMS ON MOTOR COACHES

FUNDING SOURCE: Federal Transit Authority (FTA) and San Francisco's Prop-K Funds

PSC AMOUNT: \$ 22,000,000.00

PSC DURATION: January 1, 2012 - January 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.

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

The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. This project will reduce unscheduled maintenance and repair costs that would impact SFMTA's operating budget. Denial of this project would result in loss of funding from the Federal Transit Authority and Proposition K Funding and would negatively impact SFMTA's operating budget.

Denial of this request will have a negative impact on the condition and service reliability of the diesel motor coach fleet and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchase.

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):

Similar service contract has been provided in the past through Personal Services Contract # 4020-09/10.

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):

<u>IFPTE Local 21</u> Union Name	<u><i>Cynthia Samada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>IAM Local 1414</u> Union Name	<u><i>Cynthia Samada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>TWU Local 250A (7410)</u> Union Name	<u><i>Cynthia Samada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_ Signature \_\_\_\_\_  
Union Name Date

\*\*\*\*\*  
FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA Approved  
10-7-11

PSC# 4059-11/12

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

**A. Specify required skills and/or expertise:**

The skills and expertise required to perform this work include removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Additionally, the rehabilitation of major systems like the engine or transmission requires that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and that OEM approved tools and parts be used in order to support the warranty provided by the OEM manufacturer.

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

Classifications such as 5203 Assistant Engineer, 5207 Associate Engineer, 5211 Senior Engineer, 7381 Automotive Mechanics, 7313 Automotive Machinist, 7410 Automotive Service Worker, 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7382 Automotive Mechanic Assistant Supervisor, 7340 Maintenance Controller, 7241 Sr. Maintenance Controller, 7254, Automotive Machinist Supervisor I, 7309 Car And Auto Painter, and 7322 Automotive Body And Fender Worker Assistant Supervisor.

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

Yes. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the requisite facility space, certified mechanics or tools to stage a motor coach rehabilitation project of this scale in-house.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

**A. Explain why civil service classes are not applicable:**

The Civil Service classes listed above in (3) (B) specialize in the maintenance of these vehicles, not in the rehabilitation of the motor coaches. Due to the scale of the project, as well as the urgency to rehabilitate this fleet, there is a need to outsource this work in order to complete the project in a timely fashion by certified technicians. In addition, the scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to the work on an assembly-line production levels. The City purchasing system is not designed for a production type work such as this project and therefore cannot provide the parts in a timely manner. Potential contractors have the capacity to do the rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line production level.

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

No. Civil service classes exists to perform some of this work, but as explained above, this project focus is on rehabilitation of the motor coaches and the scope of the project exceeds available resources and facilities.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	(X)
B. Will the contractor train City and County employees?	( )	(X)
C. Are there legal mandates requiring the use of contractual services?	( )	(X)
D. Are there federal or state grant requirements regarding the use of Contractual services?	( )	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? The approval of the SFMTA Board and the Board of Supervisors will be acquired prior to awarding the Contract.	(X)	( )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	(X)

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
(415) 701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency

\_\_\_\_\_  
1 South Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05-12-05

DEPARTMENT NAME: MUNICIPAL TRANSPORTATION AGENCY DEPARTMENT NUMBER: 35

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING)

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Procurement of Hybrid Diesel Electric Vehicles

FUNDING SOURCE: Combination of Federal Transit Administration (FTA), Prop K and Bridge Toll Funds

PSC AMOUNT: \$2,500,000.00

PSC DURATION: 05/01/05-12/31/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide specialized engineering, quality control and project management services for the implementation and completion of various vehicle procurement projects including procurement of 56 new technology hybrid diesel electric buses. The consultant will provide competent professional staff and services with specialties in hybrid technology either by direct assignment of its own personnel or through sub-consultants.

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

This service is necessary because the diesel electric vehicles are heavy duty urban passenger transport buses whose prime mover will be a combination of a diesel engine and the traction motor. Muni is purchasing the diesel electric hybrid vehicles to further reduce the emission levels of its fleet of buses. It is important to have engineering consultant support this project because the hybrid bus technology is a new and very specialized technology. The skill and experience needed for this project is not yet available within the engineering staff of MUNI. Denial of this request will diminish our capability to purchase good, reliable bus for the citizens of San Francisco.

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 most recent consultant services contract for similar services was approved by CSC, PSC# 4098-03/04 approved 4/9/04 for Trolley Bus Procurement project no. CS-114.

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):

IFPTE Local 21 Union Name, Paween Bopara Signature of person mailing / faxing form, 5-12-05 Date

Union Name, Signature of person mailing / faxing form, Date

RFP sent to IFPTE Local 21 Union Name, on 11/15/04 & 05/05/05 Date, ELSON HAO Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-05/06

MTA Approved PB 5/12/05

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized knowledge of the electric-diesel hybrid bus technology.

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

Civil service classifications 5241 Engineer and 5207 Associate Engineer may be utilized but are unable to perform the full scope of work. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector classification.

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:

5241 Engineer and 5207 Associate Engineer classes may perform this type of work. However, the hybrid electric-diesel technology is a relatively new technology and currently we do not have the experience and expertise available within the City engineering pool. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector classification.

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

No, this job is temporary and it is not practical to adopt a new civil service class to perform this work.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	( x )
B. Will the contractor train City and County employees?	( )	( x )
C. Are there legal mandates requiring the use of contractual services?	( )	( x )
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	( x )
E. Has a board or commission determined that contracting is the most effective way to provide this service? (see attached resolution) <i>Resolution No. 04-149, Approved by MTA Board on October 19, 2004.</i>	( x )	( )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	( x )

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

*Parveen Boparai, Sr. Personnel Analyst*

Signature of Departmental Personal Services Contract Coordinator

PARVEEN BOPARAI

554-4160

Print or Type Name

Telephone Number

MUNICIPAL TRANSPORTATION AGENCY-HUMAN RESOURCES

401 VAN NESS, ROOM 320, S.F., CA 94102

Address

MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 04-149

WHEREAS, In accordance with Muni's Zero Emission 2020 Plan previously presented to the MTA Board, Muni is in the process of procuring alternative fuel buses; and,

WHEREAS, Consulting expertise is needed to assist Muni's current team of engineers in their efforts to purchase hybrid-electric buses and determine the feasibility of purchasing 30-foot battery powered transit buses; and,

WHEREAS, Muni Fleet Engineering staff has prepared a Request for Proposals (RFP) for consultant services from qualified firms with specialized experience in the area of rolling stock manufacturing, production, trade and new technology integration; and,


WHEREAS, The consultant will provide technical engineering, quality assurance and project management services for the procurement of 40-foot diesel electric hybrid vehicles; and,

WHEREAS, The consultant will provide technical engineering to evaluate the responses to a Request for Information on 30-foot battery propulsion vehicles and compare such vehicles to diesel electric hybrid vehicles; and,

WHEREAS, The consultant will assist Muni with preparation of the RFP, and provide technical engineering, quality assurance and project management services for the procurement of 30-foot vehicles (propulsion system yet undecided) and integration of the vehicles into revenue service; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to issue a Request for Proposals, and negotiate a contract for engineering and project management consulting services in support of Muni's Alternative Fuel Bus Procurement Program.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of OCT 19 2004.

  
Secretary, Municipal Transportation Agency Board

## Ryan, Maria

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Thursday, May 17, 2012 10:50 AM  
**To:** 'L21PSC Review'; atonisson@ifpte21.org; 'glouie@ifpte21.org'  
**Cc:** DHR-PSCCoordinator, DHR; Lansang, TJ; Hao, Elson; Boparai, Parveen  
**Subject:** Engineering & Technical Support for Vehicle Rehab and Procurement Projects  
**Attachments:** 20120517103910105.pdf

For your info.

Cynthia Hamada  
Senior Personnel Analyst  
SFMTA Employee and Labor Relations  
415.701.5381 office - 415.701.5397 fax

Scan Date: 05.17.2012 10:39:09 (-0400)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/21/2012 updated on 6/21/12

DEPARTMENT NAME: Planning Department DEPARTMENT NUMBER 29

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

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

TYPE OF SERVICE: Civic Center Historic District Cultural Landscape Survey

FUNDING SOURCE: Federal Grant

PSC AMOUNT: \$75,000 PSC DURATION: 7/20/2012 - 12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Public Utilities Commission (SFPUC) applied for and was awarded a grant from the United States Environmental Protection Agency (EPA) in September 2010 to develop the Civic Center Sustainable District Plan (Plan) that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District (Continued on attachment.)

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

A background document and a cultural landscape survey are necessary in order to balance the goals of the Civic Center Sustainable Plan and to recognize and preserve the historic and cultural significance of the District. Denial would result in delay in the completion and the implementation of the Civic Center sustainable Plan, which is part of the City's sustainable realm plan.

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 would normally be provided by a trained, qualified expert in the field of historic architecture.

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):

IFPTE Local 21
Union Name

Signature of person mailing/faxing form

Date

Original notice 5/21/12
Revised notice 6/21/12 mkr

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4008-12/13

STAFF ANALYSIS/RECOMMENDATION:

Original received 6/20/12
Revision received 6/21/12
mkr

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required skills include expertise in architectural history, art history, and historic preservation. Experience in research and writing, or teaching in American architectural history or restoration architecture or substantial contribution through research and publication. Contractors' employees must meet Professional Qualifications Standards (Continued on attachment.)

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

These services could be provided by a portion of 5293 Planner IV and 5120 Architectural Administrator who possesses the requisite skills, training and experience.

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

Contractor will provide the services at their work site using their own standard office equipment (computer, etc.).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City's civil service classifications do not cover the expertise and specific skills to prepare the background document and the cultural landscape survey. Consultant must meet the minimum professional qualification standards from the Secretary of the Interior Standards for the Treatment of Historic Properties.

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

No, given that these services are required only for a one-time consultation to the Planning Department, it would not be feasible to attempt to create a civil service class for this purpose, or add this as a specialty to an existing class.

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"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>		
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 checked="" type="checkbox"/>	<input type="checkbox"/>
The USEPA requires recipients of their grants to conduct fair competitive bidding process and the local business enterprise subcontracting goal is not applicable to this contract.		
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:**



Signature of Departmental Personal Services Contract Coordinator

**Thomas DiSanto**

**415.575.9113**

Print or Type Name

Telephone Number

**1650 Mission Street, Suite 400**

**San Francisco, CA 94103**

Address

ATTACHMENT

DATE: 5/21/2012

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Civic Center Historic District Cultural Landscape Survey

1A. Concise description of proposed work: (Continued):

and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. \$75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character-defining features that contribute to its significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research on the Civic Center Historic District.

3A. Specify required skills and/or expertise (Continued):

that define the minimum combination of education and experience for historic preservation identification as published in the Code of Federal Regulations, 36 CFR Part 61.

**Ryan, Maria**

---

**From:** Lisa.Chau@sfgov.org  
**Sent:** Thursday, June 21, 2012 11:29 AM  
**To:** L21PSC Review  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** Re: Civic Center Historic district Cultural Landscape survey PSC summary  
**Attachments:** Civic Center Historic District Cultural Landscape Survey PSC summary updated on June 21 12.pdf; Civic Center Historic district Cultural Landscape survey PSC summary.pdf

Hi,

Attached is the updated PSC summary for the Civic Center Historic District Cultural Landscape survey. Please note that the term is changed to 7/20/12 - 12/31/13. Also, the Sections 1A and 4A have been updated.

Please kindly let me know if you have any questions.

(See attached file: Civic Center Historic District Cultural Landscape Survey PSC summary updated on June 21 12.pdf)

Regards,  
Lisa Chau  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103  
Tel: 415 575 9042  
Fax: 415 558 6409  
E-mail: [Lisa.Chau@sfgov.org](mailto:Lisa.Chau@sfgov.org)

Lisa  
Chau/CTYPLN/SFGOV

To  
05/21/2012 04:54 PM L21PSC Review  
<[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)>  
cc  
[DHR-PSCCoordinator@sfgov.microsoftonline.com](mailto:DHR-PSCCoordinator@sfgov.microsoftonline.com)  
Subject  
Civic Center Historic district  
Cultural Landscape survey PSC  
summary



Hi,

Attached is the Civic Center Historic district Cultural Landscape survey PSC summary, the amount is \$75,000 and the duration is from 5/21/12 to 12/31/13.

Please kindly let me know if you have any questions about it.

(See attached file: Civic Center Historic district Cultural Landscape survey PSC summary.pdf)

Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103

Tel: 415 575 9042

Fax: 415 558 6409

E-mail: [Lisa.Chau@sfgov.org](mailto:Lisa.Chau@sfgov.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/25/2012 (30-day Notice)

06/19/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (CS-211)

FUNDING SOURCE: Bond funding between 2012 and 2016 and Operational funding from 2016 to 2026

PSC AMOUNT: \$14,000,000 PSC DURATION: 09/01/2012 to 08/31/2026 (14 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.

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

Contractor will supplement full-time staff during peak field and report preparation efforts and with technical expertise and training not required on full time basis. If the contract is denied, the SFPUC would not be able to meet its permit requirements without annual hiring and firing of seasonal workers and technical experts.

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 required before the Water System Improvement Program. The SFPUC is adding 4 to 6 full time staff to fulfill these new required services. The requested contract professional services to meet regulatory agency requirements stipulated during the permitting of the Water System Improvement Plan (WSIP) projects.

D. Will the contract(s) be renewed: Duration of 14 years was selected to fulfill the permit requirements and eliminate the need to renew a contract for WSIP permit compliance activities. See attachment A.

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

L21/L39

Union Name

Shamica Jackson

Signature of person mailing/faxing form

04/25/2012 (30-day Notice)

06/19/2012 (to DHR)

Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# H009-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 6/19/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.

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

Local 21 - 1052, 1054, 1804, 1806, 2403, 2456, 2457, 2458, 2481, 2482, 2483, 2484, 2485, 5216, 5272, 5274, 5277, 5278, 5291, 5298, 5299, 5310, 5312, 5314, 5320, 5330, 5601, 5602, 5620, 5640, 5642, 5644  
Local 39 - 5148

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

Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, wells, traps) and experimental habitat (artificial nests, roosts, burrows).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFPUC is hiring 4 to 6 positions to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year and specific professionals are needed to accomplish discrete portions of the work.

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

Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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.

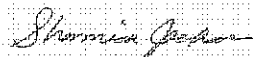
C. Are there legal mandates requiring the use of contractual services?

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

Shamica

Jackson

Print or Type Name

Telephone Number

1155 Market Street, 9<sup>th</sup> Floor

San Francisco, CA 94103

Address



**WSIP Project Sites**

NCSBT completed Mar 2012  
 BDPL5 - Pipeline completed Mar 2013  
 LCSD completed Mar 2013  
 CSPL2 completed Jun 2013  
 CSSA completed Apr 2014  
 BDPL3/4 Seismic completed Dec 2014  
 BDPL5 - Tunnel completed Aug 2015

	FY10-11	FY11-12	FY12-13	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24
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													Rme	

PMo performance monitoring  
 PMA performance maintenance  
 Pmo & a performance monitoring & maintenance  
 PMM perpetual monitoring and maintenance  
 RMO reveg monting  
 RMA reveg maintenance  
 Rme Reveg monitoring and maintenance ends  
 ACRCO ACRCO Responsible

**From:** Jackson, Shamica  
**To:** "Kim Carter"  
**Subject:** RE: PSC-PUC CS-211 Professional Technical Services - \$14M/14yrs (->Ecology, Botanical, Wildlife, Hydrological, Geotech)  
**Date:** Tuesday, June 19, 2012 3:28:00 PM

---

Thanks Kim!

---

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@sfwater.org

 Please consider the environment before printing this email

---

**From:** Kim Carter [mailto:kcarter@ifpte21.org]  
**Sent:** Tuesday, June 19, 2012 1:46 PM  
**To:** Jackson, Shamica  
**Cc:** Jackson, Prentiss; Scott, David E; Yun  
**Subject:** Re: PSC-PUC CS-211 Professional Technical Services - \$14M/14yrs (->Ecology, Botanical, Wildlife, Hydrological, Geotech)

Confirmed. It is ok to move forward.

Sent from my iPhone

On Jun 19, 2012, at 12:09 PM, "Jackson, Shamica" <SJackson@sfwater.org> wrote:

Hi Kim,

I hope all is well. Please confirm that this PSC is O.K. to move forward to submit to DHR. I need to submit this either today or tomorrow for the 7/16/2012 Commission Meeting.

Thanks,  
Shamica

---

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@sfwater.org

 Please consider the environment before printing this email

---

**From:** Yun, Pauson  
**Sent:** Friday, June 08, 2012 3:29 PM  
**To:** Jackson, Shamica  
**Cc:** Jackson, Prentiss; Scott, David E  
**Subject:** FW: PSC-PUC CS-211 Professional Technical Services - \$14M/14yrs (->Ecology, Botanical, Wildlife, Hydrological, Geotech)

Hi Shamica,

We met with L21 on Wednesday and they have no problems with this PSC. We need to get this on the CSC agenda for the July 16<sup>th</sup> meeting (Deadline to CAB is June 13<sup>th</sup>). I'm cc'ing David because if this PSC does get on the July 16<sup>th</sup> meeting, he will need to attend the meeting with Greg Lyman since I will still be out on vacation. Thanks.

Pauson

---

**From:** Jackson, Shamica [[SJackson@sfwater.org](mailto:SJackson@sfwater.org)]  
**Sent:** Wednesday, April 25, 2012 5:18 PM  
**To:** Isen, Carol; DHR-PSCCoordinator; Degrafinried, Alaric; L21PSC Review; Ging Louie; Joe Brenner; Larry Wong; Domingo, Kofo; Jackson, Shamica; [grojo@iuoe-local39.org](mailto:grojo@iuoe-local39.org); [PJackson@sfwater.org](mailto:PJackson@sfwater.org)  
**Cc:** Lyman, Greg  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-211 draft PSC to Unions for review

To All Interested Parties,

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

Best regards,

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](mailto:sjackson@sfgwater.org)

 Please consider the environment before printing this email

<CS-211 Draft PSC Form to Unions 04252012.DOC>



**Ryan, Maria**

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Tuesday, June 19, 2012 5:21 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; 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; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; grojo@local39.org  
**Subject:** CS-211, PSC Summary Form (Initial Request)  
**Attachments:** CS-211 PSC Form to DHR 06192012.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for CS-211, **Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services**, initial request for **\$14,000,000** and duration to **August 31, 2026**.
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. **No. SFPUC met with Local 21 and they have no objections to this PSC moving forward.**
4. For **July 16, 2012** 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@sfwater.org

 Please consider the environment before printing this email

*Effective July 16, 2012, the SFPUC Contract Administration Bureau will be moving to our new headquarters.*

*Please send all future mail correspondence to our new address:*

*SFPUC Contract Administration Bureau  
525 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102*

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 7, 2012

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Mechanical/Electrical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$4,500,000.00 (3 @ \$1,500,000 each) PSC DURATION: 10/1/2012 to 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.

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

Services are needed to assist DPW on difficult or unique projects that require specialized mechanical and electrical expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

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):

Services were provided through contracts for As-Needed Mechanical Engineering Services under PSC#4199-06/07 approved on August 6, 2007; and As-Needed Electrical Engineering Services under PSC#4129-08/09 approved on April 6, 2009. However, this is the first time the services will be solicited through a single contract for As-Needed Mechanical-Electrical Engineering Services.

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):

Local 21 Union Name, Carina Carlos Signature of person mailing/faxing form, 6/11/12 Date

RFP sent to Local 21 Union Name, on [ ] Date, [ ] Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/11/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires licensed mechanical and electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.*

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

*Engineering Classification which normally performs this work include Mechanical and Electrical disciplines for: 5203 Assistant Engineer; 5207 Associate Engineer; 5241 Engineer; and 5211 Senior Engineer.*

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

*Yes. The Contractor would provide testing equipment for specific tasks.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.*

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

*No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.*

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?



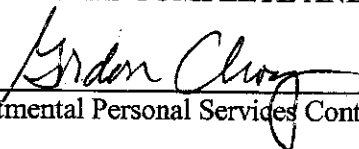
E. Has a board or commission determined that contracting is the most effective way to provide this service?



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

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

**Ryan, Maria**

---

**From:** Carlos, Carina <Carina.Carlos@sfdpw.org>  
**Sent:** Monday, June 11, 2012 8:54 AM  
**To:** 'Ging Louie (glouie@ifpte21.org)'; 'L21PSCReview@ifpte21.org'  
**Cc:** Caranto, Severino; Choy, Gordon; Kim, Sung  
**Subject:** PSC for Mechanical/Electrical Engineering Services  
**Attachments:** PSC - Mechanical-Electrical Engineering.pdf

Good morning,

Attached is the PSC Summary Form for Mechanical/Electrical Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

## Ryan, Maria

---

**From:** L21PSC Review <L21PSCReview@ifpte21.org>  
**Sent:** Thursday, June 21, 2012 9:23 AM  
**To:** Caranto, Severino  
**Cc:** Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman  
**Subject:** RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - \$4.5M-5 years

Local #21 has no objections to this PSC.  
Local #21 waives the 30-day requirement.

Larry Wong  
L21 PSC Reviewer

---

**From:** Caranto, Severino [Severino.Caranto@sfdpw.org]  
**Sent:** Wednesday, June 20, 2012 9:18 AM  
**To:** L21PSC Review  
**Cc:** Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman  
**Subject:** RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - \$4.5M-5 years

Larry,

Please see attached revised memo regarding the subject PSC. We would appreciate it if you can quickly review this and send us your approval to waive the 30-day waiting period today. This would allow us to include this PSC in the July 16 CSC meeting.

Thanks again for your support

Jun Caranto  
(415) 558-4595

-----Original Message-----

**From:** L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]  
**Sent:** Tuesday, June 19, 2012 4:34 PM  
**To:** Caranto, Severino  
**Cc:** Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman  
**Subject:** RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - \$4.5M-5 years

Hi Severino,

After a quick review of both the DPW letter and the PSC, L21 would like the DPW letter be to tailor more to the AsNeeded Civil Engineering Services than as proposed for the AsNeeded Geotech Services. The reason is that the AsNeeded DPW Mechanical/Electrical Services has more variety similar to the AsNeeded Civil Engineering while the AsNeeded Geotech is very focus.

Sorry for the confusion, however, if you can provide the letter similar to the AsNeeded Civil Engineering Service by Thursday, we can quickly review it and give our support and waive the 30-days Friday morning.

Larry Wong  
L21 PSC Reviewer

---

From: Caranto, Severino [Severino.Caranto@sfdpw.org]  
Sent: Monday, June 18, 2012 10:52 AM  
To: L21PSC Review  
Cc: Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman  
Subject: RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - \$4.5M-5 years

Hi Larry,

Please see attached memo from DPW regarding the subject PSC.

Thank you for your quick review and support of this PSC.

Jun

Severino (Jun) Caranto, Jr., PE | Manager  
Contract Preparation & Project Controls Section S.F. Department of Public Works  
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102  
tel: 415.558.4595 email: [severino.caranto@sfdpw.org](mailto:severino.caranto@sfdpw.org)

---

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]  
Sent: Friday, June 15, 2012 12:07 PM  
To: Carlos, Carina  
Cc: Caranto, Severino; Choy, Gordon; Kim, Sung  
Subject: FW: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - \$4.5M-5 years

Hi Carina,

L#21 will have no objections if we received a letter similar to the Geotech As-Needed Services.

Larry Wong  
21 PSC Reviewer

---

From: Carlos, Carina [Carina.Carlos@sfdpw.org]  
Sent: Monday, June 11, 2012 8:54 AM  
To: Ging Louie; L21PSC Review  
Cc: Caranto, Severino; Choy, Gordon; Kim, Sung  
Subject: PSC for Mechanical/Electrical Engineering Services Good morning,

Attached is the PSC Summary Form for Mechanical/Electrical Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232 [Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)<mailto:Carina.Carlos@sfdpw.org>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Mechanical Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$3,000,000 (3 @ \$1,000,000 each) PSC DURATION: 10/1/2007 to 10/1/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation. The types of mechanical facilities and tasks may include sewage and water treatment plants, pump stations, compressed natural gas (CNG) filling systems, and related facilities; heating, ventilation, and air conditioning (HVAC) systems, emergency generator systems and auxiliary water supply (AWSS) systems, and other mechanical related work. The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed \$1,000,000.

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

Services are on an as-needed basis to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and cause delays that may result in additional cost to the City; and could also negatively impact DPW's ability to quickly respond to emergencies such as sewage flooding, intermittent water supply service, fire prevention, and power outages that affect public health and safety.

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):

Previous contracts were awarded to CH2Mhill, Inc., Olivia Chen Consultants/Raymond Brooks Engineering, JV, and NBA Engineering/Don Todd Associates, Inc., JV, under PSC#4094-02/03, approved 2/3/2003.

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):

Local 21 Union Name Signature of person mailing/faxing form Date 7-11-2007

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on When available Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 499-06/07

- COPY

TAFF ANALYSIS/RECOMMENDATION:

IVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as plan, specification, and cost preparation, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

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

Civil Service classifications 5256, Mechanical Engineer; 5241, Engineer; 5211, Senior Engineer; 5207, Associate Engineer; 5203, Assistant Engineer; 5201, Junior Engineer; 5366, Engineering Associate II; 5346, Mechanical Engineering Associate I; 5344, Mechanical Engineering Assistant; 5342, Mechanical Engineering Assistant I.

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

Yes. Consultants may provide testing equipment for specific tasks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and City staff will be utilized to perform the work. Consultants will only be used to meet abrupt scheduling demands that exceed City resources or expertise, and during the occurrence of emergency events.

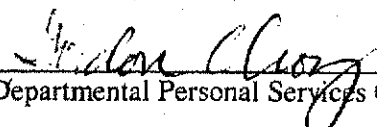
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classes already exist. These services are on an as-needed basis to augment City staff during peak workload periods, or for projects that require specialized expertise and knowledge.

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"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>		
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? <i>Unknown. An RFP will be processed to select the consultants.</i>	<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  
**Gordon Choy** (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
 \_\_\_\_\_  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Electrical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$3,000,000.00 PSC DURATION: July 31, 2009 to October 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Consultants will perform highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects. Additionally, consultants will provide services and recommendations during emergency events, such as power outages, rolling blackouts, etc. The Department of Public Works (DPW) intends to award three (3) as-needed contracts worth \$1,000,000 each.*

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

*Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted during the mitigation of emergencies such as power outages and rolling blackouts.*

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):

*Services were provided through contracts for As-Needed Electrical Engineering Services under PSC# 4075-05/06, approved on February 6, 2006.*

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):

<u>Local 21</u> Union Name	<u>Mr. Cardinal C. Carlos</u> Signature of person mailing/faxing form	<u>3/04/09</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Signature \_\_\_\_\_  
Union Name Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4129-08/09  
STAFF ANALYSIS/RECOMMENDATION:

*- COPY -*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of power outage emergencies or rolling blackouts.*

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

*Engineering classifications which normally perform this work include: 5203 Assistant Engineer (Electrical); 5207 Associate Engineer (Electrical); 5241 Engineer (Electrical); and 5211 Senior Engineer (Electrical).*

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

*Yes. The Contractor would provide testing equipment for specific tasks.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when projects require specialized expertise, or during the occurrence of emergency events.*

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

*No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as power outages and rolling blackouts.*

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

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

*Gordon Choy*  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/15/2012

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4185-06/07 )

TYPE OF SERVICE: Healthcare coverage administration services

FUNDING SOURCE: MOU Reserve

Table with 4 rows and 4 columns: Original Amount, Mod. Amount #1, Mod. Amount #2, Mod. Amount #3, PSC AMOUNT, PSC DURATION, PSC DURATION, PSC DURATION, PSC DURATION, PSC DURATION.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Locals 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide health care services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc..

B. Explain why this service is necessary and the consequences of denial: SFHP was selected by the As-needed Health Benefits Committee, comprised of City and SEIU representatives to provide health benefit services per the current collective bargaining agreement with SEIU Local 1021. The contract was subsequently approved by the Board of Supervisors 7/31/07 under Ordinance #176-07 (see attached.) Denial of this modification will prevent the City from continuing to meet its obligation to provide the healthcare benefits to eligible City employees.

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 modification to the services currently provided by SFHP, awarded under PSC# 4185-06/07, approved 7/2/2007.

D. Will the contract(s) be renewed:

Uncertain. Renewal will depend upon the ability of the City to perform this work in the future and the success of the contract

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

SEIU LOCAL 1021 Union Name Signature of person mailing/faxing form Date 6/15/12
MEA Union Name Signature of person mailing/faxing form Date 6/15/12
IFPTE LOCAL 21 Union Name Signature of person mailing/faxing form Date 6/15/12

RFP sent to Union Name, on Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4185-06/07

0045

Received 6/15/12

PSC FORM 1 (9/96)

PSC# 4185-06/07  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Healthcare plan administration, including information technology for membership data, marketing and communication skills, customer service, financial administration, and coordination of benefits. Healthcare service delivery, including general medical, pharmaceutical, behavioral health services, ophthalmology, optometry, etc.

B. Which, if any, civil service class normally performs this work? *Because healthcare delivery will be done by City employees, those classifications are not listed. Based on the HSS model, health plan administration would require the following Civil Service classes to perform the work: 1210 Benefits Analyst; 1813 Sr. Benefits Analysts; 1052, IS Business Analyst; 1053, Sr. IS Business Analyst; 1404, Clerk; 1406, Sr. Clerk; 1454 Executive Secretary III; 1632 Sr. Account Clerk; 1652 Sr. Accountant; 1654 Principal Accountant; 0922 Manager; 0932 Manager II; and 0931 Manager III.*

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: Civil Service Classes are applicable and will continue to provide the bulk of the services provided under this contract. Except for vision services and some emergency care, healthcare delivery will be performed by Civil Service classes in the Dept. of Public Health. The health plan administration portion of the contract would normally be performed by Civil Service classes in the Health Service System ("HSS"). However, as this plan covers employees who are not eligible to become members of HSS according to the City Charter and Administrative Code, HSS employees cannot perform this work at this time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Civil Service classes already exist and do perform much of this work, which include sharing some administrative duties with the San Francisco Health Plan that are employee eligibility determinations, enrollment, communications and premium payments. It is unnecessary to adopt new Civil Service classes. Except for vision services and some emergency care, healthcare delivery will be performed by Civil Service classes in the Dept. of Public Health. Discussions are on-going with HSS for future administration of the plan.

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? San Francisco Health Plan

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

Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

415-557-4944

Print or Type Name

Telephone Number

1 S. Van Ness, 4<sup>th</sup> Floor

San Francisco, CA 94103

Address

## Ryan, Maria

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**From:** Lewis, Brent  
**Sent:** Friday, June 15, 2012 2:05 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** L21PSCReview@ifpte21.org; Brook.Demmerle@seiu1021.org; ed.warshauer@seiu1021.org; pattie.tamura@seiu1021.org; Raquel Silva (raquel@sfmea.com); Ryan, Maria; Samanc, Ileana  
**Subject:** FW: DHR - Regular PSC Request - Healthy Workers/ SF Health Plan Per Ord 176-07/Revised  
**Attachments:** DHR\_PSC\_Healthy Workers\_6-15-12.pdf

Hello,

Attached is a revised PSC Modification request from DHR for healthcare coverage administrative services from the SF Health Plan.

Thanks,  
Brent Lewis  
Director of Finance and IT  
Department of Human Resources  
City and County of San Francisco  
(415) 557-4944

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**From:** Lewis, Brent  
**Sent:** Thursday, June 14, 2012 12:46 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'Brook.Demmerle@seiu1021.org'  
**Cc:** DHR-PSCCoordinator, DHR; Samanc, Ileana  
**Subject:** DHR - Regular PSC Request - Healthy Workers/ SF Health Plan Per Ord 176-07

Hi,

Attached is a Regular PSC request from DHR for healthcare coverage administrative services from the SF Health Plan.

Thanks,

Brent Lewis  
Director of Finance and IT  
Department of Human Resources  
City and County of San Francisco  
(415) 557-4944