



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

Date: January 3, 2011  
 To: The Honorable Civil Service Commission  
 Through: Micki Callahan  
 Human Resources Director  
 From: Kan Htun, ART  
 Shamica Jackson, PUC

**Subject: Personal Services Contracts Approval Request**

This report contains two (2) 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 2010-2011	Total for FY 2010-2011
\$8,000,000	\$1,291,300	\$169,127,963

Kan Htun  
Arts Commission  
25 Van Ness Ave., Suite 240  
San Francisco, CA 94102

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

POSTING FOR

1/3/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4062-10/11	28	Art Commission	Regular	\$5,000,000	Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.	11/1/2010 - 12/31/2020

POSTING FOR

1/3/2011

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
4143-07/08	40	Public Utilities Commission	Continuing	\$3,000,000	\$20,700,000	The original amount was to provide professional construction management (CM) services to oversee work of five Sunol Valley Regional construction projects, on behalf of the SFPUC. The modification amount includes CM services to oversee work that includes oversight of four additional projects, including Goat Rock, Gold Fish Pond, San Antonio Creek and Sheep Camp Creek Habitat Restoration Projects (CS-915R). Work new modification includes management of four different construction contracts for planting of numerous trees and specialty plantings, grading operations, changes to drainage patterns, bridge installation, water troughs, pipelines, and other project features.	10/1/2008	12/31/2015

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 1, 2010, revised December 16, 2010

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: Design, fabricate, transport and install artworks at the Central Subway stations and platform

FUNDING SOURCE: Central Subway art enrichment funds

PSC AMOUNT: \$5,000,000.00 PSC DURATION: 11/1/2010 to 12/31/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway Project.

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 Civil Service approval was for design, fabrication, transport and installation of artwork for the new General Hospital facility under PSC #4090-0809 on February 2, 2009.

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 1021 Union Name Signature of person mailing/faxing form Date December 16, 2010
Local 21 Union Name Signature of person mailing/faxing form Date December 16, 2010
Original RFP sent to 1021 + 21, on 11/2/10 Union Name Date Signature Judy Moran Revised sent 12/16/10

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Central Subway stations and platform. These artists must have their designs approved by the Arts Commission as required by City Charter.*

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

*None. Artists and fine art fabricators are not a Civil Service 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:

*There is not Civil Service classification for fine artists. Contractors must be professional artists who have been selected by an independent selection panel and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artwork sustained during transportation.*

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

*No. Each project is unique and requires different skills, as determined by an independent panel. It is in the city's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.*

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"/>

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

*Kan Htun Acting Director*

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 941102

Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

12-16-2010  
415 252 2595

01:05:59 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"



**SAN FRANCISCO ARTS COMMISSION**  
25 VAN NESS AVE. SUITE 240, SAN FRANCISCO CA 94102

**FAX**

To: Local 21  
Fnc: 415/864-2166  
From: Judy Moran, Public Art Project Manager  
Phone: 415252-2586  
Fax: 415/252-2595  
Email: judy.moran@sfgov.org  
Date: 12/16/2010  
Re: Personal Services Contract Summary

To Whom It May Concern,

Attached is a REVISED Personal Services Contract Summary for the Arts Commission's Public Art Program, originally submitted to your office on November 2, 2010 for the design, fabrication, transportation and installation of artworks for the Central Subway Program for review by Local 21. The only change in the contract summary is the not-to-exceed amount, which has been lowered.

Please let me know if you have any questions.

Thank you.

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	336	415 864 2166	01:04:43 p.m. 12-16-2010	00:00:45	4/4	1	EC	HS	CP26400

**Abbreviations:**

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

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

MP: Mailbox print  
CP: Completed  
FA: Fall

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

G3: Group 3  
EC: Error Correct



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

12-16-2010  
415 252 2595

01:08:38 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

This document : Confirmed  
(reduced sample and details below)  
Document size : 8.5"x11"



**SAN FRANCISCO ARTS COMMISSION**  
25 VAN NESS AVE. SUITE 240, SAN FRANCISCO CA 94102

**FAX**

To: Local 1021  
Fec: 415/431-6241  
From: Judy Moran, Public Art Project Manager  
Phone: 415252-2586  
Fax: 415/252-2595  
Email: judy.moran@sfgov.org  
Date: 12/16/2010  
Re: Personal Services Contract Summary

To Whom It May Concern,

Attached is a REVISED Personal Services Contract Summary for the Arts Commission's Public Art Program originally submitted to your office on November 2, 2010, for the design, fabrication, transportation and installation of artworks for the Central Subway Program for review by Local 1021. The only change in the contract summary is the not-to-exceed amount, which has been lowered.

Please let me know if you have any questions.

Thank you.

Total Pages Scanned : 4

Total Pages Confirmed : 4

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001	338	4154316241	01:07:15 p.m. 12-16-2010	00:00:44	4/4	1	EC	HS	CP26400

**Abbreviations:**

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

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

MP: Mailbox print  
CP: Completed  
FA: Fall

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

G3: Group 3  
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/22/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [ ] MODIFICATION (PSC# 4143-07/08 )

TYPE OF SERVICE: Sunol Valley Regional Construction Management (CM) Services (CS-915R)

FUNDING SOURCE: Project Funded

Table with 4 columns: Item, Amount, PSC Duration, Total PSC Duration. Rows include Original Amount (\$17,700,000), Modification Amount (\$3,000,000), and Total Amount (\$20,700,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The original amount was to provide professional construction management (CM) services to oversee work of five Sunol Valley Regional construction projects, on behalf of the SFPUC. The modification amount includes CM services to oversee work that includes oversight of four additional projects, including Goat Rock, Gold Fish Pond, San Antonio Creek and Sheep Camp Creek Habitat Restoration Projects (CS-915R).

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

The SFPUC does not have the personnel resources to perform all of the required work in a timely manner, nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.

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 Commission has previously approved nine similar SFPUC, WSIP, Construction Management Projects, including 4141-07/08, 4142-07/08 and 4144-07/08. There are insufficient qualified skills within the existing City Personnel to perform this work.

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):

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes handwritten entry for L21 Union Name, Shamica Jackson signature, and 11/22/2010 date.

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4143-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Construction management skills including resident/assistant resident engineer, construction inspection and scheduling, contract administration, environmental compliance monitoring, and expertise in the construction of the various projects and work as identified including typical contractor means and methods, safety regulation, water quality standards, quality assurance, environmental monitoring, shutdown, and start-up procedures.

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

5241 Project CM/RE, 6319 QA Inspector, 5241 Lead QA Inspector, 1426 Administrative/Document Control Specialist, 6319 Material Testing, 5241 Const. Scheduler/Cost specialist, 5241 Field Contract Administrator, 5241 Estimator, 5241 Test and start up Engineer, 5212 Regional Construction Manager, Planner II Env. Inspector, Planner III Regional Env. Monitor, Planner/III Specialty Env. Monitor, Planner II/III Regional Env. Coordinator

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:

Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel. Specialized experience will be needed only on a project-by-project basis and will span only a maximum of three years or less for this particular project. There is also specialized CM expertise required not available within City forces (such as environmental compliance monitoring). Work amended will be seasonal and of short duration as a result of wildlife breeding cycles and weather patterns and construction will only occur between the months of August and December.

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

Construction Management skills for projects of this scope is not required consistently by the City, or long enough in duration to make it feasible to adopt a new civil service class.

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? SFPUC Resolution 10-0197

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:

*David E. Scott Sr.*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address



CS-915R, PSC Summary Form (Modification Request)

Scott, David E

to:

Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Quan, Linda, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, DHR-PSCCoordinator, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Morrison, Emily M., Reed, Margot, Scott, David E, jbrener, jbrener, louie, ging, pattie.tamura, lwong

11/22/2010 04:40 PM

Hide Details

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

To: "Birrer, Joe" <Joe.Birrer@flyso.com>, "Byrne, Ed" <Ed.Byrne@sport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flyso.com>, "Lee, Tedman C" <tclee@sflower.org>, "Quan, Linda" <Linda.Quan@flyso.com>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sflower.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <SJackson@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tclee@sflower.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@sfgov.org>, "Scott, David E" <DEScott@sflower.org>, <jbrener@ifpte21.org>, <jbrener@ifpte21.org>, "louie, ging" <glouie@ifpte21.org>, <pattie.tamura@seiu1021.org>, <lwong@ifpte21.org>

Follow Up:  
Normal Priority.

1 Attachment



10\_1122\_CS915R Mod 1 PSC\_to DHR.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC Form 1 for **CS-915R Modification One, Sunol Valley Regional Construction Management (CM) Services, modification request for \$3,000,000 and 22 additional months.**

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, modifications don't require a 30-day notice.**

4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

David E. Scott, Senior Contract Analyst  
San Francisco Public Utilities Commission  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Phone: (415) 551-4672