



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: April 4, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Parveen Boparai, MTA

**Subject: Personal Services Contracts Approval Request**

This report contains two (2) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2010-2011	Total for FY 2010-2011
\$6,498,502	\$2,134,300	\$2,134,300

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

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

**POSTING FOR**

4/4/2011

**PROPOSED PERSONAL SERVICES CONTRACTS**

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4095-10/11	27	Airport Commission	Regular	\$6,300,000	Provide solid waste collection, transport, sorting, composting, and disposal services for SFO.	5/1/2011 - 4/30/2016
4096-10/11	35	Municipal Transportation Agency	Regular	\$198,502	Provide specialized professional technical environmental and technical engineering services including planning, designing and analyzing transportation facilities, environmental review, analysis, and transportation engineering. Prepare environmental document that meets requirements of both the National Environmental Policy Act and the California Environmental Quality Act. Prepare administrative drafts of environmental impact review.	3/3/2011 - 12/31/2011

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: SFO Solid Waste Management Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$6,300,000

PSC DURATION: 5/1/2011 - 4/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide solid waste collection, transport, sorting, composting, and disposal services for SFO.

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

Solid waste management services are provided by entities with trained personnel, owning specialized solid waste trucks and extensive solid waste processing facilities. SFO could not provide these services, using in-house staff. Denial of this request would lead to irreparable disruptions in the normal operations of SFO.

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 services have been previously provided through a contract, most recently under PSC # 4005 05/06.

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

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

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

RFP sent to: IFPTE Local 21 and SEIU 1021 on January 28, 2011. Signature: Cynthia P. ...

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

PSC # 4095-10/11 STAFF ANALYSIS/RECOMMENDATION:

MAR 09 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Solid waste management services are provided at SFO by an entity who has acquired a Permit from San Mateo County to perform these services. The work also requires truck drivers with license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.

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

Civil service classes at SFO do not perform garbage collection, sorting, composting, or disposal tasks.

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

Contractor provides numerous garbage collection trucks, solid waste processing facilities, landfill facilities, and a composting plant.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Solid waste collection, processing, and disposal is not currently performed by civil service employees.

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

City would have to invest significant capital funds for purchasing numerous solid waste trucks and setting up a major processing facility. Staff would also have to be hired and trained over an appreciable period to perform these services.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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? Attached is Airport Commission Resolution #10-0341.

<input checked="" type="checkbox"/>	<input 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? A call for bids was issued and competitive bids were solicited for this service and South San Francisco Scavenger Company was the successful contractor.

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

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0341

APPROVAL OF PROPOSED MINIMUM QUALIFICATIONS AND AUTHORIZATION TO ISSUE A CALL FOR BIDS FOR CONTRACT NO. 9000, SOLID WASTE MANAGEMENT SERVICES

WHEREAS, the current contract for solid waste management services expires on April 1, 2011; and

WHEREAS, to prepare for the current contract expiration and to improve upon the delivery of services, staff has prepared proposed minimum qualifications and contract terms for a proposed Invitation for Bids which will assist in ensuring uninterrupted solid waste management services, and the ability to meet SFO's stringent solid waste recycling requirements; and

WHEREAS, pursuant to Airport Commission Resolution No. 10-0317, adopted October 26, 2010, the Commission authorized staff to conduct an informational conference and issue a call for bids for Contract No. 9000, Solid Waste Management Services; and

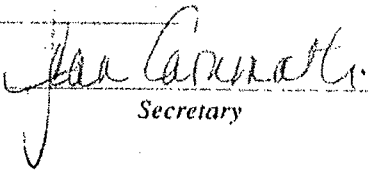
WHEREAS, Staff held a public outreach meeting with all interested contractors and parties on November 19, 2010 to discuss the proposed minimum qualifications and contract terms and solicit industry input, with no objections noted; and

WHEREAS, Staff will provide another opportunity for comments during the pre-bid conference, and incorporate any clarifications, as appropriate; now, therefore, be it

RESOLVED, that this Commission hereby approves the minimum qualifications for bidders (Attachment A), and authorizes Staff to issue a call for bids for Contract 9000, Solid Waste Management Services.

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

DEC 07 2010

  
Secretary

**From:** Cynthia Avakian  
**To:** "Larry Wong"; "Steve Pitocchi"  
**Cc:** "Ging Louie"; "Joe Brenner"; Geri Rayca; Houshang Esmaili  
**Subject:** San Francisco International Airport - Request for Bids for Solid Waste Mgmt Services  
**Date:** Friday, January 28, 2011 8:05:00 PM

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The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Bids for Solid Waste Management Services. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4026>

The Pre-Bid Conference was **Wednesday, January 26, 2011, at 10:00 A.M.** San Francisco International Terminal, Delta/Singapore Building, 710 N. McDonnell Road, 2nd Floor, Conference Room B, San Francisco, CA 94128.

Bids are due on **Friday, February 11, 2011, at 2:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport



PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 3, 2005

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Solid Waste Service

FUNDING SOURCE: Airport Capitol Program

PSC AMOUNT: \$5,000,000.00 PSC DURATION: August 1, 2005 through July 31, 2010

1. DESCRIPTION OF WORK:

- A. Concise description of proposed work: The purpose of this contract is removal of all solid waste, and removal of bins for up to five source-separated recyclables from the San Francisco International Airport.
B. Explain why this service is necessary and the consequences of denial. This service is needed to haul away solid waste from the Airport and create a clean environment.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC #4149-98/99
D. Will the Contract(s) be renewed? Contract will be re-bid after 5 years.

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

IFPTE Local 21 Union Name John G. May (Signature of person mailing/faxing form) 6/9/05 (Date)

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #: 4005 - 05/06

STAFF ANALYSIS/RECOMMENDATION: Approved 7/5/05

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (7/96)

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

- A. Specify required skills and/or expertise: *Solid waste service involving garbage haulers.*
- 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 garbage company will service solid waste compactors and sort recyclables at a transfer station.*

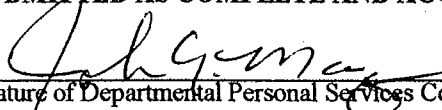
**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

- A. Explain why civil service classes are not applicable: *This is a specialized service not performed by any class of Civil Service workers.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *The City has determined it is more practical to subcontract out this service.*

**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?<br>- Describe training and indicate approximate number of hours.<br>- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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? <i>Airport Resolution # 04-0168</i>                                                                                                                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal 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

**John Marquez** (650) 821-2095  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

**Human Resources  
 Airport Commission  
 P.O. Box 8097  
 San Francisco, CA 94128**  
 \_\_\_\_\_  
 Address



San Francisco International Airport

P.O. Box 8097  
San Francisco, CA 94128  
Tel 650.821.5000  
Fax 650.821.5005  
www.flysfo.com

**MEMORANDUM**

**DATE:** April 13, 2010  
**TO:** Mary Ng, PSC Analyst  
Department of Human Resources (Dept. 33)  
**FROM:** Cynthia Avakian, PSC Coordinator  
Airport Commission (Dept. 27)  
**RE:** Request for Administrative Approval of PSC Modification (less than 50%)

AIRPORT  
COMMISSION  
CITY AND COUNTY  
OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

LARRY MAZZOLA  
PRESIDENT

LINDA S. CRAYTON  
VICE PRESIDENT

CARYL ITO

ELEANOR JOHNS

RICHARD J. GUGGENHIME

JOHN L. MARTIN  
AIRPORT DIRECTOR

|                              |                      |                                   |                         |
|------------------------------|----------------------|-----------------------------------|-------------------------|
| PSC No:                      | <u>4005-05/06</u> ✓  | Approval Date:                    | <u>July 5, 2005</u> ✓   |
| Description of Service(s):   | Solid Waste Service  |                                   |                         |
| Original Approved Amount:    | <u>\$5,000,000</u> ✓ | Original Approved Duration:       | <u>8/1/05-7/31/10</u> ✓ |
| Current Modification Amount: | <u>\$0</u>           | Current Modification of Duration: | <u>8/1/10-6/30/11</u>   |
| Total Modified Amount:       | <u>\$5,000,000</u>   | Total Modified Duration:          | <u>8/1/05-6/30/11</u>   |

**Reason for the modification:**

This contract did not begin until 5/1/2006 and expire on April 30, 2011. We need to extend this request in order to conduct a new RFP for this service.

Attachment: Copy of Approved PSC Summary

.....  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

**DHR ACTION:**  Approved

**Approval Date:** April 16, 2010

**By:** Mary M. Callahan  
for **Micki Callahan, Human Resources Director**

10 APR 15 2010

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 3, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER: # 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Environmental and Transportation Engineering Services

FUNDING SOURCE: Federal and Local funds

PSC AMOUNT: \$198,502.00

PSC DURATION: March 3, 2011 - November 30, 2011 <sup>December 31, 2011</sup> ~~November 30, 2011~~ CLK

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized professional technical environmental and technical engineering services including planning, designing and analyzing transportation facilities, environmental review, analysis, and transportation engineering. Prepare environmental document that meet requirements of both the National Environmental Policy Act and the California Environmental Quality Act. Prepare administrative drafts of environmental impact review.

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

The intent of the Professional Services contract is to enable the SFMTA Sustainable Streets, Long Range Planning & Policy, to obtain technical assistance on environmental issues which might impact current and future transit, traffic, pedestrian, and bicycle service. It is the policy of the SFMTA to be completely and sufficiently staffed to perform the base load of the essential work of the Division. However, due the variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided, it will impact and possibly delay the delivery of SFMTA projects. Delays to SFMTA projects can have an adverse impact on providing service to the public.

If this PSC is denied, the work that is nearing completion will prevent the following items from taking place:

- The environmental review will not be finalized. The Glen Park Community Plan, for which the EIR is being conducted would not be able to be finalized, adopted by the SF Planning Commission, and included as part of the SF General Plan.
Transportation projects that are to be cleared through the environmental review will not move forward to implementation.
Federal Transportation Administration (FTA) funds would possibly have to be returned.

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 original request was approved in May 2007 (PSC #4157-06/07) for a term of 18-months. When granted, it was the first time the SFMTA, Sustainable Streets, has issued a contract for these services. Since then, no additional service contracts have been entered into for this project.

D. Will the contract(s) be renewed: No, the project will be completed in November 2011 and the services of the vendor will no longer be required.

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

Local 21 Signature: Parveen Boparai Date: 2-3-11
Union Name Signature of person mailing / faxing form Date
Union Name Signature of person mailing / faxing form Date

RFP sent to N/A, on Union Name Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved 2-3-11
PSC# 4096-10/11 FEB 03 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

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

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

Specialized skills and expertise in conducting environmental impact analysis at both project and program level. Prepare documents that meet both Federal and State requirements. Knowledge of traffic engineering as it relates to traffic calming, transit, and facilities design.

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

Classes such as 5288 Planner II or 5289 Planner III may be assigned to perform some of this work. However, the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects exceed the availability and capabilities of in-house staff to 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:**

The SFMTA does not have adequate staffing to perform all of its work. Other City agencies do not have expertise in environmental review or design of transit related systems. Some SFMTA projects require specialized expertise for which there are not civil service classes. Although certain civil service classifications may perform some of the work, they do not have the specific expertise for some tasks. Additionally, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided, it will adversely impact and possibly delay the delivery of various improvements which include traffic, transit, bicycle, and pedestrian, projects.

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

No. It is not practical to adopt new civil service classes on specialized areas, which are seldom used. Contracting on specialty work is more cost effective.

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

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

\_\_\_\_\_  
One South Van Ness, 7<sup>th</sup> Fl. San Francisco, CA 94103  
Address

Date/Time: Feb. 3. 2011 10:13AM

| File No. Mode   | Destination | Pg(s) | Result | Page Not Sent |
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| 2581 Memory TX. | 98642166    | P. 4  | OK     |               |

Reason for error

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

**MTA** Municipal Transportation Agency

Dick Herron | Mayor  
 Sanjit | Council  
 Gayle | Vice President  
 Frances Park | Director  
 Cheryl Adams | Director  
 Elizabeth | Director  
 Rose De | Director  
 Michael | Director

**FAX**

|                                                                                               |                |                                       |                       |
|-----------------------------------------------------------------------------------------------|----------------|---------------------------------------|-----------------------|
| FROM:                                                                                         | Parveen Bopara | TO:                                   | Ging Louie (Local 21) |
| PHONE:                                                                                        | 415-701-5377   | FAX:                                  | 415-884-2166          |
| FAX:                                                                                          | 415-701-6397   | PHONE:                                |                       |
| SUBJECT: PSC                                                                                  |                | NO. OF PAGES (Excluding fax cover): 3 |                       |
| <b>COMMENTS:</b><br>Should you have any questions, please contact Kim Walton at 701-45668888. |                |                                       |                       |

San Francisco Municipal Transportation Agency  
 One San Francisco Avenue, Suite 111 San Francisco, CA 94103 | Tel: 415/201-4500 | Fax: 415/201-4400 | www.mta.ca.gov

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 19, 2007

DEPARTMENT NAME: Municipal Transportation Agency (MTA) DEPARTMENT NUMBER 35

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

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

TYPE OF SERVICE: Environmental and Transportation Engineering Services

FUNDING SOURCE: Federal and Local Funds

PSC AMOUNT: \$750,000.00 PSC DURATION: July 1, 2007- December 31, 2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall prepare an environmental document that meets the requirements for an Environmental Impact Statement (EIS) in accordance with the provisions of the National Environmental Policy Act (NEPA) and an Environmental Impact Report (EIR) in accordance with the provisions of the California Environmental Quality Act (CEQA). In addition, the contractor will also be conducting a feasibility analysis of key transportation aspects within the Glen Park community. Some of the items to be covered in the feasibility analysis include are: assessment of the intersections of Bosworth and Lyle and Bosworth/Arlington/I-280, analysis of traffic calming project at Joost and Monterey Streets, feasibility analysis of developing a bus loop around the BART station from Bosworth Street to the upper plaza and out to Diamond Street, and creation of an accessible connection between the J-church Metro stop and the BART station.

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

This service is necessary in order to proceed with the Glen Park community plan. Denial of this service will impact implementation of the Glen Park plan, delay delivery of MTA projects, and lead to an adverse impact on service delivery to 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 is a new project. 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):

N/A
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

MTA, Approved

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

4-19-07

PB
0011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must possess specialized knowledge and expertise in conducting environment impact analysis as required by NEPA and CEPA.

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

No civil service class normally performs this type of work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The scope of this service requires specialized knowledge and expertise in conducting environment impact analysis as required by NEPA and CEPA.

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

No. The need for this type of work is one-time, short-term and limited. There is not enough on-going work on a daily basis. Therefore, it would not be practical to adopt a new civil service class.

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

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees? ( ) (X)
- C. Are there legal mandates requiring the use of contractual services? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? (X) ( )

MTA Board Resolution No.07-049 on April 17, 2007.

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

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

*Parveen Boparai, Sr. Personnel Analyst*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

(415) 554-4161

Telephone Number

Municipal Transportation Agency - Human Resources

401 Van Ness Ave, Room 320 San Francisco, CA 94103

Address



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

RESOLUTION No. 07-049

WHEREAS, The Municipal Transportation Agency (MTA) and the San Francisco Planning Department have entered into a Memorandum of Understanding (MOU) to collaborate in the creation of and jointly fund the Glen Park Community Plan Environmental Impact Analysis and Transportation Feasibility Report; and

WHEREAS, Under the MOU, SMTA will issue a Request for Proposals for a consultant to prepare an environmental document that meets the requirements for both an Environmental Impact Statement (EIS), in accordance with the provisions of the National Environmental Policy Act (NEPA), and an Environmental Impact Report (EIR), in accordance with the provisions of the California Environmental Quality Act (CEQA); and

WHEREAS, The City does not have the specialized expertise or staff resources to conduct the environmental analysis and technical feasibility report; and

WHEREAS, The funding for consultant services under the proposed contract will be from federal and local sources; and

WHEREAS, The Contract Compliance Office has established a twenty-five percent (25%) Small Business Enterprise participation goal for this project; and

WHEREAS, This authorization is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the MTA Board of Directors authorizes the MTA, through its Executive Director/CEO, to advertise a Request for Proposals for Environmental and Transportation Feasibility services, evaluate the proposals, and negotiate a contract with the selected consultant for an amount not to exceed \$750,000.

I hereby certify that the foregoing resolution was adopted by Municipal Transportation Agency Board of Directors at its meeting of APR 17 2007

R. Boomer  
Secretary, Municipal Transportation Agency Board