



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: March 21, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Parveen Boparai, MTA  
Gordon Choy, DWP  
Oliver Hack, MYR  
Kan Htun, ART  
Shamica Jackson, PUC  
Joan Lubamersky, GSA  
Tajel Shak, TTX  
Shawn Wallace, POL

**Subject: Personal Services Contracts Approval Request**

This report contains twelve (12) 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
\$13,966,587	\$1,945,800	\$385,014,375

Parveen Boparai  
Municipal Transportation Agency  
1 South Van Ness, 7<sup>th</sup> Floor  
San Francisco, CA 94103

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

Oliver Hack  
Mayor's Office of Housing  
1 South Van Ness Avenue  
San Francisco, CA 94103

Kan Htun  
Art Commission  
25 Van Ness Avenue, Suite 240  
San Francisco, CA 94102

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

Joan Lubamersky  
GSA- Office Labor Standards Enforcement  
One Dr. Carlton B. Goodlett Place, Rm 362  
San Francisco, CA 94102

Tajel Shak  
Treasurer – Tax Collector  
1 Dr. Carlton B. Goodlet Place, Rm 140  
San Francisco, CA 94102

Shawn Wallace, Officer #1104  
Police Department  
850 Bryant Street  
San Francisco, CA 94103

**POSTING FOR**

3/21/2011

**PROPOSED PERSONAL SERVICES CONTRACTS**

**Regular, Continuing, Annual**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4086-10/11	28	Art Commission	Regular	\$500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental works at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center plaza for return to China.	1/6/2011 - 1/1/2013
4087-10/11	25	Mayor	Regular	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.	4/1/2011 - 3/31/2014
4088-10/11	25	Mayor	Regular	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	12/1/2011 - 11/30/2015
4089-10/11	35	Municipal Transportation Agency	Regular	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.	2/1/2011 - 7/31/2011
4090-10/11	35	Municipal Transportation Agency	Regular	\$250,000	The real estate advisors or consultants will provide commetrical real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.	7/1/2011 - 6/30/2013
4091-10/11	38	Police	Regular	\$750,000	Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.	7/1/2011 - 6/30/2015
4092-10/11	40	Public Utilities Commission	Regular	\$1,500,000	Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	7/1/2011 - 6/30/2016

**POSTING FOR**

3/21/2011

**PROPOSED PERSONAL SERVICES CONTRACTS**

**Regular, Continuing, Annual**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date	End Date
4093-10/11	90	Public Works	Regular	\$6,700,000	Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.	4/25/2011	1/1/2017
4094-10/11	08	Treasurer/Tax Collector	Regular	\$100,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	3/21/2011	12/31/2012

**POSTING FOR**

3/21/2011

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4024-09/10	40	Public Utilities Commission	Regular	\$275,000	\$1,200,000	Will provide removal, hauling and legally dispose/recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The modification is necessary due to delays experienced by exploring other more efficient contracting methods. Contract work consists of removing, hauling and legalling disposing and recycling Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.	8/1/2009 - 4/30/2016
4021-07/08	70	General Services Agency	Regular	\$191,587	\$773,175	This contract is to provide culturally appropriate and multi-lingual community outreach to San Franciscans to inform them of their legal rights as workers. This outreach is performed by community-based nonprofit in order to make it more accessible and effective. Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco's labor laws and/or are afraid to complain to a government agency. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.	11/15/2007 - 4/21/2012
4171-07/08	90	Public Works	Regular	\$3,000,000	\$7,000,000	General services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide JOC management software, training to staff and contractors in the use of job order contracting system.	5/8/2008 - 5/21/2016

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-11-11

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant funds

PSC AMOUNT: \$500,000 PSC DURATION: 1/6/11-1/1/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan sculpture from Civic Center plaza for return to China.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103). and the City has over 3,000 art objects in its inventory. In addition, Section 3.19 of the Administrative code establishes the art enrichment program.. If approval is denied, the SFAC will be unable to fulfill its responsibilities under both of these mandates.

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

The Arts Commission has historically contracted for these services. Most recent CSC approval was granted under CSC #4083-09/10, 4096-07/08.

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [1/11/11] Date

Local 21 Union Name [Signature] Signature of person mailing/faxing form [1/11/11] Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specify required skills and/or expertise: Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractor's license. Must carry fine arts insurance to cover loss or damage to artwork.

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:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Art handler is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, equipment, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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

No. These services are of short duration and contracted for on an as needed basis.

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

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

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

**Kan Htun**

**252-4604**

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

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

San Francisco Arts Commission

25 Van Ness, Suite 200

San Francisco, CA 94102



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

01-12-2011  
415 252 2595

12:09:31 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"



SAN FRANCISCO ARTS COMMISSION

GAVIN NEWSOM  
MAYOR

LUIS R. CANCEL  
DIRECTOR OF  
CULTURAL AFFAIRS

**FAX**

Date: January 12, 2011

PROGRAMS  
CIVIC ART COLLECTION  
CIVIC DESIGN REVIEW  
COMMUNITY ARTS  
& EDUCATION  
CULTURAL EQUITY GRANTS  
PERFORMING ARTS  
PUBLIC ART  
STREET ARTISTS LICENSES

ARTS COMMISSION GALLERY  
401 VAN NESS AVENUE  
415 354-6080

WWW.SFARTSCOMMISSION.ORG

ARTSCOMMISSION@SFGOV.ORG

To: Local 1021  
Fax: 415-431-6241

From: Allison Cummings, Senior Registrar  
Fax: 415-252-2595  
Tel: 415-252-2559

Re: PSC Summary for Review  
Pages: 3 pages including cover

To Whom It May Concern:

Attached please find a Personal Services Contract (PSC) Summary for Local 1021 Review.

If we do not receive a written response by February 11, 2011 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,

Allison Cummings  
Senior Registrar, Civic Art Collection  
San Francisco Arts Commission  
415-252-2559  
allison.cummings@sfgov.org



CITY AND COUNTY OF  
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240. SAN FRANCISCO, CA 94102 TEL. 415.252.2590 FAX 415.252.2595

Total Pages Scanned : 3

Total Pages Confirmed : 3

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001	433	4154316241	12:07:52 p.m. 01-12-2011	00:00:39	3/3	1	EC	HS	CP26400

Abbreviations:

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

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

MP: Mailbox print  
CP: Completed  
FA: Fail

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

G3: Group 3  
EC: Error Correct

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

01-12-2011  
415 252 2595

12:08:17 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

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



SAN FRANCISCO ARTS COMMISSION

GAVIN NEWSOM  
MAYOR

LUIS R. CANCEL  
DIRECTOR OF  
CULTURAL AFFAIRS

**FAX**

Date: January 12, 2011

PROGRAMS  
CIVIC ART COLLECTION  
CIVIC DESIGN REVIEW  
COMMUNITY ARTS  
& EDUCATION  
CULTURAL EQUITY GRANTS  
PERFORMING ARTS  
PUBLIC ART  
STREET ARTISTS LICENSES

To: Local 21  
Fax: 415-864-2166

From: Allison Cummings, Senior Registrar  
Fax: 415-252-2595  
Tel: 415-252-2559

ARTS COMMISSION GALLERY  
401 VAN NESS AVENUE  
415.534.6080

Re: PSC Summary for Review  
Pages: 3 pages including cover

WWW.SFARTS.COMMISSION.ORG

ARTS.COMMISSION@SFGOV.ORG

To Whom It May Concern:

Attached please find a Personal Services Contract (PSC) Summary for Local 21 Review.

If we do not receive a written response by February 11, 2011 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,

Allison Cummings  
Senior Registrar, Civic Art Collection  
San Francisco Arts Commission  
415-252-2559  
allison.cummings@sfgov.org



CITY AND COUNTY OF  
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA 94102 TEL. 415.252.2500 FAX 415.252.2595

Total Pages Scanned : 3

Total Pages Confirmed : 3

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Abbreviations:

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

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

MP: Mailbox print  
CP: Completed  
FA: Fall

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

G3: Group 3  
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 22, 2009

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Cayuga Playground artwork removal, storage, conservation and relocation

FUNDING SOURCE: Direct Charge (Work Authorization)

PSC AMOUNT: \$200,000 PSC DURATION: January 1, 2010 through December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Prior to renovation of Cayuga Playground and retrofit to overhead BART tracks, 376 original sculptures and two-dimensional artworks sited throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park's renovation, the contractor will return conserved artworks back to the park and install them on customized bases.

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

Because the Cayuga artworks are considered a unique cultural asset to the city of San Francisco, a qualified fine arts service provider is required to ensure proper handling, transportation and storage, as well as careful conservation in accordance with the standards of the American Institute for Conservation (AIC).

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. This is a one-time-only specialized service.

D. Will the contract(s) be renewed:

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

SEIU Union Name Signature of person mailing/faxing form December 22, 2009 Date

I.F.P.T.E. Union Name Signature of person mailing/faxing form December 22, 2009 Date

RFP sent to N/A 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:

*Demonstrated fine art transportation experience and access to appropriate vehicle fleet; complete rigging services, including qualified riggers and OSHA-rated rigging equipment; access to fumigation facility and services; ownership or lease of minimum of 1,250 square feet climate-controlled storage space located within the immediate Bay Area; available staff and resources to complete project within designated time period.*

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

*None. There are no Civil Service classifications that can perform the work in its entirety as required by the project scope. 3520, 3525, 3556, 3558, and 3518 all may perform individual elements of the work, but these classes serve specific museums and their collections and do not work outside of them.*

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

*Yes The contractor will provide a fumigation facility and climate-controlled, fine art storage facility.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*These classes serve specific museums and their collections and do not work outside of them.*

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

*No. This is a one-time project.*

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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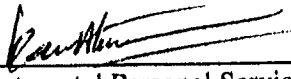
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Kan Htun  
Print or Type Name

252-4604  
Telephone Number

25 Van Ness Avenue, Suite 240  
San Francisco, Ca 94102  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/4/10 (revised)

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4096-07/08 )

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant Funds

Original Amount: \$150,000 PSC Duration: 1/23/2008 - 12/31/2012
Modification Amount \$250,000 PSC Duration: 3/1/2010 - 12/31/2012
Total Amount \$400,000 Total PSC Duration: 1/23/2008 - 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and re-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103), and the City has over 3,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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

This service was performed by a contractor under approval of PSC #4096-07/08

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability

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

Local 1021 Union Name Signature of person mailing/faxing form 2/23/10 Date

Local 21 Union Name Signature of person mailing/faxing form 2/23/10 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:

*Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractor's license. Must carry fine arts insurance to cover loss or damage to artwork.*

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:

*Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Art handler is not a Civil Services classification, and there are no Civil Services classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork. should that occur.*


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

*No. These services are of short duration and contracted for on an as needed basis.*

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

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

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

Kan Htun  
 Print or Type Name

252-4604  
 Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/24/11

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Financial Advising Services

FUNDING SOURCE: Various: Community Development Block Grant, Bond Funds...

PSC AMOUNT: \$300,000 PSC DURATION: April 1, 2011 - March 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.

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

These services are necessary in order to prepare the City to issue bonds to finance acquisition, construction and/or rehabilitation of housing sites for low-income households. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

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):

MOH has previously issued RFP's. 4088- 07/08.

D. Will the contract(s) be renewed: Not yet determined

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

SEIU 1021 Union Name Signature of person mailing/faxing form Date 1/24/11

MEA Union Name Signature of person mailing/faxing form Date 1/24/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

FEB 23 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*The qualified consultant must have: housing bond experience including the ability to evaluate the economic feasibility of proposed bond issuances, refundings or restructurings; experience with housing assistance programs including the ability to assist the City in utilizing available City programs, development of new programs and to provide analytical services to particular financings; and, the ability to structure complex multi-financed transactions.*

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 tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.*

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

*No, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from the financial advisor are not needed.*

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Current contracts will expire as of 3/16/11 it is unknown if current vendors will respond to the RFP once it is released.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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



Signature of Departmental Personal Services Contract Coordinator

**Oliver Hack**

**415-701-5512**

Print or Type Name

Telephone Number

**1 South Van Ness Ave**

**SF, CA 94103**

Address



hp LaserJet 3380

MAYOR'S OFFICE OF HOUSING  
4157015501  
Jan-24-2011 3:02PM



Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
835	1/24/2011	3:01:06PM	Send	9897077	1:08	3	OK

1 South Van Ness Avenue, Fifth Floor  
San Francisco, CA 94103  
Phone: (415) 701-5500  
Fax: (415) 701-5501  
TDD (415) 701-5503

Mayor's Office Of  
Housing

# Fax

To: Rebecca Rhine From: Oliver Hack  
Fax: (415) 989-7077 Pages: 3  
Phone: Date: 1/24/11  
Re: Financial Advlsing Services CC:

Urgent  For Review  Please Comment  Please Reply  Please Recycle

● Comments:

Attached, please find a PSC 1 form from the Mayor's Office of Housing. The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives.

As outlined on DHR's "PSC Notification and Submissions Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!

hp LaserJet 3380

MAYOR'S OFFICE OF HOUSING  
4157015501  
Jan-24-2011 3:00PM



Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
834	1/24/2011	2:59:12PM	Send	4316241	1:05	3	OK

1 South Van Ness Avenue, Fifth Floor  
San Francisco, CA 94103  
Phone: (415) 701-5500  
Fax: (415) 701-5501  
TDD (415) 701-5503

Mayor's Office Of  
Housing

## Fax

To: **Pattie Tamura SEIU 1021** From: **Oliver Hack**  
Fax: **415-431-6241** Pages: **3**  
Phone: Date: **1/24/11**  
Re: **Financial Advising Services** CC:

Urgent  For Review  Please Comment  Please Reply  Please Recycle

● Comments:

Attached, please find a PSC 1 form from the Mayor's Office of Housing. The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives.

As outlined on DHR's "PSC Notification and Submissions Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

February 6, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4088-07/08  
THROUGH 4094-07/08.**

At its meeting of **February 4, 2008** 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.*

It was the decision of the Commission to: 1) adopt the Human Resources Director's report on PSC #4089-07/08 as amended. Notify the offices of the Controller and the Purchaser; and 2) adopt the Human Resources Director's report on all remaining contracts. 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.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Brenda Burrell, Mayor's Office of Housing
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Nancy Gonchar, Arts Commission
- Ben Rosenfield, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Communications Department
- Jonathan Nelly, Department of Human Resources
- Rob Stengel, Emergency Communications Department
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

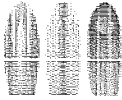
**RECEIVED**

FEB -7 2008  
Mayor's Office of Housing  
City & County of San Francisco

**POSTING FOR  
February 4, 2008**

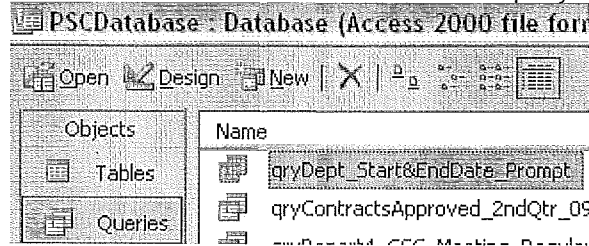
**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4088-07/08	25	Mayor's Office of Housing	Regular	\$100,000.00	Will provide advice to the City on all pertinent issues relating to financings and ensure the City's transactions meet all applicable standards of competence fiscal prudence, while adhering to program requirements and affordable housing objectives.	30-Jun-11
4089-07/08	25	Mayor's Office of Housing	Regular	\$70,000.00	Will perform environmental review services for the Mayor's Office of Housing (MOH) and Mayor's Office of Community Development (MOCD) project undertakings in accordance with the National Environmental Policy Act (NEPA).	30-Jun-09
4090-07/08	28	Arts Commission	Regular	\$300,000.00	Will provide aesthetic enhancements; structural strengthening, recasting a missing column and conservation of Francis Scott Key monument for Phase II of conservation for the Portals of the Past monument in Golden Gate Park.	31-Dec-10
4091-07/08	35	Municipal Transportation Agency (MTA)	Regular	\$79,000.00	Will conduct and evaluate adult bicycle safety courses in accordance with the League of American Bicyclists curriculum (minimum of 12 classroom Street Skills courses, and 6 Road 1, on-road courses).	31-Jan-09
4092-07/08	38	Police	Regular	\$120,000.00	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	30-Jun-08
4093-07/08	77	Emergency Management	Regular	\$1,000,000.00	Will design, replace and reconfigure between 48, 52 workstations on the operations work floor of the City's 9-1-1 Call Center.	15-Feb-13
4094-07/08	90	Public Works	Regular	\$750,000.00	Will execute observations and reports during the design and construction of the SFGH Rebuild Project to ensure the mechanical, electrical, plumbing, and computer-based systems' operation and maintenance conform to the contract document design.	31-Dec-16

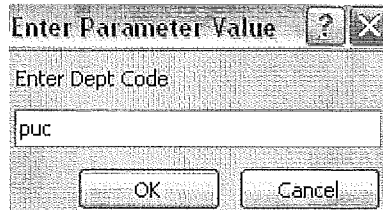


Maria: The instructions below list the procedure to execute the new query for Contracts by department - Beginning and Ending Dates

1. From the Database Window Select the query "qryDept\_Start&EndDate\_Prompt"

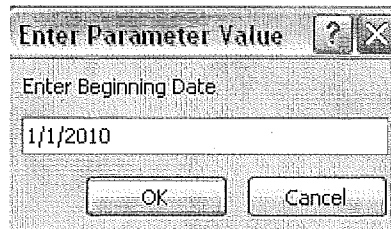


2. Enter the 3 Digit Dept. Code available in the TBL\_Dept table.



A list of CCSF dept codes are

3. Input Beginning Date  
 Submit Date which contains the most complete set of dates.



The date criteria is based on Dept

4. Input Ending Date

5. View the Results

Note: I can build a front end form for this query if necessary.

Tel: 557.4861

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 24, 2011
revised 2/25/11

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Lead Sample Testing

FUNDING SOURCE: Department of Housing and Urban Development (HUD) lead remediation grants and Community Development Block Grant (CDBG) funds

PSC AMOUNT: \$300,000 PSC DURATION: December 1, 2011 to November 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).

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

MOH receives funding from HUD's Office of Healthy Homes and Lead Hazard Control to administer a Lead Hazard Control Program. MOH works with the Department of Public Health and Department of Building Inspections in all cases of properties that have received a Notice of Violation or a Notice to Abate because of the identification of a child with an elevated blood lead level, or the identification of a lead hazard and the presence of a child. As part of the remediation process, lead clearance samplings are conducted to detect if lead dust levels have been minimized in remediated units so that the children can remain safely in the property. If denied, MOH will be unable to undertake lead remediation in low income households.

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

This is first request for entering into professional/personal services contract.

D. Will the contract(s) be renewed: Not yet known

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

21- fax 864-2166 Union Name Signature of person mailing/faxing form revised 2/25/11 Date
SEIU 1021-fax 431-6241 Union Name Signature of person mailing/faxing form revised 2/25/11 Date

RFP sent to [ ] , on [ ] Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4088-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*The level of expertise needed requires advance technology, training, testing facilities and licensing for undertaking lead screening and detection. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP)*

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

*While the following civil service classes (5177 Safety Officer, 6130 Safety Analyst, 6137 Assistant Industrial Hygienist 6138 Industrial Hygienist, 6139 Senior Industrial Hygienist) participate in the evaluation and collection of information to determine lead exposure in people, this PSC is seeking a laboratory for the testing and analysis of lead content in potential hazards such as paint chips and soil samples collected and provided to them by our staff.*

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

*Yes. As described above, this PSC seeks a qualified laboratory that is recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP) to provide analysis of potential lead hazards.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*This is not question of a civil service class; it is a question of having the appropriate facility, equipment, trained technicians and licensing for undertaking lead testing.*

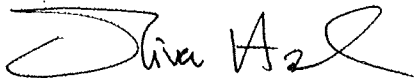
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No.

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

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

**Oliver Hack**

**415.701.5512**

Print or Type Name

Telephone Number

**1 South Van Ness Ave., 5<sup>th</sup> FL**

**San Francisco, CA 94103**

Address

**Revised PSC 1- Lead Testing Laboratory**

Oliver Hack to: jebrenner, pattie.tamura  
Cc: DHR-PSCCoordinator

02/25/2011 02:36 PM

Hello:

Attached, please find a revised PSC 1 form from the Mayor's Office of Housing that was originally sent to your offices via fax on 1/24/11. We are hoping to have this item on the March 21, 2011 CSC agenda.

I have revised the form to more clearly articulate the services we are seeking.

Thank you,  
Oliver



Lead Lab PSC revised 2-25-11.pdf

Oliver Hack  
Chief Operating Officer  
Mayor's Office of Housing  
1 South Van Ness Avenue, 5th Floor  
San Francisco, CA 94103  
(415) 701-5512  
oliver.hack@sfgov.org



Joe Walseth/DPH/SFGOV

02/25/2011 11:05 AM

To Oliver Hack/OCDHH/MAYOR/SFGOV@SFGOV

cc

bcc

Subject Laboratory Lead Analysis

Hi Oliver,

I am responding to your question about the availability of a City and County laboratory that can analyze environmental lead samples. The City and County does not have a laboratory that is accredited by the EPA's National Lead Laboratory Accreditation Program (NLLAP). The EPA's website has a list of these laboratories and there is no listing of City and County labs. Consequently, we send our environmental lead samples (dust, soil, paint, and water) to private labs.

Please let me know if you have any further questions regarding this.

Joe Walseth  
Health Program Coordinator  
San Francisco Childhood Lead Prevention Program  
San Francisco Dept. of Public Health  
(415) 252-3956

hp LaserJet 3380

MAYOR'S OFFICE OF HOUSING  
4157015501  
Jan-24-2011 12:50PM



Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
832	1/24/2011	12:49:25PM	Send	8642166	0:56	3	OK

1 South Van Ness Avenue, Fifth Floor  
San Francisco, CA 94103  
Phone: (415) 701-5500  
Fax: (415) 701-5501  
TDD (415) 701-5503

Mayor's Office Of  
Housing

## Fax

To: Sarah Clark, Local 21 From: Oliver Hack  
Fax: 415-864-2166 Pages: 3  
Phone: Date: 1/24/11  
Re: PSC Lead Lab CC:

Urgent  For Review  Please Comment  Please Reply  Please Recycle

● Comments:

Attached, please find a PSC 1 form from the Mayor's Office of Housing. We are seeking to enter into a PSC with a Lead Testing Laboratory to undertake comprehensive Lead testing for the City's Lead Hazard Control Program.

As outlined on DHR's "PSC Notification and Submissions Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!

hp LaserJet 3380



MAYOR'S OFFICE OF HOUSING  
4157015501  
Jan-24-2011 12:47PM

**Fax Call Report**

Job	Date	Time	Type	Identification	Duration	Pages	Result
830	1/24/2011	12:45:58PM	Send	4316241	0:59	3	OK

1 South Van Ness Avenue, Fifth Floor  
San Francisco, CA 94103  
Phone: (415) 701-5500  
Fax: (415) 701-5501  
TDD: (415) 701-5503



## Fax

To: Pattie Tamura SEIU 1021 From: Oliver Hack  
Fax: 415-431-6241 Pages: 3  
Phone: \_\_\_\_\_ Date: 1/24/11  
Re: PSC Lead Lab CC: \_\_\_\_\_  
 Urgent  For Review  Please Comment  Please Reply  Please Recycle

● **Comments:**

Attached, please find a PSC 1 form from the Mayor's Office of Housing. We are seeking to enter into a PSC with a Lead Testing Laboratory to undertake comprehensive Lead testing for the City's Lead Hazard Control Program.

As outlined on DHR's "PSC Notification and Submissions Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 19, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency 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: Public Relations /Communications Specialist

FUNDING SOURCE: General Funds

PSC AMOUNT: \$100,000.00 PSC DURATION: February 01, 2011 – July 31, 2011

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.

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

This service is essential to assist the SFMTA in successfully concluding its negotiations with the labor unions. Negotiations that take place will draw scrutiny and interest from the public and the media, therefore a professional with the skills and background in these areas is critical for the agency to get accurate and timely information out to all stakeholders.

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):

<u>MEA</u>	<u><i>Lawren Boparai</i></u>	<u>1-24-11</u>
Union Name	Signature of person mailing / faxing form	Date
<u>IFPTE Local 21</u>	<u><i>Lawren Boparai</i></u>	<u>1-24-11</u>
Union Name	Signature of person mailing / faxing form	Date

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

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

PSC# 4089-10/11

*SFMTA approved*  
*1-24-11*

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

JAN 24 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant will have experience in communications and public relations as they relate to labor negotiations and collective bargaining. The Consultant must be familiar with the SFMTA and labor issues that are pertinent to the agency.

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

9174 Manager IV, SFMTA, could potentially perform the 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:

Existing City staff does not have the experience that is specifically required for this work. The expertise needed is highly specialized and must be performed by someone who is trained in dealing with sensitive information as it relates to labor negotiations and collective bargaining.

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

No, this is a short duration service.

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

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

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

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

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

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

*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

Date/Time: Jan. 24. 2011 11:55AM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
2374 Memory TX	98642166	P. 3	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

**MTA** Municipal Transportation Agency

Frank Lee | Mayor  
 Tom Linton | Chairman  
 Jerry Lee | Vice Chairman  
 Catherine Beach | Director  
 Dennis Edgell | Director  
 Cheryl Edwards | Director  
 Elizabeth Hadden | Director  
 Susan Kim | Director  
 Michael Lee | Director  
 Susan H. Lee | Director

FAX

<b>FROM:</b>	Parveen Boparai	<b>TO:</b>	Ging Louie (Local 21)
<b>PHONE:</b>	415-701-5377	<b>FAX:</b>	415-834-2166
<b>FAX:</b>	415-701-5397	<b>PHONE:</b>	415-864-2100
<b>SUBJECT:</b> PSC		<b>NO. OF PAGES (Excluding Fax cover):</b> 2	
<b>COMMENTS:</b>			
Should you have any questions, please contact Ashish Patel at 701-4297.			

San Francisco Municipal Transportation Agency  
 One Dr. A. Vera Ruiz Avenue, South of R. San Francisco, CA 94103 | Tel: 415.231.4500 | Fax: 415.231.4150 | www.mtafa.com

Date/Time: Jan. 24. 2011 11:56AM

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2375 Memory TX	99897077	P. 3	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

**MTA** Municipal Transportation Agency

Kelly M. Lee | Mayor  
 Ian Miron | Chairman  
 Joy Lee | Vice Chairman  
 Christine Ebersole | Director  
 Isaac Rodriguez | Director  
 Cheryl B. Brown | Director  
 Mark A. Williams | Director  
 Bruce G. Lee | Director  
 Nicholas E. Reed Sr. | Executive Director, MTA

## FAX

FROM:	Parveen Boparai	TO:	Rebecca Rhine (MEA)
PHONE:	416-701-6377	FAX:	416-989-7077
FAX:	416-701-5397	PHONE:	416-989-7244
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS: Should you have any questions, please contact Aashish Patel at 701-4297.			

San Francisco Municipal Transportation Agency  
 One Bayview West Avenue, Seventh Fl San Francisco, CA 94133 | Tel: 415.731.4970 | Fax: 415.231.4433 | [mwtatotal.com](http://mwtatotal.com)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 14, 2011

DEPARTMENT NAME: SF Municipal Transportation Agency DEPARTMENT NUMBER 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Professional Services - Commercial Real Estate Lease Consulting Services

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: \$250,000.00 PSC DURATION: July 1, 2011 to June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following:

- Commercial Retail Space Leasing Market Analysis
Portfolio Analysis, Planning, and Strategy Recommendations
Other Requested Advisory Services

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

The SFMTA is seeking to put its limited resources including its available commercial retail spaces to higher intensity and more profitable uses. Without this proposed professional analysis and study, the Agency is unable to determine the highest and best uses.

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

The SFMTA has not obtained this service in the past. Lease negotiations were conducted by the managing corporations through management agreements without the input of SFMTA.

D. Will the contract(s) be renewed:

The proposed service is for a one-year contract term with an option of one year extension when deemed necessary at the SFMTA's sole discretion. There are no plans to renew this contract.

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 for SEIU, Local 1021 and IFPTE, Local 21.

RFP sent to Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090-10/11

SFMTA approved

JAN 18 2011 1-14-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:





3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Must have at least ten (10) years of commercial real estate experience and five (5) years of which must include working with clients in the City and County of San Francisco.

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

4143 Principal Real Property Officer may perform some aspects of the proposed 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:**

No civil services classes possess the comprehensive commercial-retail-analysis knowledge, skill, and experience being sought. This is a short-term, as-needed project.

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

**Explain.**

Civil service classes already exist.

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.
  - 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? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( ) (X)

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

*Parveen Boparai*

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

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

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

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

Gavin Newsom | Mayor  
 Rev. Dr. James McCray Jr. | Chairman  
 Tom Nolan | Vice-Chairman  
 Cameron Beach | Director  
 Shirley Breyer Black | Director  
 Wil Din | Director  
 Peter Mezey | Director  
 Leah Shahum | Director  
 Nathaniel P. Ford, Sr. | Executive Director/CEO

**FAX**

<b>DATE:</b>	January 14, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy <i>CH</i>	<b>TO:</b>	Ging Louie IFPTE, Local 21
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 864-2166
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary Commercial Real Estate Lease Consulting Services</b>			
<b>COMMENTS:</b> Please contact Ken Yee should you have additional questions.  Tel: 415.701.4794			

**NO. OF PAGES (Excluding fax cover): 2**

Gavin Newsom | Mayor  
 Rev. Dr. James McCray Jr. | Chairman  
 Tom Nolan | Vice-Chairman  
 Cameron Beach | Director  
 Shirley Breyer Black | Director  
 Wil Din | Director  
 Peter Mezey | Director  
 Leah Shahum | Director  
 Nathaniel P. Ford, Sr. | Executive Director/CEO

**FAX**

<b>DATE:</b>	January 14, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy	<b>TO:</b>	Leah Berlanga
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 431-6241
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary</b>			
Commercial Real Estate Lease Consulting Services			
<b>COMMENTS</b>			
Please contact John Funghi should you have additional questions. <b>Ken Yee</b> <b>(415) 701-4794</b>			

**NO. OF PAGES (Excluding fax cover): 2**

\* \* \* Communication Result Report ( Jan. 14, 2011 4:51PM ) \* \* \*

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Date/Time: Jan. 14, 2011 4:50PM

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 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size

**MTA** | Municipal Transportation Agency

Griffin Howland | Mayor  
 Rep. Dr. James McCony, Jr. | Chairman  
 Ken Hahn | Vice-Chairman  
 Carmen Bassi | Director  
 Shirley Bayer-Rick | Director  
 Val Die | Director  
 Peter Hogg | Director  
 Leah Shaskan | Director  
 Nathaniel P. Ford, Sr. | Executive Director/CFO

**FAX**

DATE:	January 14, 2011		
FROM:	Cynthia Hamada/Betsy Moy	TO:	Leah Berfanga
PHONE:	(415) 701-5381	FAX:	(415) 431-6241
FAX:	(415) 701-5397	PHONE:	
<b>SUBJECT: Personal Services Contract Summary</b> Commercial Real Estate Lease Consulting Services			
<b>COMMENTS</b> Please contact John Fungli should you have additional questions. Ken Yeo (415) 701-4794			

NO. OF PAGES (Excluding fax cover): 2

\* \* \* Communication Result Report ( Jan. 14, 2011 4:50PM ) \* \* \*

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Reason for error

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

**MTA** | Municipal Transportation Agency

David Heurich | Mayor  
 Hon. Dr. James McGreevey, Jr. | City Assn.  
 Tom Nelson | Vice Chairman  
 Darwyn Black | Director  
 Shirley Boyer Black | Director  
 Viki Cox | Director  
 Peter McGreevey | Director  
 Leah Shulman | Director  
 Michael E. Ford, Sr. | Executive Director/CEO

**FAX**

<b>DATE:</b>	January 14, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy	<b>TO:</b>	Ging Louie IFPTE, Local 21
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 864-2186
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary Commercial Real Estate Lease Consulting Services</b>			
<b>COMMENTS:</b> Please contact Ken Yee should you have additional questions. Tel: 415.701.4794			

NO. OF PAGES (Excluding fax cover): 2

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12-30-10

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Outpatient Behavioral Health Benefits

FUNDING SOURCE: General Fund

PSC AMOUNT: \$750,000.00 PSC DURATION: 7-1-11 - 6-30-15

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.

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

This service is pursuant to San Francisco Police Department General Order 11.09. It would also be a violation of the Memorandum of Understanding between the San Francisco Police Offices Association and the City and County of San Francisco if not implemented. Additionally the loss of these services would jeopardize the well being of officers, their families and therefore the public.

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 is currently provided through PSC 4133-06/07.

D. Will the contract(s) be renewed: Unknown, it is going out to Request for Proposal.

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

1021 Union Name Signature of person mailing/faxing form January 4, 2011 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to 1021 Union Name, on January 4, 2011 Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4091-10/11 STAFF ANALYSIS/RECOMMENDATION:

FEB 14 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Service will need to cover a complete range of psychological specialty areas at the Ph.D level. Panel members are trained to be culturally competent by the San Francisco Police Departments Behavioral Science Unit. This service needs to be available close to where the officer resides as well as anywhere in the United States. (i.e. officers children may be in school in another state might need therapy, as well as officers on vacation in another state might also need therapy.

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

2931, Marriage, Family and Child Counselor and 2935 Senior Marriage, Family and Child Counselor.

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 geographically limited to the City and County of San Francisco. Additionally they can not provide the full spectrum of services required. Civil Service also can not be used for reasons of confidentiality and expertise in the field of Law Enforcement.

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

No, this is a Memorandum of Understanding issue that may or may not be negotiated in the future. These are as needed services that must be available wherever the officer and or his family lives. Often times an officers family members live outside of the Bay Area and in other parts of the United States.

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:

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street  
San Francisco, CA 94103

Address

MODE = MEMORY TRANSMISSION

START=JAN-04 08:44

END=JAN-04 08:49

FILE NO.=561

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-SFPD LEGAL DIVISION -

\*\*\*\*\* -SFPD LEGAL DIV - \*\*\*\*\* 4155531999- \*\*\*\*\*

SAN FRANCISCO POLICE DEPARTMENT  
LEGAL DIVISION

TELEPHONE: 415-553-1096

FAX: 415-553-1999

TO: DAZ CAMPARAS, PATTIE TAMURA, ED WARSHAUER,  
SIN YEE POON

FAX#: 431-6241

DEPT./COMPANY: LOCAL 1021

DATE: 1-4-11

FROM: Officer Shawn Wallace, #1104  
San Francisco Police Department, Legal Division  
Direct extension: 415-553-1096

SUBJECT: PSC FOR OUTPATIENT BEHAVIORAL HEALTH  
BENEFITS.

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

PLEASE SEE ATTACHED PSC.

Thanks  
Shawn

**CONFIDENTIALITY NOTE**

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.





**PSC for Outpatient Behavioral Health Benefits**

Tuesday, January 4, 2011 9:21 AM

**From:** "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

**To:** "daz lamparas" <daz.lamparas@seiu1021.org>, "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, "sinyee poon" <sinyee.poon@seiu1021.org>

**Cc:** "mary dunnigan" <mary.dunnigan@sfgov.org>, "pat burley" <Pat.Burley@sfgov.org>  
1 File (106KB)



Outpatie...

Hello,

I've attached a PSC for Outpatient Behavioral Health Benefits. If you have any questions regarding the service, Sgt. Dunnigan will be able to help you out. I'll also fax over a copy to you.

Thanks  
Shawn

Officer Shawn Wallace # 1104  
SFPD, Legal Division.  
415-553-1096



**Request for Proposal for Outpatient Behavioral Health Benefits**

Tuesday, January 4, 2011 7:06 AM

**From:** "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

**To:** "daz lamparas" <daz.lamparas@seiu1021.org>, "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, "sin yee poon" <sin yee.poon@seiu1021.org>

**Cc:** "mary dunnigan" <mary.dunnigan@sfgov.org>, "pat burley" <Pat.Burley@sfgov.org>

1 File (236KB)



Outpatie...

Hello,

I've attached the RFP for our upcoming Outpatient Behavioral Health Benefits contract. If you have any questions regarding the service, Sgt. Mary Dunnigan will be able to help you out.

Shawn

Officer Shawn Wallace # 1104  
SFPD, Legal Division.  
415-553-1096

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02-27-07

DEPARTMENT NAME: Police DEPARTMENT NUMBER: 38

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

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

TYPE OF SERVICE: Outpatient Mental Health

FUNDING SOURCE: Police General Fund

\$ 575,000.00

PSC AMOUNT: PSC DURATION : 07-01-07 - 06-30-11

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel will include individuals recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.

B. Explain why this service is necessary and the consequences of denial: This is pursuant to San Francisco Police Department General Order 11.09. It would also be a violation of the MOU between the San Francisco Police Officers Association and the City and County of San Francisco if not implemented. Additionally, the loss of these services would jeopardize the well being of officers, their families and therefore the public.

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 through PSC # 4052-04/05.

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 procedures):

SEIU Local # 790

Union Name Signature of person mailing / faxing form Date
[Blank] [Signature: James T. Wallace] [Date: 2-27-07]

Union Name Signature of person mailing / faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 - 06/07

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

COPY

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Service will need to cover a complete range of psychological specialty areas at the Ph.D level. Panel members are trained by the San Francisco Police Department to be "culturally competent" Service needs to be available close to where the officer resides as well as anywhere in the United States. (ie. officers children in school in another state , might need therapy, as well as officers being on vacation in another state might also need therapy.)

B. Which, if any, civil service class normally performs this work? Classes 2931 and 2935 MFCC.

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

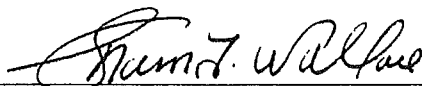
A. Explain why civil service classes are not applicable: Civil Service classes are geographically limited to the City and County of San Francisco and additionally, they can not provide the Full Spectrum of services required. Also for reasons of confidentiality and expertise in the field of Law Enforcement.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, it is an MOU item that may not be negotiated for in the future. As needed services, and must be available, where the officer lives and his family lives. Often times an officers family members live outside the Bay Area and in other parts of the United States.

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

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

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



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

Officer Shawn Wallace  
Print or Type Name

553-1096  
Telephone Number

Hall of Justice, Room 575  
850 Bryant Street  
San Francisco, Calif. 94103



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

April 4, 2007

GAVIN NEWSOM  
MAYOR

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1000-07/08 THROUGH 1007-07/08; 2000-06/07 THROUGH 2003-06/07; 4130-06/07 THROUGH 4140-06/07; 4013-04/05; 4033-05/06; 4049-05/06; 4051-05/06; 4062-04/05; 4083-05/06 THROUGH 4085-05/06; 4088-04/05 AND 4176-98/99.

THOMAS T. NG  
PRESIDENT

At its meeting of April 2, 2007 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL  
VICE PRESIDENT

It was the decision of the Commission to:

DONALD A. CASPER  
COMMISSIONER

(1) Postpone PSC #2000-06/07 through 2003-06/07 to the meeting of May 7, 2007. Adopt Human Resources Director's report on PSC #4134-06/07. Notify the offices of the Controller and the Purchaser.

MORGAN R. GORRONO  
COMMISSIONER


(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

YU-YEE WU  
COMMISSIONER

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: Shawn Allison, Department of Telecommunications & Information Services
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Jesusa Bushong, San Francisco Fire Department
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- David Curto, Human Services Agency
- Nancy Gonchar, Arts Commission
- Jacque Hale, Department of Public Health
- Ed Harrington, Controller
- Lavena Holmes-Williams, Port
- Nancy Horn, Child Support Services
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Galen Leung, Airport Commission
- Jean Mariani, Office of the Sheriff
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Ted Yamasaki, Acting Human Resources Director
- Commission File
- Chron

POSTING FOR  
April 02, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
2002-06/07	45	Human Services Agency	Continuing	\$2,035,500.00	Will provide legal and naturalization assistance for seniors and disabled adults.	30-Jun-11
2003-06/07	45	Human Services Agency	Continuing	\$766,171.00	Will provide adult day care services including Alzheimer's services for seniors.	30-Jun-11
4130-06/07	22	Environment	Regular	\$900,000.00	Will provide pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation and reporting.	30-Jun-11
4131-06/07	22	Environment	Regular	\$84,090.00	Will provide air quality/diesel pollution research and analysis in the City's Southeast area, focusing on the Bayview Hunters Point neighborhood of S.F. The air quality technical consultant will also prepare and distribute a report called Plan of Action.	30-Sep-09
4132-06/07	38	Police	Regular	\$750,000.00	Will provide pre-employment polygraph services for entry level police officers, reserve officers, police cadets, and police aides.	30-Jun-10
4133-06/07	38	Police	Regular	\$575,000.00	Will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States.	30-Jun-11
4134-06/07	39	Port of San Francisco	Regular	\$250,000.00	Will provide structural investigation, testing, assessment and repair of Pier 35 substructure. Develop repair alternatives and cost estimates; detailed plans, specifications and cost estimate for a construction contract to repair deck and piles.	31-Mar-08
4135-06/07	40	Public Utilities	Regular	\$200,000.00	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of water treatment plant engineering and upgrades. Panel will review SFPUC design work to ensure prudent engineering and up-to-date technology.	14-May-10
4136-06/07	40	Public Utilities	Regular	\$300,000.00	Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of seismic engineering with emphasis on both networked systems and structural mechanics analyses.	14-May-10



## MEMORANDUM

Date: August 03, 2007

To: Officer Shawn Wallace,  
San Francisco Police Department

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

Subject: Approval of Amount Increase for the San Francisco Police Department  
Personal Services Contract #4133-06/07

This is to confirm that your request to increase the contract amount from \$575,000 to \$620,000 for Personal Services Contract #4133-06/07 has been approved.

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



GAVIN NEWSOM  
MAYOR

POLICE DEPARTMENT  
CITY AND COUNTY OF SAN FRANCISCO  
THOMAS J. CAHILL HALL OF JUSTICE  
850 BRYANT STREET  
SAN FRANCISCO, CALIFORNIA 94103-4603



HEATHER J. FONG  
CHIEF OF POLICE

July 11, 2007

Ms. Emily Morrison  
Dept. 33  
Department of Human Resources  
44 Gough Street  
San Francisco, CA 94103

Regarding PSC Summary # 4133-06/07, (Outpatient Mental Health).

Ms. Morrison,

On April 2, 2007 I received approval from the Civil Service Commission for PSC #4133-06/07, Outpatient Mental Health. At that time, the negotiations for the contract had not been concluded. It was thought that the value of the contract would be \$575,000.00 for the time period of July 1, 2007 through June 30, 2011. Contract negotiations have now concluded and the value of the contract for that time period will be \$620,000.00.

I would like to request that the PSC now reflect the value of \$620,000.00.

*↳ increased by \$45,000*

Thank You

*Shawn T. Wallace*

Officer Shawn Wallace # 1104  
San Francisco Police Department  
Legal Division, Room # 575  
Hall of Justice  
850 Bryant Street  
San Francisco, CA 94103  
553-1096

*Approved  
Jm*

07 JUL 27 PM 2:29  
RECEIVED  
POLICE DEPARTMENT



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/21/2011 (30-day Union Notice)
03/01/2011 (PSC 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: Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software annual licensing fees and technical support services for Wastewater Enterprise (CS-171)

FUNDING SOURCE: Wastewater Revenue and Bond Funds

PSC AMOUNT: \$1,500,000 PSC DURATION: 07/01/2011 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).

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

The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE can not keep system up-to date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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

This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4031-10/11.

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

Union Name

Shamica Jackson

Signature of person mailing/faxing form

01/21/2011 (30-day Union Notice)

03/01/2011 (PSC to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Requires specialized knowledge of Invensys DCS and SCADA systems (hardware and software).**

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, Contractor will provide required software licenses, test software, and de-bug the software control logics.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**Civil service classes are not applicable because the software licenses for DCS system is a standard offerings by Invensys like other enterprise software from the companies like IBM, Oracle, and Microsoft etc. The DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WWE to upgrade the program codes and patches.**

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

**No. It would not be cost effective to adopt a new civil service class to develop new software that will require thousands of hours. Furthermore, since, DCS manufacturers only sale integrated package of software and hardware, it will not be possible for WWE to obtain necessary hardware to support the existing Invensys svstem.**

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

- One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive training up to 40 hrs/year each
- The training session will cover the software applicability as it relates to DCS maintenance and operation.

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

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

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

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

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

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

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

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

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

*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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/13/2010

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: Foxboro Distributed Control Systems (DCS)/ Supervisory Control and Data Acquisition (SCADA) Equipment Software Maintenance (CS-166)

FUNDING SOURCE: Wastewater Revenue/Bond Funds

Original Amount: \$250,000 PSC Duration: 09/20/2010 to 06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA systems. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.

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

DCS, Foxboro, and Wonderware SCADA system is the primary equipment that is used to monitor and control wastewater collection and treatment operations. It is very important to maintain a high level of compliance with the state issued permits and also to protect the health and safety of the Citizens of San Francisco in addition to the protection of receiving waters of Bay and Ocean.

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

This service was provided in the past via PSC# 4080-04/05.

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

Union Name

Shamica Jackson

Signature of person mailing/faxing form

08/19/2010

Date

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 specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software)**

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

**7336 Electronic Instrumentation Technician, Wastewater Enterprise; 1043 IS Engineer-Senior**

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

**Yes. Contractor will provide required software and license to troubleshoot, maintain, and optimize integrated DCS, Foxboro, and Wonderware SCADA systems (hardware)**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**Civil service classes are not applicable because specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software) is necessary.**

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 because the work does not require full time staff and classes 7336 and 1043 will be trained by the contractor.**

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

**7336 Electronic Instrumentation Technician, Wastewater Enterprise and/or 1043 IS Engineer-Senior will receive up to 40 hrs/year of update training in software maintenance and operations.**

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

Print or Type Name

**415-554-0727**

Telephone Number

**1155 Market Street, 10<sup>th</sup> Floor**

**San Francisco, CA 94103**

Address

			directed.		
4078-04/05	Public Utilities Commission	\$3,235,100	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/06
4079-04/05	Public Utilities Commission	\$3,720,758	Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/08
4080-04/05	Public Utilities Commission (Water)	\$996,804	Will provide extended warranty to repair/replace hardware and periodic upgrade software for proprietary wastewater treatment plant's equipment; on-line support, remote diagnostics of system's performance, quarterly reports, and 24 hours response time.	Regular	06/30/09

**Recommendation of the Human Resources Director:**

**Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.**

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(6) Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (File No. 0008-05-4) – Action Item**

**Recommendation:** Deny the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125).

**(7) Review of request for approval of proposed personal services contracts. (File No. 0175-05-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-04/05	Human Rights Commission	\$2,406,764	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Continuing	07/01/06



CS-171, PSC Summary Form

Jackson, Shamica

to:

ccarey, emiller, 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

03/01/2011 02:59 PM

Cc:

"Desai, Jignesh"

Hide Details

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

To: <ccarey@oe3.org>, <emiller@teamsters853.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@sflight.com>, "Baker, Deborah" <Deborah.Baker@sflight.gov>, "Bowman, Lora" <lbowman@sflower.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sflight.gov>, "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.gov>, "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>

Cc: "Desai, Jignesh" <jdesai@sflower.org>

1 Attachment



CS-171 PSC TO DHR 030111.pdf review is the PSC1, Summary Form for **CS-171, Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software, initial request for \$1,500,000 and duration to June 30, 2016.**

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 thirty-day notice expired on February 21, 2011.**

4. For **March 21, 2011** 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)



30 DAY NOTICE PRIOR TO DHR: CS-171 draft PSC to Unions for review

Jackson, Shamica

to:

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

01/21/2011 11:59 AM

Cc:

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

Hide Details

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

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

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

1 Attachment



CS-171 PSC DRAFT TO UNIONS 012111.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@sflower.org

Please consider the environment before printing this email





30 DAY NOTICE PRIOR TO DHR: CS-171 draft PSC to Unions for review

Jackson, Shamica

to:

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

01/21/2011 11:59 AM

Cc:

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

Hide Details

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

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

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

1 Attachment



CS-171 PSC DRAFT TO UNIONS 012111.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@sflower.org

Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

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: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/ sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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 not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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, Corina Carlos Signature of person mailing/faxing form, 11/10/10 Date, 2/15/11 Date

RFP sent to Local 21 Union Name, on 11/10/10 Date, No. Corina Carlos for Jim Baker Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-10/11 STAFF ANALYSIS/RECOMMENDATION:

FEB 15 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 - 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

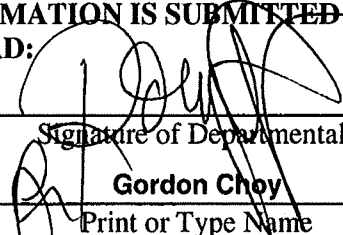
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The specialized expertise for these building types is needed on an intermittent basis.

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 checked="" type="checkbox"/> | <input 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.             |                                     |                                     |
| Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees. |                                     |                                     |
| 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? <b>To Be Determined</b>                    | <input type="checkbox"/>            | <input type="checkbox"/>            |

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy**  
 \_\_\_\_\_  
 Print or Type Name

\_\_\_\_\_  
 (415) 554-6230  
 \_\_\_\_\_  
 Telephone Number

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

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

02-15-2011  
415 554 6232

09:50:06 a.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. Relekin, Director



(415) 554-6229  
FAX (415) 654-6232  
<http://www.stdpw.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 February 15, 2011  
Number of pages including cover sheet 3  
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
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<p>Please see the attached PSC form.</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. A draft RFP was sent to you by Jim Buker on 11/10/10, and a final RFP will be sent to you at a later date when this office has received a copy from the Project Manager.</p> <p>The Contract Manager is Samuel Chui, and he may be reached at (415) 858-4082 for any additional questions.</p>				

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	356	415 864 2166	09:48:44 a.m. 02-15-2011	00:00:50	3/3	1	EC	HS	CP28800

**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

## Carlos, Carina

---

**From:** Buker, Jim  
**Sent:** Wednesday, November 10, 2010 5:41 PM  
**To:** Kim, Sung  
**Cc:** Choy, Gordon; Chui, Samuel; Higuera, Charles; Carlos, Carina  
**Subject:** FW: Draft RFQ Construction Management Support Services for ESER Bond Program  
**Attachments:** ESER\_CM\_services-CSC\_PSC Form (4).docx; ESER - CMSS RFQ 11.9.10.pdf

Kim,

Attached for your use is an MS Word version of the draft PSC form for the Construction Management Support Services for the ESER Bond.

The draft RFQ and draft PSC was transmitted by separate email to Local 21 to facilitate their review. On November 19<sup>th</sup>, we plan to issue the OFFMA81 to request advertisement of the RFQ. The date requested for advertisement will be Monday, November 29<sup>th</sup>.

The attached draft RFQ fully describes the scope of work. However, the sections that define the submittal requirements and forms included in the appendices are not yet 100% complete.

We would appreciate Contract Administration's review and comments. Thanks.

Jim

---

**From:** Buker, Jim  
**Sent:** Wednesday, November 10, 2010 4:47 PM  
**To:** Ging Louie (Ging Louie)  
**Cc:** Choy, Gordon; Kim, Sung; Higuera, Charles; Chui, Samuel  
**Subject:** Draft RFQ Construction Management Support Services for ESER Bond Program

Ging,

Attached are a draft RFQ for specialized Construction Management Support Services for the ESER Bond Program and the associated draft PSC form. These are transmitted to you in advance of advertisement of the RFQ in conformance with the Local 21/City MOU.

DPW seeks to obtain expert specialized support to City staff to address a temporary peak workload for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, inspection services, LEED/ sustainable building construction management, and existing building forensic investigations for the various projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and various projects of the Auxiliary Water Supply System.

Let me know if you need any additional information or would like to set up a meeting with the ESER project management team (Charles Higuera, Samuel Chui, & me) to review the RFQ and the PSC. Thanks.

Jim Buker  
Senior Architect  
Department of Public Works  
30 Van Ness Ave 4th Floor  
San Francisco, CA 94102  
415.557.4758

City and County of San Francisco



Edwin M. Lee, Mayor  
Edward D. Reiskin, Director

San Francisco Department of Public Works

Office of Financial Management and Administration

Division of Contract Administration

875 Stevenson Street, Room 420

San Francisco, CA 94103

(415) 554-6230 ■ www.sfdpw.org



Gordon Choy, Division Manager

February 15, 2011

Manager, Local 21  
1182 Market Street #425  
San Francisco, CA 94102

Re: Request For Qualifications (RFQ)

Dear Manager:

Enclosed is a copy of the Request for Qualifications for:

1. Specialized Construction Management Support Services for the Department of Public Works, Project Management Bureau [Earthquake Safety and Emergency Response (ESER) Bond Program]. The Personal Services Contract Summary form (PSC Form 1) was faxed to you on 11/10/10.

If there are any questions, please call me at (415) 554-6416.

Very truly yours,

*for* *Carina Carlos*

Gordon Choy  
Division Manager  
DPW Contract Administration Division

Enclosure

cc: Tammy Wong, DPW – Personnel  
Samuel Chui, DPW-Proj. Mgt.

w/ attachment  
w/ attachment



CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS

---

**REQUEST FOR QUALIFICATIONS**

for

**CONSTRUCTION MANAGEMENT SUPPORT SERVICES**

for the

**EARTHQUAKE SAFETY & EMERGENCY RESPONSE BOND PROGRAM**

---

Issued: February 14, 2011  
Proposals Due: March 14, 2011, 4pm



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2011

DEPARTMENT NAME: Treasurer-Tax Collector DEPARTMENT NUMBER 08

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

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

TYPE OF SERVICE: Procurement Advisory Services - Banking Selection

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 100,000 PSC DURATION: MARCH 21, 2011 to December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.*

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

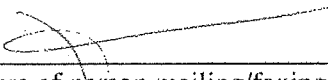
*If the contract process is not completed, the City and County of San Francisco will not have the opportunity to negotiate better rates and services.*

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):

N/A

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

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

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>1/11/11</u> 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# 4094-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A proven track record of developing successful requests for proposals for banking services. Excellent negotiating skills, particularly with financial institutions. Extensive knowledge of the banking industry, and the array of services available.

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

Negotiating a contract with a bank for banking services occurs very infrequently. As such, it is standard practice for municipalities to contract out for these services.

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:

This engagement will be limited to developing a request for proposals for banking services and negotiating a contract for services. This expertise is currently beyond the scope of current civil service classes, as negotiating a contract with a bank for banking services occurs very infrequently.

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

No. This process is undertaken very infrequently.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Taylor Shen  
Print or Type Name

554-4506  
Telephone Number  
OK

CITY HALL - RM 140  
1 Dr Carlton B Goodlett Pl  
SF, CA 94102  
Address

Greg Kato/TTX/SFGOV  
01/11/2011 04:59 PM

To DHR-PSCCoordinator/DHR/SFGOV@SFGOV  
cc Maria Ryan/DHR/SFGOV@SFGOV  
bcc  
Subject Fw: PSC - Banking RFP

Good afternoon-

Below, please find the communication to Local 21 regarding an RFP for Banking Consulting Services, sent this afternoon.

If you have any questions, please contact me.

Thank you!

Greg M Kato  
Policy and Legislative Manager  
Office of the Treasurer & Tax Collector  
City & County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
415/554-6888 (phone)  
415/554-5507 (fax)  
Greg.Kato@sfgov.org

----- Forwarded by Greg Kato/TTX/SFGOV on 01/11/2011 04:58 PM -----



Tajel Shah/TTX/SFGOV  
01/11/2011 04:57 PM

To Sharon Jenkins <sjenkins@ifpte21.org>  
cc Greg Kato/TTX/SFGOV@SFGOV  
Subject PSC - Banking RFP

Hi Sharon,

Attached is a PSC request for a banking RFP.



Banking\_RFP\_PSC.pdf

- Tajel

Tajel Shah  
Director, Budget & Operations  
Office of Treasurer and Tax Collector  
City and County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4638  
415/554-4506 (phone)  
415/554-7449 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/22/2011

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# 4024-09/10 )

TYPE OF SERVICE: Alum and Ferric Chlorite Sludge Handling and Disposal

FUNDING SOURCE: Operating funds

Table with 4 columns: Amount, Approval, PSC, Duration. Rows include Original, Mod. 1, Mod. 2, and Total amounts and durations.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The modification is necessary due to delays experienced by exploring other more efficient contracting methods. Contract work consists of removing, hauling and legally disposing and recycling Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP).

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

See Supplemental Attachment A.

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 by a commodity contract through the Office of Contract Administration, the most recent being #68391 - Alum and Ferric Chlorite Sludge Removal and Disposal Services.

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):

L853/L3 Union Name

Shamica Jackson Signature of person mailing/faxing form

02/22/2011 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-09/10

STAFF ANALYSIS/RECOMMENDATION:

FEB 22 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Handling biomass waste, safe operation of earth moving and loading equipment, operation of long-haul trucks, transporting material over state lines.**

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

- **7355: Truck Driver**
- **7328: Operating Engineer Universal**

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

**Yes. The contractor will provide their own earth moving equipment and the trucks to transport the material.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**Civil service classes are not applicable because they do not include all the requisite skills necessary to accomplish the work in a safe, timely and economical manner. Limitations include the geographical location of the services, their intermittent nature, knowledge and skill with trucking and earth moving/bulldozer operations, out of State transportation licensing requirements, and expertise handling biomass materials.**

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

**No, because this service is non-routine, intermittent in nature and it's needed only at the water treatment facilities at remote locations.**

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:**

*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

## Supplemental Attachment A:

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

The change in duration and amount for this modification is needed to allow the San Francisco Public Utilities Commission to bid and award a three (3) year contract with two- one year options to extend for a maximum term of five (5) years. The SVWTP produces approximately 3,000-6,000 tons of sludge per year as a byproduct of treatment process in order to produce 12 - 15 billion gallons of potable drinking water. The sludge is then dried through solar evaporation in eight lagoons. Typically, three lagoons worth of product are hauled away each year. If the lagoons fill, there would be no place to store and dry the sludge and the SFPUC could not reliably produce water at this facility. As the basins fill the likelihood of an overflow to the adjoining creek increases during the rainy season. A spill to Alameda Creek would violate Regional Water Quality Control Board regulations.



## Alum and Ferric Sludge Removal, PSC Summary Form

Jackson, Shamica

to:

ccarey, emiller, 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, Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson

02/22/2011 04:01 PM

Cc:

"Gambon, Paul", "Sladnick, Carolyn"

Hide Details

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

To: <ccarey@oe3.org>, <emiller@teamsters853.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfordport.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" <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>

Cc: "Gambon, Paul" <pgambon@sfwater.org>, "Sladnick, Carolyn" <CSladnick@sfwater.org>

1 Attachment



Alum Ferric Sludge PSC to DHR 022211.pdf your review is the PSC1, Summary Form for **Alum and Ferric Chlorite Sludge Handling and Disposal, modification request for \$275,000 and duration to April 30, 2016.**

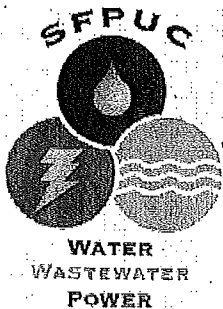
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain **No, this is a modification to an existing approved Personal Services Contract.**

4. For **March 21, 2011** 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](mailto:sjackson@sfgwater.org)



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



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

MEMORANDUM

DATE: January 3, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

- EDWIN M. LEE MAYOR
FRANCESCA VIOTOR PRESIDENT
ANSON MORAN VICE PRESIDENT
ANN MOLLER CAEN COMMISSIONER
ART TORRES COMMISSIONER
VINCE COURTNEY COMMISSIONER
ED HARRINGTON GENERAL MANAGER

PSC No: 4024-09/10 Approval Date: August 3, 2009

Description of Service(s): Transport and disposal of water filtration by-product (sludge) from the Sunol Valley Water Treatment Plant.

Table with 4 columns: Description, Amount, Original Approved Duration, and Modification One Duration. Rows include Original Approved Amount (\$625,000), Modification One Amount (\$300,000), Total Amount as Modified (\$925,000), and corresponding durations.

Reason for the modification: To align the PSC and contract amount and duration.

Attachments: 1) Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 2/4/11

By: [Signature]
FOR Micki Callahan, Human Resources Director



**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Thursday, July 09, 2009 3:10 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; 'ccarey@oe3.org'; 'emiller@teamsters853.org'  
**Subject:** Alum and Ferric Sludge Removal, PSC Summary Form  
**Importance:** High  
**Attachments:** Alum Ferric Sludge PSC desedits to DHR 070909.doc

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **Alum and Ferric Sludge Removal, initial request for \$625,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **August 3, 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: 07/01/2009

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: Alum and Ferric Chlorite Sludge Handling and Disposal

FUNDING SOURCE: Operating funds

PSC AMOUNT: \$625,000 PSC DURATION: 8/1/2009 - 7/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Remove, haul and legally dispose/recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.

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

The SVWTP produces approximately 3,000-6,000 tons of sludge per year as a byproduct of treatment process in order to produce 12 - 15 billion gallons of potable drinking water. The sludge is then dried through solar evaporation in eight lagoons. Typically, three lagoons worth of product are hauled away each year. If the lagoons fill, there would be no place to store and dry the sludge and the SFPUC could not reliably produce water at this facility. As the basins fill the likelihood of an overflow to the adjoining creek increases during the rainy season. A spill to Alameda Creek would violate Regional Water Quality Control Board regulations.

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 by a commodity contract through the Office of Contract Administration, the most recent being #68391 - Alum and Ferric Chlorite Sludge Removal and Disposal Services.

D. Will the contract(s) be renewed:

No.

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

Local 21
Local 853
Local 3
Union Name

Shamica Jackson
Signature of person mailing/faxing form

07/09/2009
Date

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:

Handling biomass waste, safe operation of earth moving and loading equipment, operation of long-haul trucks, transporting material over state lines.

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

7355-Truck Driver, 7328 Operating Engineer Universal

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

Yes. The contractor will provide their own earth moving equipment and the trucks to transport the material.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because they do not include all the requisite skills necessary to accomplish the work in a safe, timely and economical manner. Limitations include the geographical location of the services, their intermittent nature, knowledge and skill with trucking and earth moving/bulldozer operations, out of State transportation licensing requirements, and expertise handling biomass materials.

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

No, because this service is non-routine, intermittent in nature and it's needed only at the water treatment facilities at remote locations.

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?                                | <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 Personnel 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2011
DEPARTMENT NAME: GSA - Office of Labor Standards Enforcement DEPARTMENT NUMBER 70

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4021-07/08 )

TYPE OF SERVICE: Employee outreach and education on San Francisco labor laws

FUNDING SOURCE: General Fund

Table with 2 columns: Amount and PSC Duration. Rows include Original Amount (\$380,000), Modification 1 (\$10,000), Modification 2 (\$156,000), Modification 3 (\$35,587), Mod #4 (\$191,587), and Total Amount (\$773,175.00). PSC Durations range from 2007-2009 to 2011-2012.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract is to provide culturally appropriate and multi-lingual community outreach to San Franciscans to inform them of their legal rights as workers. This outreach is performed by community-based nonprofit in order to make it more accessible and effective (See 1B, below.) Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.

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

Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco's labor laws and/or are afraid to complain to a government agency. Research indicates that minimum wage enforcement that relies exclusively on public agencies is less effective than models that incorporate community-based outreach. The Board of Supervisors, in the Minimum Wage Implementation and Enforcement Ordinance, directed OLSE to "establish a community-based outreach program to conduct education and outreach to employees." (Admin Code Chap 12R.25). Denial of the modification would result in fewer San Francisco workers, particularly in minority and immigrant communities, being aware of labor laws and regulations. As a result, San Francisco workers would suffer more violations of these basic labor standards.

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): Currently it is provided under contract. Prior to this contract, the City had never undertaken this kind of proactive effort to educate San Francisco workers on the City's labor laws. (Contract Number 4021-07/08)

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 1/23/11
Local 21, MEA Union Name Signature of person mailing/faxing form Date 1/23/11
RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

JAN 24 2011

PSC# 4021-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive knowledge of San Francisco labor laws, including the Minimum Wage Ordinance and the Paid Sick Leave Ordinance; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

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

This specific work is not performed. Some classes in the 2900 series (social work related) may perform outreach/counseling and work with target populations. Classes of current staff of OLSE (0932, 2978, 2992, 1823) have extensive knowledge of San Francisco labor laws. OLSE staff coordinates with and advises contractor as needed.

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:

Work requires skills and experience beyond those required for existing City classes. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency. Community based organizations can reach those individuals. Civil service classes may not have cultural and language competencies that are essential to perform this work.

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

No. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

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?

Yes	No
<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?

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

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

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

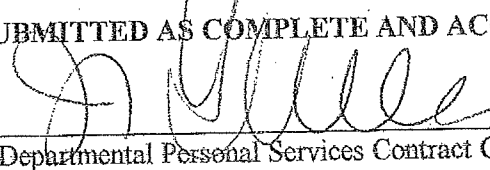
E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors Admin Code Sec 12R.25

Yes	No
<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? La Raza Centro Legal

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

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



Signature of Departmental Personal Services Contract Coordinator

Joan Lubamerksy

Print or Type Name

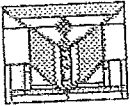
415-554-4859

Telephone Number

One Dr. Carlton B. Goodlett Place,  
Room 362

San Francisco, CA 94102

Address



To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, cromero@ifpte21.org,  
staff@sfmea.com,  
Cc:  
Bcc:  
Subject: PSC Form 1 OLSE  
From: Joan Lubamersky/ADMSVC/SFGOV - Sunday 01/23/2011 07:24 PM

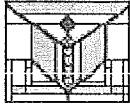
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Attached is a Form 1 for OLSE, to modify the contract by adding one year and two months and \$191,587.



PSC Form 1 La Raza add \$191K to 4.31.12.pdf

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
Fax: 415-554-4849  
e mail address: Joan.Lubamersky@sfgov.org



**Fw: PSC Form 1 OLSE**  
Joan Lubamersky to: Joe Brenner,  
Cc: DHR-PSCCoordinator, Donna Levitt  
This message is digitally signed.

01/24/2011 04:57 PM

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Hello Joe - My list of contacts is out of date. I apologize. I should have sent this PSC Form 1 to you. Please see below, attachment.

Joan

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
Fax: 415-554-4849

e mail address: Joan.Lubamersky@sfgov.org

----- Forwarded by Joan Lubamersky/ADMSVC/SFGOV on 01/24/2011 04:55 PM -----

From: Joan Lubamersky/ADMSVC/SFGOV  
To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, cromero@ifpte21.org,  
staff@sfmea.com  
Date: 01/23/2011 07:52 PM  
Subject: PSC Form 1 OLSE

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Attached is a Form 1 for OLSE, to modify the contract by adding one year and two months and \$191,587.



PSC Form 1 La Raza add \$191K to 4.21.12.pdf

Joan Lubamersky  
General Services Agency/City Administrator  
City Hall, Room 362  
One Carlton Goodlett Place  
San Francisco, CA 94102  
Phone: 415-554-4859  
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e mail address: Joan.Lubamersky@sfgov.org

## June 21, 2010 Regular Meeting

### MINUTES Regular Meeting June 21, 2010

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

#### CALL TO ORDER

2:08 p.m.

#### ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present

President E. Dennis Normandy presided.

#### APPROVAL OF MINUTES

Regular Meeting of June 7, 2010

**Action:** Approve as amended. (Vote of 3 to 0)

#### ANNOUNCEMENTS

The Executive Officer announced that due to the 4<sup>th</sup> of July Holiday, there will only be one meeting in July which will be held on July 19, 2010.

**0209-10-8**

**Review of request for approval of proposed personal services contract. (Item No. 4)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4140-09/10	Public Utilities Commission	\$95,000	Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.	Regular	06/30/11

May 17, 2010: Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission.

**Speakers:** Pauson Yun, Public Utilities Commission

**Action:** Adopt the report; Approve request for approval of proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0225-10-8**

**Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4148-09/10	Public Health	\$2,000,000	The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law.	Regular	06/30/20
4149-09/10	Public Health	\$1,250,000	Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics. Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not	Regular	06/30/15



			software.		
4150-09/10	Public Health	\$136,000,000	Culturally appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assess-ment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	Regular	06/30/15
4151-09/10	Public Health	\$150,074,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.	Regular	06/30/15
4152-09/10	Public Health	\$18,595,931	Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market Stanyan/Marina/Presidio, North of Market/ Tenderloin/South of Market and Richmond and Sunset Districts.)	Regular	06/30/15
4153-09/10	Public Health	\$112,083,205	Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.	Regular	06/30/15
4154-09/10	Public Health	\$111,292,513	Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes Pomeroy House Perinatal Treatment, Residential Family, Women's Harm Reduction Overnight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White Pt A, HIV Residential, Adult Residential & Overnight/Partial Day, Women's Residential Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.	Regular	06/30/15
4155-09/10	Public Health	\$42,988,294	Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youths with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.	Regular	06/30/15
4156-09/10	Public Health	\$57,351,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employ-ment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary preven-tion and ancillary services, short-term intensive care management-hospital discharge service.	Regular	06/30/15
4157-09/10	Public Health	\$17,360,000	Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of	Regular	06/30/15

			intermittent, supplemental, on-call nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements.		
4158-09/10	Public Health	\$84,000	Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.	Regular	06/30/12
4159-09/10	Public Health	\$150,000	Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.	Regular	06/30/15
4160-09/10	Public Health	\$29,543,220	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	Regular	06/30/15
4161-09/10	Public Health	\$10,804,713	Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's populations, especially in low income neighborhoods. The primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.	Regular	06/30/13
4162-09/10	Public Health	\$7,274,562	The WDET project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDET project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.	Regular	06/30/15

June 7, 2010: Postpone PSC #s 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.

**Speakers:** Jacquie Hale and Sai-Ling Chan-Sew, Department of Public Health and Joe Brenner, IFPTE Local 21 spoke on PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10 and 4161-09/10. Joe Brenner, IFPTE Local 21 spoke on PSC #4155-09/10. Leslie Dubbin, Department of Public Health spoke on PSC #4157-09/10. Jacquie Hale and Gloria Wilder, Department of Public Health and Gregory Cross, SEIU Local 1021 spoke on PSC #4158-09/10.

**Action:** (1) Adopt the report; Approve request for approval of PSC #s 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(2) Adopt the report; Approve request for approval of PSC #4155-09/10 on the condition that 1) the Department of Public Health will meet with IFPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) If at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) If at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public

Health and Local 21 will endeavor to utilize CCSF Real Property Managers to perform this work, and make appropriate modifications to the contract(s) in the PSC accordingly. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(3) Adopt the report; Approve request for approval of PSC #4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0239-10-8 Review of request for approval of proposed personal services contracts. (Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4163-09/10	Human Rights Commission	\$850,000	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Regular	09/30/13
4164-09/10	Police	\$1,500,000	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/13
4165-09/10	Police	\$2,000,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.	Regular	06/30/12
4166-09/10	Municipal Transportation Agency	\$200,000	The contractor will provide support services for the Automatic Passenger Counting (APC) System including system repairs, monitoring, and applications development specific to transit. The APC system is a proprietary technology specialized for decision making in the management of the City's public transit system. This will require equipment and software maintenance support services in order to realize the performance of the APC System for its design life.	Regular	06/30/12
4167-09/10	Public Health	\$1,750,000	Provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Invision products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of	Regular	06/30/17

			the agreement.		
4168-09/10	Public Health	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health main-tenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions; 2) manages participant fee billing and collection; 3) receives utilization data and develops utilization reports; 4) communicates program information to participants; 5) handles external communications and outreach activities; 6) conducts provider network development and communication; 7) ensures reimbursement to non-DPH health care providers in network; 8) manages participation of employers and employees; 9) coordinates chronic care management/ health promotion services; 10) oversees customer service, and 11) provides other administrative functions.	Regular	06/30/12
4169-09/10	Public Health	\$2,087,410	Contractors will conduct a variety of MHSA Training Institutes in Workforce Development, Education and Training (WDET) and Prevention and Early Intervention (PEI) that support and build the capacity of behavioral health clinic staff and programs, consumers in and out of the workplace and their family members. These training activities focus on prevention, intervention, cultural competency, workplace culture, on the collaborative care model and evidence-based practices and assessments. WDET Training Projects include Family Support via Family Friendly Practices in the Workplace; Crisis Intervention for Consumers in the Workplace; Integration of and Professional Development of Consumers; Community Violence and Community Based Cultural Sensitivity Trainings. PEI Projects include Older Adult Behavioral Health Screening and Response Project and the Early Intervention and Recovery for Young People with Early Psychosis Project.	Regular	06/30/15
4170-09/10	Public Health	\$4,687,228	The work will be performed by at least three contractors, and will include: 1) administrative services for the San Francisco Mental Health Board (under the California Welfare and Institution Code (each county is required to have a Mental Health Board to provide input from the stakeholders in the community mental health system); 2) advocacy for mental health services clients/consumers, including receipt and investigation of complaints of patients' rights violations, monitoring of mental health facilities for compliance with patients' rights laws regulations and policies, and outreach, education and training for mental health staff and other stakeholders regarding patients' rights; and 3) 24-hour mental health crisis and suicide intervention, telephone triage, counseling, referrals and other services as needed.	Regular	06/30/15
4171-09/10	Public Utilities Commission	\$100,000	The consultant will gather existing conditions information regarding city-wide cobra head street lights via person to person interviews, they will field survey with a Geographic Positioning System (GPS) unit the locations of all city-wide cobra head street lights, and then they will convert and edit the GPS data into Geographic Information Systems (GIS) format. We estimate that there are 1000+ street lights that need to be located.	Regular	'07/30/12
4021-07/08	General Services Agency	Increase Amount \$35,588 New Amount \$581,588	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. Through this modification, OLSE seeks enhanced implementation of the employee outreach and education program on the City's labor laws. The program will continue to be conducted in as many languages a possible with a particular emphasis on disadvantaged and minority	Modification	01/31/11



			communities.		
4019-09/10	Emergency Management	Increase Amount \$72,499 New Amount \$217,499	Will develop a list of the Bay Area UASI region's most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. The modification amends the approved contract to provide for an additional hub-based capabilities assessment and risk analysis for four (4) Bay Area planning hubs.	Modification	06/30/12

**Speakers:** Alaric Degrafinried, Human Rights Commission spoke on PSC #4163-09/10. Captain Greg McEachern and Alice Villagomez, San Francisco Police Department and Joe Brenner and Kim Carter, IFPTE Local 21 spoke on PSC #s 4164-09/10 and 4165-09/10. Pauson Yun, Mary Tienken and Carol Isen, Public Utilities Commission and Ging Louie, IFPTE Local 21 spoke on PSC #4171-09/10. Joan Lubamersky and Donna Leavitt, General Services Agency spoke on PSC #4021-07/08.

**Action:**

(1) The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors' Proposition J determination, if needed. (Vote of 3 to 0)

(2) Adopt the report; Approve request for proposed personal services contract #4165-09/10 on the condition that 1) the processing through normal hiring procedures of additional criminalists to perform DNA testing work in the Police Department's crime lab move forward; 2) the Police Department and IFPTE Local 21 discuss the long range plans for DNA testing in the Police Department's crime lab; and, 3) both parties report back to the Commission every six (6) months during the term of the DNA testing contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(3) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**Note:** Commissioner Donald A. Casper noted that his reason for voting for approval of PSC #4021-07/08 is because the purpose for which the work will be contracted out justifies its exemption from the civil service provisions of the Charter. However, in his opinion, the Board of Supervisors does not have the authority to exempt by ordinance any work from the civil service provisions of the Charter.

**0211-10-5 Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)**

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

**Speakers:** Anita Sanchez, Executive Officer, Civil Service Commission  
John Kraus, Department of Human Resources

**Action:** Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting. (Vote of 3 to 0)

**0214-10-3 Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.409-1 for Fiscal Year 2010-11. (Item No. 8)**

May 17, 2010: Postpone to the meeting of June 7, 2010.

June 7, 2010: Postpone to the meeting of June 21, 2010.

**Speakers:** Anita Sanchez, Executive Officer, Civil Service Commission  
Micki Callahan, Human Resources Director  
Mary Hao, Department of Human Resources

**Action:** Adopt the Department of Human Resources–Employee Relations Director report, *Overview of Fiscal Year 2010-11 Labor Concessions*; Use the corrected weighted average of 4.62% in wage concessions made by employee organizations; Reduce 4.62% the salaries for Member, Board of Supervisors and Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer and Sheriff) for Fiscal Year 2010-11 covering the period July 1, 2010 to June 30, 2011; and, Transmit to the Controller (Vote of 3 to 0)

0227-10-1

**Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (Item No. 9)**

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

**Action:** Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources. (Vote of 3 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)**

None.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)**

President E. Dennis Normandy requested that the Executive Officer prepare resolutions thanking Commissioner Joy A. Boatwright and preceding President Morgan R. Gorrone for their service to the Commission.

He further requested that we standardize the Agenda format for our meetings to include public comment as a matter of standard course and that comment will be on matters within the jurisdiction of the Commission but not on the Agenda for that day's meeting.

President Normandy directed the Executive Officer to make sure that unless specifically directed by a Commissioner that public testimony be limited to three minutes and the timer be put into effect and that any subsequent comments after the three minute period be limited to one minute. Upon any specific request by a Commissioner, that time may be extended.

He also suggested that when the public comes before the Commission to request that an item be severed on the Ratification Agenda, some justification be given for the record.

Paul Zarefsky, Deputy City Attorney suggested that there be an Agenda item at a future meeting that covers all of these items as an update on the Commission's meeting procedures.

**ADJOURNMENT (Item No. 14)**

4:59 p.m.

See page 22

(Minimum Wage Implementation and Enforcement.)

Ordinance (4) amending Chapter 12R of the San Francisco Administrative Code (Minimum Wage Ordinance) to impose an annual fee upon employers to defray the City's costs of implementing and enforcing the Minimum Wage Ordinance, (2) expanding the powers and duties of the Office of Labor Standard Enforcement to implement and enforce the Minimum Wage Ordinance, and (3) making findings pursuant to the California Environmental Quality Act, Public Resources Code Section 21080(b)(8)(A), that the regulatory fees imposed by this ordinance are not a "project" and that such fees are imposed for the purpose of meeting operating expenses of the Office of Labor Standards Enforcement or successor department of the City and County of San Francisco, including employee wage rates, fringe benefits and other direct and indirect overhead charges, attributable to the implementation and enforcement of the Minimum Wage Ordinance.

Note: Additions are single underline italics Times New Roman, deletions are ~~strikethrough italics Times New Roman~~. Board amendment additions are double underline. Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Findings and Declarations.

The Board of Supervisors finds and declares the following:

(a) To protect the public health, safety and welfare of the residents and of the employees who work in the City and County of San Francisco ("City"), it is essential that all persons working in the City earn wages sufficient to pay for nutritious food, habitable living

accommodations, medications and basic medical care, clothing, public transportation and other basic goods and services to ensure a healthy life for employees and their dependents.

(b) Jobs that pay the City's minimum wage promote a more stable workforce in San Francisco, increasing consumer income, decreasing poverty, and invigorating neighborhood businesses, compared to jobs that pay lower wages. When businesses do not pay the City's minimum wage, the surrounding community and San Francisco taxpayers bear many of the associated costs in the form of increased demand for taxpayer-funded services, including homeless shelters, soup kitchens, and healthcare for the uninsured. In addition, law abiding businesses suffer from unfair competition when other businesses do not pay the City's minimum wage to their employees.

(c) A 2003 study by U.C. Berkeley economists commissioned by the San Francisco Board of Supervisors, *Raising Pay in a High Income Economy: The Economics of a San Francisco Minimum Wage*, Reich & Lallinen (2003), found that minority workers are disproportionately represented among San Francisco low-wage workers. Among full-time workers, Hispanics and African-Americans are twice as numerous among workers earning less than \$9 per hour than they are in the workforce, while Asian-Americans are over-represented by one-fifth. Among part-time workers, while Asian-American workers account for 36 percent of the workforce in San Francisco, they make up nearly half of the low-paid part-timers.

(d) Low-wage worker advocacy groups including Chinese Progressive Association (CPA), The Legal Aid Society -- Employment Law Center, La Raza Centro Legal, Young Workers United and People Organized to Win Employment Rights report that violations of the City's minimum wage and other labor laws are still widespread in San Francisco. For example, based on worker surveys and labor market research, CPA estimates that approximately 9,000

Chinese American restaurant and garment workers in San Francisco are currently being paid wages below the City's established minimum wage.

(e) According to a 1999 study, *Minimum Wage Enforcement and the Low-Wage Labor Market*, Wial (1999), a major flaw in the current system of federal and state minimum-wage enforcement is that the basic enforcement scheme puts almost exclusive responsibility for enforcement in the hands of governmental enforcement agencies and individual workers (who must complain to the public agency). By themselves, the public agencies and individual workers lack the knowledge, incentives, and/or resources to enforce the minimum wage against employers who are determined to violate minimum wage laws. The public agencies are familiar with the law but lack resources and detailed, up-to-date, "on-the-ground" knowledge of what is happening at the worksite. Individual workers have the worksite knowledge that the public agency lacks but do not know the law, are afraid to complain or sue, and lack the resources and economic incentives to sue. The result is a systematic bias toward under-enforcement.

(f) In November 2003 the San Francisco voters enacted Proposition L, the Minimum Wage Ordinance, codified in Chapter 12R of the San Francisco Administrative Code. The Minimum Wage Ordinance became effective February 23, 2004 and requires employers to pay employees (including temporary and part-time employees) who work two (2) or more hours per week a minimum hourly wage for work performed in San Francisco, unless the individual is exempt from the state minimum wage.

The minimum wage was initially set at \$8.60 per hour. There was a two-year transition period for small businesses with fewer than ten (10) employees and for nonprofit corporations. The minimum wage for small businesses and nonprofit corporations took effect January 1, 2005 and is currently \$9.82 per hour. To prevent inflation from eroding the real wages of employees, the minimum wage is increased annually by the prior year's increase, if any, in the

Consumer Price Index for urban wage earners and clerical workers for the San Francisco-Oakland-San Jose metropolitan statistical area ("CPI"). Effective January 1, 2006, the minimum wage for employers, including small businesses and nonprofits, is \$9.82 as a result of the CPI adjustment that took effect January 1, 2006. Employees who are not paid the required minimum wage may file a wage claim with the Living Wage/Living Health Division of the Office of Labor Standards Enforcement, or may file a lawsuit in court against his or her employer.

(g) The Department of Administrative Services' Office of Labor Standards Enforcement ("OLSE") is responsible for the implementation and enforcement of the Minimum Wage Ordinance. It is required to publish and make available to Employers by December 1 a bulletin announcing the adjusted Minimum Wage rate for each upcoming year. In addition, OLSE is required publish and make available to Employers, in all languages spoken by more than five percent of the San Francisco work force, a notice suitable for posting by employers in the workplace that informs employees of the current minimum wage rate and of their rights under the ordinance. The Minimum Wage Ordinance requires that employers post the notice published each year by OLSE in a conspicuous place at any workplace or job site. Employers are also required to provide the employer's name, address and telephone number in writing to each employee at the time of his or her hire. Employers are also required to retain payroll records for a period of four years and allow access to such records by OLSE to monitor compliance with the Minimum Wage Ordinance.

(h) During the first two years of enforcement, OLSE received 137 worker claims against businesses that include hotels, restaurants, retail stores, retirement and group homes, a gas station, car wash, warehouse, auto body shop, medical lab, and businesses for janitorial, limo / shuttle, educational tutoring services, and security services. OLSE recovered approximately \$400,000 in back wages for 862 workers. OLSE has found that some small

1 employers have benefited from early enforcement intervention by OLSE and have avoided  
2 larger financial liability that would have accumulated over a more extended period of time.

3 (j) OLSE has found that it is common that individuals and businesses deal in cash  
4 and/or use other schemes to conceal the actual hours worked and the true wage liability,  
5 robbing employees not only of wages, but also other benefits including disability and  
6 unemployment insurance. By doing this they gain an unfair competitive advantage over  
7 businesses that comply with the law and force law-abiding businesses and people to pay  
8 higher taxes.

9 (k) Minimum wage enforcement at OLSE is currently staffed by three 2992 Contract  
10 Compliance Officer I's (one Spanish bilingual and one Cantonese / Mandarin bilingual), one  
11 1446 Secretary II (Cantonese bilingual), and one 2078 Contract Compliance Officer II who  
12 supervises enforcement of the MWO as well as the Minimum Compensation Ordinance  
13 ("MCO") and Health Care Accountability Ordinance ("HCAO"). OLSE has shifted resources  
14 from enforcement of the MCO / HCAO to enforcement of the MWO. Before OLSE began to  
15 implement the MWO, four 2992 Contract Compliance Officers worked on MCO / HCAO  
16 enforcement; currently OLSE has only one Contract Compliance Officer dedicated to MCO /  
17 HCAO.

18 (l) OLSE has found the most common violations to be: underpayment of minimum  
19 wage, often at the State of California rate of \$0.75 per hour; failure to pay overtime to  
20 minimum wage workers; payment of a set salary regardless of hours worked, resulting in  
21 hourly pay that is less than the minimum wage; and cash pay and failure to maintain accurate  
22 records of hours worked and wages paid. The City Attorney has filed the first lawsuit to  
23 recover back wages owed under the MWO.

24 (m) OLSE has collaborated with the U.S. Department of Labor and the California  
25 Division of Labor Standards Enforcement to implement best practices regarding investigative

1 strategies and enforcement procedures. OLSE has however, implemented several practices  
2 that lead to successful enforcement that may be less efficient but more effective than  
3 procedures at other agencies. OLSE works to maintain claimants' confidentiality to the  
4 greatest extent possible. OLSE reviews the entire payroll of a business when receiving a  
5 claim from an individual worker. Rather than assess penalties and shut down businesses,  
6 OLSE works with business owners to educate them about wage and hour laws and to monitor  
7 changes in their business practices.

8 (n) The MWO requires OLSE to publish and make available a bulletin announcing  
9 the annually adjusted minimum wage rate and multilingual notice for posting at every  
10 business. OLSE has mailed the bulletin and poster annually (2004, 2005, and 2006) to over  
11 90,000 businesses registered in San Francisco. OLSE maintains a multilingual MWO  
12 telephone hotline and website. Other educational outreach efforts have included posters on  
13 MUNI buses, articles and notices in the major and community based newspapers, notices on  
14 SFGTV, presentations to business organizations, community groups, and community radio.  
15 Every mailing and outreach event results in increased requests for information and additional  
16 claims for back wages.

17 (o) OLSE recognizes the need to further expand outreach to inform employers of  
18 their obligations and employees of their rights under the ordinance.

19 (p) OLSE has increased education and community outreach to disseminate the  
20 message that, effective January 1, 2006, all San Francisco businesses are required to pay the  
21 same minimum wage rate of \$8.82 per hour. Since posters were mailed to all San Francisco  
22 registered businesses in January, OLSE has responded to hundreds of telephone inquiries  
23 and has experienced substantial increased wage claim activity. It will be difficult for OLSE to  
24 address the additional workload in a timely manner.  
25

1 (p) ~~The fee upon employers subject to the Minimum Wage Ordinance imposed by~~  
2 ~~this ordinance and dedication of the fee revenues to implementation and enforcement of the~~  
3 ~~Minimum Wage Ordinance by OLSE will benefit employees as well as law-abiding employers~~  
4 ~~who face unfair business practices from employers who do not pay the minimum wage to their~~  
5 ~~employees.~~

6 (qq) The Section 12R.13 of the Administrative Code authorizes the Board of  
7 Supervisors to amend the Minimum Wage Ordinance with respect to the implementation or  
8 enforcement thereof, but not as regards its substantive requirements or scope of coverage.  
9 This ordinance is adopted pursuant to the Board's authority under Section 12R.13 and  
10 imposes an annual fee upon employers subject to the Minimum Wage Ordinance to defray the  
11 City's costs for the Office of Labor Standards Enforcement to implement and enforce the  
12 requirements of the Minimum Wage Ordinance. ~~For purposes of administrative convenience,~~  
13 ~~the fee will be due and payable, and collected by the Tax Collector, at the same time as the~~  
14 ~~fee imposed for the initial issuance and annual renewals of the Business Registration~~  
15 ~~Certificate required of all persons engaging in business in the City under Articles 8 and 12 of~~  
16 ~~the Business and Tax Regulations Code.~~

17  
18 Section 2. The San Francisco Administrative Code is hereby amended by amending  
19 Section 12R.7(b) and adding Sections 12R.14 through 12R.28, to read as follows:

20  
21 SEC. 12R.7. IMPLEMENTATION AND ENFORCEMENT.

22 (a) Implementation. The Agency shall be authorized to coordinate implementation  
23 and enforcement of this Chapter and may promulgate appropriate guidelines or rules for such  
24 purposes. Any guidelines or rules promulgated by the Agency shall have the force and effect  
25 of law and may be relied on by Employers, Employees and other parties to determine their

1 rights and responsibilities under this Chapter. Any guidelines or rules may establish  
2 procedures for ensuring fair, efficient and cost-effective implementation of this Chapter,  
3 including supplementary procedures for helping to inform Employees of their rights under this  
4 Chapter, for monitoring Employer compliance with this Chapter, and for providing  
5 administrative hearings to determine whether an Employer or other person has violated the  
6 requirements of this Chapter.

7 (b) Administrative Enforcement. The Agency is authorized to take appropriate steps  
8 to enforce this Chapter. The Agency may investigate any possible violations of this Chapter  
9 by an Employer or other person. Where the Agency has reason to believe that a violation has  
10 occurred, it may order any appropriate temporary or interim relief to mitigate the violation or  
11 maintain the status quo pending completion of a full investigation or hearing. Where the  
12 Agency, after a hearing that affords a suspected violator due process, determines that a  
13 violation has occurred, it may order any appropriate relief including, but not limited to,  
14 reinstatement, the payment of any back wages unlawfully withheld, and the payment of an  
15 additional sum as an administrative penalty in the amount of \$50 to each Employee or person  
16 whose rights under this Chapter were violated for each day or portion thereof that the violation  
17 occurred or continued. A violation for unlawfully withholding wages shall be deemed to continue  
18 from the date immediately following the date that the wages were due and payable as provided in Part  
19 1 (commencing with Section 200) of Division 2 of the California Labor Code, to the date immediately  
20 preceding the date the wages are paid in full. Where prompt compliance is not forthcoming, the  
21 Agency may take any appropriate enforcement action to secure compliance, including  
22 initiating a civil action pursuant to Section 7(c) of this Chapter and/or, except where prohibited  
23 by state or federal law, requesting that City agencies or departments revoke or suspend any  
24 registration certificates, permits or licenses held or requested by the Employer or person until  
25 such time as the violation is remedied. In order to compensate the City for the costs of



Investigating and remedying the violation, the Agency may also order the violating Employer or person to pay to the City a sum of not more than \$50 for each day or portion thereof and for each Employee or person as to whom the violation occurred or continued. Such funds shall be allocated to the Agency and shall be used to offset the costs of implementing and enforcing this Chapter. The amounts of all sums and payments authorized or required under this Chapter shall be updated annually for inflation, beginning January 1, 2005, using the inflation rate and procedures set forth in Section 4(b) of this Chapter. An Employee or other person may report to the Agency in writing any suspected violation of this Chapter. The Agency shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable laws, the name and other identifying information of the Employee or person reporting the violation. Provided, however, that with the authorization of such person, the Agency may disclose his or her name and identifying information as necessary to enforce this Chapter or for other appropriate purposes.

(e) Civil Enforcement. The Agency, the City Attorney, any person aggrieved by a violation of this Chapter, any entity a member of which is aggrieved by a violation of this Chapter, or any other person or entity acting on behalf of the public as provided for under applicable state law, may bring a civil action in a court of competent jurisdiction against the Employer or other person violating this Chapter and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, the payment of any back wages unlawfully withheld, the payment of an additional sum as liquidated damages in the amount of \$50 to each Employee or person whose rights under this Chapter were violated for each day or portion thereof that the violation occurred or continued, reinstatement in employment and/or injunctive relief, and shall be awarded reasonable attorneys' fees and costs. Provided, however, that any person or entity enforcing this Chapter on behalf of the public as provided for under applicable state law shall, upon

prevailing, be entitled only to equitable, injunctive or restitutionary relief, and reasonable attorneys' fees and costs.

(d) Interest. In any administrative or civil action brought for the nonpayment of wages under this section, the Agency or court, as the case may be, shall award interest on all due and unpaid wages at the rate of interest specified in subdivision (b) of Section 3289 of the California Civil Code, which shall accrue from the date that the wages were due and payable as provided in Part 1 (commencing with Section 200) of Division 2 of the California Labor Code, to the date the wages are paid in full.

SEC. 12R.14. MINIMUM-WAGE IMPLEMENTATION AND ENFORCEMENT FEE.

(a) Except as provided in subsection (e) of this Section, there is hereby imposed an annual fee upon every employer required to pay the minimum wage imposed under this Chapter to defray the City's costs of implementing and enforcing the Minimum Wage Ordinance by the Office of Labor Standards Enforcement ("OLSE") and other City agencies responsible therefor, and for the administrative and collection costs incurred by the Tax Collector for collection of the fee. The 2006-2007 fiscal year (commencing July 1, 2006) shall be the first year for which the annual fee shall be due. The revenues from the fee shall be deposited into the San Francisco Minimum Wage Implementation and Enforcement Fund set forth in Section 10.100-370 of the San Francisco Administrative Code.

(b) The fee imposed under this Section shall be graduated based on the annual amount charged for the employer's business registration certificate (business license registration fee) under Section 065 of the Business and Tax Regulations Code for the same fiscal year. The fee imposed under this Section for an employer that is a "newly established business" (as defined in Section 052.4 of the Business and Tax Regulations Code) shall not be pre-rated notwithstanding any pre-rating of the fee for the initial issuance of a business

registration certificate for such employer under Section 055 of the Business and Tax Regulations Code. For the 2006-2007 fiscal year (commencing July 1, 2006), the fee imposed under this Section shall be as follows:

If Employer's Business License Registration Fee For Fiscal Year 2006-2007 Is:	Employer's Minimum Wage Implementation And Enforcement Fee For 2006-2007 Fiscal Year Is:
\$25	\$0—No Fee Imposed Pursuant to Subsection (e)
\$150	\$23
\$250	\$38
\$500	\$77

For the 2007-2008 fiscal year (commencing July 1, 2007), the fee imposed under this Section shall be as set forth in the following table. For the 2008-2009 fiscal year (commencing July 1, 2008) and subsequent fiscal years, the annual fee shall be adjusted as provided in Section 12R.15. If no adjustment to the fee is made under Section 12R.15 or other applicable law, the amount of the fee for such fiscal years shall be same as the immediately preceding fiscal year.

If Employer's Business License Registration Fee For Fiscal Year 2007-2008 Is:	Employer's Minimum Wage Implementation And Enforcement Fee For 2007-2008 Fiscal Year Is:
\$25	\$0—No Fee Imposed Pursuant to Subsection

	(e)
\$150	\$33
\$250	\$56
\$500	\$111

(e) The fee shall be due and payable at the same time and along with the fee imposed under Article 12 of the Business and Tax Regulations Code for the initial issuance and annual renewal of business registration certificates. The Tax Collector shall have all powers and may pursue all remedies for collection of the fee set forth in Articles 6 and 12 of the Business and Tax Regulations Code as apply to the collection of fees for business registration certificates.

(d) It is the intent of the Board of Supervisors that funds allocated from fee revenues to OLSE shall not be used as a replacement for existing sources of financial support for OLSE.

(e) An organization that is exempt from income taxation by Chapter 4 (commencing with Section 23704) of Part 14 of Division 2 of the Revenue and Taxation Code or Subchapter F (commencing with Section 504) of Chapter 1 of Subtitle A of the Internal Revenue Code of 1986, as amended, as qualified by Sections 502, 603, 604 and 508 of the Internal Revenue Code of 1986, as amended, shall be exempt from the fee under this Chapter.

SEC. 12R.16. ANNUAL ADJUSTMENT OF FEE.

(a) Beginning with fiscal year 2008-2009, the Controller shall each year adjust the fee set in this Chapter without further action by the Board of Supervisors to reflect changes in the relevant Consumer Price Index.

(b) Not later than April 16th of each year, the Department of Administrative Services, in consultation with the Tax Collector, shall submit a report to the Controller on the expenditures of the Office of Labor Standards Enforcement to enforce and implement the Minimum Wage Ordinance, and the estimated percentage of such expenditures attributable to enforcement and implementation activities attributable to employers exempt from the fee under Section 12R.14(a). In no event may the price index adjustment authorized by this Section cause the fee authorized by this Chapter to exceed the City's costs to enforce and implement the Minimum Wage Ordinance, including direct and indirect overhead charges allocable thereto, and excluding the portion of such costs attributable to employers exempt from the fee under Section 12R.14(a).

(c) No later than May 16th of each year, the Controller shall adjust the fee to ensure that it (1) produces sufficient revenue to support the City's costs to enforce and implement the Minimum Wage Ordinance (excluding the portion of the costs attributable to employers exempt from the fee under Section 12R.14(a)), and (2) does not produce revenue which is projected to exceed such costs. If the Controller determines that the fee and applicable price index adjustment will either (1) not adequately cover, or (2) exceed the projected costs, the Department of Administrative Services shall submit legislation that would adjust the fee to the appropriate level.

**SEC. 12R.4614. CIVIL ACTIONS.**

In addition to the actions provided for in Section 12R.7(c), the City Attorney may bring a civil action to enforce any violation of this Chapter. The City shall be entitled to its attorney's fees and costs in any action brought pursuant to this Section where the City is the prevailing party.

**SEC. 12R.4716. REMEDIES CUMULATIVE.**

The remedies, penalties and procedures provided under this Chapter are cumulative and are not intended to be exclusive of any other available remedies, penalties and procedures.

**SEC. 12R.4816. ADMINISTRATIVE PENALTIES AND CITATIONS.**

(a) **Administrative Penalties; Citations.** An administrative penalty may be assessed for a violation of the provisions of this Chapter as specified below. The penalty may be assessed by means of an administrative citation issued by the Director of the Office of Labor Standards Enforcement.

(b) **Administrative Penalty Amounts.** In addition to all other civil penalties provided for by law, the following violations shall be subject to administrative penalties in the amounts set forth below:

VIOLATION	PENALTY AMOUNT
Failure to maintain payroll records or to retain payroll records for four years - Administrative Code Section 12R.5(c)	\$500.00
Failure to allow the Office of Labor Standards Enforcement to inspect payroll records - Administrative Code Section 12R.5(c)	\$500.00
Retaliation for exercising rights under Minimum Wage Ordinance - Administrative Code 12R.6	\$500.00

The penalty amounts shall be increased cumulatively by fifty percent (50%) for each subsequent violation of the same provision by the same employer or person within a three (3) year period. The maximum penalty amount that may be imposed by administrative citation in a calendar year for each type of violation listed above shall be \$5,000. In addition to the penalty amounts listed above, the

Office of Labor Standards Enforcement may assess enforcement costs to cover the reasonable costs incurred in enforcing the administrative penalty, including reasonable attorneys' fees. Enforcement costs shall not count toward the \$5,000 annual maximum.

**SEC. 12R.4917. VIOLATIONS.**

(a) **Separate and Continuing Violations; Penalties Paid Do Not Cure Violations.** Each and every day that a violation exists constitutes a separate and distinct offense. Each section violated constitutes a separate violation for any day at issue. If the person or persons responsible for a violation fail to correct the violation within the time period specified on the citation and required under Section 12R.2018, the Director of the Office of Labor Standards Enforcement may issue subsequent administrative citations for the uncorrected violation(s) without issuing a new notice as otherwise required by Section 12R.2018(a). Payment of the penalty shall not excuse the failure to correct the violation nor shall it bar any further enforcement action by the City. If penalties and costs are the subject of administrative appeal or judicial review, then the accrual of such penalties and costs shall be stayed until the determination of such appeal or review is final.

(b) **Payments to City; Due Date; Late Payment Penalty.** All penalties assessed under Section 12R.4816 shall be payable to the City and County of San Francisco. Administrative penalties and costs assessed by means of an administrative citation shall be due within thirty (30) days from the date of the citation. The failure of any person to pay an administrative penalty and costs within that time shall result in the assessment of an additional late fee. The amount of the late fee shall be ten (10) percent of the total amount of the administrative penalty assessed for each month the penalty and any already accrued late payment penalty remains unpaid.

(c) **Collection of Penalties; Special Assessments.** The failure of any person to pay a penalty assessed by administrative citation under Section 12R.4816 within the time specified on the citation

constitutes a debt to the City. The City may file a civil action, create and impose liens as set forth below, or pursue any other legal remedy to collect such money.

(d) **Liens.** The City may create and impose liens against any property owned or operated by a person who fails to pay a penalty assessed by administrative citation. The procedures provided for in Chapter XX of Chapter 10 of the San Francisco Administrative Code shall govern the imposition and collection of such liens.

**SEC. 12R.2018. ADMINISTRATIVE CITATION; NOTICE OF VIOLATION.**

(a) **Notice and Opportunity to Cure.** The Director of the Office of Labor Standards Enforcement ("Director") or his or her designee shall notify any person in violation of the Code provisions identified in Section 12R.4816(b) of such violation prior to the issuance of an administrative citation. Regardless of the manner of service of the notice under Section 12R.2118, the Director or his or her designee may post the notice of violation by affixing the notice to a surface in a conspicuous place on property that is (1) the person's principal place of business in the City, or (2) if the person's principal place of business is outside the City, the fixed location within the City from or at which the person conducts business in the City, or (3) if the person does not regularly conduct business from a fixed location in the City, one of the following: (i) the location where the person maintains payroll records if the notice of violation is for violation of Section 12R.5(c), or (ii) the jobsite or other primary location where the person's employees perform services in the City at the time the notice is posted. The notice of violation shall specify the action required to correct or otherwise remedy the violation(s). The person or persons responsible for the violation shall be allowed not less than ten (10) days from the date of the notice of violation to establish that no violation occurred or such person or persons are not responsible for the violation, or correct or otherwise remedy the violation; provided, however, that the Director may, in his or her discretion, assign a longer period, not to exceed twenty-one (21) days, within which to correct or otherwise remedy each violation, or establish that no violation occurred or

1 such person or persons are not responsible for the violation. The Director may consider the cost of  
2 correction and the time needed to obtain information, documents, data and records for correction in  
3 assigning a specific period of time within which to correct or otherwise remedy each violation, or  
4 obtain and submit evidence that no violation occurred or such person or persons are not responsible  
5 for the violation.

6 (b) Issuance of Citation. If the person or persons responsible for the violation fail to  
7 comply with any portion of a notice of violation within the time provided, the Director may issue an  
8 administrative citation to the violator. The administrative citation shall be issued on a form prescribed  
9 by the Office of Labor Standards Enforcement.

10 SEC. 12R.24.19. ADMINISTRATIVE CITATION AND NOTICE OF VIOLATION; SERVICE.

11 Service of a notice of violation and an administrative citation under Section 12R.4B18 may be  
12 accomplished as follows:

13 (a) The Director or his or her designee may obtain the signature of the person responsible  
14 for the violation to establish personal service of the citation; or

15 (b) (1) The Director or his or her designee shall post the citation by affixing the citation  
16 to a surface in a conspicuous place on the property described in Section 12R.20.18. Conspicuous  
17 posting of the citation is not required when personal service is accomplished or when conspicuous  
18 posting poses a hardship, risk to personal health or safety or is excessively expensive; and

19 (2) The Director or his or her designee shall serve the citation by first class mail as follows:

20 (i) The administrative citation shall be mailed to the person responsible for the  
21 violation by first class mail, postage prepaid, with a declaration of service under penalty of perjury;  
22 and

1 (ii) A declaration of service shall be made by the person mailing the administrative  
2 citation showing the date and manner of service by mail and reciting the name and address of the  
3 person to whom the citation is issued; and

4 (iii) Service of the administrative citation by mail in the manner described above  
5 shall be effective on the date of mailing.

6  
7 SEC. 12R.24.20. ADMINISTRATIVE CITATION; CONTENTS.

8 The administrative citation under Section 12R.4B18 shall include all the following:

9 (1) A description of the violation;

10 (2) The date and location of the violation(s) observed;

11 (3) A citation to the provisions of law violated;

12 (4) A description of corrective action required;

13 (5) A statement explaining that each day of a continuing violation may constitute a new and  
14 separate violation;

15 (6) The amount of administrative penalty imposed for the violation(s);

16 (7) A statement informing the violator that the fine shall be paid to the City and County of  
17 San Francisco within thirty (30) days from the date on the administrative citation, the procedure for  
18 payment, and the consequences of failure to pay;

19 (8) A description of the process for appealing the citation, including the deadline for filing  
20 such an appeal; and

21 (9) The name and signature of the Director.

22  
23 SEC. 12R.24.21. ADMINISTRATIVE APPEAL.

24 (a) Period of Limitation for Appeal. Persons receiving an administrative citation may  
25 appeal it within fifteen (15) days from the date the citation is served. The appeal must be in writing and

1 must indicate a return address. It must be accompanied by the penalty amount, specifying the basis for  
2 the appeal in detail, and must be filed with both the Office of Labor Standards Enforcement and the  
3 Controller's Office as indicated in the administrative citation.

4 (b) Hearing Date. As soon as practicable after receiving the written notice of appeal and  
5 the penalty amount, the Controller or his or her designee shall promptly select a hearing officer (who  
6 shall not be an employee in the Office of Labor Standards Enforcement) to hear and decide the  
7 administrative appeal. The hearing officer shall fix a date, time and place for the hearing on the  
8 appeal. Written notice of the time and place for the hearing may be served by first class mail, at the  
9 return address indicated on the written appeal. Service of the notice must be made at least ten (10)  
10 days prior to the date of the hearing to the person appealing the citation. The hearing shall be held no  
11 later than thirty (30) days after service of the notice of hearing, unless that time is extended by mutual  
12 agreement of the parties.

13 (c) Notice. Except as otherwise provided by law, the failure of any person with an interest  
14 in property affected by the administrative citation, or other person responsible for a violation, to  
15 receive a properly addressed notice of the hearing shall not affect the validity of any proceedings under  
16 this Chapter. Service by first class mail, postage prepaid, shall be effective on the date of mailing.

17 (d) Failure to Appeal. Failure of any person to file an appeal in accordance with the  
18 provisions of this Section or to appear at the hearing shall constitute a failure to exhaust administrative  
19 remedies and a forfeiture of the penalty amount previously required.

20 (e) Submittals for the Hearing. No later than five (5) days prior to the hearing, the person  
21 to whom the citation was issued and the Office of Labor Standards Enforcement shall submit to the  
22 hearing officer, with simultaneous service on the opposing party, written information including, but not  
23 limited to, the following: the statement of issues to be determined by the hearing officer and a  
24 statement of the evidence to be offered and the witnesses to be presented at the hearing.

1 (f) Conduct of Hearing. The hearing officer appointed by the Controller or the Controller's  
2 designee shall conduct all appeal hearings under this Chapter. The Office of Labor Standards  
3 Enforcement shall have the burden of proof in such hearings. The hearing officer may accept evidence  
4 on which persons would commonly rely in the conduct of their serious business affairs, including but  
5 not limited to the following:

6 (1) A valid citation shall be prima facie evidence of the violation;

7 (2) The hearing officer may accept testimony by declaration under penalty of perjury  
8 relating to the violation and the appropriate means of correcting the violation;

9 (3) The person responsible for the violation, or any other interested person, may present  
10 testimony or evidence concerning the violation and the means and time frame for correction.

11 The hearing shall be open to the public and shall be tape-recorded. Any party to the hearing  
12 may, at his or her own expense, cause the hearing to be recorded and transcribed by a certified court  
13 reporter. The hearing officer may continue the hearing and request additional information from the  
14 Office of Labor Standards Enforcement or the appellant prior to issuing a written decision.

15 (g) Hearing Officer's Decision; Findings. The hearing officer shall make findings based on  
16 the record of the hearing and issue a decision based on such findings within fifteen (15) days of  
17 conclusion of the hearing. The hearing officer's decision may uphold the issuance of a citation and  
18 penalties stated therein, may dismiss a citation, or may withhold the issuance of the citation but reduce,  
19 waive or conditionally reduce or waive the penalties stated in a citation or any late fees assessed if  
20 mitigating circumstances are shown and the hearing officer finds specific grounds for reduction or  
21 waiver in the evidence presented at the hearing. The hearing officer may impose conditions and  
22 deadlines for the correction of violations or the payment of outstanding civil penalties. Copies of the  
23 findings and decision shall be served upon the appellant and the Office of Labor Standards  
24 Enforcement by certified mail.

(h) Hearing Officer's Decision. The decision of the hearing officer is final. If the hearing officer concludes that the violation charged in the citation did not occur or that the person charged in the citation was not the responsible party, the Office of Labor Standards Enforcement shall refund or cause to be refunded the penalty amount to the person who deposited such amount. The hearing officer's decision shall be served on the appellant by certified mail.

**SEC. 12R.2422. REGULATIONS.**

The Office of Labor Standards Enforcement may promulgate and enforce rules and regulations, and issue determinations and interpretations relating to the administrative penalty and citation system pursuant to Sections 12R.1010 through 12R.2320, inclusive. The Controller may promulgate and enforce rules and regulations, and issue determinations and interpretations relating to the conduct of administrative appeals under Section 12R.2321. Any rules and regulations promulgated by the Office of Labor Standards Enforcement or Controller shall be approved as to legal form by the City Attorney, and shall be subject to not less than one noticed public hearing. The rules and regulations shall become effective 30 days after receipt by the Clerk of the Board of Supervisors, unless the Board of Supervisors by resolution disapproves or modifies the regulations. The Board of Supervisors' determination to modify or disapprove a rule or regulation submitted by the Office of Labor Standards Enforcement or Controller shall not impair the ability of the Office of Labor Standards Enforcement or Controller to resubmit the same or similar rule or regulation directly to the Board of Supervisors if the Office of Labor Standards Enforcement or Controller determines it is necessary to effectuate the purposes of this Chapter.

**SEC. 12R.2523. JUDICIAL REVIEW.**

(a) Procedures. After receipt of the decision of the hearing officer under Section 12R.2321, the appellant may file an appeal with the superior court pursuant to California Government Code

Section 53069.4. The appeal shall be submitted within twenty (20) days of the date of mailing of the hearing officer's decision, with the applicable filing fee. The appeal shall state the reasons the appellant objects to the findings or decision.

(b) Review. The superior court shall conduct a de novo hearing, except that the contents of the Office of Labor Standards Enforcement's file (excluding attorney client communications and other privileged or confidential documents and materials that are not discoverable or may be excluded from evidence in judicial proceedings under the Evidence Code, Civil Code, Code of Civil Procedure or other applicable law) shall be received into evidence. A copy of the notice of violation and imposition of penalty shall be entered as prima facie evidence of the facts stated therein.

(c) Filing Fee. The superior court filing fee shall be twenty-five (\$25.00). If the court finds in favor of the appellant, the amount of the fee shall be reimbursed to the appellant by the City and County of San Francisco. Any deposit of penalty shall be refunded by the City and County of San Francisco in accordance with the judgment of the court.

**SEC. 12R.2624. OTHER REMEDIES NOT AFFECTED.**

The administrative citation procedures established in this Chapter shall be in addition to any other criminal, civil, or other remedy established by law which may be pursued to address violations of this Chapter. An administrative citation issued pursuant to this Chapter shall not preclude or adversely affect any other action, civil or criminal, that may be brought to abate a violation or to seek compensation for damages suffered.

**SEC. 12R.2725. OUTREACH.**

The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees.

**SEC. 12R.2826. REPORTS.**

The Office of Labor Standards Enforcement shall provide annual reports to the Board of Supervisors on the implementation of the Minimum Wage Ordinance.

Section 3. The San Francisco Administrative Code is hereby amended by adding Section 10.100-370, to read as follows:

**SEC. 10.100-316. SAN FRANCISCO MINIMUM WAGE IMPLEMENTATION AND ENFORCEMENT FUND.**

(a) Establishment of Fund. The San Francisco Minimum Wage Implementation and Enforcement Fund is established as a category four fund to receive all proceeds from the Minimum Wage Implementation and Enforcement Fee, as described in Chapter 12R of the San Francisco Administrative Code, after deduction therefrom to cover the costs incurred by the Office of the Treasurer and Tax Collector to collect, account for and safekeep the revenues from the fee.

(b) Use of Fund. The fund shall be used solely to fund the implementation and enforcement of Chapter 12R of the San Francisco Administrative Code, the Minimum Wage Ordinance, as amended from time to time pursuant to Section 12R.13 thereof, those regulations, rules and guidelines adopted by the Board of Supervisors, the Office of Labor Standards Enforcement or other City agency or entity responsible to administer the Minimum Wage Ordinance, and the administrative and collection costs incurred by the Office of the Treasurer and Tax Collector to collect the fee.

Section 43. The San Francisco Administrative Code is hereby amended by amending Section 2A.23, to read as follows:

**SEC. 2A.23. OFFICE OF LABOR STANDARDS ENFORCEMENT.**

(a) There is hereby created within the Department of Administrative Services an Office of Labor Standards Enforcement. The Office of Labor Standards Enforcement shall enforce the City's Minimum Wage Ordinance (Chapter 12R of the Administrative Code), Minimum Compensation Ordinance (Chapter 12P of the Administrative Code), Health Care Accountability Ordinance (Chapter 12Q of the Administrative Code), Prevailing Wage Ordinances, and shall carry out any additional duties and functions as assigned by Charter or ordinance. The Office of Labor Standards Enforcement may enforce the provisions of the California Labor Code to the extent permitted by state law. The Office of Labor Standards Enforcement may impose penalties and take any and all appropriate action to enforce the requirements of such provisions, including but not limited to those set forth in San Francisco Administrative Code Chapter 12R, to the extent permitted by state law.

(b) The Office shall be administered by the Labor Standards Enforcement Officer, who shall be appointed by, and shall serve at the pleasure of, the Mayor. In appointing the Labor Standards Enforcement Officer, the Mayor shall consider, among other relevant factors, the individual's experience enforcing labor standards, including prevailing wage requirements, and the diversity of San Francisco in the construction industry. The Labor Standards Enforcement Officer shall coordinate his or her activities with federal and state labor standards agencies.

(c) All City departments shall cooperate with the Labor Standards Enforcement Officer and his or her designees. The Labor Standards Enforcement Officer shall have the authority to subpoena the production of books, papers, records or other items relevant to investigations under the jurisdiction of the Office of Labor Standards Enforcement.



Tills  
Ordinance

File Number: 060247

Date Passed:

Ordinance expanding the powers and duties of the Office of Labor Standard Enforcement to implement and enforce the Minimum Wage Ordinance.

June 13, 2006 Board of Supervisors — CONTINUED

Ayes: 10 - Alloto-Pier, Ammiano, Daly, Duffy, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ma

June 20, 2006 Board of Supervisors — CONTINUED

Ayes: 10 - Ammiano, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Alloto-Pier

June 27, 2006 Board of Supervisors — CONTINUED

Ayes: 11 - Alloto-Pier, Ammiano, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

July 11, 2006 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE BEARING NEW TITLE

Ayes: 10 - Alloto-Pier, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Ammiano

July 11, 2006 Board of Supervisors — PASSED ON FIRST READING AS AMENDED

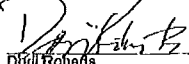
Ayes: 11 - Alloto-Pier, Ammiano, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

July 18, 2006 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Alloto-Pier, Ammiano, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

1 Section 5. CEQA Findings.  
2 The Board of Supervisors finds that the annual fees imposed under this ordinance  
3 upon employers to defray the costs of implementing and enforcing the Minimum Wage  
4 Ordinance are not a project as defined by the California Environmental Quality Act pursuant to  
5 Public Resources Code Section 21080(b)(8)(A). The Board finds that the fees authorized by  
6 San Francisco Administrative Code Sec. 12R.14, as enacted by this ordinance, are for the  
7 purpose of meeting the operating expenses, including employee wage rates and fringe  
8 benefits, of the Office of Labor Standard Enforcement or any successor office of the City and  
9 County of San Francisco responsible for implementing and enforcing the Minimum Wage  
10 Ordinance.

11  
12 APPROVED AS TO FORM:  
13 DENNIS J. HERRERA, City Attorney

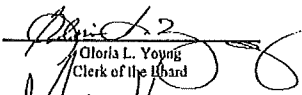
14 By:   
15 Dennis J. Herrera  
16 Deputy City Attorney

17  
18 Supervisor Maxwell  
19 BOARD OF SUPERVISORS

20 Page 25  
21 8/20/2006

File No. 060247

I hereby certify that the foregoing Ordinance was FINALLY PASSED on July 18, 2006 by the Board of Supervisors of the City and County of San Francisco.

  
Gloria L. Young  
Clerk of the Board

7/25/2006

Date Approved

  
Mayor Gavin Newsom



PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2011 (revised February 24, 2011)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4171-07/08)

TYPE OF SERVICE: General services to provide specialized technical support for the operation and maintenance of the Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: Various project fund sources including general fund

Original Amount: \$4,000,000.00 PSC DURATION: May 8, 2008 through May 21, 2011
Modification Amount \$3,000,000.00 PSC Duration: May 22, 2011 through May 21, 2016
Total Amount \$7,000,000.00 Total PSC Duration: May 8, 2008 through May 21, 2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: General services to assist DPW in administering a job order contracting (JOC) system...
B. Explain why this service is necessary and the consequences of denial: The proposed services will improve DPW's responsiveness...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: If this contract is authorized, it may be modified to extend the duration...

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, Cecilia Carlos for Sung Kim Signature of person mailing/faxing form, 1/24/11 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# 4171-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

FEB 24 2011



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Service provider must be able to prepare a Unit Price Book (construction cost catalog) containing at least 100,000-180,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; preparation and publication of technical specifications for Divisions 1-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software for management of contracts for construction; provide training to City staff and JOC contractors in the use of the JOC pricing system and management software; all in accordance with the needs and requirements of the Department of Public Works.*

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. The service provider will provide the City with a construction cost catalog containing at least 100,000 construction unit prices, JOC management software, and access to a nationwide database for similar contracting data and benchmarking purposes.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The Job Order Contracting system is a specialized, alternative project delivery system as provided for by San Francisco Administrative Code 6.62. The JOC system requires specialized expertise and extensive research and maintenance of the construction cost catalog (over 100,000 construction tasks), management software, and database. Existing Civil Service classifications are experienced in the traditional design-bid-build project delivery system. The alternative JOC system is developed for the use by City staff to more effectively manage and deliver smaller projects.*

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

*No. This is a specialized service requiring expertise, resources, research and development of the construction cost catalog (over 100,000 construction tasks), management software, and database.*

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

*20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502, 5504 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366(Engineering Associate), 5266, 5265 (Architectural Associates II and I). Training will be on how the JOC task order is developed and used; and how to review JOC task order proposals using the JOC Construction Cost Catalog.*

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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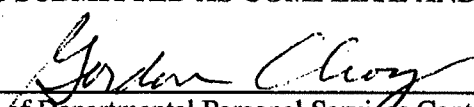
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input 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

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

## Carlos, Carina

---

**From:** Carlos, Carina  
**Sent:** Wednesday, February 16, 2011 9:41 AM  
**To:** Carlos, Carina  
**Subject:** FW: 30 Day Notice for Personal Service Contract Summary  
**Attachments:** PERSONAL SERVICES CONTRACT SUMMARY\_1-21-11.docx; Scan001.pdf

---

**From:** Kim, Sung  
**Sent:** Monday, January 24, 2011 4:34 PM  
**To:** 'glouie@fpte21.org'  
**Cc:** Chan, Lourdes; Dorian, Mark; Lim, Michelle  
**Subject:** FW: 30 Day Notice for Personal Service Contract Summary

Re-sending, to correct email address....

---

**From:** Kim, Sung  
**Sent:** Monday, January 24, 2011 4:33 PM  
**To:** 'glouie@fpte21.org'  
**Cc:** Chan, Lourdes; Dorian, Mark; Lim, Michelle  
**Subject:** 30 Day Notice for Personal Service Contract Summary

Hello Ging – please see attached draft PSC summary which will be submitted to DHR in 30 days for approval by the Civil Service Commission. Also attached is a .pdf of previously approved PSC summaries that are referenced in this draft.

I hope this will satisfy our 30 day union notice requirement, please let me know if there are any issues.

Thank you,

Sung

Sung Kim  
City & County of San Francisco  
Department of Public Works  
Division of Contract Administration  
(415) 554-6417 ph  
(415) 554-6232 fx  
[sung.kim@sfdpw.org](mailto:sung.kim@sfdpw.org)



## Meeting Information

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Year:  go

### ***AMENDED***

#### MINUTES

Regular Meeting  
June 2, 2008

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

#### CALL TO ORDER

2:03 p.m.

#### ROLL CALL

President Alicia D. Becerril	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Present
Commissioner Mary Y. Jung	Present (Left at 5:17 p.m. Missed Item #'s 8,9,10)
Commissioner Yu-Yee Wu	Present

President Alicia D. Becerril presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of May 19, 2008

Action: Approve. (Vote of 5 to 0)

#### ANNOUNCEMENTS

The Executive Officer announced the omission of PSC #2000-03/04 from the Agenda. This item is postponed to the meeting of June 16, 2008.

0244-08-1

#### ELECTION OF OFFICERS (Item No. 5)

Action: Commissioner Donald A. Casper was elected President for the term of office ending May 31, 2009. (Vote of 5 to 0)  
Commissioner Morgan R. Gorrone was elected Vice President for the term of office ending May 31, 2009. (Vote of 5 to 0)

0240-08-8

#### Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4160-07/08 <i>Postpone to 6/16/08</i>	Department of Children, Youth & Their Families	\$260,000	Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to \$155-190 per month per provider depending on eligibility and age.	Regular	06/30/10
4161-07/08	Human Resources	\$200,000	Will provide a pre-qualified pool of two or more personnel agencies that can provide, on short notice, qualified Claims Adjusters and Claims Assistants on a temporary basis.	Regular	07/31/10
4162-07/08 <i>Postpone to 6/16/08</i>	Municipal Transportation Agency	\$6,935,000	Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.	Regular	05/31/11
4163-07/08	Public Utilities Commission	\$600,000	Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area.	Regular	06/30/11

4164-07/08	Public Utilities Commission	\$370,000	Will provide specialized civil engineering and laboratory services to support the Bay Division Pipeline (BDPL) 3 and 4 Upgrades design upgrades at the Hayward Fault.	Regular	05/31/09
4165-07/08	GSA/City Administrator/ Office of Labor Standards Enforcement	\$344,000	Will provide a software license for their proprietary web based electronic certified payroll reporting system hosted on their secure server.	Regular	06/30/10
4166-07/08	Office of Public Finance	\$93,000	Will provide financial advisory services for Port of San Francisco. This service will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.	Regular	05/01/09
4167-07/08	Public Health and CHN	\$8,268,640	Will provide pick-up and processing of soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).	Regular	06/30/10
4168-07/08	Public Health	\$26,000,000	Will provide third party administration of the new Health Access Program recently renamed Health San Francisco.	Regular	06/30/10
4169-07/08	Public Health	\$225,000	Will provide technical review and interpretation of soil and ground water assessment reports, determine adequacy of plans for corrective action; evaluate geologic and hydro-geologic data from aquifer tests and soil vapor pilot tests.	Regular	06/30/17
4170-07/08	Public Works	\$104,725	Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.	Regular	06/30/11
4171-07/08	Public Works	\$4,000,000	Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.	Regular	05/21/11
4172-07/08	Public Works	\$8,000,000	Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.	Regular	12/31/10
4141-06/07	Environment	Increase Amount \$0.00 New Amount \$0.00	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.	Regular	03/31/10
4095-03/04	Airport Commission	Increase Amount \$3,300,000 New Amount \$8,800,000	Will implement various security systems and facilities for which integration and operational support are required.	Regular	06/30/10
4101-07/08	Telecom & Information Services	Increase Amount \$2,109,912 New Amount \$4,709,912	Will provide system software and special technical support services for the City's mainframe.	Regular	11/30/10
4062-04/05	Public Health	Increase Amount \$1,000,000 New Amount \$5,100,000	Will provide programmatic and information systems support to various programs and related consulting/training.	Regular	06/30/15
4046-04/05	Public Health	Increase Amount \$2,700,000 New Amount \$5,400,000	Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.	Regular	12/30/14
4097-05/06	Public Health	Increase Amount \$10,000,000 New Amount \$20,000,000	Will provide health insurance to children, the families they come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.	Regular	06/30/09
2000-07/08	Public Health and CHN	Increase Amount \$700,000 New Amount \$1,600,000	Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	Regular	06/30/13

**Speakers:**

Artina Lim and September Jarrett, Department of Children, Youth and Their Families and Margot Reed, SEIU Local 1021 spoke on PSC #4160-07/08.  
 Pauson Yun and Dana Haasz, Public Utilities Commission spoke on PSC #4163-07/08.  
 Joe Majer, Office of Labor Standards and Enforcement spoke on PSC #4165-07/08.  
 Nadia Sesay, Office of Public Finance spoke on PSC #4166-07/08.  
 Jacquie Hale and Tangerine Brigham, Department of Public Health spoke on PSC #4168-07/08.  
 Jacquie Hale and Scott Nakamura, Department of Public Health spoke on PSC #4169-07/08 and 4046-04/05.

Jacquie Hale, Department of Public Health spoke on PSC #2000-07/08.  
 Mark Dorian, Department of Public Works spoke on PSC #4171-07/08.  
 John Thomas, Department of Public Works spoke on PSC #4172-07/08.

**Action:**

- (1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021. (Vote of 5 to 0)
- (2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)

- (3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008.  
(Vote of 5 to 0)
- (4) Adopt the Human Resources Director's report on PSC #4165-07/08 and PSC #4166-07/08 as amended. Notify the offices of the Controller and the Purchaser.  
(Vote of 5 to 0)
- (5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0829-06-7

**Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 7)**

March 17, 2008: Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Note: Commissioner Casper disclosed that he has been socially acquainted with the appellant's brother and his father in a political campaign in past years. Neither acquaintance would affect his ability to be fair.

President Becerril also disclosed that because of her position on the Board of Appeals as well as the Board of Supervisors, she came into social contact with many of the people from the Department of Building Inspection. None would affect her ability to be fair.

April 21, 2008: Continue to a meeting when the four Commissioners (Becerril, Casper, Gorrone and Jung) are present. The Commission requests that Ken Harrington, Carla Johnson and Amy Lee, former employees of the Department of Building Inspection appear as witnesses.

**Speakers:**

**Jennifer Johnston, Department of Human Resources**  
**Shawn Kelly, City Attorney Senior Investigator**  
**Leo McFadden, Appellant**  
**Stewart Weinberg, Attorney representing appellant**  
**Joe O'Donoghue, Former Head of the Residential Association**

Note: Commissioner Wu stated she was not present at the April 21, 2008 meeting; however she listened to the tape of the item and reviewed the materials for that meeting.

Action: No future employment with the City and County of San Francisco. (Vote of 4 to 1; President Alicia Becerril dissents.)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 8)**

George Diaz, SEIU Local 1021 expressed his **concerns with** the Human Services Agency **and the examination process for** the 2907 Eligibility Worker Supervisor and the 2948 Section Manager positions.

David Williams, SEIU Local 1021 spoke about the current layoffs **at Human Service Agency** are being done to restructure the department **because** an entire classification (2948) was eliminated.

Sin Yee Poon, SEIU Local 1021 stated **that** the department circumvents Civil Service Rules **and requested the** Civil Service Commission to look at how the department **is doing** business.

Margot Reed, SEIU Local 1021 urged the Commission to look at departments to insure they are using the merit system correctly.

Micki Callahan, Human Resources Director stated that the Department of Human Resources staff would be happy to make a presentation before the Commission on layoffs.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)**

Commissioner Gorrone requested a report on how the layoffs are being done and who are they going to affect.

Commissioner Becerril also requested a **report on layoff** implementation including a brief overview.

**ADJOURNMENT**

5:30 p.m.

original sent to Emily Morrison 5/6/08

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2008

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: Consulting services to continue the operation and maintenance of an existing Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: DPW various project fund sources including general fund

PSC AMOUNT: \$4,000,000 PSC DURATION: May 8, 2008 through May 21, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Professional services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.

B. Explain why this service is necessary and the consequences of denial: The proposed services are designed to streamline the contracting process for small construction projects, and will improve DPW's responsiveness by consolidating the competitive bidding requirements for small construction projects.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This is a continuation of a new service authorized by PSC#4365-00/01. Consultant has provided the service since the initial authorization. There was no such service prior to PSC#4365-00/01.

D. Will the contract(s) be renewed: Yes, if the department continues to utilize the JOC system.

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. Row 1: IFPTE Local 21, [Signature], May 6, 2008. Row 2: Union Name, Signature of person mailing/faxing form, Date. Row 3: RFP sent to N/A, on N/A, Signature.

\*\*\*\*\*

PSC# 4171-07/08

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS, RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must be able to prepare a Unit Price Book containing at least 100,000-180,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the Department of Public Works. This PSC does not change the type of work being performed by consultant, which was previously approved by DHR through PSC#4365-00/01.

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

None; however CSC classes 5502, 5502 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate), will utilize the consultant's system to perform work.

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

No, however the consultant, The Gordian Group (TGG), had under PSC#4365-00/01 provided the City with the Construction Cost Catalog and Progen management software, both copyrighted by TGG. TGG will continue to provide both to the City under this PSC.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service classifications has developed such a program. Specialized expertise and extensive research needed to provide over 100,000 unit prices for construction projects. The program is developed for the use by City staff.

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

No. This is a specialized service.

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

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

Yes No
[ ] [X]

B. Will the contractor train City and County employees?

[X] [ ]

- 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.

20-25 employees, 8 hrs/employee; Civil Service classifications: 5502, 5504 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate). Training will be on how the JOC task order is developed and used.

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

[ ] [X]

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

[ ] [X]

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

[ ] [X]

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

[X] [ ]

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

Signature of Departmental Personal Services Contract Coordinator

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: May 2, 2001

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Consulting services to develop and implement a Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: DPW various project fund sources including general fund.

PSC AMOUNT: \$100,000\* PSC DURATION: June 1, 2001 through May 31, 2006

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
To develop contract documents for a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Consultant will develop and prepare a specialized Unit Price Book with regional adjustments to costs for competitive bidding.
\*The consultant's compensation is 5% from each of the construction contracts that Department of Public Works (DPW) lets. The City's minimum obligation is \$2 million in contracts over a 5 year period.

B. Explain why this service is necessary and the consequences of denial:
The proposed services will improve DPW's responsiveness by consolidating the competitive bidding requirements for small construction projects. Implementation of the JOC system will significantly improve DPW's ability to respond to service requests in a timely and cost efficient manner. Denial of this service will result in further delays and escalating costs to such projects.

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

D. Will the contract(s) be renewed: Possibly after the initial 5-year term.

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

N/A
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:

Consultant must be able to prepare a Unit Price Book containing at least 60,000 - 100,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; all in accordance with the needs and requirements of the various City departments.

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 consultant specializes in developing this new contracting system. None of the Civil Service classifications have developed such a program.

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

No. This is a specialized service.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
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- Describe the training and indicate approximate number of hours
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 4 - 5 employees, 80 hrs/employee: Civil Service classifications 5270 (Sr. Architect), 5174 (Administrative Engineer), 1824 (Principal Administrative Analyst, 1823 (Sr. Administrative Analyst). Training will be on how the contract is developed, put out for bidding and used.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

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