



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: February 7, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Sheila Arcelona, DAT
Cynthia Avakian, AIR
Parveen Boparai, MTA
Gordon Choy, DPW
Kendall Gary, DT
Jacquie Hale, DPH
Shamica Jackson, PUC

Subject: Personal Services Contracts Approval Request

This report contains thirteen (13) 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
\$55,653,825	\$1,447,895	\$224,938,383

Sheila Arcelona
District Attorney
850 Bryant Street, Rm. 322
San Francisco, CA 94103

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

Parveen Bopari
Municipal Transportation Agency
1 South Van Ness, 7th Floor
San Francisco, CA 94103

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

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

Jacquie Hale
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102

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

POSTING FOR
2/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4063-10/11	27	Airport Commission	Regular	\$6,000,000	Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	1/1/2011 - 12/31/2013
4064-10/11	81	Public Health	Regular	\$2,000,000	In response to SB1953, which required acute care hospitals to meet explicit seismic safety standards in order to remain functional after a major earthquake, San Francisco General Hospital is being rebuilt and is due to open in 2015. The new facility will have 9 floors, add 32 beds, and move 27 hospital departments and personnel, with many new operating systems. In order to fully prepare for this historic move, SFGH needs consultants to help devise a comprehensive transition and occupancy plan, including details on implementation of compliance with regulatory requirements and review of administrative and clinical and operational systems, a move-in schedule and budget, and recommendations on the details of staffing patterns and training needed, as well as IT functions.	4/1/2011 - 12/31/2019
4065-10/11	81	Public Health	Regular	\$11,272,800	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.	1/1/2011 - 6/30/2016
4066-10/11	75	Dept.of Technology	Regular	\$4,138,472	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24X7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	2/7/2011 - 6/30/2014
4067-10/11	04	District Attorney	Regular	\$700,793	This contract will fund the launch and implementation of the Re-entry Center, a transitional housing and re-entry program for ex-offenders returning from state and local custody. The program will be based upon Delancy Street's proven program model to provide ex-offenders with rehabilitative services in a supportive housing setting. Delancey Street will provide the facility for the program. Contract funds, which come from a federal grant earmarked for this program, will be used to pay for start up costs and for staffing to run the Re-entry Center's programs.	1/1/2011 - 3/31/2013
4068-10/11	35	Municipal Transportation Agency	Regular	\$3,833,760	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all the duties pertaining to the SFMTA's red light camera enforcement system. Duties include but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	2/7/2011 - 2/6/2016

POSTING FOR

2/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4069-10/11	40	Public Utilities Commission	Regular	\$98,000	The City conducts environmental monitoring offshore of San Francisco between Rocky Point in Marin County and Point San Pedro in San Mateo County in order to assess environmental impacts of a treated wastewater discharge. Monitoring requirements include sediment, benthic infauna, and fisheries sampling. A qualified vessel with the proper equipment and a licensed captain is needed to allow SFPUC staff to collect required samples. In addition the City is required to conduct a dilution study at the Southwest Ocean Outfall that will require the use of a research vessel to deploy, maintain, and retrieve buoyed instrument arrays offshore near the outfall.	2/7/2011 - 12/31/2015
4070-10/11	40	Public Utilities Commission	Regular	\$100,000	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	2/7/2011 - 12/31/2012
4071-10/11	40	Public Utilities Commission	Regular	\$1,000,000	As part of compensatory mitigation that was negotiated with regulatory agencies, SFPUC plans on enhancement, rehabilitation, and preservation of special-status species habits, native plant communities, and wetlands in selected areas within various Bay Area watersheds. Native California flora will be planted as part of these activities in most of the sites. This contract will include the collection, propagation, care and delivery of over 20,000 plants.	3/1/2011 - 4/1/2012
4072-10/11	40	Public Utilities Commission	Regular	\$7,500,000	Provide construction inspection services during construction for HHWP for hydro-generation and power facilities designed under contract CS-140.	2/7/2011 - 12/31/2018
4073-10/11	40	Public Utilities Commission	Regular	\$9,000,000	SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	3/1/2011 - 3/1/2016
4074-10/11	40	Public Utilities Commission	Regular	\$9,500,000	Provide project engineering design and commissioning services for Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities as outlined in HHWP Power Condition Assessment (2009). Contractor to provide technical expertise and guidance to maintain and address Western Electricity Coordination Council (WECC) & North American Electric Reliability Corporation (NERC) regulatory requirements.	2/7/2011 - 12/31/2019

POSTING FOR

2/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
4075-10/11	90	Public Works	Regular	\$490,000	*The original PSC #4151-06/07 was approved for a three-year term on 5/07/07 with contract period from 8/01/07 to 8/01/10. Three agreements were awarded, two with five-year terms each and one with a three-year term. The agreement with a three-year term has CSOs that, due to delays in awarding the contract, as well as delays in project schedules, will need to be completed beyond the master agreement end date of 01/22/11. The Contract Manager requests for an extension of the agreement's term to the maximum term of 5 years as allowed in the Administrative Code section. 6.64; the final years are allowed to complete ongoing work	12/3/2010	11/4/2013

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 17, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Technical and Management Support for Closed-Circuit Television (CCTV) Security System Enhancements Design and Integration Project

FUNDING SOURCE: Transportation Security Administration (TSA) Grant, Capital, and Operating Funds

PSC AMOUNT: \$6,000,000 PSC DURATION: 1/1/2011 to 12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.

B. Explain why this service is necessary and the consequences of denial: System integrator and technical guidance is necessary to ensure the successful design, install, and integration of the video management, event management system, and IP cameras. System integrator must anticipate any software integration problems and maintain contract schedule. The TSA Other Transactions Agreement (OTA) grant has specific time guidelines for completion in order to receive federal funding.

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): Technical services for the development of an RFP for this project have been previously provided through a contract, most recently under PSC #4095-03/04.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IBEW Local 6, IFPTE Local 21, MEA, and SEIU 1021, all dated November 17, 2010.

City and County of San Francisco

Department of Human Resources

RFP sent to:

IBEW Local 6	on	November 17, 2010
_____ Union Name		_____ Date
IFPTE Local 21	on	November 17, 2010
_____ Union Name		_____ Date
MEA	on	November 17, 2010
_____ Union Name		_____ Date
SEIU 1021	on	November 17, 2010
_____ Union Name		_____ Date

Apriana P. Anderson

Signature

Apriana P. Anderson

Signature

Apriana P. Anderson

Signature

Apriana P. Anderson

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

DEC 20 2010

PSC # 4063-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and skills in designing, programming, and integrating Airport security systems at worldwide international airports. Current expertise, skills, and knowledge of TSA security requirements.

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

The following class may be involved with the maintenance of the system once developed; however, these classes do not have the expertise in design and installation of these complex security systems: Class 1041 IS Engineer Assistant, 1042 IS Engineer Journey, 1043 IS Engineer Senior, and 1044 IS Engineer Principal, 7345 Electrician, 7388 Fiber Splicer, 7287 Electronic Technician Manager, 7318 Electronic Technician, and 7329 Electronic Technician Supervisor.

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 are currently no civil service classes that have the technical expertise in design, programming, and integration of specialized Airport security systems.

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

No, because Civil Service classes already exist and will be trained and involved with the maintenance after implementation/acceptance.

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"/>

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

Yes	No
X	

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. Provide on-site formal hands-on training at the following minimum levels: beginner/novice, intermediate, and advanced training including all systems and sensors integrated:

Airport Operations and Security (AVSEC) staff, including both operational and situational awareness training. Advanced training shall be provided by the manufacturer of their respective systems and subsystems. The DBI or system integrator (SI) shall supply basic training on ALL newly integrated systems including all systems and sensors integrated.

Airport Operations and Security Department (OPS) staff and Airport Communications Center (COM) personnel, including both operational and situational awareness training. Advanced training shall be provided by the manufacturer of their respective systems and subsystems.

Airport Facilities staff (including emergency repairs; provided by manufacturer and integrator) on all systems including hardware, repair and operational training.

Training plans and instructors shall be presented for approval in advance to AVSEC.

Approximately 1040 hours of training will be provided.

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. The following classifications will be trained: 0923, 0933, 1052, 7287, 7318, 7329, 9203, 9212, and 9220 for a total of approximately 20 people.

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

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

	X
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E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0249.

X	
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A design-build RFP has been recently issued and it is unknown at this time the results of that process.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

From: Cynthia Avakian
To: "Larry Wong"; Margot Reed; "rebecca@sfmea.com"; "ibew6@ibew6.org"
Cc: "Ging Louie"; "Joe Brenner"; Kim Dickie; Geri Rayca; Reuben Halili; "Steve Pitocchi"
Subject: RE: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements
Date: Wednesday, November 17, 2010 5:40:00 PM
Attachments: RFP CCTV_PSC Form 1_101117.pdf

Greetings All,

Attached is the draft PSC Form 1 for San Francisco International Airport - Technical and Management Support for Closed-Circuit Television (CCTV) Security System Enhancements Design and Integration Project.

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

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

From: Cynthia Avakian
Sent: Wednesday, November 17, 2010 5:17 PM
To: 'Larry Wong'; 'Steve Pitocchi'; 'rebecca@sfmea.com'; 'ibew6@ibew6.org'
Cc: Ging Louie; 'Joe Brenner'; Kim Dickie; Geri Rayca; Reuben Halili; Linda Chin; Sandra Crumpler
Subject: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Design-Build Services for Technical Security System Improvements. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=3904>

The **Mandatory** Pre-Proposal Conference is **Thursday, December 2, 2010, at 10:00 A.M.** San Francisco International Terminal, Delta/Singapore Building, 710 N. McDonnell Road, 2nd Floor, Conference Room B, San Francisco, CA 94128.

Proposals are due on **Thursday, January 27, 2011, at 3:00 P.M.**

Thank you.



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Cynthia Avakian  
San Francisco International Airport

**From:** Cynthia Avakian  
**To:** "Kevin Hughes"  
**Subject:** RE: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements  
**Date:** Friday, December 10, 2010 3:45:00 PM

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Great, thanks Kevin for your help.

Have a wonderful weekend!

Cynthia  
Phone: (650) 821-2014

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

From: Kevin Hughes [<mailto:khughes@ibew6.org>]  
Sent: Friday, December 10, 2010 1:51 PM  
To: Cynthia Avakian  
Subject: RE: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

Hi Cynthia,

We do not need to meet regarding the above referenced matter. The documents you provided were extremely helpful in understanding the size and scope of the PSC and provided a detailed analysis of the technical content of the work proposed. This is quite a significant project.

I have no questions at this time, and would like to thank you for your outreach efforts.

It makes my job so much easier when there is a clear understanding of what is being proposed and the necessity that triggers the proposal.

Thanks, and have a nice weekend.

Kevin Hughes  
Assistant Business Manager  
IBEW Local 6  
Ph: (415) 861-5752  
Fax: (415) 861-0734

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

From: Cynthia Avakian [<mailto:Cynthia.Avakian@flsfo.com>]  
Sent: Friday, December 10, 2010 10:03 AM  
To: Kevin Hughes  
Subject: FW: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

Hi there,

Happy Friday. Please let me know if you want to meet with us about this request.

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

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



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

From: Cynthia Avakian  
Sent: Tuesday, December 07, 2010 9:25 PM  
To: khughes@ibew6.org  
Subject: FW: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

Kevin,

Here is the RFP and scope of work (attached). The entire RFP (~50+ documents) can be downloaded from [www.sfoconstruction.com](http://www.sfoconstruction.com) but you need to register to access those documents. Let me know if you want any of these and I can email them to you.

Cynthia

---

From: Cynthia Avakian  
Sent: Wednesday, November 17, 2010 5:17 PM  
To: Larry Wong; Steve Pitocchi; rebecca@sfmea.com; ibew6@ibew6.org  
Cc: Ging Louie; Joe Brenner; Kim Dickie; Geri Rayca; Reuben Halili; Linda Chin; Sandra Crumpler  
Subject: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Design-Build Services for Technical Security System Improvements. It can be found at:

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Proposals are due on Thursday, January 27, 2011, at 3:00 P.M.

Thank you.

[cid:image001.jpg@01CB5507.47C9F160]

~~~~~  
Cynthia Avakian
San Francisco International Airport

From: Larry Wong
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie
Subject: RE: SFIA - Design-Build Services for Technical Security System Improvements
Date: Tuesday, December 14, 2010 10:30:41 AM

Cynthia,

We have reviewed the PSC; Local #21 has no objection to the PSC
The PSC Summary indicated training for 1040 hours to various job classifications.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, December 10, 2010 4:17 PM
To: Larry Wong
Cc: Joe Brenner; Ging Louie
Subject: FW: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

Larry,

I don't remember if I received a response from Local 21 on this request. Please let me know if you have any questions or would like to meet to discuss this project.

Thanks and have a great weekend,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, November 17, 2010 5:41 PM
To: 'Larry Wong'; Margot Reed; 'rebecca@sfmea.com'; 'ibew6@ibew6.org'
Cc: 'Ging Louie'; 'Joe Brenner'; Kim Dickie; Geri Rayca; Reuben Halili; 'Steve Pitocchi'
Subject: RE: San Francisco International Airport - Request for Proposals for Design-Build Services for Technical Security System Improvements

Greetings All,

Attached is the draft PSC Form 1 for San Francisco International Airport - Technical and Management Support for Closed-Circuit Television (CCTV) Security System Enhancements Design and Integration Project.

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

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport

P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

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Sent: Wednesday, November 17, 2010 5:17 PM
To: 'Larry Wong'; 'Steve Pitocchi'; 'rebecca@sfmea.com'; 'ibew6@ibew6.org'
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Proposals are due on **Thursday, January 27, 2011, at 3:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

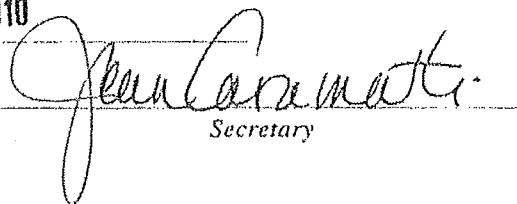
RESOLUTION NO. 10-0249

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL (RFP) FOR DESIGN-BUILD SERVICES FOR CONTRACT 8970, CLOSED CIRCUIT TELEVISION (CCTV) ADVANCED SURVEILLANCE PROGRAM.

- WHEREAS, on July 7, 2009, under Resolution No. 09-0174, the Commission authorized an Other Transaction Agreement (OTA) with the Transportation Security Administration (TSA); and
- WHEREAS, under the terms of the OTA, the Airport will be responsible for design, purchase, installation, operation, and maintenance of security surveillance systems; and
- WHEREAS, the systems include a closed circuit television (CCTV) human graphical user interface (GUI) software, security event management software, a TSA CCTV viewing room to be located in a secure office within the Airport, and new CCTV cameras in the terminals; and
- WHEREAS, these systems will increase Airport surveillance, improve incident response management, and assist with resolution of suspicious items; and
- WHEREAS, the Director has determined that a design-build program is appropriate to achieve anticipated cost savings and time efficiencies and has determined that a design-build process is in the public's best interest; and
- WHEREAS, the Airport proposes to issue a Request for Proposal (RFP) for design-build services in order to achieve shared TSA and Airport objectives of an expedited delivery of the system, in accordance with Federal regulations for design-build procurement of services based on qualifications and cost evaluation criteria; and
- WHEREAS, the Airport will convene a selection committee to evaluate the firms, rate respondents, and conduct interviews if necessary; and
- WHEREAS, the proposed duration of this contract is 12 months; and
- WHEREAS, the project budget is \$4,995,250 and under the terms of the OTA the Airport will be reimbursed 100% of the costs; now, therefore, be it
- RESOLVED, that the Commission authorizes the Director to issue a Request for Proposal (RFP) for design-build services on Contract 8970 – Closed Circuit Television (CCTV) Advanced Surveillance Program.

I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of \_\_\_\_\_

JUL 20 2010

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: NOV 16 2010

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: SF General Hospital Rebuild Transition Planning and Implementation

FUNDING SOURCE: General Funds / Bond (rebuild)

PSC AMOUNT: \$2,000,000 PSC DURATION: 4/1/2011 - 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In response to SB1953, which required acute care hospitals to meet explicit seismic safety standards in order to remain functional after a major earthquake, San Francisco General Hospital is being rebuilt and is due to open in 2015. The new facility will have 9 floors, add 32 beds, and move 27 hospital departments and personnel, with many new operating systems. In order to fully prepare for this historic move, SFGH needs consultants to help devise a comprehensive transition and occupancy plan, including details on implementation of compliance with regulatory requirements and review of administrative and clinical and operational systems, a move-in schedule and budget, and recommendations on the details of staffing patterns and training needed, as well as IT functions.

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

SFGH must continue to fully operate during its rebuild, throughout the construction, move-in, and transition phases. Transitional occupancy planning is a specialty service essential to maintain a safe and effective environment for patients, staff and the public. Denial of this request will result in the inability to plan adequately for this major transition, which also will require the development of effective training and protocols in order to meet State licensing and accreditation standards. Failure to license the new facility would prevent its use and subject existing the facility to closure due to noncompliance with SB1953. Failure to get the new hospital accredited would restrict the Departments ability to receive reimbursement for the Federal monies which provide the bulk of SFGH's funding.

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 services were approved under the Controller's request 4073-05/06 (as amended on 4/16/07) (please see attached) for the Laguna Honda Hospital rebuild project.

D. Will the contract(s) be renewed? Only if there is a continued need for the services.

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

Table with 4 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IFPTE Local 21, SEIU 1021, MEA, and Teamsters L.856, all signed by Jacquie Hale on 11/16/10.

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4064-10/11

JAN 12 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Appropriate experience with transition and occupancy planning and management for typical acute care hospitals. The ability to work with diverse individuals, vendors, and organizations. Knowledge of accreditation and licensing requirements for healthcare facilities. Ability to coordinate simultaneously with hospital furniture, fixtures and equipment vendors, Information Systems and commissioning agency bodies.*

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

- IFPTE Local 21: 5278 Planner II; 5502, 5504, 5506 and 5508 Project Manager I-IV
- SEIU 1021: 2820 Senior Health Program Planner; 2913 Program Specialist; 2915 Program Supervisor; 2917 Program Support Analyst
- MEA: 2145 Associate Hospital Administrator
- Teamsters Local 856: 2322 Nurse Manager

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:

*Transitional planning services require appropriate and specialized experience in diverse topic areas not usually needed on an ongoing basis by the City, and especially as it relates to a medical facility which must continue to be fully operational, including in fulfillment of its responsibilities as a regional trauma center. These topic areas include occupancy planning (including help with creating a master move schedule to sequence all major hospital activities; personal preparedness for the move (including facility orientation programs and clinical training models); and move management (including creation and implementing logistics plans). This expertise is essential in ensuring a safe and effective move for hospital staff and patients from the existing facility to its new state-of-the-art hospital.*


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 class because the services are temporary and as-needed and deal with a one-time project which does not have dedicated funding stream. The contractor will closely work with City employees, and the City employees will have the opportunities to gain skills and insight into this specialized field.*

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

- |                                                                                                                                                                                                                                                                                         | <u>Yes</u>               | <u>No</u>                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <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 numbers 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>An RFP for these services is currently being prepared.</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  
 \_\_\_\_\_  
 Jacquie Hale (415) 554-2609  
 \_\_\_\_\_  
 Print or Type Name Telephone Number  
 \_\_\_\_\_  
 101 Grove Street, Room 307  
 \_\_\_\_\_  
 San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, CA 94102  
Telephone: (415) 554-2607  
FAX: (415) 554-2555

## TRANSMITTAL PAGE

DATE: November 16, 2010

|     |                                                           |                        |
|-----|-----------------------------------------------------------|------------------------|
| TO: | <u>Robert Muscat, Executive Director, IFPTE, Local 21</u> | FAX NO. (415) 864-2166 |
|     | <u>Sin-Yee Poon, SEIU, Local 1021</u>                     | FAX NO. (415) 431-6241 |
|     | <u>Ed Warshauer, SEIU, Local 1021</u>                     | FAX NO. (415) 431-6241 |
|     | <u>Greg Cross, SEIU, Local 1021</u>                       | FAX NO. (415) 431-6241 |
|     | <u>Pattie Tamura, SEIU, Local 1021</u>                    | FAX NO. (415) 431-6241 |
|     | <u>Rebecca Rhine, Executive Director, MEA</u>             | FAX NO. (415) 989-7077 |
|     | <u>Don Lawson, Teamsters Local 856</u>                    | FAX NO. (650) 635-1632 |

FROM: Jacquie Hale -- Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Professional Service Contract Summary for the  
2/7/2011 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

15

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2659

| Destination        | Start Time  | Time     | Prints  | Result | Note |
|--------------------|-------------|----------|---------|--------|------|
| Tmst856 6506351632 | 11-16 16:37 | 00:03:09 | 015/015 | OK     | L1   |
| Local 21 864-2166  | 11-16 16:40 | 00:02:40 | 015/015 | OK     | L1   |
| Local1021 431-6241 | 11-16 17:01 | 00:04:44 | 012/015 | OK     | L1   |
| MEA 989-7077       | 11-16 17:06 | 00:03:58 | 015/015 | OK     | L1   |

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,  
FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,  
CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,  
FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,  
NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,  
Busy: Busy, M-Full:Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, CA 94102  
Telephone: (415) 554-2607  
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TRANSMITTAL PAGE

DATE: November 16, 2010

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RE: Professional Service Contract Summary for the 2/7/2011 Civil Service Commission meeting.

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TRANSMITTAL PAGE

DATE: November 17, 2010

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|     |                                        | FAX NO.                |
|     |                                        | FAX NO.                |

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RE: Professional Service Contract Summary for the  
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Number of Pages (including this transmittal page)

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Resending: 11/17/2010. Our receipt indicates you only received 12 out of the 15 pages.  
As always, hard copy will follow via US mail.

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2659

| Destination        | Start Time  | Time     | Prints  | Result | Note |
|--------------------|-------------|----------|---------|--------|------|
| Local1021 431-6241 | 11-17 08:38 | 00:21:51 | 003/015 | Cont   | L1   |
| Local1021 431-6241 | 11-17 09:03 | 00:04:48 | 012/015 | OK     | L1   |

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,  
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,  
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**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, California 94102  
Telephone: 554-2607**

**MEMORANDUM**

**TO: Robert Muscat, Executive Director  
IFPTE, Local 21**

**Rebecca Rhine, Executive Director  
MEA**

**Sin-Yee Poon, SEIU, Local 1021  
Ed Warshauer, SEIU, Local 1021  
Greg Cross, SEIU, Local 1021  
Pattie Tamura, SEIU, Local 1021**

**Don Lawson, Teamsters Local 856**

**FROM: Jacquie Hale, Director of Contract Management and Compliance**

**DATE: November 16, 2010**

**SUBJECT: Union Notification of PSC Summary to DHR**

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of February 7, 2011:

- 1. SF General Hospital Rebuild Transition Planning and Implementation.**

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

April 20, 2007

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4141-06/07  
THROUGH 4145-06/07; 4043-04/05; 4067-06/07; 4073-05/06 AND  
4086-05/06.

THOMAS T. NG  
PRESIDENT

ALICIA D. BECERRIL  
VICE PRESIDENT

DONALD A. CASPER  
COMMISSIONER

MORGAN R. GORRANO  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

At its meeting of April 16, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

KATE FAVETTI  
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Connie Chang, Public Utilities Commission
- Jacquie Hale, Department of Public Health
- Jim Horan, Acting Human Resources Director
- Jennifer Johnston, Department of Human Resources
- Galen Leung, Airport Commission
- Sean McFadden, Recreation & Parks
- Jonathan Nelly, Department of Human Resources
- Jeannie Wong, Office of the Controller
- Commission File
- Chron

POSTING FOR  
April 16, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No.    | DeptNo | DeptName                        | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                               | Duration  |
|------------|--------|---------------------------------|---------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4141-06/07 | 22     | Environment                     | Regular       | \$120,000.00    | Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.                          | 31-Mar-08 |
| 4142-06/07 | 27     | Airport Commission              | Regular       | \$875,000.00    | Will provide international aviation strategy and consultation services to various governmental agencies. Assist in various bilateral aviation negotiations; provide access to and contacts in a multitude of domestic and international carriers. | 30-Jun-14 |
| 4143-06/07 | 35     | Municipal Transportation Agency | Regular       | \$9,650,000.00  | Will provide procurement and remanufacturing of MTA streetcars. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to remanufacture the PCC.                            | 30-Jun-10 |
| 4144-06/07 | 40     | Public Utilities                | Regular       | \$1,918,900.00  | Will provide software development services to allow the City to successfully transition Scheduling Coordinator and Meter Data Management Agent duties away from PG&E.                                                                             | 31-Mar-11 |
| 4145-06/07 | 40     | Public Utilities                | Regular       | \$100,000.00    | Will provide investment banking services for clean renewable energy bonds.                                                                                                                                                                        | 31-Jan-08 |

POSTING FOR  
April 16, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT

| PSC No.    | DeptNo | DeptName                    | Approval Types | Increase Amount | New Amount     | Description of work                                                                                                                                                                                                                                       | Duration  |
|------------|--------|-----------------------------|----------------|-----------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4073-05/06 | 9      | Controller                  | Regular        | \$3,000,000.00  | \$4,500,000.00 | Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.                                                             | 01-Feb-10 |
| 4043-06/07 | 42     | Recreation & Park Dept.     | Regular        | \$500,000.00    | \$800,000.00   | Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.                       |           |
| 4086-04/05 | 81     | Public Health               | Regular        | \$5,300,000.00  | \$8,700,000.00 | Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan. | 15-May-09 |
| 4067-06/07 | 40     | Public Utilities Commission | Regular        | \$100,000.00    | \$245,000.00   | Will provide litigation support services - provide the technical expertise and project history regarding a SFPUC project involved in a lawsuit and assist the City Attorney's office in the current lawsuit.                                              | 30-Jun-09 |
|            |        |                             |                |                 |                |                                                                                                                                                                                                                                                           | 31-Mar-08 |



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## MINUTES Regular Meeting July 6, 2009

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:16 p.m.

### ROLL CALL

|                                   |                                                   |
|-----------------------------------|---------------------------------------------------|
| President Morgan R. Gorrano       | Not Present                                       |
| Vice President E. Dennis Normandy | Present                                           |
| Commissioner Joy Y. Boatwright    | Present                                           |
| Commissioner Donald A. Casper     | Present                                           |
| Commissioner Mary Y. Jung         | Present (Left at 3:57 p.m.; Missed Items 18 & 19) |

Vice President E. Dennis Normandy presided.

### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

### APPROVAL OF MINUTES

Regular Meeting of June 15, 2009

Action: Approve. (Vote of 4 to 0)



**0211-09-1 Presentation of Appreciation to Commissioner Donald A. Casper for his service as President of the Civil Service Commission from June 3, 2008 to June 1, 2009. (Item No. 5)**

**Speakers:** Vice President E. Dennis Normandy.

**Action:** Adopt. (Vote of 4 to 0)

**0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 6)**

| PSC#       | Department                  | Amount    | Type of Service                                                                                                                                                                                                                                 | Type of Approval | Duration |
|------------|-----------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4155-08/09 | Public Utilities Commission | \$200,000 | Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall. | Regular          | 06/30/10 |

June 1, 2009:

- (1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
- (2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

June 15, 2009: Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission.

**Speakers:** David Scott, Public Utilities Commission

**Action:** Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

**0193-09-8 Review of request for approval of proposed personal services contracts.  
(Item No. 7)**

| PSC#                                     | Department                  | Amount                                                      | Type of Service                                                                                                                                                                                                                                         | Type of Approval | Duration |
|------------------------------------------|-----------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4162-08/09<br><i>Postpone to 7/20/09</i> | Public Utilities Commission | \$9,000,000                                                 | Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services. | Regular          | 09/01/14 |
| 4073-05/06                               | Controller                  | Increase Amount<br>\$3,000,000<br>New Amount<br>\$7,500,000 | Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.                                                           | Modification     | 06/30/13 |

- June 15, 2009:
- (1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.
  - (2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B).

**Speakers:** Esther Reyes, Office of the Controller spoke on PSC #4073-05/06.

- Action:**
- (1) Postpone PSC #4162-08/09 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
  - (2) Adopt the Human Resources Director's report on PSC #4073-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

**0212-09-8 Review of request for approval of proposed personal services contracts.  
(Item No. 8)**

| PSC#       | Department                      | Amount    | Type of Service                                                                                                                                                                                                                                   | Type of Approval | Duration |
|------------|---------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|
| 4000-09/10 | Mayor's Office of Housing       | \$180,000 | Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.                                                    | Regular          | 06/30/11 |
| 4001-09/10 | Municipal Transportation Agency | \$350,000 | Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.                                                                        | Regular          | 06/30/12 |
| 4002-09/10 | Juvenile Probation              | \$320,000 | Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations. | Regular          | 06/30/12 |
| 4003-09/10 | Port                            | \$600,000 | Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.                                     | Regular          | 09/30/12 |

Civil Service Commission Meeting Minutes

Regular Meeting of July 6, 2009

|                                          |                                  |                                                             |                                                                                                                                                                                                                                                                   |              |          |
|------------------------------------------|----------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|
| 4004-09/10                               | Port                             | \$3,000,000                                                 | Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development. | Regular      | 10/01/14 |
| 4005-09/10                               | Department of Public Works       | \$90,000                                                    | Provide independent structural design peer review services for the SFPUC new administration building, which has a unique and unconventional structural system solution.                                                                                           | Regular      | 06/15/10 |
| 4006-09/10                               | Department of Public Works       | \$7,000,000                                                 | Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).       | Regular      | 12/31/16 |
| 4007-09/10                               | Department of Public Works       | \$300,000                                                   | Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.                                            | Regular      | 06/30/12 |
| 4008-09/10<br><i>Postpone to 7/20/09</i> | Public Utilities Commission      | \$300,000                                                   | Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".                                            | Regular      | 12/31/12 |
| 4009-09/10<br><i>Postpone to 7/20/09</i> | Recreation and Parks             | \$80,000                                                    | Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.                                           | Regular      | 08/01/11 |
| 4010-09/10<br><i>Postpone to 7/20/09</i> | Recreation and Parks             | \$400,000                                                   | Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.                                            | Regular      | 06/30/14 |
| 4011-09/10                               | District Attorney                | \$90,000                                                    | Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordination monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.          | Regular      | 06/30/10 |
| 4185-06/07                               | Human Resources                  | Increase Amount<br>\$0.00<br>New Amount<br>\$4,500,000      | Will administer health plan membership and health care for eligible SEIU temporary exempt "as-needed" employees.                                                                                                                                                  | Modification | 06/30/11 |
| 4089-06/07                               | Public Utilities Commission      | Increase Amount<br>\$1,000,000<br>New Amount<br>\$3,000,000 | Will provide Right of Way (ROW) Acquisition services which include easements, permits and other title material; obtaining permits to enter, ROW clearance, appraisal services; and negotiation and acquisition services.                                          | Modification | 06/30/12 |
| 4196-06/07                               | Department of Technology         | Increase Amount<br>\$1,000,000<br>New Amount<br>\$2,000,000 | Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.            | Modification | 08/31/10 |
| 4076-07/08<br><i>Postpone to 7/20/09</i> | Children and Families Commission | Increase Amount<br>\$300,000<br>New Amount<br>\$475,000     | Will provide online data system development and implementation to enable routine updates and create multiple reports.                                                                                                                                             | Modification | 07/01/11 |

0212-09-8 (continued)

**Speakers:** Oliver Hack and Astrid Zometa, Mayor's Office of Housing spoke on PSC #4000-09/10.  
 Martha Johnson, Municipal Transportation Agency spoke on PSC #4001-09/10.  
 Norma Nelson, Steven Reed and Kim Von Blohn, Port of San Francisco spoke on PSC #4003-09/10.  
 Norma Nelson and Kim Von Blohn, Port of San Francisco spoke on PSC #4004-09/10.  
 Brook Mebrahtu, Department of Public Works spoke on PSC #4005-09/10.  
 Joe Chin, Department of Public Works and Ging Louie, IFPTE Local 21 spoke on PSC #4006-09/10.  
 Illeana Samanc, Department of Human Resources spoke on PSC #4185-06/07.

**Action:**

- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present. (Vote of 4 to 0)
- (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department. (Vote of 4 to 0)
- (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
- (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission. (Vote of 4 to 0)
- (6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0350-06-6

**Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (Item No. 9)**

**Speakers:** None.

**Action:** Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi. (Vote of 4 to 0)

**0594-06-6**      **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (Item No. 10)**

**Speakers:**              None.

**Action:**                  Postpone to the meeting of August 17, 2009 at the request of Douglas Yep. (Vote of 4 to 0)

**0037-07-6**      **Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (Item No. 11)**

**Speakers:**              None.

**Action:**                  Postpone to the meeting of August 17, 2009 at the request of Douglas Yep. (Vote of 4 to 0)

**0139-09-8**      **Follow-Up from the Department of Public Health on Personal Services Contract Number 2012-08/09. (Item No. 12)**

**April 20, 2009:**          Continue to the meeting of May 18, 2009 to allow further discussions between the Department of Public Health and IFPTE Local 21.

**May 18, 2009:**          Adopt the Human Resources Director's report on PSC #2012-08/09 on the condition that the Department of Public Health report back to the Commission at the meeting of July 6, 2009 on the progress of incorporating 2819 Health Educators into the work. Notify the offices of the Controller and the Purchaser.

**Speakers:**              Michael Brown, Department of Public Health  
Sai-Ling Chan-Sew, Department of Public Health  
Jacquie Hale, Department of Public Health  
Joe Brenner, IFPTE Local 21

**Action:**                  Accept and file the report. Continue to report back to the Commission in six months. (Vote of 4 to 0)

- 0512-07-4**      **Appeal by Warren Chan of his background rejection for an 8106 Legal Process Clerk position with the San Francisco Police Department. (Item No. 13)**
- Speakers:**            None.
- Action:**                Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Warren Chan. (Vote of 4 to 0) Mr. Chan failed to appear.
- Note:**                  Commissioner Casper stated that Mr. Chan is currently a 7505 Tax Technician with the State Franchise Tax Board. In that position, Mr. Chan audits tax returns and searches for dishonesty or noncompliance. It is with great gratification for Commissioner Casper to deny the appeal based on the record submitted.
- 
- 0066-09-7**      **Appeal by Claudell Brewster of his automatic resignation as a 7514 Laborer with the Public Utilities Commission. (Item No. 14)**
- Speakers:**            Hope Broadus, Public Utilities Commission
- Action:**                Deny the appeal by Claudell Brewster. Approve the automatic resignation. (Vote of 4 to 0) Mr. Brewster failed to appear.
- Note:**                  Mrs. Laura Brewster requested to postpone the hearing on behalf of her husband. The department opposed the postponement and the Commission proceeded with hearing the matter.
- 
- 0065-09-7**      **Determination of future employability: termination-dismissal of permanent part time appointment of Antoine Oliver, Library Page (Job Code 3602), San Francisco Public Library. (Item No. 15)**
- June 15, 2009:        No future employment with the San Francisco Public Library. (Vote of 2 to 1; Commissioner Boatwright dissents.) Continue to the meeting of July 6, 2009. (Three (3) votes are needed for Commission action.)
- Speakers:**            Mark Vandiver, San Francisco Public Library  
Margot Reed, SEIU Local 1021  
Donna Marion, San Francisco Public Library
- Action:**                Continue to the meeting of August 17, 2009 pending the resolution of arbitration. (Vote of 4 to 0)

0187-09-7      **Determination of future employability: dismissal of permanent civil service appointment of Keith Bynum, Transit Operator (Job Code 9163), Municipal Transportation Agency. (Item No. 16)**

**Speakers:**                      Christobal Iborra, Municipal Transportation Agency  
Mrs. Sharon Bynum, mother of Appellant

**Action:**                              Postpone to the meeting of December 7, 2009 at the request of  
Mrs. Bynum, mother of Keith Bynum. (Vote of 4 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 17)**

None.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 18)**

Commissioner Casper referred to Section 114.26 of Civil Service Commission Rules regarding a requirement for the Department of Human Resources to hold an examination if there are no eligibles available for a permanent civil service appointment requested by an appointing officer for a specific class. The Rule states that the Mayor shall request and the BOS shall make supplemental appropriation if there are insufficient funds. If Rule Section 114.26 is not enforceable, should this Section be deleted?

Commissioner Casper further stated that in 2005, he brought to the attention of the Department of Human Resources that Civil Service Commission Rules 107, 307 and 407 relating to the Employer-Employee Relations Ordinance were outdated in several respects. He especially pointed out that in 2002, that PERB (Public Employee Relations Board) began to oversee charges of unfair labor practice. Commissioner Casper stated that in Rules Volume II applicable to the Uniformed Ranks of the Police Department, there was nothing with respect to the resolution of unfair labor practices charges. It is now we are aware that PERB does not apply to peace officers, whether uniformed or not. The Rules were also out of date because they relied on and incorporated provisions of the State Administrative Procedure Act which have been repealed and replaced in 1995. He asked that the Department of Human Resources take a look at these issues. Vice President Normandy requested that the Department of Human Resources prepare a written report to be calendared in 60 days.

**ADJOURNMENT (Item No. 19)**

4:05 p.m.

DATE: October 27, 2010 (draft)

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Intermittent, as-needed professional radiologist technologists registry

FUNDING SOURCE: CHN/SFGH Funds

PSC AMOUNT: \$11,272,800 PSC DURATION: January 1, 2011—June 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.*

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

*These registry services are necessary to provide adequate levels of staffing at San Francisco General Hospital Medical Center (SFGHMC) during periods of unanticipated staff absences and staff shortages. Denial of these registry services will result in delays to patient treatment, possibly endangering the health and safety of patients, the hospitals' accreditation status, and ability to generate revenues.*

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

*These services were last approved on June 1, 2009, under PSC 4105-04/05 (attached).*

D. Will the contract(s) be renewed: *Yes. DPH issued RFP 13-2010 on June 7, 2010, for these services and will award new contracts, slated to begin January 2011.*

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 | Jacquie Hale                            | Oct. 27, 2010 |
| Union Name      | Signature of person mailing/faxing form | Date          |

|            |                                         |      |
|------------|-----------------------------------------|------|
|            |                                         |      |
| Union Name | Signature of person mailing/faxing form | Date |

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, on \_\_\_\_\_

|            |      |           |
|------------|------|-----------|
| Union Name | Date | Signature |
|------------|------|-----------|

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4065-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:





PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/6/09
DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION PSC # PSC 4105-04/05

TYPE OF SERVICE: Intermittent, as needed professional radiology technologist registry services

FUNDING SOURCE: DPH Community Health Network Funds

Original PSC AMOUNT: \$5,000,000 total; \$1,250,000/ yr. PSC DURATION: 7/1/05-6/30/09
Modification Amount: \$1,875,000/18 mo. PSC DURATION: 7/1/09-12/31/10
New Total Amount: \$6,875,000 total; \$1,250,000/yr. Total PSC DURATION: 7/1/09-12/31/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide intermittent, as needed, temporary, on-call professional radiology technologists with on-call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.

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

These registry services are necessary to provide an adequate level of staff for San Francisco (SFGH) during periods of unanticipated staff absences and staff shortages. Denial of these registry services will result in delays patient treatment, possibly endangering the health and safety of patients, the hospital's accreditation status, and ability to generate revenues.

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

These services were previously approved and are currently accessed through PSC #4105-04/05.

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

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

[X] SEIU Local 1021 Union Name Signature of person mailing/faxing form Date APR 06 2009
[ ] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-04/05
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: June 1, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

As applicable to the type of registry services required, contractors must have personnel with valid, current American Register of Radiologic Technologist (ARRT), California Radiologic Technologists (CRT) and Mammography certifications.

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

2470 Diagnostic Imaging Technician I, II, III, IV

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 classifications already exist. These registry services are for intermittent, temporary, on-call services to provide back-up coverage during scheduled and unscheduled staff absences.

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

No, because the City currently has Civil Service classifications used to provide a portion of these services on a regular basis. These registry services are needed to meet intermittent staffing needs during periods of unusually high patient activity or low staffing of civil service employees due to unanticipated sick leaves and unfilled vacancies.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

If there are not enough staff to service patient's needs, contractual services are to be used, per new accreditation requirements for licensure and reimbursement.

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

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

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

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

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

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

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

*Jacquie Hale*  
Signature of Departmental Personal Services Contract Coordinator

JH

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102

Address

| Destination        | Start Time  | Time     | Prints  | Result | Note |
|--------------------|-------------|----------|---------|--------|------|
| Local1021 431-6241 | 10-27 14:08 | 00:02:12 | 005/005 | OK     | L1   |

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,  
FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,  
CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,  
FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,  
NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,  
Busy: Busy, M-Full: Memory Full.

## City and County of San Francisco

## Department of Public Health



Gavin Newsom  
Mayor

Mitchell H. Katz, MD  
Director of Health

FAX TRANSMITTAL PAGE

Number of pages including this page: 4

Should any problem occur in transmission, please call (415) 554-2659

TO: SEIU LOCAL 21: Ed Warshauer, Pattie Tamura, Greg Cross, Sin Yee Poon  
(Fax #: 431-6241)

FROM: Jacquie Hale, PSC Coordinator *JH*  
Director, DP Office of Contract Management and Compliance  
(Phone #: 554-2609)

DATE: October 27, 2010

SUBJECT: Union Notification of PSC Summary to DHR

Please find attached is the following draft personal services contract summary for your review:

- Intermittent, as needed professional radiologists registry

We are planning to request that this PSC be calendared for the following meeting of the Civil Service Commission:

- January 3, 2011

Please let us know if you would like more information or would like to meet to discuss this PSC.  
Thank you.

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a



Gavin Newsom  
Mayor


Mitchell H. Katz, MD  
Director of Health

FAX TRANSMITTAL PAGE

Number of pages including this page: 4

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Thank you.

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a




Gavin Newsom  
Mayor

Mitchell H. Katz, MD  
Director of Health

MEMORANDUM

TO: SEIU LOCAL 21: Ed Warshauer, Pattie Tamura, Greg Cross, Sin Yee Poon

FROM: Jacquie Hale, Director of Contract Management and Compliance 554-2609 

DATE: October 27, 2010

SUBJECT: Union Notification of PSC Summary to DHR

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- January 3, 2011

Please let us know if you would like more information or would like to meet to discuss this PSC.  
Thank you.

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Jan 10, 2011

DEPARTMENT NAME: Department of Technology

DEPARTMENT NUMBER: 75

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [ ] MODIFICATION (PSC #)

TYPE OF SERVICE: Voice Network Technical Support Services

FUNDING SOURCE: General Fund

Total PSC Amount: \$4,158,472 Duration: February 7, 2011 to June 30, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.
B. Explain why this service is necessary and the consequence of denial: This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the quality of the City's voice network by providing efficient and organized network design and administration.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by contract under PSC #4041-08/09.
D. Will the contract(s) be renewed? The contract will be renewed as required for additional one-year periods.

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

[X] IFPTE Local 21 Sheila A Maxwell 12-13-2010
Union Name Signature of person mailing/faxing form Date

[X] SEIU L1021 Sheila A Maxwell 12-13-2010
Union Name Signature of person mailing/faxing form Date

[X] RFP sent to IFPTE Local 21, on 12-13-2010 Sheila A Maxwell
SEIU L1021 Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4066-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Expert knowledge of the Avaya equipment and computer software that are part of the City's telecom network is required for this service.**

B. Which, if any, civil service class normally performs this work? **None.**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**The two telecom-related civil service classes are 7132 – Telecom Supervisor and 7275 – Telecom Technician Supervisor. Neither class can perform this service because the services require a large number of Voice Network Technical Support employees that are capable of providing comprehensive voice network management, with each having varying roles and responsibilities for a relatively small number of hours per year. In addition, proprietary equipment problem resolution can only be performed by the manufacturer and some consultation is based on its experience with their installations for other customers.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **Adopting a new civil service class to perform this type of work would not be practical for the City. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.**

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 numbers 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:

 1/3/10  
Signature of Departmental Personal Services Contract Coordinator

kg

Kendall Gary

581-4066

Print or Type Name

Telephone Number

1 South Van Ness, 2nd Floor  
San Francisco, CA 94103

Address



\* \* \* Communication Result Report ( Dec. 13. 2010 12:11PM ) \* \* \*

1) CCSF-Dept. of Technology  
2) 1 S. Van Ness, 2nd Floor

Date/Time: Dec. 13. 2010 12:06PM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 0341 Memory TX | 98642166    | P. 30 | OK     |               |

Reason for error  
 m. 1) Hang up or line fall  
 m. 3) No answer  
 E. 5) Exceeded max. E-mail size  
 E. 2) Busy  
 E. 4) No facsimile connection



CITY AND COUNTY OF SAN FRANCISCO



City & County of San Francisco  
Department of Technology  
Division of Information

**FACSIMILE TRANSMITTAL SHEET**

TO: IFPTE LOCAL 21 / JOE BRENNER FROM: SHEILA (415) 581-4088

SEIU LOCAL 1021/DAMS-HOWARD

COMPANY: DATE: 12-13-10

FAX NUMBER: (415) 864-2188 TOTAL NO. OF PAGES (INCLUDING COVER): 27

(510) 893-0634

PHONE NUMBER: SENDER'S REFERENCE NUMBER:

RE: ATTACHED PSC SUMMARY (Tendell/re)

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF INTENT TO SUBMIT PSC APPROVAL REQUEST FOR VOICE NETWORK TECHNICAL SUPPORT SERVICES. COPY OF DRAFT RFP ATTACHED.

\* \* \* Communication Result Report ( Dec. 13. 2010 12:23PM ) \* \* \*

1) CCSF-Dept. of Technology  
2) 1 S. Van Ness, 2nd Floor

Date/Time: Dec. 13. 2010 12:07PM

| File No. Mode  | Destination  | Pg(s) | Result | Page Not Sent |
|----------------|--------------|-------|--------|---------------|
| 0342 Memory TX | 915108930934 | P. 30 | OK     |               |

Reason for error

|                                 |                               |
|---------------------------------|-------------------------------|
| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |



CITY AND COUNTY OF SAN FRANCISCO



City & County of San Francisco  
Department of  
Technology  
Pursuant to 86C.0010

FACSIMILE TRANSMITTAL SHEET

TO: JFPT LOCAL 21 / JOE BRENNER FROM: SHEILA (415) 581-4088  
 SEU LOCAL 102/DAVIS-HOWARD

COMPANY: DATE: 12-13-10

FAX NUMBER (415) 864-2188 TOTAL NO. OF PAGES (INCLUDING COVER): 27  
 (510) 883-0934

PHONE NUMBER: SENDERS REFERENCE NUMBER:

RE: ATTACHED PSC SUMMARY (Tentative)

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF INTENT TO SUBMIT PSC APPROVAL REQUEST FOR VOICE NETWORK TECHNICAL SUPPORT SERVICES, COPY OF DRAFT RFP ATTACHED.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-23-09

DEPARTMENT NAME: Department of Technology

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #4041-08/09)

TYPE OF SERVICE: Voice Network Management

FUNDING SOURCE: General Fund

Original PSC Amount: \$2,681,284 Duration: August 31, 2008 to August 31, 2009
1st Modification: \$507,682 Duration: August 31, 2008 to August 31, 2009
2nd Modification: \$0 Duration: August 31, 2009 to August 31, 2010
Total PSC Amount: \$3,188,966 Duration: August 31, 2008 to August 31, 2010

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: This modification is for an extension of time only for the continuation of services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support, (6) Network translation implementation, and (7) System management.
B. Explain why this service is necessary and the consequence of denial: This service is necessary to ensure reliable telephone services throughout City government. An extension of the duration for these services is needed to allow the department to complete a competitive solicitation for a new contract.
C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by a contractor under the current PSC #4041-08/09.
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 procedure):

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 7-23-2009
[X] SEIU L1021 Union Name Signature of person mailing/faxing form Date 7-23-2009

[ ] RFP sent to N/A, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expert knowledge of the Avaya equipment and computer software that are part of the City's telecom network.

B. Which, if any, civil service class normally performs this work? None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The two telecom-related civil service classes are 7132 - Telecom Supervisor and 7275 - Telecom Technician Supervisor. Neither class can perform this service because: (1) the services are provided by a large number of Avaya employees, each with varying roles and responsibilities on the City contract for a relatively small number of hours per year, (2) proprietary equipment problem resolution can only be performed by Avaya, (3) some Avaya consultation is based on Avaya's experience with their installations for other customers.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. Adopting a new civil service class to perform this type of work would not be practical for the City. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.

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

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

Yes  No

B. Will the contractor train City and County employees?

- 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 numbers 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

SAM Sheilla Maxwell  
Print or Type Name

581-4088  
Telephone Number

1 South Van Ness, 2nd Floor  
San Francisco, CA 94103  
Address



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

JOY Y. BOATWRIGHT  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

August 19, 2009

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.**

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

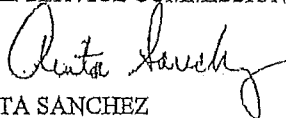
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrone dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Cynthia Avakian, Airport Commission  
 Micki Callahan, Human Resources Director  
 Vivian Day, Department of Building Inspection  
 Jacquie Hale, Department of Public Health  
 Jessica Huey, Department of Human Resources  
 Shamica Jackson, Public Utilities Commission  
 Naomi Kelly, Office of Contract Administration  
 Florence Kyam, Public Utilities Commission  
 Joan Lubamersky, General Services Agency  
 Sheila Maxwell, Department of Technology  
 Brigitte Rockett, Department of Human Resources  
 Ben Rosenfield, Controller  
 Commission File  
 Chron

POSTING FOR  
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

| PSC No.    | Dept No. | Dept Name                   | Approval Type | Increase Amount | New Amount   | Description of Work                                                                                                                                                                                     | Duration  |
|------------|----------|-----------------------------|---------------|-----------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4029-09/10 | 81       | Public Health               | Modification  | \$21,000        | \$70,000     | Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services. | 30-Jun-10 |
| 4055-05/06 | 40       | Public Utilities Commission | Modification  | \$3,900,000     | \$15,900,000 | Will consists of engineering and design services for a 3,000 ft. 96" diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft diameter tunnel.                                       | 30-Jun-14 |
| 4004-07/08 | 40       | Public Utilities Commission | Modification  | \$18,300,000    | \$63,500,000 | Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.                                                   | 30-Sep-14 |
| 4041-08/09 | 75       | Dept. of Technology         | Modification  | \$0             | \$3,186,966  | Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.                                                                             | 31-Aug-10 |
| 4019-08/09 | 70       | GSA - Animal Care & Control | Modification  | \$74,000        | \$158,000    | Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.                                                                                                      | 30-Jun-10 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/19/10

DEPARTMENT NAME: District Attorney DEPARTMENT NUMBER 04

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

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

TYPE OF SERVICE: Re-entry Center Transitional Housing Program

FUNDING SOURCE: U.S. Department of Justice

PSC AMOUNT: \$700,793.00 PSC DURATION: 1/1/11-3/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract will fund the launch and implementation of the Re-entry Center, a transitional housing and re-entry program for ex-offenders returning from state and local custody. The program will be based upon Delancey Street's proven program model to provide ex-offenders with rehabilitative services in a supportive housing setting. Delancey Street will provide the facility for the program. Contract funds, which come from a federal grant earmarked for this program, will be used to pay for start up costs and for staffing to run the Re-entry Center's programs.

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

The project aims to reduce crime committed by returning offenders and keep them from becoming repeat offenders; reduce criminal justice system costs caused by repeat offenders; get returning offenders to become positive, contributing, and gainfully employed members of their families and communities. San Francisco's current inventory of transitional housing beds is far below the numbers required to support reentering individuals.

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

This service has not been provided in the past.

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):

SEIU 1021 Misc. Union Name Signature of person mailing/faxing form Date 11-19-10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4067-10/11 STAFF ANALYSIS/RECOMMENDATION:

NOV 19 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Expertise in managing transitional housing for returning offenders and parole/probation violators. Extensive expertise required with re-education and rehabilitation of returning offenders in a residential setting, using peer mentoring model. Skills in assisting individuals in transition overcome challenges with substance abuse, family reunification, barriers to employment, permanent housing, and related challenges to become productive members of society. Ability to provide in-kind residential setting for Re-entry Center.*

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

*None.*

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

*Yes - Delancey Street Foundation will provide a facility for the Reentry Center.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is no civil service classification that currently provides transitional housing for re-entering ex-offenders.*

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

*No. These are one-time grant funds.*

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

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

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

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

**Sheila Arcelona**  
 \_\_\_\_\_  
 Print or Type Name

**415-734-3018**  
 \_\_\_\_\_  
 Telephone Number

**850 Bryant Street, Rm. 322**  
 \_\_\_\_\_  
**San Francisco, CA 94103**  
 \_\_\_\_\_  
 Address



Message Confirmation Report

NOV-19-2010 12:10 FRI

Fax Number : 4155539700  
Name :

Name/Number : 94316241  
Page : 3  
Start Time : NOV-19-2010 12:09 FRI  
Elapsed Time : 00' 32"  
Mode : STD ECM  
Results : [O.K]

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



KAMALA D. HARRIS  
District Attorney

FACSIMILE COVER SHEET

|            |            |                |                |
|------------|------------|----------------|----------------|
| <b>TO:</b> |            | <b>PHONE:</b>  | <b>FAX:</b>    |
| Local 1021 | PSC Review | (415) 848-3611 | (415) 431-6241 |

|                 |                      |                |                |
|-----------------|----------------------|----------------|----------------|
| <b>FROM:</b>    | <b>OF:</b>           | <b>PHONE:</b>  | <b>FAX:</b>    |
| Sheila Arcelona | SFDA Finance & Admin | (415) 734-3018 | (415) 553-9700 |

MESSAGE

PSC Notice

We are transmitting a total of \_\_\_\_\_ pages,  
including this cover sheet.  
If you did not receive all of the pages or there is another problem, please call  
(415) 734-3018.

CONFIDENTIALITY NOTE

THIS AND ANY ACCOMPANYING PAGES CONTAIN INFORMATION FROM THE SAN FRANCISCO DISTRICT ATTORNEY'S OFFICE WHICH IS CONFIDENTIAL AND PRIVILEGED. THE INFORMATION IS INTENDED FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. IF YOU ARE NOT THE INTENDED RECIPIENT, THEN BE AWARE THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR USE OF THE ACCOMPANYING DOCUMENT (OR THE INFORMATION CONTAINED IN IT) IS PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE TRANSMISSION IN ERROR, PLEASE NOTIFY OUR OFFICES IMMEDIATELY SO THAT WE CAN ARRANGE FOR RETRIEVAL AT NO COST TO YOU.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/08/10

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 35 & 36

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

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

TYPE OF SERVICE: Red Light Camera Enforcement Program

FUNDING SOURCE: SFMTA Project Funds

PSC AMOUNT: \$3,833,760.00

PSC DURATION: February 7, 2011 - February 6, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all duties pertaining to the SFMTA's red light camera enforcement system.

B. Explain why this service is necessary and the consequences of denial: These services are necessary to maintain automated enforcement of red light violations at all camera-enforced intersections in 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): This service has been provided by a contractor since the inception of the program in 1996.

D. Will the contract(s) be renewed: These services will likely be renewed based on the continuation of the red light camera enforcement program.

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows include IFPTE Local 21, SEIU Local 1021, and IBEW Local 6, all signed by Farween Boparai on 12-8-10.

RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

PSC# 4068-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved 12-8-10

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

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

**A. Specify required skills and/or expertise:** These services require knowledge and expertise in all facets of maintaining hardware and software for a number of red light cameras installed throughout the City, and performing all duties required to issue citations and ensure that they are upheld in court through evidence and expert testimony.

**B. Which, if any, civil service class normally performs this work?** These services could be provided by fluctuating FTEs of the following classes on an as-needed basis: 9145 Traffic Signal Electrician; 7432 Electrical Line Helper; 5207 Associate Traffic Engineer; 5241 Engineer; 5302 Traffic Survey Tech; 1823 Senior Administrative Analyst; 1824 Principal Administrative Analyst; 9508 Principal Permit and Citation Clerk; and 8113 Court Clerk.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**  
 Yes. The contractor maintains its own operations center located at 550 California Street in San Francisco providing project management, construction/field maintenance/repair coordination, business operations analysis, and communications/network support.

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

**A. Explain why civil service classes are not applicable:** Although the required duties could be performed by fluctuating FTE percentages of the above referenced classes, it would not be feasible to do so for the following reasons: 1) The duties to be performed do not call for a workforce of static full or part-time FTEs. Rather, they are provided intermittently and as needed by a portion of time of various employee FTEs. 2) The civil service classes do not require knowledge and expertise in specialized red light camera equipment and software, and related standards for providing expert witness testimony in court.

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

No. The duties could be performed by the above classes, combined with the knowledge and expertise in the sophisticated red light enforcement system. Given that the services are required only on an intermittent as needed basis, it would not be feasible to add these specialized services to any current classes.

**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 )      ( )

- Describe training and indicate approximate number of hours. *16 hours of training on the system's capabilities in support of whatever testimony they must provide in court.*

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. *15 SFPD Officers will receive training.*

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 )      ( )

*The SF Board of Supervisors previously approved these services under Resolution #05-1767 on 12/06/05.*

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

*ACS State and Local Solutions*

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 S. Van Ness Ave., 7<sup>th</sup> Floor, San Francisco, CA 94103  
 Address

1 [Red Light Photo Enforcement Contract.]  
2

3 Resolution approving the contract between the Department of Parking and Traffic and  
4 ACS State and Local Solutions for administrative support services for the Red Light  
5 Photo Enforcement Program for a term not to exceed five years and an amount not to  
6 exceed ~~\$10,195,47.00~~ \$9,424,195.00.

7  
8 WHEREAS, Collisions caused by red light running are among the most severe types of  
9 crashes; and

10 WHEREAS, The Department of Parking and Traffic began the Red Light Photo  
11 Enforcement Program in collaboration with the Police Department in 1996, to reduce the  
12 number of collisions, property damage, physical injuries, and deaths caused by red light  
13 running and has issued more than 60,000 citations for violations to date; and,

14 WHEREAS, Collision data shows that the number of injury related collisions decreased  
15 ten percent City-wide and the total number of injuries decreased fifteen percent in the five  
16 years after the program began; and,

17 WHEREAS, The current contract with PRWT Services, Inc. expires on December 15,  
18 2005; and,

19 WHEREAS, On November 24, 2004, the Department of Parking and Traffic issued a  
20 Request for Proposals for competitive bids for administrative support services for the City's  
21 Red Light Photo Enforcement Program; and,

22 WHEREAS, The selection process determined that ACS State and Local Solutions  
23 submitted the lowest responsive and responsible bid; and,

24 WHEREAS, The proposed contract is for a term not to exceed five years consisting of  
25 an initial three-year period with two one-year options for renewal; and,

1           WHEREAS, The total contract amount is not to exceed ~~\$10,495,474.00~~\$9,424,195.00;  
2 and,

3           WHEREAS, On October 18, 2005, the Municipal Transportation Agency's Board of  
4 Directors adopted Resolution No. 05-162 which authorized the acting Director of  
5 Transportation to execute the contract; and,

6           ~~WHEREAS, San Francisco Charter section 9.118 provides that the Board of~~  
7 Supervisors must approve contracts with anticipated expenditures of ten million dollars or  
8 more; now, therefore, be it

9           RESOLVED, That the San Francisco Board of Supervisors approves the contract  
10 between the Department of Parking and Traffic and ACS State and Local Solutions for  
11 administrative support services for the Red Light Photo Enforcement Program in an amount  
12 not to exceed ~~\$10,495,474.00~~\$9,424,195.00, for a five-year period consisting of an initial  
13 three-year period and two one-year options for renewal.



City and County of San Francisco

City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689

Tails  
Resolution

File Number: 051767

Date Passed:

Resolution approving the contract between the Department of Parking and Traffic and ACS State and Local Solutions for administrative support services for the Red Light Photo Enforcement Program for a term not to exceed five years and an amount not to exceed \$10,195,471.00.

December 6, 2005 Board of Supervisors — ADOPTED

Ayes: 11 - Ahoto-Pier, Ammiano, Daly, Dury, Eisbernd, Ma, Maxwell, McGoldrick, Minkarimi, Peskin, Sandoval

File No. 051767

I hereby certify that the foregoing Resolution was ADOPTED on December 6, 2005 by the Board of Supervisors of the City and County of San Francisco.

12.9.05

Date Approved

*Gloria L. Young*  
Gloria L. Young  
Clerk of the Board

*Gavin Newsom*  
Mayor Gavin Newsom

Date/Time: Dec. 6, 2010 4:30PM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 2081 Memory TX | 98610734    | P. 6  | OK     |               |

Reason for error

|                                 |                               |
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| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |

**MTA** Municipal Transportation Agency

City Books | Maps  
 Tax Maps | Gazette  
 Jay-Lis | Yes Outlets  
 Ocean Book | Beach  
 Day Events | Events  
 Motorcycle | Music  
 Book City | Music  
 History & Field St. | Events & Activities

**FAX**

|                                                                           |                |                                       |                        |
|---------------------------------------------------------------------------|----------------|---------------------------------------|------------------------|
| FROM:                                                                     | Parveen Bopara | TO:                                   | Kevin Hughes (Local 5) |
| PHONE:                                                                    | 415-701-5377   | FAX:                                  | 415-861-0734           |
| FAX:                                                                      | 415-701-5397   | PHONE:                                |                        |
| SUBJECT: PSO                                                              |                | NO. OF PAGES (Excluding fax cover): 5 |                        |
| COMMENTS:                                                                 |                |                                       |                        |
| Should you have any questions, please contact Leanne Nhan at 415-701-4591 |                |                                       |                        |

San Francisco Municipal Transportation Agency  
 One S Van Ness Avenue, Room 611, San Francisco, CA 94102 | Tel: (415) 701-4500 | Fax: (415) 701-4100 | www.mta.com

\* \* \* Communication Result Report ( Dec. 6. 2010 4:31PM ) \* \* \*

1}

Date/Time: Dec. 6. 2010 4:29PM

| File No. Mode  | Destination | Pg (s) | Result | Page Not Sent |
|----------------|-------------|--------|--------|---------------|
| 2080 Memory TX | 94316241    | P. 6   | OK     |               |

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

**MITA** Municipal Transportation Agency

Chris Kravitz | Mayor  
 Tom Uhlir | Director  
 Jennifer | Vice President  
 Steven Bask | Director  
 David Johnson | Director  
 Michael Higgins | Manager  
 Ross Oja | Director  
 Michael P. Ford Sr. | Executive Director

FAX

|                                                                           |                |                                              |                          |
|---------------------------------------------------------------------------|----------------|----------------------------------------------|--------------------------|
| <b>FROM:</b>                                                              | Parveen Bopara | <b>TO:</b>                                   | Alex Hodson (Local 1021) |
| <b>PHONE:</b>                                                             | 415-701-5377   | <b>FAX:</b>                                  | 415-431-6241             |
| <b>FAX:</b>                                                               | 415-701-5397   | <b>PHONE:</b>                                |                          |
| <b>SUBJECT:</b> PSC                                                       |                | <b>NO. OF PAGES</b> (Excluding fax cover): 5 |                          |
| <b>COMMENTS:</b>                                                          |                |                                              |                          |
| Should you have any questions, please contact Luanno Nhan at 415-701-4591 |                |                                              |                          |

San Francisco Municipal Transportation Agency  
 400 South Van Ness Avenue, Room 811, San Francisco, CA 94103 | Tel: 415-701-4550 | Fax: 415-701-4350 | www.sfmta.com



\* \* \* Communication Result Report ( Dec. 6. 2010 4:30PM ) \* \* \*

1}

Date/Time: Dec. 6. 2010 4:28PM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 2079 Memory TX | 98642166    | P. 6  | OK     |               |

Reason for error

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|---------------------------------|-------------------------------|
| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |

**MTA** Municipal Transportation Agency

Gadi Hovnan | Mayor  
 Tom Bates | Chairman  
 Jay Los | Vice Chairman  
 Carmen Trach | Director  
 Greg Roberts | Director  
 Mahesh Khilke | Director  
 Bruce Ch | Director  
 Richard P. Lee | Director

FAX

|                              |                                              |
|------------------------------|----------------------------------------------|
| <b>FROM:</b> Parveen Boparel | <b>TO:</b> Ghg Louie (Local 21)              |
| <b>PHONE:</b> 415-701-5377   | <b>FAX:</b> 415-804-2168                     |
| <b>FAX:</b> 415-701-5397     | <b>PHONE:</b>                                |
| <b>SUBJECT:</b> PSC          | <b>NO. OF PAGES (Excluding fax cover):</b> 6 |

**COMMENTS:**  
Should you have any questions, please contact Leanne Nhan at 415-701-4891

San Francisco Municipal Transportation Agency  
One Bay View Plaza, Suite 11, San Francisco, CA 94133 | Tel: 415-701-4500 | Fax: 415-701-4500 | www.sfmta.com



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

- A. Specify required skills and/or expertise:** Specialization in the field of photo enforcement. Ability to maintain and operate specialized proprietary equipment to produce high quality evidence that withstands careful legal scrutiny.
- 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:** Yes. Contractor maintains its own operations center located at 550 California Street providing project management, construction/field maintenance/repair coordination, business operations analysis, and communications/network support.

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

- A. Explain why civil service classes are not applicable:** Existing civil service classes do not possess the type of specialization and technical training needed to administer and manage the red light photo enforcement program for the City.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.** No. The City is contracting for the complete professional administration and management of the photo enforcement program. This is currently the most efficient, cost effective, and successful manner in which the City can provide photo red light automated enforcement.

**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?<br>MTA Board approved: Resolution # 05-162 approved on 10/18/05 (see attachment) | (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

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

\_\_\_\_\_  
415-554-4160  
Telephone Number

\_\_\_\_\_  
Municipal Transportation Agency, Human Resources  
401 Van Ness Avenue, Room 320, S. F., CA 94102  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/11/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Research Vessel Services (CS-186i)

FUNDING SOURCE: Water Enterprise Operating Fund

PSC AMOUNT: \$98,000 PSC DURATION: 02/07/2011 to 12/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City conducts environmental monitoring offshore of San Francisco between Rocky Point in Marin County and Point San Pedro in San Mateo County in order to assess environmental impacts of a treated wastewater discharge. Monitoring requirements include sediment, benthic infauna, and fisheries sampling. A qualified vessel with the proper equipment and a licensed captain is needed to allow SFPUC staff to collect required samples. In addition the City is required to conduct a dilution study at the Southwest Ocean Outfall that will require the use of a research vessel to deploy, maintain, and retrieve buoyed instrument arrays offshore near the outfall.

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

The National Pollutant Discharge Elimination System (NPDES) permit for the Oceanside Water Pollution Control Plant (WPCP) requires that the monitoring be conducted annually and that the dilution study be conducted. A denial would result in delays in determining if the Oceanside discharge is affecting receiving waters and would also incur fines for non-compliance from the U.S. Environmental Protection Agency.

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

PSC 3041-09/10 (CS-985).

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

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

L21 Shamica Jackson 01/12/2011 (to DHR, 30 day notice waived)
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

JAN 12 2011

PSC# 4069-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Field sampling includes 47-55 offshore stations at which sediment and benthic infauna are collected. Trawl samples may be collected and commercial crab pots may be set and retrieved at a subset of those stations. A U.S. Coast Guard licensed captain is required to safely operate the vessel, equipment, and accurately locate station locations. Deployment and retrieval of buoyed instrument arrays also requires an experienced and skilled boat operator.

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

None. The City does not own or have access to any monitoring vessels capable of performing this work.

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

Yes. The contractor will have the required vessel with all necessary safety equipment and the rigging necessary to deploy sampling gear and instrumentation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City does not have a fleet of ships that require staff capable of operating them.

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

No. Sampling is only conducted annually in the Fall. The dilution study requirement is one time only. It does not make sense for the City to incur the costs of acquiring and maintaining a research vessel and qualified skipper for two to three weeks worth of work per year.

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:

*Shamica Jackson*

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

**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Wednesday, November 04, 2009 5:14 PM  
**To:** 'Byrne, Ed'; Divine, Peg; 'Eavis, Ernie'; Elwin, Harvey; Isen, Carol; 'Jindal, Roop'; Lee, Tedman C; Sadden, Brian; Wang, Jane; Baker, Deborah; 'Bowman, Lora'; 'Brenner, Joe'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Prentiss; 'Jackson, Shamica'; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; 'Madison, Ulysses'; 'McGee, Bonita'; 'Morrison, Emily'; Ng, Mary; Rockett, Brigitte; Scott, David E; 'Seville, Michael'; 'Spearman, Andre'; 'Wong, Larry'; Yun, Pauson  
**Subject:** CS-985, PSC Summary Form  
**Importance:** High  
**Attachments:** CS-985 PSC Summary Form to DHR 11-04-2009.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-985, Research Vessel Monitoring Program, initial request (expedited) for \$28,500.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/04/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Research Monitoring Vessel Services (CS-985)

FUNDING SOURCE: Water Enterprise Operating Fund

PSC AMOUNT: \$28,500 PSC DURATION: 09/01/2009 to 12/31/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The City and County of San Francisco (City) has to conduct environmental monitoring studies on San Francisco's nearshore waters between Rocky Point in Marin County and Point San Pedro in San Mateo County in order to assess environmental impacts of a treated wastewater discharge. A qualified vessel with the proper equipment and a captain is required to take SFPUC staff to collect water samples.

B. Explain why this service is necessary and the consequences of denial: The City has to conduct environmental monitoring studies to ensure that discharges from the SFPUC's Oceanside Plant do not harm the Bay waters. A denial would result in delays in finding out if the Oceanside Plant is polluting the Bay.

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): Monitoring services were done in through a similar contract that has expired. A new RFP was issued to solicit a sampling vessel and captain to assist with the monitoring 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):

L21 Union Name

Shamica Jackson Signature of person mailing/faxing form

11/04/2009 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# TAFF ANALYSIS/RECOMMENDATION:

IVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Field sampling includes 47-55 offshore stations at which sediment and benthic infauna are collected. Trawl samples may be collected and commercial crab pots may be set and retrieved at a subset of those stations. A skilled captain is required to pilot the vessel to accurate station location and relocation throughout the San Francisco Bay.

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

None. The City does not own or have access any monitoring vessels.

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

Yes. The contractor has the required vessel with the necessary equipment such as full hydraulics and winch and davit assembly.

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 does not have a fleet of ships that require staff capable of manning them.

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

No, sampling is only done in the Fall season.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson  
Print or Type Name

415-554-0727  
Telephone Number

1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

Address





CS-186i, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

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

01/12/2011 11:38 AM

Hide Details

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

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

1 Attachment



CS-186(i) PSC Summary to DHR 011211.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-186i, Research Vessel Services, initial request for \$98,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Local 21 waived the 30-day notice requirement for this PSC on January 12, 2011.**
4. For **February 7, 2011** Civil Service Commission Meeting, Room 400 City Hall.

---

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)



Personal Services Contracts Approved by Local 21

Jackson, Prentiss

to:

DHR-PSCCoordinator

01/12/2011 09:55 AM

Cc:

"Larry Wong", "Jackson, Shamica", "Yun, Pauson"

Hide Details

From: "Jackson, Prentiss" <PJackson@sflower.org>

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

Cc: "Larry Wong" <lwong@ifpte21.org>, "Jackson, Shamica" <SJackson@sflower.org>, "Yun, Pauson" <PYun@sflower.org>

Hello Maria,

The following PSC has been reviewed by Local #21 within the 30 day time period prior to submission to the Civil Service Commission.

- **(CS-186i) *Research Vessel Services* [\$98,000]**

Please expect submittal of the PSC summary form.

Thank You,  
Prentiss Jackson  
San Francisco Public Utilities Commission  
Labor Relations and Community Programs  
(415) 554-3485  
(415) 551-4554 fax  
[PrentissJackson@sflower.org](mailto:PrentissJackson@sflower.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/17/2010 (30-day Union Notice)
01/07/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Ocean Beach Master Planning Services - Sole Source (CS-188)

FUNDING SOURCE: SFPUC General Fund

PSC AMOUNT: \$100,000 PSC DURATION: 02/07/2011 to 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/maintenance structures and strategies; and implementation (budgets, funding and phasing).

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

The consultant has applied, and been awarded a State Coastal Conservancy grant (\$300,000) for this project. The grant makes the consultant responsible for coordinating the outside consultants with experience in the Ocean Beach master planning, coastal conservation and public outreach. SFPUC will provide the local match funds (\$100,000) for the state grant awarded to the consultant. If denied the State Coastal Conservancy grant will be lost.

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):

Not applicable.

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

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

L21 Shamica Jackson 12/17/2010 (30-day Union Notice)
Union Name Signature of person mailing/faxing form 01/07/2011(to DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4070-10/11

JAN 07 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Program Management, Project Management, Construction Management, Risk Management, Project Scheduling, Cost Controls, Cost Estimating, Labor and contract Relations, Environmental Planning and Permitting, Project/Document Controls and Reports, Right of Way Services, Communications, Systems Integration, Staff Development and Technology Transfer.**

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

**None. Earth Scientists, Earth Geologists and Earth Climatologists usually perform this 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 due to the technical expertise required.**

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

**No, it would not be practical to adopt a new civil service class to perform this work, as the scope of work is not needed on an ongoing basis.**

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

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

| <u>Yes</u>               | <u>No</u>                           |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

Print or Type Name

**415-554-0727**

Telephone Number

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

**San Francisco, CA 94103**

Address



30 DAY NOTICE PRIOR TO DHR: CS-188 draft PSC to Unions for review

Jackson, Shamica

to:

Brenner, Joe, Lee, Tedman C, Wong, Larry, Louie, Ging, Tanner, Joe

12/17/2010 03:37 PM

Cc:

"DHR-PSCCoordinator", "Jackson, Prentiss", "Domingo, Kofo"

Hide Details

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

To: "Brenner, Joe" <jbrenner@ifpte21.org>, "Lee, Tedman C" <tclee@sfgwater.org>, "Wong, Larry" <lwong@ifpte21.org>, "Louie, Ging" <glouie@ifpte21.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>

Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Jackson, Prentiss" <PJackson@sfgwater.org>, "Domingo, Kofo" <KDomingo@sfgwater.org>

1 Attachment




CS-188 DRAFT PSC TO UNIONS 121710.DOC

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.

---

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

 Please consider the environment before printing this email



FW: Personal Services Contracts Approved by Local 21

Jackson, Prentiss

to:

DHR-PSCCoordinator

12/21/2010 01:52 PM

Cc:

"Larry Wong", "Ging Louie", "Domingo, Kofo", "Jackson, Shamica"

Hide Details

From: "Jackson, Prentiss" <PJackson@sflower.org>

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

Cc: "Larry Wong" <lwong@ifpte21.org>, "Ging Louie" <glouie@ifpte21.org>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Shamica" <SJackson@sflower.org>

Hello Maria,

I forgot to copy Local 21 on my previous email therefore; I am resending this to notify them of my communication. I apologize for the inconvenience.

Thank You,

Prentiss Jackson

San Francisco Public Utilities Commission

Labor Relations and Community Programs

(415) 554-3485

(415) 551-4554 fax

[Prentiss@sfwater.org](mailto:Prentiss@sfwater.org)

---

**From:** Jackson, Prentiss

**Sent:** Tuesday, December 21, 2010 12:25 PM

**To:** DHR-PSCCoordinator

**Cc:** Jackson, Shamica; Domingo, Kofo

**Subject:** Personal Services Contracts Approved by Local 21

Hello Maria,

The following PSC has been reviewed by Local #21 within the 30 day time period prior to submission to the Civil Service Commission.

- **(CS-188) Ocean Beach Master Planning Services – Sole Source [\$100,000]**

Please expect submittal of the PSC summary form.

Thank You,  
Prentiss Jackson  
San Francisco Public Utilities Commission  
Labor Relations and Community Programs  
(415) 554-3485  
(415) 551-4554 fax  
[Piackson@sfgwater.org](mailto:Piackson@sfgwater.org)





## CS-188, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

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

01/07/2011 02:57 PM

Hide Details

From: "Jackson, Shamica" &lt;SJackson@sfwater.org&gt; Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

1 Attachment



CS-188 PSC TO DHR 010711.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-188, Ocean Beach Master Planning Services, initial request for \$100,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes on December 17, 2010. L21 authorized SFPUC to move forward on December 21, 2010.**
4. For **February 7, 2011 Civil Service Commission Meeting, Room 400 City Hall.**

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/23/2010 (30-day Notice to Unions)
1/7/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Watershed Propagation Services (CS-180 & CS-181)

FUNDING SOURCE: Water System Improvement Program Project Funds

PSC AMOUNT: \$1,000,000 PSC DURATION: 03/01/2011 to 04/01/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
As part of compensatory mitigation that was negotiated with regulatory agencies, SFPUC plans on enhancement, rehabilitation, and preservation of special-status species habits, native plant communities, and wetlands in selected areas within various Bay Area watersheds. Native California flora will be planted as part of these activities in most of the sites. This contract will include the collection, propagation, care and delivery of over 20,000 plants.

B. Explain why this service is necessary and the consequences of denial:
Mitigation is required for various projects by United States Fish Wildlife Service (USFWS) permit conditions. Failure to meet mitigation requirements would mean cancellation of the current permit and construction could not begin.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This service has been provided in the past via PSC 4187-06/07 (CS-883R).

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):

11/23/2010 (30-day Notice to Unions)
1/7/2011 (to DHR)

L261
Union Name

Shamica Jackson
Signature of person mailing/faxing form

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4071-10/11

JAN 07 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Collection of seeds (including acorns), planting vegetation, preparing soil, irrigation of new plantings, transplanting vegetation to restoration site.

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

Farmer (3402), Gardener (3417), Nursery Specialist (3428), Chief Nursery Specialist (3430), Arborist Technician (3434), Arborist Technician Supervisor I (3436).

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

Yes, nurseries on which to grow the plants.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because a large amount of manual work is required for a short period of time for a large nursery space estimated to be 2.5 acres.

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

No, as classes already exist that could perform the 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:

*Shamica Jackson*

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

**Jackson, Shamica**

---

**From:** Jackson, Shamica**Sent:** Wednesday, June 13, 2007 3:42 PM**To:** Byrne, Ed; Eavis, Ernie; Isen, Carol; Jew, Ken; Jindal, Roop; Sadden, Brian; Tsai, Dennis; Wong, Nelson; Baker, Deborah; Chang, Connie; Farbod Pirouzmand (E-mail); Michael Seville (E-mail); Morrison, Emily M.; Rockett, Brigette; SEIU Local 790 (E-mail); Yun, Pauson**Cc:** Howells, James**Subject:** CS-883 PSC Summary

1. For Engineering Resources Committee: Attached for your review are is PSC1, Summary Form for CS-883 EAS.
2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
SFPUC-Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
415-554-0727  
[SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: June 11, 2007

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# \_\_\_\_\_ )

TYPE OF SERVICE: CS-883 Environmental As-Needed Services for the SFPUC

FUNDING SOURCE: \_\_\_\_\_

PSC AMOUNT: \$7,500,000 PSC DURATION: Estimated 11/14/2007 to 11/14/2010 (36 months)

**1. DESCRIPTION OF WORK:**

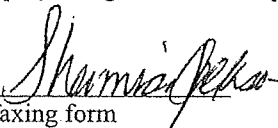
**A. Concise description of work:** Contract work consists of as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits.

**B. Explain why this service is necessary and the consequences of denial:** The regional and local WSIP and non-WSIP projects require additional short-term, specialized work and technical expertise to support the environmental and design phases. Without the information and recommendations generated by this specialized expertise, the environmental compliance and design phases can be delayed or stopped.

**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 specialized services have been available through the five as-needed CS-771 contracts (CS-771.A,B,C,D,E).

**D. Will the contract(s) be renewed?** Possibly in 2010, if necessary to complete required environmental services.

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

|            |                                                                                                      |         |
|------------|------------------------------------------------------------------------------------------------------|---------|
| L21        | Shamica Jackson  | 6/15/07 |
| Union Name | Signature of person mailing/faxing form                                                              | Date    |

|            |                                         |      |
|------------|-----------------------------------------|------|
| Union Name | Signature of person mailing/faxing form | Date |
|------------|-----------------------------------------|------|

|                     |                 |    |       |       |           |
|---------------------|-----------------|----|-------|-------|-----------|
| (Draft) RFP sent to | <u>Local 21</u> | on | _____ | _____ | _____     |
|                     | Union Name      |    | Date  |       | Signature |

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise: Detailed knowledge of California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) statutes, regulations, and guidance; natural resource policy, planning, and management; comprehensive expertise in environmental disciplines (e.g., biology, geology, hydrology, natural resource economics etc.); survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

B. Which, if any, civil service class normally performs this work? The classes 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review) produce CEQA-related documentation; classes 5620 (Regulatory Specialist), 5602 (Utility Specialist), and 9398 (Mgr. Regulatory & Environmental Affairs) provide limited permit-related documentation; however, the services required for this work necessitate specialized technical environmental expertise not commonly associated with the aforementioned classes. Other specialized environmental expertise needed by the CIP program (such as hydrogeology, paleontology, climatology, natural resource economics special-status species protocol surveys, etc.) is not available by known City staff.

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: While classes 5298, 5299, 5620, 5602, and 9398 produce environmental-related documentation, these classes do not have the specialized training and expertise necessary to conduct the environmental and multidisciplinary surveys and analyses necessary for the completion of specialized environmental studies and documents. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, geology, hydrology, natural resource economics etc.) and the in-depth knowledge of certain environmental planning, review and management activities (for example, environmental analysis of water supply options, permitting related to endangered species, wetlands, etc.). Specialized expertise is most often required for short time periods, rather than on a consistent, full-time basis. In addition, the PUC Bureau of Environmental Management and Planning Dept. Major Environmental Analysis Division have offered jobs to every qualified applicant; they remain difficult to find and in short supply.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new class due to the specialized nature of the many environmental services required, combined with recognition that these services are required "as-needed" rather than on a consistent, full-time basis.

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

- |                                                                                                                                                                                      | YES                                 | NO                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                                                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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? On 11/28/06 - Resolution #06-0207 and on 12/15/03 - Resolution #03-0254. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Connie Chang*  
Signature of Departmental Personal Services Contract Coordinator

Connie Chang                      554-3497  
Print or Type Name                  Telephone  
1145 Market Street, 1st Floor  
San Francisco, CA 94103



30 DAY NOTICE PRIOR TO DHR: CS-180 & CS-181 draft PSC to Unions for review  
Jackson, Shamica

to:

Brenner, Joe, Lee, Tedman C, Wong, Larry, Louie, Ging, Tanner, Joe, vince  
11/23/2010 02:17 PM

Cc:

"DHR-PSCCoordinator", "Jackson, Prentiss", "Yun, Pauson", "Scott, David E"

Hide Details

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

To: "Brenner, Joe" <jbrenner@ifpte21.org>, "Lee, Tedman C" <tleec@sflower.org>, "Wong, Larry" <lwong@ifpte21.org>, "Louie, Ging" <glouie@ifpte21.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, <vince@liuna261.org>

Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Yun, Pauson" <PYun@sflower.org>, "Scott, David E" <DEScott@sflower.org>

Follow Up:  
Normal Priority.

1 Attachment



CS-180-181 PSC DRAFT TO UNIONS 112310.DOC

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.



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-180 & CS-181, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

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

01/07/2011 12:18 PM

Hide Details

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

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sflight.com>, "Chan, Norman" <Norman.Chan@sflight.com>, "Divine, Peg" <Peg.Divine@sflight.com>, "Elwin, Harvey" <HElwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sflight.com>, "Wang, Jane" <Jane.Wang@sflight.com>, "Baker, Deborah" <Deborah.Baker@sflight.com>, "Bowman, Lora" <LBowman@sflower.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sflight.com>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <SJackson@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tclee@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sflower.org>, "Morrison, Emily M." <Emily.M.Morrison@sflight.com>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>

1 Attachment



CS-180 & CS-181 PSC TO DHR 010711.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-180 & CS-181, Watershed Propagation Services, initial request for \$1,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-days expired on December 23, 2010.**
4. For **February 7, 2011 Civil Service Commission Meeting, Room 400 City Hall.**

---

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



FW: CS-180 & CS-181, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

vince

01/07/2011 12:22 PM

Cc:

"DHR-PSCCoordinator", "Yun, Pauson", "Jackson, Prentiss"

Hide Details

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

To: <vince@liuna261.org>

Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Yun, Pauson" <PYun@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>

1 Attachment



CS-180 & CS-181 PSC TO DHR 010711.pdf

Hi Vince,

Happy New Year! I inadvertently forgot to include you regarding the email below.

Best regards,  
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@sfgwater.org

 Please consider the environment before printing this email

---

**From:** Jackson, Shamica

**Sent:** Friday, January 07, 2011 12:18 PM

**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; DHR-PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; 'Reed, Margot'; Scott, David E; 'Tamura, Pattie '; 'Tanner, Joe'; 'Wong, Larry'; Yun, Pauson

**Subject:** CS-180 & CS-181, PSC Summary Form (Initial Request)

**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-180 & CS-181, Watershed Propagation Services, initial request for \$1,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-days expired on December 23, 2010.**
4. For **February 7, 2011 Civil Service Commission Meeting, Room 400 City Hall.**

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/22/2010
01/12/2011 (revised to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Construction inspection services for hydro-generation and power facilities (CS-141)

FUNDING SOURCE: Hetch Hetchy Water Power Repair & Replacement Fund

PSC AMOUNT: \$7,500,000 PSC DURATION: 02/07/2011 to 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide construction inspection services during construction for HHWP for hydro-generation and power facilities designed under contract CS-140.

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

Facilities have passed their life expectancy by 15-25 years and need to be replaced. Adequate coverage by inspectors is required during construction. Consequence of failure is no generation and reduced power revenues and possibly power purchases to support Municipal Load.

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

This service has been provided by PSC 4125-07/08 (CS-923).

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

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

L21

Shamica Jackson

[Handwritten Signature]

11/23/2010

01/12/2011(revised to DHR)

Union Name

Signature of person mailing/faxing form

Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-10/11

JAN 12 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Inspectors must meet the requirements of a "qualified person" (per either the 2010 edition of NFPA 70E®, Electrical Safety in the Workplace® or the 2008 edition of NFPA 70®, National Electrical Code®). Must have familiarity with installation/retrofit of governors, exciters, generator rewinds, and breakers.

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

HHWP uses 6318, 5207 and 5241's for this type of work. HHWP's current workload requires 1 to 4 inspectors per project and HHWP has multiple projects being performed. This contract will be used to supplement HHWP, Infrastructure and DPW forces when they are insufficient. This workload will dramatically decrease within five years.

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 positions are applicable but qualified, experience people are in demand and we have not been able to attract given current compensation and benefit packages.

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

Yes. Electrical engineers with an expertise in high voltage power. HHWP will have this need into the future.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address



RE: CS-141, PSC Summary Form (Initial Request)-Revised

Jackson, Shamica

to:

Jackson, Shamica, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson  
01/12/2011 11:48 AM

Hide Details

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

To: "Jackson, Shamica" <SJackson@sflower.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sflight.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@flysfo.com>, "Lee, Tedman C" <tclee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sflower.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tclee@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sflower.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>

1 Attachment



CS-141 PSC to DHR 011211.pdf



1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-141, Construction inspection services for hydro-generation and power facilities, initial request for \$7,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **The 30-day notice expired on December 23, 2010.**
4. For **February 7, 2011** Civil Service Commission Meeting, Room 400 City Hall.

---

Shamica L. Jackson

San Francisco Public Utilities Commission

Contract Administration Bureau

1155 Market Street, 9th Floor

San Francisco, CA 94103

voice: 415-554-0727

fax: 415-554-3225

email: sjackson@sfgwater.org

 Please consider the environment before printing this email

---

**From:** Jackson, Shamica

**Sent:** Tuesday, November 23, 2010 4:20 PM

**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; DHR-PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; 'Reed, Margot'; Scott, David E; 'Tamura, Pattie '; 'Tanner, Joe'; 'Wong, Larry'; Yun, Pauson

**Subject:** CS-141, PSC Summary Form (Initial Request)

**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-141, Construction inspection services for hydro-generation and power facilities, initial request for \$7,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **This item was discussed with Local 21 on May 12, 2010.**
4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

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

**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Thursday, February 19, 2009 2:34 PM  
**To:** Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; 'Seville, Michael'; Yun, Pauson  
**Subject:** CS-923, PSC Summary Form-Revised  
**Importance:** High  
**Attachments:** CS-923 PSC Form to DHR 021809.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for CS-923, **HHWP Power System Condition Assessment and Upgrade, modification for \$1,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **March 16, 2009** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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](mailto:sjackson@sfwater.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/10/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4125-07/08 )

TYPE OF SERVICE: Consulting services for Hydro-generation and Power Facilities (CS-923)

FUNDING SOURCE: Hetch Hetchy Water: CIP Budget CUH-976

Original Amount: \$3,000,000 PSC Duration: 08/01/2008 to 07/31/2011
Modification Amount \$1,500,000 PSC Duration: 08/01/2008 to 07/31/2011
Total Amount \$4,500,000 Total PSC Duration: 08/01/2008 to 07/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- 1) Design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability
2) Design of rehabilitation work of Power Infrastructure (PI) to meet Western Electricity Coordination Council (WECC) regulatory compliance

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

Much of the HHWP Power Infrastructure has exceeded its useful life. The system is becoming less reliable and if the system is not rehabilitated, it will become more difficult for HHWP to provide power that net revenues of \$120 million per year from the sale of power. In addition, if system improvements are not made to meet WECC regulatory requirements, HHWP will be subjected to fines which range from \$1,000 to \$1,000,000 per day.

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

Prior to this current agreement (PSC 4125-07/08) this service was provided on an as-needed basis through a purchase order system.

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

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

L21 Shamica Jackson Shamica Jackson 02/18/2009
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to , on
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

High voltage power engineers. Experience with high voltage (HV) transmission lines, powerhouse hydro generators and appurtenances (governors, exciters, vacuum breakers), relay protection, transformers, control systems, technical expertise in WECC compliance.

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

5211, 5241, 5207 electrical engineers that specialize in high voltage power.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The civil service classes are applicable. HHWP has made offers to fill four power engineer positions that have the expertise and experience to do this work, but they have been turned down. The following agencies, EPRI, SCEC and PG&E have identified that there is a lack of power engineers. Although there is a shortage in the market, SFPUC will continue its recruitment efforts.

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

Yes, SFPUC will work with DHR to explore possibilities of creating a new civil service classification.

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:

*Shamica Jackson*

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

PSC 4125-07108

### PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/3/08

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: \_\_\_\_\_

TYPE OF APPROVAL:  EXPEDITED  REGULAR ( OMIT POSTING \_\_\_\_\_ )  
 CONTINUING  ANNUAL  
TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION ( PSC# \_\_\_\_\_ )

TYPE OF SERVICE: Consulting services for Hydro-generation and Power Facilities (CS-923)  
FUNDING SOURCE: CUH976, CUH950  
PSC AMOUNT: \$3,000,000 PSC DURATION: 6/1/2008 to 6/30/2011 (3 years)

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Provide inspection services and design upgrades for HHWP for hydro-generation and power facilities.

**B. Explain why this service is necessary and the consequences of denial:** HHWP staff requires immediate assistance evaluation and upgrade of HHWP for hydro-generation and power facilities. Facilities had passed their life expectancy by 15-25 years and have become increasingly unreliable. Assistance is needed to assess the condition of these facilities and prioritize work to be performed based on consequence of failure and available budget.

**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):** Provided on an as-needed basis through purchase order.

**D. Will the contract(s) be renewed? Yes**

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

|                 |                                         |               |
|-----------------|-----------------------------------------|---------------|
| <u>Local 21</u> | <u>Shamica Jackson</u>                  | <u>3/3/08</u> |
| Union Name      | Signature of person mailing/faxing form | Date          |

|            |                                         |       |
|------------|-----------------------------------------|-------|
| _____      | _____                                   | _____ |
| Union Name | Signature of person mailing/faxing form | Date  |

RFP sent to \_\_\_\_\_ on \_\_\_\_\_

Union Name Date Signature

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

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise: Previous experience in condition assessment and design of hydro-generation and power transmission facilities.

B. Which, if any, civil service class normally performs this work? Specialized expertise of 5211 and 5241 electrical and 5211 and 5241 mechanical in high voltage, hydro-generation, transmission and relay protection (i.e., Electrical engineers with an expertise in power). This experience is currently not available within SFPUC's Infrastructure Division. There are three vacant positions at HHWP currently. Qualified and experienced people for these electrical positions have been recruited; however, they have declined offers due to compensation and retirement benefit packages.

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 positions are applicable but qualified, experience people are in demand and we have not been able to attract given current compensation and benefit packages.

B. Would it be practical to adopt a new civil service class to perform this work? Explain Yes. Electrical engineers with an expertise in power. HHWP will have this need into the future.

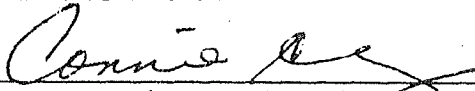
5. **ADDITIONAL INFORMATION (if yes, attach explanation)**

- |                                                                                                                                                                                                                                                                                                   | YES                                 | NO                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?<br><i>Describe the training and indicate approximate number of hours. Indicate occupational type of City &amp; County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Yes, training and mentoring will be provided in areas like high voltage, hydro-generation, transmission and relay protection.

- |                                                                                                                                |                                     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 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? 12/15/03 # 03-0245 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?     | <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  
 Connie Chang (415) 554-3497  
 \_\_\_\_\_  
 Print or Type Name Telephone

1155 Market Street, 9<sup>th</sup> Floor  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/01/2010
(30-day Union Notice)
01/12/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-needed Engineering Design Services (CS-128)

FUNDING SOURCE: Funding will be available from individual projects

PSC AMOUNT: \$9,000,000 PSC DURATION: 03/01/2011 to 03/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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 have been previously approved under PSC #4004-07/08 (CS-884).

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

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

L21/L1021 Shamica Jackson 11/01/2010
Union Name Signature of person mailing/faxing form (30-day Union Notice)
01/12/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4073-10/11
STAFF ANALYSIS/RECOMMENDATION:

JAN 12 2011

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include analysis of hydroelectric system to improve efficiency and increase power output and upgrades to high voltage transmission lines.

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

5207 Associate Engineers and, 5241 Engineers perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these classifications, such as pipeline system pressure surge analysis, aquifer and well pumping evaluation, seismic fault crossings design, corrosion engineering, etc. Technical engineering staff at the 5364 level may also be required to support the design engineers.

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

- |                                                                                                                                                                                                                                                                                        | <u>Yes</u>               | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <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:

*Shamica Jackson*

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



RE: CS-128, PSC Summary Form (Initial Request)-Revised  
Jackson, Shamica

to:

Jackson, Shamica, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson  
01/12/2011 10:30 AM

Hide Details

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

To: "Jackson, Shamica" <SJackson@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysf.com>, "Byrne, Ed" <Ed.Byrne@sport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysf.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

1 Attachment




CS-128 PSC TO DHR 11211.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-128, As-Needed Engineering Design Services, initial request for \$9,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-days expired on December 1, 2010.**
4. For **February 7, 2011** Civil Service Commission Meeting, Room 400 City Hall.

---

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

 Please consider the environment before printing this email

---

**From:** Jackson, Shamica  
**Sent:** Thursday, December 16, 2010 5:02 PM  
**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; DHR-PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; 'Reed, Margot'; Scott, David E; 'Tamura, Pattie '; 'Tanner, Joe'; 'Wong, Larry'; Yun, Pauson  
**Subject:** CS-128, PSC Summary Form (Initial Request)  
**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-128, As-Needed Engineering Design Services, initial request for \$9,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-days expired on December 1, 2010.**
4. For **February 7, 2011** Civil Service Commission Meeting, Room 400 City Hall.

---

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)

**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Thursday, July 23, 2009 4:12 PM  
**To:** Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Brigette; Scott, David E; Yun, Pauson  
**Subject:** Engineering Design Services, PSC Summary Form  
**Importance:** High  
**Attachments:** PSC Summary Form to DHR 072309.DOC *CS-879 & CS-884*

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **Engineering Design Services, modification request for \$18,300,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **August 17, 2009 Commission Meeting** at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/14/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4004-07/08 )

TYPE OF SERVICE: Engineering Project Design Services

FUNDING SOURCE: WSIP Project Funds

Table with 4 columns: Amount, PSC Duration, Original Amount, PSC Duration, Modification 1 Amount, PSC Duration, Modification 2 Amount, PSC Duration, Total Amount, Total PSC Duration.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

The SFPUC is working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Some of these projects require expertise which is not available from City employees. Projects currently in design cannot be completed if the services from these modifications are not available.

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 work is currently being done under PSC 4004-07/08.

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

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

L21 Shamica Jackson 07/23/2009
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Engineering support is needed during construction to respond to questions from the field. Also areas of specialized engineering experience are also needed to complete projects.

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

5201- Junior Engineers, 5203-Assistant Engineers, 5207 -Associate Engineers, 5241- Engineers and 5211- Senior Engineers.

C. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

Explain why civil service classes are not applicable:

Engineers in current civil classifications perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring personnel. There is not always a need to hire someone to do specialized engineering design work.

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

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

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?

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

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

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

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

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

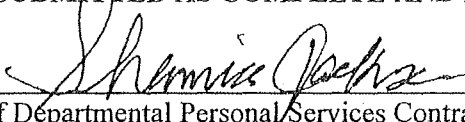
E. Has a board or commission determined that contracting is the most effective way to provide this service? **Yes by Resolution. No. 03-0245, adopted December 15, 2003.**

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

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

|                          |                                     |
|--------------------------|-------------------------------------|
| <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

Shamica Jackson  
 Print or Type Name

415-554-0727  
 Telephone Number

1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103  
 Address

4007-07/08

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: July 23, 2007

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# \_\_\_\_\_)

TYPE OF SERVICE: Engineering Project Design Services (CS-879)

FUNDING SOURCE: Project Funded

PSC AMOUNT: \$39,200,000 PSC DURATION: Seven years 10/1/2007-9/30/2014

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

**B. Explain why this service is necessary and the consequences of denial:** The SFPUC is working on the Water System Improvement Program, a \$3.6 billion program. The engineering workload has substantially increased and consultants are needed to complete engineering design for projects. Where necessary, some of these projects require expertise, which is not available from City employees. If these services are not available, projects will not be completed.

**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 is substantially more work than can be completed with in-house engineers.

**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> | <u>Shamica Jackson</u>                  | <u>7/24/07</u> |
| Union Name      | Signature of person mailing/faxing form | Date           |

|            |                                         |       |
|------------|-----------------------------------------|-------|
| _____      | _____                                   | _____ |
| Union Name | Signature of person mailing/faxing form | Date  |

RFP sent to \_\_\_\_\_ on \_\_\_\_\_

Union Name Date Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:





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

**A. Specify required skills and/or expertise:** Civil, structural, electrical and mechanical engineering in designing water conveyance and treatment facilities is needed. Also areas of specialized engineering experience are also required.

**B. Which, if any, civil service class normally performs this work?** 5201 Junior Engineers, 5203 Assistant Engineers, 5207 Associate Engineers, 5241 Engineers and 5211 Senior Engineers perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these classifications, such as design of pipeline seismic fault crossings, corrosion engineering, and materials testing/inspection.

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

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

**A. Explain why civil service classes are not applicable:** Engineers are needed to perform engineering design for projects, but this level of resources is not a long-term need, warranting hiring personnel. In addition, specialized engineering is also required which is not normally needed for projects and hiring individuals for these specialized areas is not feasible.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain** The specialized areas of engineering needed are not consistent 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 & County employees?                                                                                                                                                                                                                                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?<br><i>Describe the training and indicate approximate number of hours.</i><br><i>Indicate occupational type of City &amp; County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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 checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                                                                                                                                                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

Connie Chang

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone

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

San Francisco, CA 94103

Address

City and County of San Francisco

Gavin Newsom  
Mayor



Department of Human Resources

Philip A. Ginsburg  
Human Resources Director

## MEMORANDUM

Date: October 11, 2007

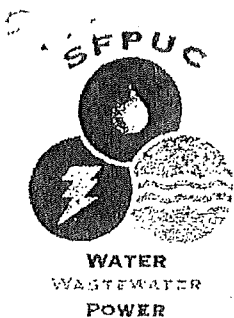
To: Connie Chang  
PUC Contract Administration Bureau

From: Emily Morrison, DHR Personal Services Contract Analyst *EM*

Subject: Approval of Amount Increase for the San Francisco Public Utilities Commission  
Personal Services Contract #4004-07/08

This is to confirm that your request to increase the contract amount from \$39,200,000 to \$45,200,000 for Personal Services Contract #4004-07/08 has been approved.

If you have any questions, please contact me at (415) 557-4883.



**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**

Contract Administration Bureau  
1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225



October 5, 2007

GAVIN NEWSOM  
MAYOR

RICHARD SKLAR  
PRESIDENT

RYAN L. BROOKS  
VICE PRESIDENT

E. DENNIS NORMANDY  
ANN MOLLER CAEN  
ADAM WERBACH

SUSAN LEAL  
GENERAL MANAGER

TO: Emily Morrison  
DHR

FROM: Connie Chang *Connie Chang*  
PUC Contract Administration Bureau

SUBJECT: Money Increase for PSC 4004-07/08

Your approval would be most appreciated in increasing the dollar amount for PSC Number 4004-07/08, which was approved on September 4, 2007 by the Civil Service Commission for the amount of \$39,200,000 and the duration ending September 30, 2014.

We are requesting the dollar amount for PSC Number 4004-07/08 be increased by \$6,000,000. The total contract amount will now be \$45,200,000.

Attached are copies of the Civil Services Commission's PSC approval and a copy of the original PSC.

Thank you very much for your assistance. Please call me at 554-3497 should you require any clarification.

*Approved  
Connie*

Attachments

cc: Shamica Jackson

RECEIVED BY  
DEPARTMENT OF  
HUMAN RESOURCES  
07 OCT 10 PM 2:12

# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003

  
Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/22/2010
01/12/2011 revised (to
DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Engineering design and commissioning services for hydro-generation and power facilities (CS-140)

FUNDING SOURCE: Hetch Hetchy Water Power Repair & Replacement Fund

PSC AMOUNT: \$9,500,000 PSC DURATION: 02/07/2011 to 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide project engineering design and commissioning services for Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities as outlined in HHWP Power Condition Assessment (2009). Contractor to provide technical expertise and guidance to maintain and address Western Electricity Coordination Council (WECC) & North American Electric Reliability Corporation (NERC) regulatory requirements.

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

HHWP staff requires immediate assistance with upgrade of HHWP hydro-generation and power facilities. Facilities have passed their life expectancy by 15-25 years and have become increasingly unreliable. Consequence of failure is no generation and reduced power revenues and possibly power purchases to support Municipal Load.

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

This service has been provided via PSC. No. 4125-07/08 (CS-923).

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

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

L21 Shamica Jackson 11/23/2010 (to DHR)
Union Name Signature of person mailing/faxing form 01/12/2011 revised (to DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074-10/11

JAN 12 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Previous experience in condition assessment and design of hydro-generation and power transmission facilities.**

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

**Specialized expertise of 5211 and 5241 electrical engineers and 5211 and 5241 mechanical engineers in high voltage, hydro-generation, transmission, relay protection (i.e., Electrical engineers with an expertise in high voltage power). This experience is not available within SFPUC's Infrastructure Division.**

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 positions are applicable but qualified, experience people are in demand and we have not been able to attract given current compensation and benefit packages.**

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

**Yes. Electrical with an expertise in high voltage power. HHWP will have this need into the future.**

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

|                                                                                                                                                                                                                                                                                        | <u>Yes</u>               | <u>No</u>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?                                                                                                                                                                                                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?                                                                                                                                                                                                                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <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:**

*Shamica Jackson*

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



RE: CS-140, PSC Summary Form (Initial Request)-Revised  
Jackson, Shamica

to:

Jackson, Shamica, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson  
01/12/2011 10:47 AM

Hide Details

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

To: "Jackson, Shamica" <SJackson@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfdpw.org>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sfwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>, "Wong, Larry" <lwwong@ifpte21.org>, "Yun, Pauson" <PYun@sfwater.org>

1 Attachment



CS-140, PSC to DHR 011211.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-140, Engineering design and commissioning services for hydro-generation and power facilities initial request for \$9,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **This item was discussed with Local 21 on May 12, 2010.**
4. For **February 07, 2011** Civil Service Commission Meeting, Room 400 City Hall.

---

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:** Jackson, Shamica

**Sent:** Tuesday, November 23, 2010 3:52 PM

**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; DHR-PSCCoordinator; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; 'Reed, Margot'; Scott, David E; 'Tamura, Pattie '; 'Tanner, Joe'; 'Wong, Larry'; Yun, Pauson

**Subject:** CS-140, PSC Summary Form (Initial Request)

**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-140, Engineering design and commissioning services for hydro-generation and power facilities initial request for \$9,500,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **This item was discussed with Local 21 on May 12, 2010.**
4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.



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

**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Thursday, February 19, 2009 2:34 PM  
**To:** Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; 'Seville, Michael'; Yun, Pauson  
**Subject:** CS-923, PSC Summary Form-Revised  
**Importance:** High  
**Attachments:** CS-923 PSC Form to DHR 021809.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for CS-923, HHWP Power System Condition Assessment and Upgrade, modification for \$1,500,000.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **March 16, 2009** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/10/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4125-07/08 )

TYPE OF SERVICE: Consulting services for Hydro-generation and Power Facilities (CS-923)

FUNDING SOURCE: Hetch Hetchy Water: CIP Budget CUH-976

Original Amount: \$3,000,000 PSC Duration: 08/01/2008 to 07/31/2011
Modification Amount \$1,500,000 PSC Duration: 08/01/2008 to 07/31/2011
Total Amount \$4,500,000 Total PSC Duration: 08/01/2008 to 07/31/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- 1) Design of Hetch Hetchy Water & Power (HHWP) rehabilitation work of Power Infrastructure (PI) for reliability
2) Design of rehabilitation work of Power Infrastructure (PI) to meet Western Electricity Coordination Council (WECC) regulatory compliance

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

Much of the HHWP Power Infrastructure has exceeded its useful life. The system is becoming less reliable and if the system is not rehabilitated, it will become more difficult for HHWP to provide power that net revenues of \$120 million per year from the sale of power. In addition, if system improvements are not made to meet WECC regulatory requirements, HHWP will be subjected to fines which range from \$1,000 to \$1,000,000 per day.

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

Prior to this current agreement (PSC 4125-07/08) this service was provided on an as-needed basis through a purchase order system.

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

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

L21 Shamica Jackson Shamica Jackson 02/18/2009
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

High voltage power engineers. Experience with high voltage (HV) transmission lines, powerhouse hydro generators and appurtenances (governors, exciters, vacuum breakers), relay protection, transformers, control systems, technical expertise in WECC compliance.

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

5211, 5241, 5207 electrical engineers that specialize in high voltage power.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The civil service classes are applicable. HHWP has made offers to fill four power engineer positions that have the expertise and experience to do this work, but they have been turned down. The following agencies, EPRI, SCEC and PG&E have identified that there is a lack of power engineers. Although there is a shortage in the market, SFPUC will continue its recruitment efforts.

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

Yes, SFPUC will work with DHR to explore possibilities of creating a new civil service classification.

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:

*Shamica Jackson*

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

PSC 4125-07108

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 3/3/08

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: \_\_\_\_\_

TYPE OF APPROVAL:  EXPEDITED  REGULAR ( OMIT POSTING \_\_\_\_\_ )  
 CONTINUING  ANNUAL  
TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION ( PSC# \_\_\_\_\_ )

TYPE OF SERVICE: Consulting services for Hydro-generation and Power Facilities (CS-923)  
FUNDING SOURCE: CUH976, CUH950  
PSC AMOUNT: \$3,000,000 PSC DURATION: 6/1/2008 to 6/30/2011 (3 years)

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Provide inspection services and design upgrades for HHWP for hydro-generation and power facilities.

**B. Explain why this service is necessary and the consequences of denial:** HHWP staff requires immediate assistance evaluation and upgrade of HHWP for hydro-generation and power facilities. Facilities had passed their life expectancy by 15-25 years and have become increasingly unreliable. Assistance is needed to assess the condition of these facilities and prioritize work to be performed based on consequence of failure and available budget.

**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):** Provided on an as-needed basis through purchase order.

**D. Will the contract(s) be renewed? Yes**

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

Local 21 Shamica Jackson 3/3/08  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

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

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

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** Previous experience in condition assessment and design of hydro-generation and power transmission facilities.

B. **Which, if any, civil service class normally performs this work?** Specialized expertise of 5211 and 5241 electrical and 5211 and 5241 mechanical in high voltage, hydro-generation, transmission and relay protection (i.e., Electrical engineers with an expertise in power). This experience is currently not available within SFPUC's Infrastructure Division. There are three vacant positions at HHWP currently. Qualified and experienced people for these electrical positions have been recruited; however, they have declined offers due to compensation and retirement benefit packages.

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 positions are applicable but qualified, experience people are in demand and we have not been able to attract given current compensation and benefit packages.

B. **Would it be practical to adopt a new civil service class to perform this work?** Explain Yes. Electrical engineers with an expertise in power. HHWP will have this need into the future.

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

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

YES NO

B. Will the contractor train City & County employees?

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

Yes, training and mentoring will be provided in areas like high voltage, hydro-generation, transmission and relay protection.

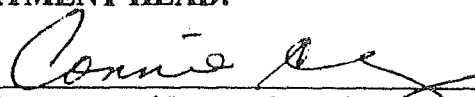
C. Are there legal mandates requiring the use of contractual services?

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? 12/15/03 # 03-0245

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

Connie Chang

(415) 554-3497

Print or Type Name

Telephone

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

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 3, 2010

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: As Needed Structural Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$490,000 PSC DURATION: 12/03/2010 to 11/04/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*\*The original PSC #4151-06/07 was approved for a three-year term on 5/07/07 with contract period from 8/01/07 to 8/01/10. Three agreements were awarded, two with five-year terms each and one with a three-year term. The agreement with a three-year term has CSOs that, due to delays in awarding the contract, as well as delays in project schedules, will need to be completed beyond the master agreement end date of 01/22/11. The Contract Manager requests for an extension of the agreement's term to the maximum term of 5 years as allowed in the Administrative Code section. 6.64; the final years are allowed to complete ongoing work.*

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

*\*The awarded CSOs involve some structural studies for the rebuild of the San Francisco General Hospital. It is important that the master agreement be extended so the ongoing work may be completed, within the project's schedule.*

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 for As-Needed Structural Engineering Services were awarded under PSC#4151-06/07, approved on 05/07/07.*

D. Will the contract(s) be renewed: No, it must terminate in accordance with the Administrative Code requirements.

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

Local 21 Uma Carrasco Carlos 12/03/10  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

RFQ sent to Local 21, on (When available) N/A \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

DEC 16 2011

PSC# 4075-10/11  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed structural and civil 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 the ability to provide service to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Service Classifications: 5201 (Junior Engineer), 5203 (Assistant Engineer), 5207 (Associate Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer), 5241 (Engineer), 5362 (Civil Engineering Assistant), 5364 (Civil Engineering Associate I), 5366 (Civil Engineering Associate II).

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 Classes 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, and emergency situations such as prevention of impending structural collapses.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

Gordon Choy (Handwritten Signature)

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: April 17, 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 Structural Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$3,000,000 (3 @ \$1,000,000 each) PSC DURATION: 8/1/2007 to 8/1/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. Structures may be either new or existing buildings, seismic retrofits, bridges, pedestrian overpasses, potable water reservoirs, buried tanks, elevated tanks, elevator shafts, or any other type of structure or equipment support. 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 as-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 be negatively impacted during the mitigation of emergencies such as earthquakes, structural collapses.

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 for As-Needed Structural Engineering Services were awarded to Biggs Cardoso Associates / Tuan Robinson, JV; SOHA / Best Design, JV; Structural Design Engineer; and Structus, Inc. under PSC#4093-02/03, approved on 02/02/03.

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 4-17-2007

Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed structural and civil 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 the ability to provide service to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Service Classifications: 5201 (Junior Engineer), 5203 (Assistant Engineer), 5207 (Associate Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer), 5241 (Engineer), 5362 (Civil Engineering Assistant), 5364 (Civil Engineering Associate I), 5368 (Civil Engineering Associate II).

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 Classes 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, and emergency situations such as prevention of impending structural collapses.

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

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

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

12-03-2010  
415 554 6232

03:27:50 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

DPW

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

City and County of San Francisco



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229  
FAX (415) 554-6232  
<http://www.sfdpw.com>  
Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903  
Gordon Choy, Division Manager

## FAX

Date December 3, 2010  
Number of pages including cover sheet 5  
To: \_\_\_\_\_  
Manager  
Local 21  
Phone \_\_\_\_\_  
Fax Phone (415) 864-2166  
CC: \_\_\_\_\_

From: \_\_\_\_\_  
Gordon Choy  
Division Manager  
Phone (415) 554-6230  
Fax Phone (415) 554-6232

| REMARKS:                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                     |                          |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|--------------------------|----------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                  | Urgent                   | For your review                     | Reply ASAP               | Please comment |
|                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                |
| <p>Please see the attached PSC form and supporting documents.</p> <p>In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP is not expected.</p> <p>The Contract Manager is Jun Caranto, and he may be reached at (415) 558-4595 for any additional questions.</p> |                          |                                     |                          |                |

Total Pages Scanned : 5

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| 001 | 283 | 415 864 2166   | 03:23:51 p.m. 12-03-2010 | 00:03:03 | 5/5   | 1    | EC   | HS       | CP14400 |

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: Fail

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

G3: Group 3  
EC: Error Correct



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

# FAX

Date December 3, 2010

Number of pages including cover sheet 5

To: \_\_\_\_\_

Manager

Local 21

From: \_\_\_\_\_

Gordon Choy

Division Manager

Phone \_\_\_\_\_

Fax Phone (415) 864-2166

CC: \_\_\_\_\_

Phone (415) 554-6230

Fax Phone (415) 554-6232

**REMARKS:**

Urgent



For your review

Reply ASAP

Please comment

Please see the attached PSC form and supporting documents.

In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP is not expected.

The Contract Manager is Jun Caranto, and he may be reached at (415) 558-4595 for any additional questions.

PSC for As-Needed Structural Engineering Services

Carlos, Carina to: DHR-PSCCoordinator

12/03/2010 03:38 PM

Cc: "Choy, Gordon", "Caranto, Severino" , "Wong, Tammy"

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Good afternoon,

Attached are the following documents related to the PSC for As-Needed Structural Engineering Services:

1. PDF of PSC form 1 dated 12/03/2010
2. PDF of PSC form 1 dated 4/17/20077 (typo – should have been 4/17/2007)
3. Word version of PSC form 1
4. PDF of notification sent to union

Thank you.

Carina

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Carina C. Carlos  
DPW, Contract Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Telephone: (415) 554-6416  
Facsimile: (415) 554-6232  
Email: [Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)



PSC - Structural Engineering Mod 12-03-10.doc PSC - Structural Engineering 12-03-2010.pdf