



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 18, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Gordon Choy, DPW
Lavena Holmes-Williams, PRT
Shamica Jackson, PUC
Donna Marion, LIB

Subject: Personal Services Contracts Approval Request

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2010-2011	Total for FY 2010-2011
\$172,330,000	\$2,306,800	\$563,953,877

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

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

Lavena Holmes-Williams
Port
Pier 1 – The Embarcadero
San Francisco, CA 94111

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

Donna Marion
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

POSTING FOR

4/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-10/11	27	Airport Commission	Regular	\$1,800,000	This project will develop a geodetic control, imagery control, project survey and quality control plan; conduct an aeronautical survey, which will also supplement the aerial survey requirement for the Runway Safety Area project; complete an airspace analysis, obstruction survey, and boundary survey; capture, convert and upload planimetric into the FAA AGIS to obtain approval by the National Geodetic Survey (NGS), and the FAA, and to coordinate and present an electronic Airport Layout Plan. Proposed work must be completed according to the FAA Advisory Circulars 150/5300-16, -17, and -18.	4/18/2011 - 6/30/2015
4098-10/11	27	Airport Commission	Regular	\$2,800,000	The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.	4/18/2011 - 12/31/2015
4099-10/11	27	Airport Commission	Regular	\$8,500,000	Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.	4/20/2011 - 4/19/2014
4100-10/11	40	Public Utilities Commission	Regular	\$150,000,000	Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction, and triple bottom line analysis.	9/1/2011 - 12/1/2026

Total Amount - Regular: \$163,100,000

POSTING FOR

4/18/2011

**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
4068-08/09	27	Airport Commission	Regular	\$450,000	\$950,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquires from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	12/22/2008 - 12/21/2011
4119-07/08	39	Port Commission	Regular	\$380,000	\$1,730,000	The contracted scope of work with Treadwell & Rollo is approximately 90% complete. Regional Water Quality Control Board (Water Board) has accepted/approved the environmental investigation. However, as a result of the findings presented in the investigation report, Water Board now requires the Port to undertake two (2) new tasks; prepare a Remedial Action Plan for the Pier 70 area; and conduct a Feasibility Study for contaminated sediment at a portion of Pier 70 area designated for future park.	6/1/2008 - 6/30/2012
4028-06/07	41	Public Library	Regular	\$0	\$1,690,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	11/1/2006 - 6/30/2015

POSTING FOR

4/18/2011

**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
4087-07/08	90	Public Works	Regular	\$8,400,000	\$16,400,000	<p>The Executive Construction Management (ECM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. ECM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The ECM will also be responsible for the development and maintenance of a Project Controls System that is independent of the Construction Manager/General Contractor's (CM/GC) Project Controls System. The ECM will be responsible for the monitoring of the CM/GC's quality assurance, safety programs, and hazardous material and construction mitigation controls.</p> <p>The selected ECM will provide specialized expertise to supplement Civil Service classifications and will be managed by City staff. The PSC modification request of \$8.4M is a reconciliation of the ECM's work scope and responsibilities between the 2007 forecasted utilization versus 2010 actual utilization trends due to restructured responsibilities. The revised PSC modification reflects an increased involvement by the ECM during the Pre-Construction and Construction Phases of the SFGH Rebuild Project, as well as extended durations. Some of the tasks include a full-time presence of the ECM cost engineer in validating work release work scopes and CM/GC cost reports, full-time schedule analysis and updates, full-time development and participation of the constructability review process, and development and maintenance of the Project Controls System. See attached document titled "Presentation to Board of Supervisors, Request for Contract Modification Approval Exceeding \$10M" for a more detailed discussion of the ECM's revised contract scope and a comparison of the 2007 forecasted utilization versus the 2010 actual utilization trend.</p>	1/1/2008 - 12/31/2016

Sum of Modified Amounts: \$9,230,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 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: Professional Services for the FAA-Airport Geographic Information System (AGIS) Project

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$1,800,000 PSC DURATION: 4/18/2011 - 6/30/2015 (~4 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This project will develop a geodetic control, imagery control, project survey and quality control plan; conduct an aeronautical survey, which will also supplement the aerial survey requirement for the Runway Safety Area project; complete an airspace analysis, obstruction survey, and boundary survey; capture, convert and upload plainmetric into the FAA AGIS to obtain approval by the National Geodetic Survey (NGS), and the FAA, and to coordinate and present an electronic Airport Layout Plan. Proposed work must be completed according to the FAA Advisory Circulars 150/5300-16, -17, and -18.

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

This service is required to avoid potential penalties for failure to properly comply with the FAA NextGEN program which will require all national airports to provide accurate, spatially-referenced data to the FAA-AGIS according to the FAA Advisory Circulars. Denial will deem SFO non-compliance of both the Congressional mandates under the Runway Safety Area requirements, and the FAA-AGIS requirements.

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 service has not been provided in the past. SFO has been selected as the first Airport pilot project in the Western Pacific Region to perform such service.

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):

IFPTE, Local 21 Union Name
Signature of person mailing/faxing form
March 17, 2011 Date

RFP sent to: IFPTE, Local 21 on January 19, 2011
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4097-10/11
STAFF ANALYSIS/RECOMMENDATION:

MAR 23 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise

Certified photogrammetrist with experience in delivering high quality geographic, three-dimensional aerial orthophotographs using airborne cameras and sensors. Certified pilot supplied with the applicable aircraft to perform aerial photography. Demonstrated experience in establishing NSRS geodetic control in an area of crustal motion such as the Airport. Extensive experience in performing data collection and conversion for enterprise GIS, and has successfully performed obstruction surveys, and airspace analysis for a large hub airport. Experience in the application and compliance of FAA Circulars, and the NGS regulations.

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

Since the methodology and requirements of AGIS are new and evolving, no current civil service class normally performs the work as required, although a small portion of the field survey work can be done by Classes 5310 and 5314. In specific, all survey under the AGIS project must be geodetic, in State Plane coordinates, using specific and new methodology; different than the typical survey using the customary Airport coordinates. The survey collection methodology is also different than currently practiced, with much greater emphasis on detailed attribute collection for over 140 feature classes specific to the Airport environment. It is imperative that data planning, collection, and conversion be performed properly, and in a timely manner since the NGS and the FAA will be approving survey data collected according to the preset guidelines.

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

Mobile GPS equipment will be required to perform the runway profiles efficiently. The aerial survey component of the work will require an aircraft and all applicable airborne survey equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable to this project as there are currently no certified aerial photogrammetrist, pilots, and GIS specialists who are able to perform the required tasks, or to complete the substantial amount of data collection and conversion required.

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

No. In addition, the specialties required could change with new laws, regulations and technologies, and the workload is episodic, requiring variable levels of effort and different sets of expertise specific to each 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"/>
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- 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 #10-0308

<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? An RFP has been issued and the outcome of that process is not known at this time.

<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:

Cynthia P. Avakian

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. 10-0308

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATION / PROPOSAL FOR CONTRACT NO. 9007A. PROFESSIONAL SERVICES FOR THE FEDERAL AVIATION ADMINISTRATION – AIRPORTS GEOGRAPHIC INFORMATION SYSTEM PILOT PROJECT.

- WHEREAS, the Federal Aviation Administration (FAA)- Airports Geographic Information System (AGIS) will address airport data management by creating an improved way of collecting, updating, storing and sharing airport data for airport sponsors, planners, surveyors, and the FAA. It will also provide for greater airport planning and design flexibility for NextGen, which will require a robust, integrated, and accurate geo-referenced dataset; and
- WHEREAS, this contract will procure a professional team to provide consultation, survey, and technical support services to fulfill the project requirements in according the FAA Advisory Circulars 16, 17, and 18; and
- WHEREAS, develop a geodetic control and survey quality plan; and
- WHEREAS, conduct an aerial survey, including production of aerial imagery, and planimetrics required for both the FAA-AGIS, and the completion of the Runway Safety Area (RSA) project design; and
- WHEREAS, preparation of airspace analysis, obstruction survey, and property map; and
- WHEREAS, collection and conversion of all required data and attributes for the FAA-AGIS, and to provide an electronic Airport Layout Plan; and
- WHEREAS, the FAA Airport Improvement Program (A.I.P.) provides for the reimbursement of 75% of eligible costs, and the estimated cost of professional services is \$1,000,000; now, therefore, be it
- RESOLVED, that the Commission hereby approves this resolution authorizing Staff to issue a Request for Qualification / Proposal for Contract No. 9007A. Professional Services for the Federal Aviation Administration – Airports Geographic Information System Pilot Project.

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

OCT 05 2010


Secretary

0003



Dept 27 PSC for Airports Geographic Information System (AGIS) Project

Cynthia Avakian

to:

DHR-PSCCoordinator

03/23/2011 06:55 PM

Hide Details

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>

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

4 Attachments



image001.jpg PSC Form 1 AGIS.pdf PSC Form 1 AGIS.docx 10-0308.pdf

Maria,

Attached is the PSC for the Airports Geographic Information System (AGIS) Project for the April 18th Civil Service Commission meeting. Let me know if you need anything else from me on this one.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian

Sent: Wednesday, January 19, 2011 8:42 PM

To: 'Larry Wong'

Cc: 'Ging Louie'; 'Joe Brenner'

Subject: San Francisco International Airport - Request for Proposals for Airports Geographic Information System (AGIS)

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Airports Geographic Information System (AGIS) Improvements. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4036>

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

Thank you.



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Cynthia Avakian  
San Francisco International Airport

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 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: Professional Services-Program Support Services for Runway Safety Area (RSA)

FUNDING SOURCE: ACIP Federal Funded

PSC AMOUNT: \$2,800,000 PSC DURATION: April 18, 2011 to December 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.

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

San Francisco International Airport is required to enhance the RSA under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005) (http://sforsaprogram.org/home.html)]. The enhancement requires expert knowledge to support Airport Staff in the installation of state-of-the-art, FAA-approved, navigational landing instrument systems and in the construction of multiple Engineered Material Arresting Systems (EMAS) as a safety measure to halt aircraft overshoots at runway ends. At an estimated cost of over \$200 million, this federally-mandated program requires knowledge from an expert that neither Airport Staff nor City engineers have all requisite expertise to fulfill. The consultant would perform specialized work to support Airport Staff in RSA-related design and construction management. If this service is denied, the Airport will lack the expertise and specialized services for design and inspection of the navigational-aids required to meet the FAA airport design standards. Additionally, a denial would delay the project in meeting the December 2015 deadline.

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 request.

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

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

IFPTE, Local 21 [Signature] March 17, 2011
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on January 31, 2011 [Signature]
Union Name Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

MAR 28 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and program and project scheduling.

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

Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of FAA navigational-aids. The job description of these civil service classes does not cover knowledge of these special cases. City staff will supervise the contracted 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:

Neither Airport Staff nor City engineers have all of the requisite expertise regarding FAA navigational systems to oversee and implement this RSA program and its requirements; therefore, the assistance of consultants familiar with and versed in FAA runway design and construction requirements is necessary. Airport staff will manage the Program, but project support services are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment. The majority portion of the program will be performed by city engineers, inspectors, operations, technical and maintenance staff.

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

No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, management, and scheduling services will be needed only once.

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

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

Yes  No

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0014.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP has been issued and the outcome of that process has not been determined at this time.

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

*Cynthia P. Avakian*

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. 11-0014

AIRPORT CONTRACT NO. 8792C  
PROGRAM SUPPORT SERVICES FOR RUNWAY SAFETY AREA (RSA)  
REQUEST FOR PROPOSALS/NEGOTIATE WITH THE  
HIGHEST RANKED PROPOSER

WHEREAS, Runway Safety Area (RSA) enhancements to Runways 1L-19R, 1R-19L, 10L-28R, and 10R-28L are necessary to comply with Public Law 109-115, which requires airport sponsors to enhance RSAs according to Federal Aviation Administration (FAA) airport design standards by no later than December 31, 2015.

WHEREAS, the Airport needs a consultant to support Airport staff in performing design and construction management for the RSA contracts; and

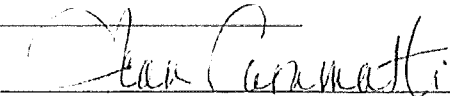
WHEREAS, the work includes specialty design and inspection pertaining to the FAA's navigational-aids systems, budget analyses, and development of a master project schedule; now, therefore, be it

RESOLVED, that the Commission hereby approves the scope, budget, and schedule of Airport Contract No. 8792C, Program Support Services for RSA, and authorizes the Airport Director to issue request for proposals, and to conduct negotiations with the highest ranked proposer.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

JAN 18 2011

at its meeting of \_\_\_\_\_

  
Secretary

**From:** Jim Chiu  
**To:** Al Herce; Carol Isen; Don Eng; Drew Howard; Fuad Sweiss; Mark Dorian; Patrick Rivera; Norman Chan; Reza Baradaran; Jane Wang; Peg Divine; Susan Yee; Kathryn How; Tim Leung; Shamica Jackson  
**Cc:** Cynthia Avakian; glouie@ifpte21.org; Joe Birrer  
**Subject:** notice of intent-RFP for Runway Safety Area program support services  
**Date:** Thursday, February 24, 2011 9:51:44 AM

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**Subject: Notice of Intent to request for proposal for Runway Safety Area Program Support Services**

Date: February 24, 2011

From: Airport Commission-Facilities Division

Subject: 8792C-Runway Safety Area (RSA) Program Support Services

The Airport is embarking on a congressional mandated airfield safety project that will involve displacing runways, constructing new taxiways, installing airfield lighting system, and installing new FAA's navigational-aids system.

**Project Name:** 8792C-Runway Safety Area (RSA) Program Support Services

**Project Location:** San Francisco International Airport

**Services Requested & Schedule:**

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4062>

REQUESTED RESPONSE DATE IS COB FRIDAY, MARCH 4, 2011. If the Airport has not received a positive response from your organization by this date, it shall be assumed that staff in your organization is not able to perform these services within the specified duration, or for other reasons as specified in your response. Absence of a response by this date will also be an indication of inability to provide the requested services. If no response accepting the work has been received by FRIDAY, MARCH 4, 2011, the Airport will proceed with the execution of a contract for completion of these services.

All questions regarding details related to this request should be sent to Jim Chiu, RSA Project Manager [jim.chiu@flysf.com, 650-821-7741]. Thank you in advance for your consideration.

Regards,

Jim Chiu,  
RSA Project Manager  
San Francisco International Airport  
[jim.chiu@flysf.com](mailto:jim.chiu@flysf.com)  
(650) 821-7741



Dept 27 - PSC for the Airport's Professional Services - Program Support Services for Runway Safety Area (RSA) Project

Cynthia Avakian

to:

DHR-PSCCoordinator

03/23/2011 07:32 PM

Hide Details

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>

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

5 Attachments



image001.jpg PSC Form 1 RSA Program Support.docx PSC Form 1 RSA Program Support.pdf 11-0014.pdf



Notice of intent-RFP for Runway Safety Area program support services.pdf

Maria,

Attached is the PSC for the Airport's Professional Services - Program Support Services for Runway Safety Area (RSA) Project for the April 18<sup>th</sup> Civil Service Commission meeting. Let me know if you need anything else from me on this one.

Thanks,

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



**From:** Cynthia Avakian  
**Sent:** Monday, January 31, 2011 6:41 PM  
**To:** 'Larry Wong'  
**Cc:** 'Ging Louie'; 'Joe Brenner'; Jim Chiu; Geri Rayca  
**Subject:** SFO - Request for Proposals for Program Support Services for Runway Safety Area

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Program Support Services for Runway Safety Area at SFO. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4062>

Proposals are due on **Thursday, March 10, 2011, at 3:00 P.M.**

Thank you.



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Cynthia Avakian
San Francisco International Airport

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 17, 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: Design, develop, install and implement an integrated solution for ground transportation information with radio frequency identification (RFID) and Smart-card technology

FUNDING SOURCE: Airport Capital Project Funds

PSC AMOUNT: \$8,500,000 PSC DURATION: 4/20/2011 - 4/19/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

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

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. This new Comprehensive Ground Transportation and Taxi Management System will replace the aging Automated Vehicle Identification (AVI) and Taxi Revenue System (TRS) that are in urgent need of upgrade. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

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):

A request was submitted in the past (PSC #4095-07/08) however, because of scope changes we never utilized that approval. This is a new service that has not been previously provided through a contract.

D. Will the contract(s) be renewed? Yes, if there continues to be a need 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):

IFPTE Local 21

Signature of person mailing/faxing form

12/20/2010

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE Local 21 on 11/20/2010

Signature

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4099-10/11
STAFF ANALYSIS/RECOMMENDATION:

MAR 17 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of RFID and smart-card technology; software code to integrate information from RFID and smart-card technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

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

None because RFID and smart-card technology for commercial vehicles is not normally utilized by any department. The IS Trainer (1031, 1032 and 1033), IS Engineer (1041 through 1044), IS Business Analyst (1051 through 1054) and IS Program Analyst (1061 through 1064) series develop solutions for business projects but they do not have familiarity with the integration of RFID and smart-card technology with these systems.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

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

No, the proposed work is of a limited duration involving specialized knowledge.

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

User Training – 80 hours of training, for IS Business Analyst, Clerks, Transportation Planners & Managers. (15)

System Administration – 40 hours of training for IS Engineers and IS Administrators (8)

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? Attached is Airport Commission Resolution #10-0314.

<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? An RFP will be conducted and the results of that process are not known at this time.

<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

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



FW: SFO - RFP Ground Transportation Management System/Taxi Management System (GTMS/TMS)

Cynthia Avakian

to:

DHR-PSCCoordinator

03/17/2011 07:38 PM

Hide Details

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>

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

5 Attachments



image001.jpg



GTMS-TMS PSC 1 final.pdf



GTMS-TMS PSC 1 final.docx



10-0314 - RFP GTMS_TMS 8841R.pdf



PSC 4095-07_08 Form 1 GTMS.pdf

Maria,

Attached is the PSC for the Airport's Ground Transportation Management System/Taxi Management System (GTMS/TMS) for the April 18th Civil Service Commission meeting. Please note that we never utilized the prior approval PSC 4095-07/08.

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

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

From: Cynthia Avakian
Sent: Tuesday, November 23, 2010 10:05 AM
To: 'Larry Wong'
Cc: Joe Brenner; Ging Louie
Subject: RE: SFO - RFP Ground Transportation Management System/Taxi Management System (GTMS/TMS)

Thank you for the quick response. I hope you all have a great Thanksgiving holiday!

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Tuesday, November 23, 2010 9:27 AM
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie; Abubaker Azam; Steven Carleton; Henry Thompson; Larry Wong
Subject: RE: SFO - RFP Ground Transportation Management System/Taxi Management System (GTMS/TMS)

Cynthia,

Thanks for providing us an update. Local #21 did not have any objections concerning this PSC and Proposal.

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

From: Cynthia Avakian [Cynthia.Avakian@flysf.com]
Sent: Saturday, November 20, 2010 11:19 AM
To: Larry Wong
Cc: Joe Brenner; Ging Louie; Abubaker Azam; Steven Carleton; Henry Thompson
Subject: SFO - RFP Ground Transportation Management System/Taxi Management System (GTMS/TMS)

Larry,

This is one of the items Abubaker Azam discussed with Local 21 during the last time Local 21 was at the Airport to discuss contracts. The RFP was just posted. Let me know if Local 21 has any questions about this request.
Thanks,

Cynthia
650-821-2014

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals (RFP) Ground Transportation Management System/Taxi Management System (GTMS/TMS). It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=3912>

Pre-Proposal Conference on **Thursday, December 9, 2010 at 10:00 A.M.**

If your firm prefers to participate via conference call, please RSVP to: Twila.Tetz@flysf.com by **December 7, 2010** with the participant's name, title, firm, e-mail address and phone number and you will receive the dial in instructions.

Proposals are due on **Wednesday, January 19, 2011, at 3:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 10-0314**

**REJECT ALL PROPOSALS TO END NEGOTIATIONS FOR THE GROUND TRANSPORTATION MANAGEMENT SYSTEM CONTRACT NO. 8841, AUTHORIZE STAFF TO ISSUE A NEW REQUEST FOR PROPOSALS FOR A COMBINED GROUND TRANSPORTATION AND TAXI MANAGEMENT SYSTEM, CONDUCT A COMPETITIVE SELECTION PROCESS AND AUTHORIZE STAFF TO NEGOTIATE WITH THE HIGHEST RANKED PROPOSER**

**WHEREAS, the current ground transportation Automated Vehicle Identification (AVI) and Taxi Revenue Systems are aging technology not currently supported by any vendor, do not provide needed and necessary functionality and require replacement; and**

**WHEREAS, this Commission previously approved the issuance of a Request for Proposals for the Ground Transportation Management System that included the AVI portion; and**

**WHEREAS, staff commenced a competitive selection and evaluation process and began negotiations with the highest proposer; and**

**WHEREAS, subsequent to the contract negotiations Airport staff concluded that the Airport will best be served through the development of a comprehensive ground transportation system that includes both AVI and a Taxi Revenue System components; and**

**WHEREAS, staff anticipates that issuing a new RFP that combines systems under a single contract, the Airport will realize significant benefits in cost, project management, system deliver time and seamless integration; and**

**WHEREAS, a comprehensive Ground Transportation and Taxi Management System will improve the tracking and enforcement of commercial ground transportation vehicles at the Airport and thus improve the accuracy and reliability of data used for billing and reporting and streamline business processes for better customer service and increased revenues; now, therefore be it**

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 10-0314**

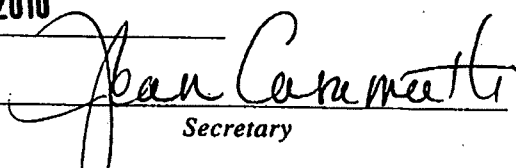
**RESOLVED**, that the Airport Commission rejects all proposals to end negotiations and terminate the competitive selection process under the previously approved under Resolution No. 08-0090 for Ground Transportation Management System Contract No. 8841; and be it further

**RESOLVED**, that the Airport Commission authorizes staff to issue a new Request for Proposals to select a qualified contractor to design, build, integrate and install a combined Ground Transportation and Taxi Management System; and be it further

**RESOLVED**, that the Airport Commission authorizes staff to conduct negotiations with the highest ranked proposer, and return to the Commission with the award.

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

**OCT 26 2010**

  
Secretary



PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 21, 2007

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: Design, develop, install and implement an integrated solution for ground transportation information with radio frequency identification (RFID) technology

FUNDING SOURCE: Airport Capital Project Funds

PSC AMOUNT: \$1,100,000 PSC DURATION: April 1, 2008 to March 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders on commercial vehicles at the Airport. Work includes software development, integration of current RFID readers into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

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

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

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 that has not been previously provided through a contract.

D. Will the contract(s) be renewed? No; once finished, the project should only need maintenance.

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

Local 21 Galen W.M. Leung DEC 21 2007
Union Name Signature of person mailing/faxing form Date

RFP sent to: Local 21 on Date Signature
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4095-07108 Approved 2/19/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of RFID technology; software code to integrate information from RFID technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID technology.

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

None because RFID technology for commercial vehicles is not normally utilized by any department. The IS Trainer (1031, 1032 and 1033), IS Engineer (1041 through 1044), IS Business Analyst (1051 through 1054) and IS Program Analyst (1061 through 1064) series develop solutions for business projects but they do not have familiarity with the integration of RFID technology with these systems.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because RFID technology is not commonly used, and knowledge of RFID technology is not part of the requirements in current civil service classifications.

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

No, the proposed work is of a limited duration involving specialized knowledge.

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

User Training – 80 hours of training, for IS Business Analyst, Clerks, Transportation Planners & Managers. (15)  
System Administration – 40 hours of training for IS Engineers and IS Administrators (8)

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"/> |
|--------------------------|-------------------------------------|

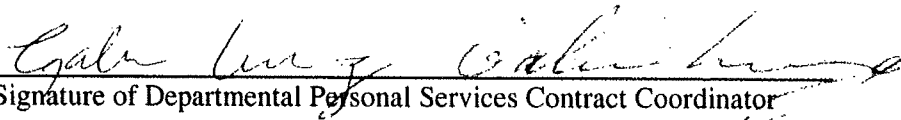
E. Has a board or commission determined that contracting is the most effective way to provide this service? A resolution is being submitted to the Airport Commission on Jan. 22, 2008.

|                          |                                     |
|--------------------------|-------------------------------------|
| <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? An RFP will be conducted.

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

Galen W.M. Leung

Print or Type Name

(650) 821-2012

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/28/2011 (30-day Notice to Unions)
03/28/2011 (to DHR)-Revised

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: Sewer System Improvement Program Management Support Services (CS-165)

FUNDING SOURCE: Wastewater Revenue and Revenue Bonds

PSC AMOUNT: \$150,000,000 PSC DURATION: 09/01/2011 to 12/01/2026

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction, and triple bottom line analysis.

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

The SFPUC is seeking to obtain the services of a firm that has completed multi-billion dollar capital improvements on similar combined sewer capital improvement construction programs. This City-led Program is very complex and the City needs the services of an experienced program manager to provide advice. If the contract is denied, critical improvements to the City's wastewater system will be delayed causing the system to be out of regulatory compliance and at risk for failure.

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

These services have 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):

L21/L1021 Shamica Jackson 01/28/2011 (30-day Notice to Unions)
Union Name Signature of person mailing/faxing form 03/28/2011 (to DHR)-Revised
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Program planning experience for a \$5-\$7 Billion combined sewer system capital improvement program, experience with program validation, programmatic scheduling and estimating, triple bottom line sustainability, risk management, facilities integration, preliminary design, climate change analysis, watershed assessments, staff training, program controls and pre-construction support.

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

5241 Engineer, 5211 Senior Engineer, 5212 Principal Engineer, 5506 Project Manager III, 5508 Project Manager IV.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

In some cases Civil Service Classifications are applicable, but in the ones that are not applicable it is due to the technical expertise required. The City does not routinely develop \$5-7 Billion capital improvement programs for the combined sewer system. This work happens about every 40 years.

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

No. This program will only require resources to provide support during the capital projects after the program concludes this staff will no longer be 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 checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours. <b>Technical Training, 15,000 hours</b></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. <b>50 Engineers, 20 Process Engineers</b></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? <b>Discussion and direction from SFUC Commission at the 2/22/11 meeting.</b>                                                                                                                                                                                 | <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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

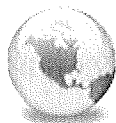
Print or Type Name

Telephone Number

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

**San Francisco, CA 94103**

Address



FW: CS-165, PSC Summary Form- Revised II

Jackson, Shamica

to:

Ryan, Maria, DHR-PSCCoordinator

03/28/2011 01:42 PM

Cc:

"Jackson, Prentiss", "Domingo, Kofo", "Kubick, Karen"

Hide Details

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

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

Cc: "Jackson, Prentiss" <PJackson@sfgwater.org>, "Domingo, Kofo" <KDomingo@sfgwater.org>, "Kubick, Karen" <KKubick@sfgwater.org>

1 Attachment



Revised CS-165, PSC Summary to DHR 03282011.pdf

Hi Maria,

This is the second revision (training 15,000 hours) and the final PSC for CS-165. Please disregard all previous PSC's

Thanks,  
Shamica

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103

voice: 415-554-0727

fax: 415-554-3225

email:sjackson@sfgwater.org

 Please consider the environment before printing this email

---

**From:** Jackson, Shamica

**Sent:** Monday, March 28, 2011 12:18 PM

**To:** Jackson, Shamica; 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; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane

**Subject:** RE: CS-165, PSC Summary Form- Revised

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-165, Sewer System Improvement Program - Program Management Services**, initial request for \$150,000,000 and duration to December 1, 2026.

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

3. Thirty-day Union notification required? If no, please explain. **Yes. The thirty-day notice expired on February 28, 2011.**

4. For **April 18, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson

San Francisco Public Utilities Commission

Contract Administration Bureau

1155 Market Street, 9th Floor

San Francisco, CA 94103

voice: 415-554-0727

fax: 415-554-3225

email:sjackson@sfgwater.org

 Please consider the environment before printing this email

---

**From:** Jackson, Shamica

**Sent:** Thursday, March 24, 2011 2:54 PM

**To:** 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; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane

**Subject:** CS-165, PSC Summary Form

**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-165, Sewer System Improvement Program - Program Management Services**, initial request for \$150,000,000 and duration to October 1, 2025.
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 28, 2011.**
4. For **April 18, 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



30 DAY NOTICE PRIOR TO DHR: CS-165 draft PSC to Unions for review

Jackson, Shamica

to:

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

01/28/2011 03:25 PM

Cc:

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

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>, "Jackson, Prentiss" <PJackson@sflower.org>, "Domingo, Kofo" <KDomingo@sflower.org>

1 Attachment



CS-165 DRAFT PSC TO UNION 01282011.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: March 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION [PSC # 4068-08/09]

TYPE OF SERVICE: Consulting services related to Airport's Noise Insulation Program

FUNDING SOURCE: Airport Operating Funds and FAA Grant Funds

Original PSC Amount: \$500,000 Original PSC Duration: 12/22/08 - 12/21/11
Proposed Modification: \$450,000 Modification PSC Duration: -N.A-
TOTAL PSC AMOUNT: \$950,000 TOTAL PSC DURATION: 12/22/08 - 12/21/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquires from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.

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

Work is needed to ensure that Airport continues to meet its commitments with the County of San Mateo regarding the Airport's Noise Insulation program. Accordingly, Airport must continue to: administer & manage existing noise abatement programs, rules, regulations and procedures; work with the County and local communities to monitor new developments in the noise impact area to identify potential new incompatible land uses; and eliminate incompatible land uses through acoustic treatment of eligible units and/or acquisition of new easements.

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 # 4068-08/09

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 Local 1021.

RFP sent to: Union Name Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE \*\*\*\*\* MAR 21 2011

PSC # 4068 - 08/09
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.

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

None. Airport staff in the following classifications may provide coordination with the consultant: 5264 Airport Noise Abatement Specialist and 5271 Senior Noise Abatement Specialist; however these positions are responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns and not the coordination with the acquisition of easements and insulation improvements to residential properties.

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:

Different, specialized services requiring diverse, expert knowledge will be required on an as-needed basis. Need professionals with experience in administration & management of aircraft noise insulation programs, particularly related to commercial airports in California; professionals should be intimately familiar with the State of California Noise Standards for Airports.

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

No. Project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

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

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

Yes  No

B. Will the contractor train City and County employees?

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

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

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

Approximately 80% of the cost may be reimbursed by FAA grants. Contractor must perform work in accordance with requirements established by the FAA.

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0357

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Airport conducted an RFP and C Kell Smith was the top ranked firm.

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

*Cynthia P. Avakian*

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

**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#); [Steve Pitocchi](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Sharon Jenkins](#)  
**Subject:** RE: Airport PSC #4068-08/09 Noise Insulation Program  
**Date:** Saturday, March 19, 2011 9:12:18 AM

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Thanks Cynthia.

Local #21 has no further questions. PSC is OK.

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

---

From: Cynthia Avakian [[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)]  
Sent: Saturday, March 19, 2011 2:13 AM  
To: Larry Wong; Steve Pitocchi  
Cc: Ging Louie; Joe Brenner; Sharon Jenkins  
Subject: RE: Airport PSC #4068-08/09 Noise Insulation Program

Larry,

Please see our answers to your questions below. Let me know if you have further questions. Thanks,

Cynthia  
650-821-2014

---

From: Larry Wong [[lwong@ifpte21.org](mailto:lwong@ifpte21.org)]  
Sent: Thursday, February 17, 2011 3:07 PM  
To: Cynthia Avakian; Steve Pitocchi  
Cc: Ging Louie; Joe Brenner; Sharon Jenkins  
Subject: RE: Airport PSC #4068-08/09 Noise Insulation Program

Hi Cynthia,

In reviewing the job specifications from DHR website for 5264 Airport Noise Abatement Specialist and 5271 Senior Noise Abatement Specialist, both classes have the following duties..."May attend community meetings to assist in and/or make presentation regarding noise abatement issues." and "Responds and addresses calls relating to Airport/Airplane noise complaints from the community".

From PSC proposed works, it appears that some or all of this 5264 and 5271 work scope is being outsourced.

Questions:

1. How many employees does the SFO have in the 5264 (1 Airport employee) and 5271 (this position was vacated 12/2010) classes?
2. Please advise if the proposed work scope includes duties from the 5264 and 5271 classes?

Local 21 points out that the duties of Airport staff (specifically job classifications 5264 and 5271) include participation in community meetings regarding noise abatement issues, and response to calls from the community related to complaints about aircraft noise. Local 21 questions whether these duties would be outsourced to the Noise Insulation Consultant.

In response, note that any participation of Airport staff (5264 and 5271 classes) in community meetings for or any handling of calls from the community regarding noise abatement and/or aircraft noise complaints is sporadic (in the past 2-3 years, Airport staff has received only a handful of phone calls from the community, and these have been general inquiries about the Airport's Noise Insulation

Program). Since this work is so sporadic, it does not justify hiring additional full time City employees for this purpose.

In contrast, the work that would be performed by the Noise Insulation Consultant involves tasks that are outside of Civil Service classifications. The consultant will have to proactively reach out to the neighboring Cities and the residents in areas impacted by aircraft noise to schedule site visits to many properties that might be eligible for noise insulation work, and to perform site surveys to develop the proper noise insulation treatment for each unit. Furthermore, the consultant will be responsible for many other tasks, such as: reviewing county records regarding changes of ownership in properties located in areas impacted by aircraft noise; conducting acoustical tests of affected properties; designing acoustic upgrades to mitigate aircraft noise in accordance with the building codes and other requirements of the neighboring cities; coordinating acquisition of easements to allow aircraft to fly over the affected areas; assisting Airport in obtaining FAA grants to cover most of the cost of performing this work; etc. Given the level of complexity of these activities, which involve multiple disciplines (acoustical engineering, design of proper acoustic treatment and noise insulation upgrades, familiarity with the building codes in the various cities near the Airport, understanding of FAA regulations regarding noise abatement and Federal funding of noise insulation programs, architectural design related to acoustic treatment etc.), and because the design and implementation of the acoustic treatment is not standard for all the properties but is unique for each unit, it would be impractical to create a Civil Service classification to do this work. The consultant's expertise is required to perform this work, and the consultant will be conducting all these activities in constant communication with Airport staff that will be coordinating and approving all the work.

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

---

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
Sent: Thursday, February 17, 2011 11:32 AM  
To: Larry Wong; Steve Pitocchi  
Cc: Ging Louie; Joe Brenner; Sharon Jenkins  
Subject: Airport PSC #4068-08/09 Noise Insulation Program

Larry/Steve,

Attached is the Airport's request for modification 1 to PSC #4068-08/09 Noise Insulation Program.

Please let me know if you have further questions or need additional documentation. Thanks,

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 12, 2008

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: Consulting services related to Airport's Noise Insulation Program

FUNDING SOURCE: Airport Funds and FAA Grant Funds

PSC AMOUNT: \$500,000 PSC DURATION: 12/22/08 - 12/21/11 (3 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFO is seeking a qualified consultant for support on the Noise Insulation Program, particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisitions and recording; coordination of noise insulation design and construction work; handling inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for FAA grant reimbursements.

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

This service is necessary to ensure that the Airport continues to meet all requirements set forth under the California Code of Regulations, Title 21, Chapter 2.5, Subchapter 6, Section 5012 on Noise 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):

To date, administration and management of noise insulation work and easement acquisition have been the responsibility of the County of San Mateo and the various cities in the noise-impacted areas. However, for future phases of the Airport's Noise Insulation Program, the cities and County of San Mateo are relinquishing their role, and SFO will have to coordinate these activities.

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

SEIU Local 1021 Union Name Cynthia P. Avakian Signature of person mailing/faxing form 11/12/08 Date

RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4068-08/09 STAFF ANALYSIS/RECOMMENDATION: approved 12/15/08

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.

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

None. Airport staff in the following classifications may provide coordination with the consultant: 5264 Airport Noise Abatement Specialist and 5271 Senior Noise Abatement Specialist; however these positions are responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns and not the coordination with the acquisition of easements and insulation improvements to residential properties.

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:

Different, specialized services requiring diverse, expert knowledge will be required on an as-needed basis. Need professionals with experience in administration and management of aircraft noise insulation programs, particularly related to commercial airports in California; professionals should also be intimately familiar with the State of California Noise Standards for Airports.

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

No. This project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

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

Yes  No

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

Yes  No

Approximately 80% of the cost may be reimbursed by Federal Aviation Administration grants. Contractor must perform work in accordance with requirements established by the FAA.

E. Has a board or commission determined that contracting is the most effective way to provide this service? (See Airport Commission Resolution #08-0119.)

Yes  No

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

Yes  No

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

Cynthia P. Avaklan

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avaklan

(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. 10-0357

APPROVAL OF MODIFICATION NO. 1 TO NOISE INSULATION CONSULTING SERVICES  
CONTRACT WITH C. KELL-SMITH & ASSOCIATES TO INCREASE THE CONTRACT  
BUDGET AND EXTEND THE TERM OF THE CONTRACT.

WHEREAS, on December 16, 2008, through Resolution Number 08-0237, the Airport Commission authorized staff to execute a two-year contract with a one-year option, with C. Kell-Smith & Associates, Inc. ("CKS") for Noise Insulation Consulting services to assist the Airport on administration and management of the Noise Insulation Program ("NIP"); and,

WHEREAS, the contract was executed on December 22, 2008; and,

WHEREAS, since that time, staff has made significant progress defining the scope of the ongoing phase of the NIP and securing initial funding from the FAA to proceed with the work; and,

WHEREAS, the current NIP phase involves acoustic treatment of about 65 homes in calendar year 2011 plus up to 60 homes in the following year and additional units in subsequent years; and,

WHEREAS, this scope is significantly greater than the preliminary estimate made in 2008, since at that time it was expected that only 35 homes would be acoustically treated in the initial phase; and,

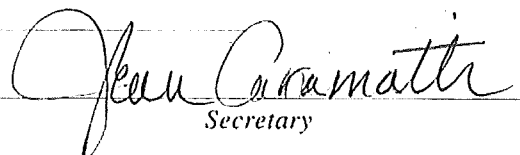
WHEREAS, because of the larger scope, staff will need the support of the Noise Insulation Consultant over the foreseeable future to complete this work; now, therefore be it,

RESOLVED, that the Airport Commission approves Modification No. 1 to the contract with C. Kell-Smith & Associates, Inc. to increase the contract amount by \$200,000 for a total not-to-exceed contract amount of \$950,000, and to extend the term by one-year to December 21, 2011.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission*

*at its meeting of* \_\_\_\_\_

DEC 21 2010

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 21, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 4119-07/08 )

TYPE OF SERVICE: Pier 70 Environmental Investigation and Remedial Action Planning

FUNDING SOURCE: Annual Operating Budget and Grant Funds

|             |               |                |               |                    |                         |
|-------------|---------------|----------------|---------------|--------------------|-------------------------|
| PSC AMOUNT: | Original Amt: | \$500,000.00   | PSC DURATION: | Original Duration: | 06/01/2008 - 06/30/2010 |
|             | Mod Amt #1:   | \$800,000.00   |               | Duration Mod #1:   | 06/01/2008 - 06/30/2011 |
|             | Mod Amt #2:   | \$50,000.00    |               | Duration Mod #2:   | N/A                     |
|             | Mod Amt #3:   | \$380,000.00   |               | Duration Mod #3:   | 06/01/2008 - 06/30/2012 |
|             | Total Amount: | \$1,730,000.00 |               | Total Duration:    | 06/01/2008 - 06/30/2012 |

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contracted scope of work with Treadwell & Rollo is approximately 90% complete. Regional Water Quality Control Board (Water Board) has accepted/approved the environmental investigation. However, as a result of the findings presented in the investigation report, Water Board now requires the Port to undertake two (2) new tasks; prepare a Remedial Action Plan for the Pier 70 area; and conduct a Feasibility Study for contaminated sediment at a portion of Pier 70 area designated for future park.

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

Pier 70, approximately 65-acres on the City's waterfront, offers potential for development of new public access and new job and revenue-generating facilities. Agency approvals of proposed development and Port's negotiations with development partners depend on securing Water Board approval of environmental management plans. Failure to complete the studies required by the Water Board will prevent redevelopment, including thousands of square feet of new commercial development and construction of a new 13-acre park for which general obligation bond funds have been allocated. Additionally, the Water Board could issue a regulatory order compelling the Port to comply should the Port fail to complete the requested studies on a voluntary basis.

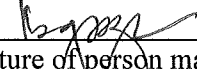
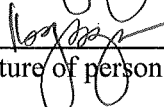
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has not been routinely required by the Port.

D. Will the contract(s) be renewed:

The need to renew this contract is not anticipated.

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

|                             |                                                                                     |                   |
|-----------------------------|-------------------------------------------------------------------------------------|-------------------|
| <u>IFPTE, Local 21</u>      |  | <u>03/21/2011</u> |
| Union Name                  | Signature of person mailing/faxing form                                             | Date              |
| <u>MEA, Miscellaneous</u>   |  | <u>03/21/2011</u> |
| Union Name                  | Signature of person mailing/faxing form                                             | Date              |
| RFP sent to _____, on _____ | _____                                                                               | _____             |
| Union Name                  | Date                                                                                | Signature         |
| RFP sent to _____, on _____ | _____                                                                               | _____             |
| Union Name                  | Date                                                                                | Signature         |

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4119-07/08

MAR 21 2011



STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The work will require a multi-disciplinary team with expertise in a variety of specific fields, including sediment sampling and characterization, sediment chemistry, biological tests pursuant to methods proscribed by regulatory agencies, human health and ecological risk assessment, environmental remediation alternatives analysis, and geotechnical and environmental engineering. The team will include analytical laboratories for sediment analysis.

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

Projects of such specialized nature are generally managed by City staff overseeing consultants and contractors with the required expertise and equipment. These staff are in a variety of civil service classifications including the Class 5620 Regulatory Specialist, 5138 Industrial Hygienist, or 0931 Manager III. However, no existing classifications perform the type of sampling, analysis, data analysis, health risk assessment or environmental remediation engineering needed to conduct the work that is the subject of this PSC.

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

Yes, much of the work proposed to be contracted requires specialized equipment (sampling equipment, underwater survey equipment) and facilities that the City does not have. All laboratory analyses, which will comprise a substantial portion of the total contract value, must be performed by a laboratory with State Accreditation in specific environmental analytical methods established by the EPA.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work requires a variety of experts as listed in Item 3.B, each of whose contributions will be focused on specific elements of the project during a limited term. The coordination and synthesis of this work to prepare the required documents will be done most effectively and efficiently by a team of consultants and contractors assembled to complete the scope of work and directed by City staff working with a prime consultant. No combination of existing civil service classifications could provide all of the services being requested.

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

No. It would not be practical to adopt a new civil service class to perform this work since it requires a very specialized expertise that it is infrequently needed and the overall project is nearly complete.

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

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

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

*Lavena Holmes-Williams*  
Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

03-21-2011  
4152740583

02:25:03 p.m.

Transmit Header Text  
Local Name 1 no\_name  
Local Name 2

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

HUMAN RESOURCES  
PIER 1  
SAN FRANCISCO, CA 94111

Phone: (415) 274-0424  
Fax: (415) 274-0583  
Email: lorcell.braganza@sfport.com

PORT OF  
SAN FRANCISCO

Fox

To: Ging Louie From: Lorcell Braganza  
IFPTE, Local 21 Date: March 21, 2011  
Fax: 415-864-2166 Pages: 2 excluding cover  
Phone: 415-864-2100  
Re: Personal Services Contract (Modification) - Pier 70 Environmental Investigation  
and Remedial Action Planning

Urgent     For Review    Please Comment    Please Reply

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Pages Scanned : 3

Total Pages Confirmed : 3

| No. | Job | Remote Station | Start Time               | Duration | Pages | Line | Mode | Job Type | Results |
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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: 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

03-21-2011  
4152740583

02:23:27 p.m.

Transmit Header Text  
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Local Name 2

This document : Confirmed  
(reduced sample and details below)

Document size : 8.5"x11"

HUMAN RESOURCES  
PIER 1  
SAN FRANCISCO, CA 94111

Phone: (415) 274-0424  
Fax: (415) 274-0583  
Email: lorcell.braganza@sfpport.com

PORT OF  
SAN FRANCISCO

Fax

To: Raquel Silva  
Municipal Exec Assoc (MEA)  
Fax: 415-989-7077  
Phone: 415-989-7244  
From: Lorcell Braganza  
Date: March 21, 2011  
Pages: 2 excluding cover  
Re: Personal Services Contract (Modification) -- Pier 70 Environmental Investigation  
and Remedial Action Planning

Urgent     For Review    Please Comment    Please Reply

Comments:  
\_\_\_\_\_  
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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: March 23, 2011

DEPARTMENT NAME: San Francisco Public Library DEPARTMENT NUMBER 41

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

TYPE OF REQUEST:
 INITIAL REQUEST  MODIFICATION (PSC# 4028-06/07)

TYPE OF SERVICE: Programming, developing and mailing library forms and notices.

FUNDING SOURCE: Public Library's Information Technology Division Operating Budget

Table with 4 columns: Amount, PSC Duration, Modification #, and Total PSC Duration. Rows include Original Amount, Modification #1, Modification #2, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day.

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

Extending the PSC duration is necessary to enable department to exercise a three-year option to extend the original agreement. The option-to-extend term is included in the original RFP and contract agreement. Denial will prevent department from exercising the RFP and contract term for renewal and ultimately impact the department's ability to issue daily notices and forms to Library patrons as department has no other resources to conduct these 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):

The service has been provided via a professional services agreement. PSC number 4028-06/07, which is the PSC Library is proposing to modify.

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):

Handwritten entries for Union Name, Signature of person mailing/faxing form, and Date for Union 21 and SEIU. RFP sent to N/A.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-06/07
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

1. Develop program to receive and transform the electronic files and data from the Library Integrated Library System into applicable notices and forms in multiple languages (approximately 1,000 notices per day, totaling 7,000 per week to include weekends) via secure File Transfer Protocol with the same-day turn-around time on weekdays.
2. Work with Library staff to define specifications for and design each of the forms: notification of items on reserve, overdue, billed items, holds expired and holds cancelled.
3. Generate reports of notices mailed and reports of notices not successfully processed.
4. Perform these services in a secure facility to eliminate potential for identity theft with backup or redundant facilities to accommodate disaster protection requirements..

B. Which, if any, civil service class normally performs this work?  
1052, 1053 and 1054 IS Business Analysts; and 5322 Graphic Artists (partial work only)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes Contractor will perform its fulfillment services in a dedicated facility. Equipment should include a high-production digital printing system such as a Xerox DP 180, high-volume inserter, and other mailing and postage equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City is not structured to produce and manage the large volume of forms, notices and related work. The Library has sought help from OCA and the Reproduction and Mail Services Department to provide the services, but the department indicated that it cannot perform the service to the Library's specifications, and OCA advised the Library to contract the services. The Library does not have the equipment, space, nor variety of classifications required to perform the work.

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

No. The City may already have the variety of classifications, but not a department that encompasses them to provide the required services.

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:**

*Donna Marion*  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

**Donna Marion**  
\_\_\_\_\_  
Print or Type Name

**557-4585**  
\_\_\_\_\_  
Telephone Number

100 Larkin Street 94102  
San Francisco, CA 94102



San Francisco Public Library  
 100 Larkin Street, San Francisco, CA 94102-4733

**FACSIMILE**

DATE: March 24, 2011

TO: Local 21  
 Fax (415) 864-2166

Number of pages: 3

FROM: Anna C. Wong  
 (415) 557-4214 telephone  
 (415) 437-4830 fax

SUBJECT: Notice of PSC Amendment #4028-06/07  
 Submittal Amended Changing PSC History Information

Dear Local 21 Representative,

Attached please find a copy of the amended submittal for PSC #4028-06/07. A submittal was routed to you yesterday via fax; today's amendment incorporates changes to the History portion on page 1 of the PSC. The changes are as follows:

|                  |                       |                     |                                  |
|------------------|-----------------------|---------------------|----------------------------------|
| Original Amount: | \$ 750,000.00         | PSC Duration:       | <u>11/1/06 through 6/30/2012</u> |
| Modification #1  | 940,000.00            |                     | " through 2/28/2012              |
| Modification #2  | 0                     | PSC Duration:       | " through 6/30/2015              |
| Total Amount     | <u>\$1,690,000.00</u> | Total PSC Duration: | <u>11/1/06 through 6/30/2015</u> |

Thank you.



San Francisco Public Library  
 100 Larkin Street, San Francisco, CA 94102-4733

**FACSIMILE**

DATE: March 24, 2011

TO: SEIU  
 Fax (415) 431-6241

Number of pages: 3

FROM: Anna C. Wong  
 (415) 557-4214 telephone  
 (415) 437-4830 fax

SUBJECT: Notice of PSC Amendment #4028-06/07  
 Submittal Amended Changing PSC History Information

Dear SEIU Representative,

Attached please find a copy of the amended submittal for PSC #4028-06/07. A submittal was routed to you yesterday via fax; today's amendment incorporates changes to the History portion on page 1 of the PSC. The changes are as follows:

|                  |                       |                     |                                  |
|------------------|-----------------------|---------------------|----------------------------------|
| Original Amount: | \$ 750,000.00         | PSC Duration:       | <u>11/1/06 through 6/30/2012</u> |
| Modification #1  | 940,000.00            |                     | " through 2/28/2012              |
| Modification #2  | 0                     | PSC Duration:       | " through 6/30/2015              |
| Total Amount     | <u>\$1,690,000.00</u> | Total PSC Duration: | <u>11/1/06 through 6/30/2015</u> |

Thank you.

HP LaserJet 3050

# Fax Activity Log



SFPL FINANCE  
4154374830  
Mar-24-2011 8:06AM

| Job  | Date      | Time       | Type    | Identification     | Duration | Pages | Result          |
|------|-----------|------------|---------|--------------------|----------|-------|-----------------|
| 2570 | 2/25/2011 | 11:17:05AM | Send    | 94315764           | 0:41     | 2     | OK              |
| 2571 | 2/25/2011 | 3:50:39PM  | Receive |                    | 0:44     | 1     | OK              |
| 2572 | 3/ 1/2011 | 10:33:47AM | Receive |                    | 0:21     | 1     | OK              |
| 2573 | 3/ 1/2011 | 12:08:17PM | Receive |                    | 0:55     | 1     | OK              |
| 2574 | 3/ 4/2011 | 9:43:52AM  | Receive |                    | 0:38     | 1     | OK              |
| 2575 | 3/ 7/2011 | 10:07:05AM | Send    | 95547578           | 0:48     | 1     | OK              |
| 2576 | 3/ 8/2011 | 1:16:02PM  | Receive |                    | 0:27     | 1     | OK              |
| 2577 | 3/ 9/2011 | 3:25:13PM  | Send    | 94315764           | 0:52     | 2     | OK              |
| 2578 | 3/ 9/2011 | 3:42:41PM  | Receive |                    | 0:39     | 0     | No fax detected |
| 2579 | 3/10/2011 | 8:18:39AM  | Send    | 912093844114       | 0:50     | 1     | OK              |
| 2580 | 3/10/2011 | 8:26:25AM  | Send    | 95547578           | 1:06     | 3     | OK              |
| 2581 | 3/11/2011 | 9:53:42AM  | Send    | 96264599           | 1:15     | 1     | OK              |
| 2582 | 3/11/2011 | 11:45:34AM | Send    | 95547578           | 0:47     | 1     | OK              |
| 2583 | 3/15/2011 | 11:07:43AM | Receive |                    | 0:31     | 1     | OK              |
| 2584 | 3/16/2011 | 7:42:57AM  | Send    | 95547578           | 0:47     | 1     | OK              |
| 2585 | 3/16/2011 | 7:52:16AM  | Receive |                    | 1:10     | 0     | No fax detected |
| 2586 | 3/16/2011 | 1:57:14PM  | Receive | 415-557-4276       | 0:41     | 4     | OK              |
| 2587 | 3/17/2011 | 2:36:22PM  | Send    | 94315764           | 0:50     | 2     | OK              |
| 2588 | 3/18/2011 | 9:58:31AM  | Receive | Corp Travel Dept   | 0:25     | 1     | OK              |
| 2589 | 3/18/2011 | 10:22:40AM | Send    | 94315764           | 0:42     | 2     | OK              |
| 2590 | 3/19/2011 | 4:45:22PM  | Receive | 6509523773         | 3:52     | -1    | Comm Error 232  |
| 2591 | 3/20/2011 | 5:49:59PM  | Receive | 6509523773         | 1:28     | 1     | Comm Error 232  |
| 2592 | 3/20/2011 | 5:52:54PM  | Receive | 6509523773         | 1:44     | 2     | OK              |
| 2593 | 3/21/2011 | 11:45:29AM | Receive |                    | 0:45     | 1     | OK              |
| 2594 | 3/21/2011 | 12:49:56PM | Send    | 94315764           | 0:53     | 2     | OK              |
| 2595 | 3/21/2011 | 1:44:32PM  | Send    | 918664407145       | 1:36     | 1     | OK              |
| 2596 | 3/21/2011 | 3:16:57PM  | Receive | Lakeshore Learning | 0:43     | 2     | OK              |
| 2597 | 3/22/2011 | 8:07:13AM  | Send    | 918773539256       | 0:07     | 0     | Stop            |
| 2598 | 3/22/2011 | 8:38:28AM  | Receive |                    | 0:35     | 0     | No fax detected |
| 2599 | 3/22/2011 | 8:41:45AM  | Receive |                    | 0:35     | 1     | OK              |
| 2600 | 3/22/2011 | 11:28:41AM | Receive |                    | 0:29     | 1     | OK              |
| 2601 | 3/22/2011 | 2:52:07PM  | Send    | 915102511139       | 0:57     | 1     | OK              |
| 2602 | 3/23/2011 | 8:46:44AM  | Send    | 98642166           | 0:00     | 0     | Busy            |
| 2603 | 3/23/2011 | 8:48:07AM  | Send    | 98642166           | 0:00     | 0     | Busy            |
| 2604 | 3/23/2011 | 8:48:32AM  | Send    | 94316241           | 1:11     | 3     | OK              |
| 2605 | 3/23/2011 | 8:53:36AM  | Send    | 98642166           | 1:07     | 3     | OK              |
| 2606 | 3/24/2011 | 6:42:14AM  | Receive |                    | 0:45     | 1     | OK              |
| 2607 | 3/24/2011 | 7:22:30AM  | Send    | 95547578           | 1:06     | 3     | OK              |
| 2608 | 3/24/2011 | 8:03:54AM  | Send    | 98642166 21        | 1:09     | 3     | OK              |
| 2609 | 3/24/2011 | 8:05:09AM  | Send    | 94316241 SEIU      | 1:20     | 3     | OK              |



PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 28, 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# 4087 - 07/08 )

TYPE OF SERVICE: Executive Construction Management Services

FUNDING SOURCE: \$887.4 Million General Obligation Bond (Approved November 2008)

Original Amount: \$8,000,000 PSC Duration: January 1, 2008 through December 31, 2016
Modification Amount: \$8,400,000 PSC Duration: January 1, 2008 through December 31, 2016
Total Amount: \$16,400,000 Total PSC Duration: January 1, 2008 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Executive Construction Management (ECM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. ECM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The ECM will also be responsible for the development and maintenance of a Project Controls System that is independent of the Construction Manager/General Contractor's (CM/GC) Project Controls System. The ECM will be responsible for the monitoring of the CM/GC's quality assurance, safety programs, and hazardous material and construction mitigation controls.

The selected ECM will provide specialized expertise to supplement Civil Service classifications and will be managed by City staff. The PSC modification request of \$8.4M is a reconciliation of the ECM's work scope and responsibilities between the 2007 forecasted utilization versus 2010 actual utilization trends due to restructured responsibilities. The revised PSC modification reflects an increased involvement by the ECM during the Pre-Construction and Construction Phases of the SFGH Rebuild Project, as well as extended durations. Some of the tasks include a full-time presence of the ECM cost engineer in validating work release work scopes and CM/GC cost reports, full-time schedule analysis and updates, full-time development and participation of the constructability review process, and development and maintenance of the Project Controls System. See attached document titled "Presentation to Board of Supervisors, Request for Contract Modification Approval Exceeding \$10M" for a more detailed discussion of the ECM's revised contract scope and a comparison of the 2007 forecasted utilization versus the 2010 actual utilization trend.

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

This service is critical for monitoring all phases of the project to ensure the SFGH Rebuild Project will stay on schedule and within budget, and will be completed by the State-mandated deadline of 1/1/2020 (OSHPD has approved extension from 1/1/2013 to 1/1/2020 based on confirmed actual progress on the project). The construction of the new hospital is well underway with the completion of the shoring/permanent moat wall and commencement of the building foundation by summer of 2011 and the beginning of steel erection by the beginning of 2012. Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project and the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking lost of licensing for Acute Care Services and closure after January 1, 2020. Furthermore, the denial and/or stopping of this service will prevent DPW from properly managing the Project, resulting in additional costs to the project if delays and changes are encountered.

Pursuant to SF Ordinance #222-08 (Section 6, page 6) and the CM/GC Contract (Pages 9-10), the ECM will also serve in the role as the City's Independent Cost Estimator to validate the cost estimates provided by the CM/GC and the Core Subcontractors. (see attachments) Denial of this service will result in the Project to be not in compliance with the SF Ordinance and CM/GC Contract.

MAR 02 2011

PSC # 4087-07/08

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

This is a modification to PSC#4087-07/08.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/18/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

MAR 02 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires a team of construction managers, scheduling/project control engineers, cost engineers, cost estimators, contract administrators, and safety officers, who are experienced with OSHPD procedures, protocols and requirements and the cost estimates.*

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

*The Civil Service Classifications that normally perform this work include 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Engineer.*

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil Service Classifications are applicable, but the complexity and size of the SFGH Rebuild Project requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, and OSHPD protocols and requirements as it pertains to delivering a licensed acute care facility. The SFGH Rebuild schedule dictates that a robust team of OSHPD experienced staff is engaged immediately to meet the third-party estimating requirements for the Board of Supervisors approved Integrated Project Delivery Ordinance. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the ECM.*

*Services for which applicable classifications do have expertise have been specifically excluded from the Scope of Work in the ECM RFQ, such as materials testing and special inspection services and construction inspection services. Other inspection responsibilities, such as Inspector of Record Services, have been severed from this PSC and is now included as a stand-alone PSC.*

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

*No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specific work. Additionally, Department of Public Works, Bureau of Construction Management still has not established a new "Cost Estimating and Scheduling Controls" section that specializes in performing cost estimating and project scheduling services. Current City staff does not have the experience or the expertise to perform the services for this project.*

*Finally, pursuant to SF Ordinance #222-08 (Section 6, page 6) and the CM/GC Contract (Pages 9-10), the ECM will also serve in the role as the City's Independent Cost Estimator to validate the cost estimates provided by the CM/GC and the Core Subcontractors (see attachments).*

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.

*The intent is to assign City staff to work closely with the Consultant staff so that the Consultant can serve as a mentor and train the City staff on specific tasks being performed by the Consultant.*

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. *Approximately 4-5 civil engineers will shadow the Consultant staff as part of the training process.*

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? *Please see attached Board of Supervisors approval Resolution Number 592-10.*

|                                     |                          |
|-------------------------------------|--------------------------|
| <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? *This is a modification of an existing contract.*

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

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

*Gordon Choy*

Signature of Departmental Personal Services Contract Coordinator

**Gordon Choy**

Print or Type Name

**(415) 554-6230**

Telephone Number

**875 Stevenson Street, Rm. 420**

**San Francisco, CA 94103**

Address

## Carlos, Carina

---

**From:** Chin, Joe  
**Sent:** Friday, February 18, 2011 2:25 PM  
**To:** Ging Louie  
**Cc:** Larry Wong; Alameida, Ronald; Joe Brenner; Carlos, Carina; Choy, Gordon; Dea, Michelle; Kim, Sung  
**Subject:** SFGH Rebuild - PSC Modification for Executive Construction Management Services  
**Attachments:** Jacobs\_Contract\_Mod BOS Packet Final.pdf; PSC Summary (Modification) Executive CM (Final).pdf; r0592-10 (BOS Approval).pdf; PSC Summary (Modification) Executive CM (Final).docx; Executive CM PSC (Final).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** Blue Category

Ging,

Long time no talk. I wanted to give you a heads up of a PSC modification I am submitting to DPW Contract Administration on behalf of the SFGH Rebuild Project. The PSC modification seeks approval from the Civil Service Commission for increasing the PSC amount for the Executive Construction Management Contract from \$8M to \$16.4M. The original PSC (#4087 – 07/08) was submitted and approved on January 22, 2008 with a estimated budget of \$8M. By way of the RFQ process, the Executive Construction Management Contract was awarded to Jacobs Project Management.

Since 2008, the role for the Executive Construction Management Team has expanded due to the needs of the project. One of the major tasks that has intensified is the need to have a full time cost estimator to evaluate and vet out all cost proposals (work release letters) submitted by the Contractor. The original plan based on the 2008 forecast was to only have the Executive CM cost estimator perform cost validations at specific milestones (i.e. 50% & 100% Design Development, and 50% & 100% Construction Documents). As of 2011, the project has been carrying a full-time cost estimator in order to meet the work load for cost validation of trade buyout and change order request cost proposals . Because the proposed contract modification to the Executive CM contract will exceed the \$10M threshold, DPW submitted and received approval on December 21, 2010 from the Board of Supervisors/Mayor for a resolution (Resolution #592-10 Attached) to enter into a contract with Jacobs Project Management for a not-to-exceed amount of \$16.4M

I have attached a .pdf copy of the Powerpoint presentation that was provided to the Board of Supervisors explaining and demonstrating the need to increase the Jacobs Project Management's contract. One of the slides clearly outlines the Project's intent in terms of integrating City staff into the Executive Construction Management organization chart. As stated in the PSC, we are fully engaged and committed to integrating City staff into the Executive CM Team. Our current plan is to assign a City staff to work alongside or shadow a Consultant staff so that they can learn from them and utilize this knowledge on future City projects. We believe this approach will help foster and train City staff to develop the skills necessary to provide similar type of services in the future and to rely less on Consultants.

To put things in context, we currently have on the Rebuild Project 6 individuals from BOA, 1 individual from DBI, 5 individuals from BCM, and as-needed lab technicians from the DPW-BCM Materials Testing Laboratory.

If you would like, we can schedule a sitdown meeting with you and your staff next week to review this PSC. If possible, I would like to pencil this PSC modification for the Civil Service Commission Meeting date of March 21, 2011. Let me know your thoughts.

Thank you for your time.

Joe

---

Joe Chin, P.E.  
Project Manager  
Department of Public Works  
SFGH Rebuild Project  
Field Office, Building 40, 3rd Floor  
(415) 695-3862 (office)  
(415) 695-0530 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 19, 2007

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Executive Construction Management Services

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000 PSC DURATION: January 1, 2008 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Executive Construction Management (CM) for the new hospital at SFGH Medical Center will be responsible for pre-construction and construction services, and for establishing and maintaining overall project controls during the design and construction phases of the SFGH Rebuild Project. CM services include project scheduling, cost estimating, and establishing an automated project master database for tracking and monitoring daily workflow processing and reporting. The CM will also be responsible for monitoring the Construction Manager/General Contractor's (CM/GC) quality assurance, safety programs, and hazardous material and construction mitigation controls, and for providing Inspector of Record (IOR) services as required by California Office of Statewide Health Planning and Development (OSHPD) for acceptance of the new hospital construction.

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

This service is critical for monitoring all phases of the project to ensure the SFGH Rebuild Project will stay on schedule and within budget, and will be completed by the State-mandated deadline of 1/1/2013. The IOR inspection services are part of the mandatory requirements for all projects under OSHPD's jurisdiction. Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project and the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services and closure after January 1, 2013.

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

Similar services were provided on the Laguna Honda Hospital Rebuild Program by Cooper Puga Management Services, awarded under PSC#4269-00/01, approved September 18, 2000.

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 Building Inspectors Assn. Signature of person mailing/faxing form Date 12-19-2007

RFP sent to Local 21: Bldg Insp Assn, on When available Union Name Date Signature

\*\*\*\*\*

PSC# 4087-07/08 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

COPY

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires a team of construction managers, scheduling/project control engineers, cost engineers, cost estimators, contract administrators, safety officers, QA/QC inspectors, and OSHPD-certified inspectors (IOR) who are experienced with OSHPD procedures, protocols and requirements.

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

The Civil Service Classifications that normally perform this work include 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Engineer; 6331, Building Inspector; 6333, Sr. Building Inspector; 6334, Chief Building Inspector.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable, but the complexity and size of the SFGH Rebuild Project requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, and OSHPD certifications as it pertains to delivering a licensed acute care facility. The SFGH Rebuild schedule dictates that a robust team of OSHPD experienced staff is engaged immediately to meet the third-party estimating requirements for the Board of Supervisors approved Integrated Project Delivery Ordinance. City staff will be integrated in the team as appropriate. City staff will also be responsible for directing the CM. Services for which applicable classifications do have expertise are specifically excluded from the scope of work in the CM RFQ, such as materials testing and special inspection services.

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

No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specific work. Additionally, the Bureau of Construction Management is currently in the process of creating a new "Cost Estimating and Scheduling Controls" section that will specialize in performing cost estimating and project scheduling services. Current City staff do not yet have the experience and expertise to perform the services for this project.

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

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

Yes  No

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate 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? An RFP/RFQ will be in process to select the consultant.

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

*Gordon Choy*

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



1 [Construction Management Services Agreement - San Francisco General Hospital Rebuild  
2 Program - Not to Exceed \$16,400,000]

3 **Resolution authorizing the Director of Public Works to execute an amendment to a**  
4 **professional construction management services agreement for the San Francisco**  
5 **General Hospital Rebuild Program from \$8,000,000 to \$16,400,000.**

6  
7 WHEREAS, The Director of Public Works entered into an agreement dated August 5,  
8 2008, with Jacobs Project Management Co. to provide professional construction management  
9 and inspection services throughout the pre-construction, construction, closeout, and post-  
10 construction phases of the San Francisco General Hospital Rebuild Program in an amount not  
11 to exceed \$8,000,000; and,

12 WHEREAS, Section 9.118(b) of the Charter requires that all agreements in excess of  
13 ten million dollars or amendments to those agreements in excess of \$500,000 be approved by  
14 the Board of Supervisors; and,

15 WHEREAS, The Director of Public Works intends to increase the scope of services  
16 under the agreement to include construction management services for the addition of the  
17 Emergency Generator Project to the General Hospital Rebuild Program and to account for (a)  
18 an increase in the construction manager's responsibility for cost and schedule review from  
19 what was originally contemplated two years ago, (b) greater responsibility for developing and  
20 maintaining the Rebuild Program's document control and inspection management systems,  
21 and (c) the current forecasted completion date and the forecasted level of effort necessary to  
22 meet that date. The Director intends to increase the sum under the agreement to  
23 \$16,400,000; now, therefore, be it

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RESOLVED, That the Board of Supervisors authorizes the Director of Public Works to enter into an amendment to the August 5, 2008, agreement with Jacobs Project Management Co., resulting in a contract amount not to exceed \$16,400,000.



City and County of San Francisco

Tails  
Resolution

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

File Number: 101375

Date Passed: December 14, 2010

Resolution authorizing the Director of Public Works to execute an amendment to a professional construction management services agreement for the San Francisco General Hospital Rebuild Program from \$8,000,000 to \$16,400,000.

December 08, 2010 Budget and Finance Committee - RECOMMENDED

December 14, 2010 Board of Supervisors - ADOPTED

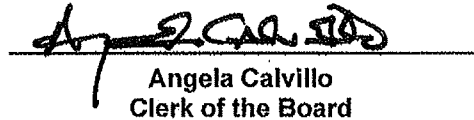
Ayes: 11 - Alioto-Pier, Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell and Mirkarimi

File No. 101375

I hereby certify that the foregoing Resolution was ADOPTED on 12/14/2010 by the Board of Supervisors of the City and County of San Francisco.



Mayor Gavin Newsom



Angela Calvillo  
Clerk of the Board

December 21, 2010  
Date Approved