



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: May 2, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Gordon Choy, DPW  
Kan Htun, ART

**Subject: Personal Services Contracts Approval Request**

This report contains four (4) 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
\$21,240,000	\$2,367,350	\$585,254,427

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

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

**POSTING FOR**

5/2/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4101-10/11	28	Art Commission	Regular	\$240,000	Three nonprofit organizations with arts programming will be selected through a competitive public application process by community based selection panels to administer short-term, one time only, temporary projects in three of the Central Subway corridor neighborhoods to mitigate the impact of construction on the neighborhoods and promote the Central Subway in the neighborhoods.	5/2/2011 - 12/31/2016
4102-10/11	90	Public Works	Regular	\$8,000,000	Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier, and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, assessment reports, field investigation, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum of 5 years each. The additional time in the PSC duration is to allow for any delays in processing and awarding the contracts.	7/1/2011 - 12/31/2016
4103-10/11	90	Public Works	Regular	\$11,000,000	The proposed work includes seismic strengthening, life safety upgrades and associated code required improvements, facility preservation and modernization of the War Memorial Veterans Building, a historic landmark. Seismic strengthening includes addition of concrete shear walls, diaphragm collectors, lateral bracing of ceilings. Facility improvements include disabled access improvements, replacement of 80-year old mechanical equipment, electrical system upgrades, roof and elevator renovations, and tenant improvements.	6/15/2011 - 6/30/2016

**Total Amount - Regular: \$19,240,000**

**POSTING FOR**

5/2/2011

**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
4090-09/10	90	Public Works	Regular	\$2,000,000	\$2,750,000	<p>Consultants will perform a full range of additional highly specialized environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation of the construction activities required for and operations related to the 34th America's Cup Races (hereinafter, "AC 34"). This new project component greatly expands the geographic scope of the environmental analysis and the complexity of technical issues to be addressed in the Environmental Report (EIR). The Consultants will conduct transportation, air quality, noise, water quality, biological resources, cultural resources, and other technical studies in support of the EIR analysis. In addition Consultants will assist the City and Port with obtaining necessary permits and approvals from more than a dozen federal, state and local regulatory agencies and will provide assistance, on the City's behalf, preparing National Environmental Policy Act (NEPA) environmental documentation for two key federal agencies.</p>	2/1/2010 - 3/10/2014

**Sum of Modified Amounts: \$2,000,000**

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PSC Submissions

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4103-10/11	Public Works	15 - 25
Modifications:		
4090-10/11	Public Works	26 - 36

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 18, 2011

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Nonprofit organizations to administer community-based temporary art projects for the Central Subway Project

FUNDING SOURCE: Art enrichment funds from the Central Subway capital improvement project

PSC AMOUNT: \$240,000 PSC DURATION: May 2, 2011 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Three nonprofit organizations with arts programming will be selected through a competitive public application process by community based selection panels to administer short-term, one time only, temporary projects in three of the Central Subway corridor neighborhoods to mitigate the impact of construction on the neighborhoods and promote the Central Subway in the neighborhoods.

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

If denied, the Arts Commission will not be able to administer the Central Subway Temporary Art Program during the construction of the Central Subway Project.

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

These projects are one time only for the Central Subway Project

D. Will the contract(s) be renewed:

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

Local 1021 Union Name Signature of person mailing/faxing form Date 2/23/2011
Local 21 Union Name Signature of person mailing/faxing form Date 2/23/2011

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-10/11 STAFF ANALYSIS/RECOMMENDATION:

MAR 25 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Nonprofit organizations must have 501 (c) (3) status and an existing arts program, with demonstrable experience in managing community-based cultural art projects and working with artists who would be participants in planning and implementing the projects.*

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

*O922, Manager 1 would be the closest civil service class. (Please note that existing Arts Commission employees will provide ongoing oversight and upper-level management of these projects.)*

*Artists will also participate in the projects*

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

*Yes, the nonprofit organization will be expected to host community workshops, with art making equipment and materials, as required, and related public facilities.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Nonprofits with culturally competent staff and programming experience in managing complex arts projects integrated into existing communities are required to manage these temporary projects. The projects will rely heavily on community members to assist in the planning and implementation of these projects. Artists will also be hired to work with community members to create artworks and performances..*

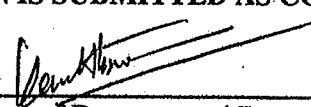
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No, this is a temporary series of projects connected to a one time only transit capital improvement project.*

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 checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

  
Signature of Departmental Personal Services Contract Coordinator

Kan Htun  
Print or Type Name

252-4604  
Telephone Number

25 Van Ness Ave, Suite 240  
San Francisco, CA 941102

Address

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

02-23-2011  
415 252 2595

04:51:08 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

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



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

## FAX

TO:	Local 21	FROM:	Judy Moran, Public Art Project Manager
FAX:	415/864-2166	FAX:	415/252-2595
PHONE:		PHONE & EMAIL:	415/252-2586, judy.moran@sfgov.org
SUBJECT:	PSC Summary for review	DATE:	February 23, 2011

COMMENTS: To Whom It May Concern,

Attached is a Personal Service Contract Summary for the Arts Commission's Public Art Program for nonprofit organizations with arts programming to administer community-based temporary arts projects for the Central Subway Project for review by Local 21. If we do not receive a written response from you by **MARCH 25, 2011**, we will assume approval has been granted and we will proceed to submit the PSC form to the Dept. of Human Resources.

Please let me know if you have any questions. Thank you.

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	601	415 864 2166	04:49:58 p.m. 02-23-2011	00:00:41	3/3	1	EC	HS	CP26400

### Abbreviations:

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

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

MP: Mailbox print  
CP: Completed  
FA: Fall

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

G3: Group 3  
EC: Error Correct

0003



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

02-23-2011  
415 252 2595

04:57:23 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

SF Arts Commission

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



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

## FAX

TO: Local 1021	FROM: Judy Moran, Public Art Project Manager
FAX: 415/431-6241	FAX: 415/252-2595
PHONE:	PHONE & EMAIL: 415/252-2586, judy.moran@sfgov.org
SUBJECT: PSC Summary for review	DATE: February 23, 2011
COMMENTS: To Whom It May Concern,	

Attached is a Personal Service Contract Summary for the Arts Commission's Public Art Program for nonprofit organizations with arts programming to administer community-based temporary arts projects for the Central Subway Project for review by Local 1021. If we do not receive a written response from you by **MARCH 25, 2011**, we will assume approval has been granted and we will proceed to submit the PSC form to the Dept. of Human Resources.

Please let me know if you have any questions. Thank you.

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

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

TYPE OF SERVICE: Civil/Structural Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$8,000,000.00 (4 at \$2,000,000 each) PSC DURATION: July 1, 2011 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized (1) civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, pier and marina renovation related work, traffic and speed data collection; (2) hydrologic engineering tasks that include preparation of sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, overflow and cumulative impact studies, water quality modeling; and (3) structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. The Department of Public Works (DPW) intends to award four (4) as-needed contracts not to exceed \$2,000,000 and a maximum term of 5 years each. The additional time in the PSC Duration is to allow for any delays in processing and awarding the contracts.

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

Services are needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs.

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):

Services were provided through a total of 8 contracts for As-Needed Civil, Hydrologic, and Structural Engineering Services under PSC# 4084-08/09 (approved 1/05/2009), 4198-06/07 (approved 8/06/2007), and 4151-06/07 (approved 5/07/2007), respectively, at \$1,000,000 each contract.

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

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

Local 21 Union Name, Corina Carlos Signature of person mailing/faxing form, 3/01/11 Date. RFP sent to Union Name, on when available Date, Signature.

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PSC# 4102-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

MAR 01 2011

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed civil and structural engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Services Classifications: 5203 (Assistant Engineer), 5207 (Associate Engineer), 5241 (Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer)

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

Yes. The Contractor will provide appropriate land survey, diving, and testing equipment for specific tasks, physical modelling software, and traffic counting equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when specialized expertise is not available through City staff or during the occurrence of emergency events.

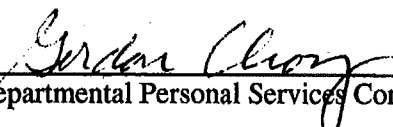
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as those that occur during an earthquake.

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

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

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

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

**Gordon Choy**  
 \_\_\_\_\_  
 Print or Type Name

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

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



**PSC: Civil/Structural Engineering Services**

Carlos, Carina to: DHR-PSCCoordinator

Cc: "Wong, Tammy", "Caranto, Severino", "Choy, Gordon"

03/01/2011 12:40 PM

Good afternoon,

Attached are the following documents related to the PSC for Civil/Structural Engineering Services on an As-Needed Basis:

1. PSC Form 1 (in PDF format) dated 02/28/2011
2. PSC Form 1 in Word format
3. Previous PSC Forms referenced:
  - a. PSC#4084-08/09 for As-Needed Civil Engineering Services
  - b. PSC#4198-06/07 for As-Needed Hydrologic Engineering Services
  - c. PSC#4151-06/07 for As-Needed Structural Engineering Services
4. Email of PSC notification to the Union

Thank you.

Carina

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Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Tue, 1 Mar 2011 12:32:06 -0800 -----

**To:** "Ging Louie (glouie@ifpte21.org)" <glouie@ifpte21.org>, "Larry Wong (lwong@ifpte21.org)" <lwong@ifpte21.org>

**cc:** "Caranto, Severino" <Severino.Caranto@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>

**Subject:** PSC: Civil/Structural Engineering Services,

Good afternoon,

Attached is the PSC Summary Form for Civil/Structural Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

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Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420

San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 24, 2008 (revised November 25, 2008)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Civil Engineering Services

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$3,000,000.00 (3 @ \$1,000,000 each) PSC DURATION: 5/01/2009 - 5/01/2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Consultants will perform highly specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and pier and marina renovation including underwater diving expertise to investigate existing piers and prepare existing conditions reports and/or design. Additionally, consultants will perform data collection and will design compliant curb ramps per City standards and ADA requirements. Consultants to also conduct traffic counting of vehicles during specified times during the day and/or setting up traffic counting equipment for traffic flow pattern analysis and evaluation, and civil engineering consultation services. The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed \$1,000,000.
B. Explain why this service is necessary and the consequences of denial: Services are as-needed to assist DPW on difficult or unique projects that require specialized civil engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds Department resources. Denial to this service could result in failure to meet client department requirements and project delays that would increase construction costs.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Previous contracts for As-Needed Civil Engineering Services were awarded to: Creegan & D'Angelo / AGS, JV; Metcalf & Eddy / CHS Consulting Group, JV, and Winzler & Kelly under PSC #4056-04/05 approved on 02/07/05.
D. Will the contract(s) be renewed: No.

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

Local 21 Union Name Signature of person mailing/faxing form Date 11/25/08
Union Name Signature of person mailing/faxing form Date
RFQ sent to Local 21 Union Name, on When available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4084-08/09

STAFF ANALYSIS/RECOMMENDATION:

COPY

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires licensed Civil Engineers with expertise and familiarity with public works projects; expertise in roadway, curb ramp, marina renovation, underwater investigation, traffic analysis, and sewer site improvement design; experience in writing reports and studies; ability to provide services to the City on short notice; and experience in City standards and ADA requirements.*

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

*Civil Services Classifications: 5201 (Junior Engineer), 5203 (Assistant Engineer), 5207 (Associate Engineer), 5211 (Senior Engineer), 5212 (Principal Engineer), 5241 (Engineer), 5362 (Eng. Assistant), 5364 (Eng. Associate 1), 5366 (Eng. Associate 2), 5302 (Traffic Survey Technician).*

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

*Yes. The Contractor will provide appropriate land survey, diving, and traffic counting equipment.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.*

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

*No. Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during an earthquake.*

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

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

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

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

<input 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:

*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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2007

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Hydrologic Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$2,000,000 (2 @ \$1,000,000 each) PSC DURATION: 10/1/2007 to 10/1/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, combined sewer overflow reduction studies, cumulative impact studies, water quality modeling, and other hydrologic engineering consultation services. The Department of Public Works (DPW) intends to award two (2) contracts, each not to exceed \$1,000,000.

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

Services are on an as-needed basis to assist DPW on difficult or unique projects that require specialized hydrologic engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and cause delays that may result in additional cost to the City.

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

Previous contracts were awarded to Hydroconsult Engineers/Olivia Chen Consultants, JV, and MWH/WRE, JV, under PSC#4086-02/03, approved 1/6/2003.

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 7-11-2007

Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on When available Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4196-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

COPY



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed civil engineers with expertise and familiarity with public works projects; expertise in hydrologic physical modeling; experience in writing reports and studies; have the ability to provide service to the City on short notice; and experience in local government water pollution control and combined sewer overflow reduction projects.

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

Civil Service classifications 5207, Associate Engineer; 5241, Engineer; 5211, Senior Engineer; 5362, Civil Engineering Assistant; 5364, Civil Engineering Associate I; 5366, Engineering Associate II.

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

Yes. Consultants will provide appropriate physical modeling software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable and City staff will be utilized to perform the work. Consultants will only be used to meet abrupt scheduling demands that exceed City resources or expertise, and during the occurrence of emergency events.

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

No. Civil Service classes already exist. These services are on an as-needed basis to augment City staff during peak workload periods, or for projects that require specialized expertise and knowledge.

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? *Unknown. An RFP will be processed to select the consultants.*

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, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 17, 2007

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As Needed Structural Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: \$3,000,000 (3 @ \$1,000,000 each)

PSC DURATION: 8/1/2007 to 8/1/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform highly specialized structural engineering tasks that include non-linear analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation for various types of structures within Seismic Zone 4. Structures may be either new or existing buildings, seismic retrofits, bridges, pedestrian overpasses, potable water reservoirs, buried tanks, elevated tanks, elevator shafts, or any other type of structure or equipment support. The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed \$1,000,000.

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

Services are as-needed to assist DPW on difficult or unique projects that require specialized expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could be negatively impacted during the mitigation of emergencies such as earthquakes, structural collapses.

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

Previous contracts for As-Needed Structural Engineering Services were awarded to Biggs Cardoso Associates / Tuan Robinson, JV; SOHA / Best Design, JV; Structural Design Engineer); and Structus, Inc. under PSC#4093-02/03, approved on 02/02/03.

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

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

Local 21 Union Name, Signature of person mailing/faxing form, Date 4-17-2007

Union Name, Signature of person mailing/faxing form, Date

RFQ sent to Local 21 Union Name, on When available Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4151-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

COPY

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires licensed structural and civil engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide service to the City on short notice, such as during mitigation of earthquake emergencies and prevention of impending structural collapses.

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

Civil Service Classifications: 5201 (Junior Engineer), 5203 (Assistant Engineer), 5207 (Associate Engineer), 5211 (Senior Engineer), 5218 (Structural Engineer), 5219 (Senior Structural Engineer), 5241 (Engineer), 5362 (Civil Engineering Assistant), 5364 (Civil Engineering Associate I), 5366 (Civil Engineering Associate II).

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

Yes. The Contractor would provide testing equipment for specific tasks.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classes are applicable, and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.

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

No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations such as prevention of impending structural collapses.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

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

Yes  No

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

Yes  No

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

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown, an RFQ solicitation will determine which consultants may be awarded contracts.

Yes  No

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

Signature of Departmental Personal Services Contract Coordinator
Gordon Choy (415) 554-6230

Print or Type Name Telephone Number
875 Stevenson Street, Room 420

San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 29, 2011

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Executive Structural Engineer and related consultants for the War Memorial Veterans Building Seismic Upgrade & Improvements Project

FUNDING SOURCE: Issuance of initial funding through the Commercial Paper program with subsequent Issuance of Certificates of Participation

PSC AMOUNT: \$11,000,000 PSC DURATION: 6/15/11 to 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work includes seismic strengthening, life safety upgrades and associated code required improvements, facility preservation and modernization of the War Memorial Veterans Building, a historic landmark. Seismic strengthening includes addition of concrete shear walls, diaphragm collectors, lateral bracing of ceilings. Facility improvements include disabled access improvements, replacement of 80-year old mechanical equipment, electrical system upgrades, roof and elevator renovations, and tenant improvements.

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

Seismic strengthening of historic landmarks of this size (\$100 million) requires specialized skills, knowledge and comparable experience. The field of seismic design is highly specialized and continually undergoes change. It is critical that state-of-the-art design is applied to this highly complex historic landmark and that the impact of this work preserves the historic fabric of the structure. The consequence of denial is that the design of the project cannot proceed and the building will remain with serious life safety and code deficiencies.

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):

In the past this service was provided with a similar integrated team structure of consultants and City staff. This was the case with the War Memorial Opera House Seismic Upgrade Project, PSC# 149-92/93, approved on 10/05/1992 and completed in 1997. For the Veterans Building project, City staff will complement the Executive Structural Engineer team by providing mechanical, plumbing and architectural services.

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

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

Local 21 Carina Carlos for Tara Lamont 4/05/2011  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-10/11  
STAFF ANALYSIS/RECOMMENDATION:

APR 06 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Specialized structural, electrical engineering and historic preservation expertise in design, and construction of large-scale seismic retrofits of significant historic buildings with construction values of over \$30 million is critical to this project. Engineering and architectural licenses are required.**

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

**City staff employed in engineer and architect series classifications (5241 Engineer; 5211 Sr. Engineer; 5268 Architect; 5270 Sr. Architect) typically perform similar work on smaller scale, new construction and remodel projects, under \$30 Million.**

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:

**City staff employed in architect and engineer series classifications do not have the specialized expertise in consistently and repeatedly delivering structural, electrical and related services for complex large-scale (\$100M) seismic retrofits of major historic landmarks. The City requires an integrated professional team to deliver the necessary A/E services. The level of effort required to meet the schedule exceeds the City staff resources that are forecasted to be available.**

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

**No. These specialized services for the delivery of complex, large-scale (\$100M) seismic retrofit of historic landmark projects are only needed occasionally.**

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.

**Building Information Modeling, five 6-hour sessions or 30 hours**

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

**5 architects, 4 mechanical engineers and 3 plumbing engineers**

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:**

*Gordon Choy*  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



**PSC for an Executive Structural Engineer for the War Memorial Veterans Building Seismic Upgrade & Improvements Project**

Carlos, Carina to: DHR-PSCCoordinator  
Cc: "Lamont, Tara", "Choy, Gordon", "Wong, Tammy"

04/06/2011 03:45 PM

2 attachments



Veterans Building PSC\_FINAL\_4.5.11.docxPSC - Veteran's Building Executive Structural Engineer.pdf

Good morning,

Attached are the following documents related to the PSC for an Executive Structural Engineer and related consultants for the War Memorial Veterans Building Seismic Upgrade & Improvements Project :

1. PDF of PSC Form 1 dated 3/29/2011
2. Word version of PSC Form 1 dated 3/29/2011
3. Email notification sent to Union

The Contract Manager, Tara Lamont, has been in contact with Local 21. As stated in her email correspondence with Larry Wong (attached), Local 21 has no objections to the PSC and we are requesting that the item be included in the May 2, 2011 CSC meeting.

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

----- Message from Larry Wong <lwong@ifpte21.org> on Wed, 6 Apr 2011 11:16:40 -0700 -----

**To:** "Lamont, Tara" <Tara.Lamont@sfdpw.org>, "Carlos, Carina" <Carina.Carlos@sfdpw.org>  
"Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Chee, Maurice" <Maurice.Chee@sfdpw.org>  
**cc:** <glouie@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>

**Subject** : RE: Veterans Building PSC FINAL

Tara,

Thanks for the win-win approach.

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

**From:** Lamont, Tara [Tara.Lamont@sfdpw.org]  
**Sent:** Wednesday, April 06, 2011 11:06 AM  
**To:** Larry Wong; Carlos, Carina  
**Cc:** Fernandez, Marisa; Chee, Maurice  
**Subject:** RE: Veterans Building PSC FINAL

Carina –

Larry and I discussed the PSC and agreed to the following: The Signage work will be done jointly by BOA and a signage consultant (as was the case with the Opera House Project). Environmental remediation is not part of this PSC and will be handled through BCM. Larry is OK with the PSC and so you can go ahead – cheers!

Also I would very much like this item to be on the May Agenda for CSC even if it is a separate item.

Thanks – let me know if you need anything further.

Tara

**Tara D. Lamont, AIA, LEED AP**  
Bureau of Project Management, DPW  
City & County of San Francisco  
30 Van Ness Avenue, 4th. Floor  
San Francisco, CA 94102  
(415) 557 4664

**From:** Larry Wong [mailto:lwong@ifpte21.org]  
**Sent:** Wednesday, April 06, 2011 9:31 AM  
**To:** Lamont, Tara; Carlos, Carina  
**Cc:** Fernandez, Marisa; Chee, Maurice  
**Subject:** RE: Veterans Building PSC FINAL

Hi Tara,

PSC looks good.

One comment...signage and environment remediation.  
Will this be done inhouse?

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

**From:** Lamont, Tara [Tara.Lamont@sfdpw.org]  
**Sent:** Tuesday, April 05, 2011 5:04 PM  
**To:** Larry Wong; Carlos, Carina  
**Cc:** Fernandez, Marisa; Chee, Maurice

**Subject:** Veterans Building PSC FINAL

Carina, Larry –

I am not sure what the process is but attached is the PSC FINAL dated 4.5.11.

**Carina:** I took care of all your comments and added the PSC # for the Opera House (Kudos to Gordon for finding it!)

**Larry:** if you could forward your approval to Carina asap that would be very helpful.

Let me know if I need to do more. The May 2 calendar would be fantastic – thanks to both of you.

Tara

**From:** Larry Wong [mailto:lwong@ifpte21.org]

**Sent:** Tuesday, April 05, 2011 3:37 PM

**To:** Lamont, Tara; Carlos, Carina

**Cc:** Fernandez, Marisa; Chee, Maurice

**Subject:** RE: Veterans Building PSC Revised

Hey Tara,

If I can get a electronic copy by this week (thursday); then maybe you can move the item to May 2nd on CSC calendar.

Larry Wong

Local #21

(415) 864-2100 X-225

*Professional Advancement thru Collective Bargaining*

**From:** Lamont, Tara [Tara.Lamont@sfdpw.org]

**Sent:** Tuesday, April 05, 2011 12:49 PM

**To:** Carlos, Carina

**Cc:** Fernandez, Marisa; Larry Wong; Chee, Maurice

**Subject:** Veterans Building PSC Revised

Hi Carina –

Thank you for your thorough review of the PSC for the Veterans Building. I made the recommended changes. Please note that the PSC number for the Opera House Project is not available since design started in 1991. Also the \$30 million threshold for experience is fine for this project. We hope to be at the May 16 CSC meeting.

As I mentioned I will call Larry Wong, Local 21, and request a speedy sign-off. (Larry – it is critical to the project and the DPW team that we get this process going asap. Your cooperation is much appreciated!)

Tara

**Tara D. Lamont, AIA, LEED AP**

Bureau of Project Management, DPW



City & County of San Francisco  
30 Van Ness Avenue, 4th. Floor  
San Francisco, CA 94102  
(415) 557 4664



**RE: PSC for an Executive Structural Engineer for the War Memorial Veterans Building Seismic Upgrade & Improvements Project**

Larry Wong to: Lamont, Tara, DHR-PSCCoordinator, Carlos, 04/11/2011 03:50 PM  
Carina  
Cc: "Choy, Gordon", "Wong, Tammy"

---

Hi Maria,

This is to confirm our telephone discussions that Local #21 has met with DPW PM and finds the work scope and the work allocation between consultant and City staff acceptable.

Local #21 waives the 30-day requirement notice.

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

---

From: Lamont, Tara [Tara.Lamont@sfdpw.org]  
Sent: Monday, April 11, 2011 3:44 PM  
To: DHR-PSCCoordinator; Carlos, Carina  
Cc: Choy, Gordon; Wong, Tammy; Larry Wong  
Subject: RE: PSC for an Executive Structural Engineer for the War Memorial Veterans Building Seismic Upgrade & Improvements Project

Maria -

Local 21 has approved this PSC and waived the 30 day-notice. It is critical that we get on the May 2 calendar since we have an extremely tight schedule on this project. Thanks for your help -

Tara

PS - LARRY - Please call Maria if she needs further assurance (551 8948).  
Thanks

From: Maria Ryan [mailto:Maria.Ryan@sfgov.org] On Behalf Of  
DHR-PSCCoordinator  
Sent: Monday, April 11, 2011 1:49 PM  
To: Carlos, Carina  
Cc: Choy, Gordon; Wong, Tammy; Lamont, Tara  
Subject: Re: PSC for an Executive Structural Engineer for the War Memorial Veterans Building Seismic Upgrade & Improvements Project  
Importance: High

Carina,

The union was notified on 4/5/11. The 30-day notification period is in effect for this submission. As is, this submission would go before the CSC on June 6, 2011. Has the union waived the 30-day period? If so, confirm by COB this 4/12, so we can conduct our review and process.

Maria Ryan | Department of Human Resources | City & County of San Francisco  
| 415.551.8948

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org>  
To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>  
Cc: "Lamont, Tara" <Tara.Lamont@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Wong, Tammy" <Tammy.Wong@sfdpw.org>  
Date: 04/06/2011 03:45 PM  
Subject: PSC for an Executive Structural Engineer for the War Memorial Veterans Building Seismic Upgrade & Improvements Project

---

Good morning,

Attached are the following documents related to the PSC for an Executive Structural Engineer and related consultants for the War Memorial Veterans Building Seismic Upgrade & Improvements Project :

1. PDF of PSC Form 1 dated 3/29/2011
2. Word version of PSC Form 1 dated 3/29/2011
3. Email notification sent to Union

The Contract Manager, Tara Lamont, has been in contact with Local 21. As stated in her email correspondence with Larry Wong (attached), Local 21 has no objections to the PSC and we are requesting that the item be included in the May 2, 2011 CSC meeting.

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
Carina.Carlos@sfdpw.org<mailto:Carina.Carlos@sfdpw.org>  
[attachment "Veterans Building PSC\_FINAL\_4.5.11.docx" deleted by Maria Ryan/DHR/SFGOV]  
----- Message from Larry Wong <lwong@ifpte21.org> on Wed, 6 Apr 2011 11:16:40 -0700 -----  
To:

"Lamont, Tara" <Tara.Lamont@sfdpw.org>, "Carlos, Carina" <Carina.Carlos@sfdpw.org>

cc:

"Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Chee, Maurice" <Maurice.Chee@sfdpw.org>, Ging Louie <glouie@ifpte21.org>, Joe Brenner <jebrenner@ifpte21.org>

Subject:

RE: Veterans Building PSC FINAL

Tara,

Thanks for the win-win approach.

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

---

From: Lamont, Tara [Tara.Lamont@sfdpw.org]  
Sent: Wednesday, April 06, 2011 11:06 AM  
To: Larry Wong; Carlos, Carina  
Cc: Fernandez, Marisa; Chee, Maurice  
Subject: RE: Veterans Building PSC FINAL

Carina -

Larry and I discussed the PSC and agreed to the following: The Signage work will be done jointly by BOA and a signage consultant (as was the case with the Opera House Project). Environmental remediation is not part of this PSC and will be handled through BCM. Larry is OK with the PSC and so you can go ahead - cheers!

Also I would very much like this item to be on the May Agenda for CSC even if it is a separate item.

Thanks - let me know if you need anything further.

Tara

Tara D. Lamont, AIA, LEED AP  
Bureau of Project Management, DPW  
City & County of San Francisco  
30 Van Ness Avenue, 4th. Floor  
San Francisco, CA 94102  
(415) 557 4664

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From: Larry Wong [mailto:lwong@ifpte21.org]  
Sent: Wednesday, April 06, 2011 9:31 AM  
To: Lamont, Tara; Carlos, Carina  
Cc: Fernandez, Marisa; Chee, Maurice  
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Hi Tara,

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Will this be done inhouse?

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

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Cc: Fernandez, Marisa; Chee, Maurice

Subject: Veterans Building PSC FINAL  
Carina, Larry -

I am not sure what the process is but attached is the PSC FINAL dated 4.5.11.

Carina: I took care of all your comments and added the PSC # for the Opera House (Kudos to Gordon for finding it!)

Larry: if you could forward your approval to Carina asap that would be very helpful.

Let me know if I need to do more. The May 2 calendar would be fantastic - thanks to both of you.

Tara

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Subject: RE: Veterans Building PSC Revised

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

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To: Carlos, Carina  
Cc: Fernandez, Marisa; Larry Wong; Chee, Maurice  
Subject: Veterans Building PSC Revised  
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As I mentioned I will call Larry Wong, Local 21, and request a speedy sign-off. (Larry - it is critical to the project and the DPW team that we get this process going asap. Your cooperation is much appreciated!)

Tara

Tara D. Lamont, AIA, LEED AP  
Bureau of Project Management, DPW  
City & County of San Francisco  
30 Van Ness Avenue, 4th. Floor  
San Francisco, CA 94102  
(415) 557 4664

[attachment "PSC - Veteran's Building Executive Structural Engineer.pdf"]

deleted by Maria Ryan/DHR/SFGOV]

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 4, 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# 4090-09/10 )

TYPE OF SERVICE: CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races

FUNDING SOURCE: Port Revenue Bonds

Original Amount: \$ 750,000 PSC Duration: 02/01/2010 to 3/10/2014
Modification Amount \$ 2,000,000 PSC Duration: none
Total Amount \$ 2,750,000 Total PSC Duration: 02/01/2010 to 3/10/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform a full range of additional highly specialized environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation of the construction activities required for and operations related to the 34th America's Cup Races (hereinafter, "AC 34"). This new project component greatly expands the geographic scope of the environmental analysis and the complexity of technical issues to be addressed in the Environmental Report (EIR). The Consultants will conduct transportation, air quality, noise, water quality, biological resources, cultural resources, and other technical studies in support of the EIR analysis. In addition Consultants will assist the City and Port with obtaining necessary permits and approvals from more than a dozen federal, state and local regulatory agencies and will provide assistance, on the City's behalf, preparing National Environmental Policy Act (NEPA) environmental documentation for two key federal agencies.

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

The services are needed to provide the mandatory CEQA, NEPA, and permitting services for the AC 34 project at the Port of San Francisco and elsewhere in the City and other locations. Denial of this request will imperil the City's ability to host AC 34, which must receive CEQA clearance and complete entitlements and permitting before construction can begin in early 2012.

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 4090-09/10 approved on 2/01/2010.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 4/06/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090-09/10

STAFF ANALYSIS/RECOMMENDATION:

APR 06 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specialized consultants with expertise in complex, major projects to analyze the environmental impact of AC 34. In particular, the consultants need the expertise to provide transportation, parking, noise, air quality, biological resources, cultural resources, wind and shadow studies to support the CEQA and NEPA analysis for this first-of-a-kind event in San Francisco and Central San Francisco Bay. Consultants will also provide specialized assistance in permitting and regulatory approval.

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

None. The Department of City Planning has City Planners, (CS classes 5298 and 5299, Planners III & IV - Environmental Review) who, by process, become the author(s) of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and City requirements. The consultants augment the work of the City's planners, who do not have specialized expertise required for many of the studies.

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

Yes. Consultants will provide facilities, equipment, and computer software for transportation, noise, air quality, water quality, shadow, wind and other analysis, needed for the work.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work of consultants will augment the work of City planners through the CEQA process. The City's planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA Guideline requirements. It is anticipated that at least two separate NEPA documents will also be prepared for applicable key federal lead agencies. In addition, Consultants will assist with specialized expertise in obtaining required permits, including providing specialized technical reports and analyses required by responsible and trustee regulatory agencies.

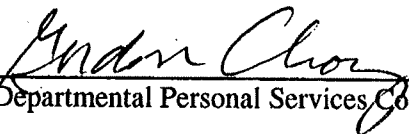
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the services are highly specialized and related only to the environmental services for a Cruise Terminal Project and for improvements in connection with AC 34; this is a one-time special project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? See attached Ordinance No. 27-11.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

  
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



27-11

[Waiver of the Competitive Bidding and Solicitation Requirements for a Contract with Environmental Science Associates for the California Environmental Quality Act Review of the 34<sup>th</sup> America's Cup Event]

**Ordinance approving a waiver of the competitive bidding and solicitation requirements of Chapter 6 and Chapter 21 of the Administrative Code for a contract with Environmental Science Associates for California Environmental Quality Act review of the 34<sup>th</sup> America's Cup Event and coordinating and developing submittals for associated federal and state permits.**

NOTE: Additions are single-underline italics Times New Roman; deletions are ~~strike-through italics Times New Roman~~. Board amendment additions are double-underlined; Board amendment deletions are ~~strikethrough-normal~~.

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

Section 1. Findings.

(a) On December 14, 2010, subject to review required by the California Environmental Quality Act (CEQA), the Board of Supervisors adopted Resolution No. 585-10 approving a 34<sup>th</sup> America's Cup Host City and Venue Agreement among the City, the America's Cup Event Authority and the San Francisco America's Cup Organizing Committee to host the 34<sup>th</sup> America's Cup in San Francisco.

(b) The 34th America's Cup Host City and Venue Agreement requires the City to use its best efforts to complete the environmental review of the event required under CEQA, and if such environmental review leads to a determination to proceed with the event, to complete all actions necessary to obtain authorizations for the events under CEQA and other applicable laws by no later than 12 months after the America's Cup Event Authority has provided the City sufficient information to prepare the project description required by CEQA.

1 (c) The 34<sup>th</sup> America's Cup Host City and Venue Agreement also requires the City to  
2 secure all state and federal permits, including those required for construction-related activities  
3 required to prepare the Venue sites for the event. Agencies with permitting authority over  
4 such activities and agencies that are consulted during such permit reviews include, but are not  
5 limited to, the U.S. Army Corps of Engineers, the National Oceanic and Atmospheric  
6 Administration, the U.S. Environmental Protection Agency, U.S. Fish and Wildlife, the San  
7 Francisco Bay Regional Water Quality Control Board, the San Francisco Bay Conservation  
8 and Development Commission, the California State Lands Commission, the California  
9 Department of Fish and Game and the Bay Area Air Quality Management District. These  
10 agencies often review and comment on CEQA documents and analyses; CEQA and state and  
11 federal permitting are closely related and typically rely on the same underlying studies.

12 (d) On December 31, 2010, the Golden Gate Yacht Club announced the selection of  
13 San Francisco as the venue for the 34<sup>th</sup> America's Cup.

14 (e) The City wishes to expeditiously retain a consultant team to commence the  
15 performance of environmental review and to assist with state and federal permitting for the  
16 event to meet the time frame of the 34<sup>th</sup> America's Cup Host City and Venue Agreement.

17 (f) The San Francisco Port and the Department of Public Works had previously  
18 selected Environmental Science Associates (ESA) for environmental review of the San  
19 Francisco Pier 27 Cruise Ship Terminal, Northeast Wharf Plaza and future developments at  
20 Piers 19 and 23, based on the issuance of a Request for Qualifications (RFQ) issued in April  
21 2010.

22 (g) The Pier 27 cruise ship terminal project is affected by the 34<sup>th</sup> America's Cup Event  
23 because the development phasing and sequence of improvements of the cruise terminal  
24 facility would be modified to accommodate America's Cup race-viewing and team hospitality  
25

1 facility and berths by January 1, 2013 for the America's Cup Event, then subsequently further  
2 improved to complete the cruise terminal project and Northeast Wharf Plaza.

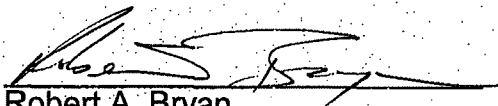
3 (h) The cruise ship terminal project and the America's Cup Event are interrelated and  
4 will require many of the same or similar background studies and analyses; therefore, it would  
5 be more efficient to retain ESA to perform both services to meet the accelerated CEQA  
6 schedule required in the 34th America's Cup Host City and Venue Agreement and minimize  
7 costs.

8 (i) Based on evaluation of ESA's response to the April 2010 request for qualifications,  
9 the Port believes that ESA is a responsible contractor qualified to perform the environmental  
10 review and to coordinate and develop submittals to meet state and federal permitting  
11 requirements for the 34<sup>th</sup> America's Cup Event, given especially ESA's extensive experience  
12 evaluating marine construction and development projects.

13 (j) The Port, therefore, recommends that to best enable the City to meet the 12-month  
14 timeline of the 34th America's Cup Host City and Venue Agreement and address the  
15 interrelated effects of the Pier 27 Cruise Ship Terminal/Northeast Wharf project by January  
16 2013, the City waives its competitive bidding and solicitation requirements and authorizes the  
17 Port to enter into an agreement with ESA to perform the environmental review and to  
18 coordinate and develop submittals to meet state and federal permitting requirements for the  
19 34<sup>th</sup> America's Cup.

20 Section 2. Notwithstanding the competitive bidding and solicitation requirements of  
21 Chapter 6 and Chapter 21 of the Administrative Code, the Board of Supervisors hereby  
22 authorizes the Port of San Francisco to award a contract to Environmental Science  
23 Associates to conduct CEQA environmental review of the 34<sup>th</sup> America's Cup event and to  
24 coordinate and develop submittals for state and federal permits for the event.

1 APPROVED AS TO FORM:  
2 DENNIS J. HERRERA, City Attorney

3 By:   
4 Robert A. Bryan  
5 Deputy City Attorney

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City and County of San Francisco

Tails  
Ordinance

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

File Number: 110071

Date Passed: February 15, 2011

Ordinance approving a waiver of the competitive bidding and solicitation requirements of Chapter 6 and Chapter 21 of the San Francisco Administrative Code for a contract with Environmental Science Associates for California Environmental Quality Act review of the 34th America's Cup Event and coordinating and developing submittals for associated federal and state permits.

February 02, 2011 Budget and Finance Committee - RECOMMENDED

February 08, 2011 Board of Supervisors - PASSED, ON FIRST READING

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

February 15, 2011 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

File No. 110071

I hereby certify that the foregoing  
Ordinance was FINALLY PASSED on  
2/15/2011 by the Board of Supervisors of the  
City and County of San Francisco.

Angela Calvillo  
Clerk of the Board

  
Mayor Edwin Lee

Date Approved



**PSC Modification for CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races**

Carlos, Carina to: DHR-PSCCoordinator

04/06/2011 04:22 PM

Cc: "Bouhamama, Youcef", "Magill, Cindy", "Lopez, Edgar", "Choy, Gordon", "Wong, Tammy"

6 attachments



Original PSC #4090-0910.pdf AC34 Ordinance 27-11 (SIGNED).pdf PSC #4090-0910 Modification.pdf



AC34 Ordinance 27-11 (SIGNED).pdf PSC #4090-0910 Modification.pdf



PSC Summary (MOD) CEQA NEPA AC34 04-04-11 v2.doc

Good afternoon,

Attached are the following documents related to the PSC Modification for CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races:

1. PDF of Modification Form for PSC #4090-09/10 dated 4/04/2011
2. Word version of PSC Form 1 dated 4/04/2011
3. PDF of PSC Form 1 dated 1/12/2010
4. AC 34 Ordinance No. 27-11
5. Email notification sent to Union

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Wed, 6 Apr 2011 16:21:58 -0700 -----

To: 'Larry Wong' <lwong@ifpte21.org>, 'Ging Louie' <glouie@ifpte21.org>

cc: "Bouhamama, Youcef" <Youcef.Bouhamama@sfdpw.org>, "Magill, Cindy" <Cindy.Magill@sfdpw.org>, "Edgar.Lopez@sfdpw.org", "Choy, Gordon" <Gordon.Choy@sfdpw.org>

**Subject**: RE: PSC Modification for CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races

Larry and Ging,

I'm resending the PSC Mod form because the wrong PSC number and approval date were referenced in Section 1C. No other entries were changed.

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

**From:** Carlos, Carina  
**Sent:** Wednesday, April 06, 2011 4:09 PM  
**To:** 'Larry Wong'; Ging Louie  
**Cc:** Bouhamama, Youcef; Magill, Cindy; Lopez, Edgar; Choy, Gordon  
**Subject:** PSC Modification for CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races

Larry and Ging,

Attached is the PSC Modification for CEQA, NEPA and Permitting Services for the 34th America's Cup Facilities and Races.

The Contract Manager is Youcef Bouhamama, and he can be reached at (415) 557-4798.

Thank you.

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
[Carina.Carlos@sfdpw.org](mailto:Carina.Carlos@sfdpw.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 29, 2009 (Revised January 4,7,& 12, 2010)

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: CEQA Services for the Pier 27 new Cruise Ship Terminal & the new Northeast Wharf Public Plaza;

FUNDING SOURCE: Port Revenue Bonds

PSC AMOUNT: \$750,000 PSC DURATION: 2/1/2010 to 3/10/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Consultants will perform a full range of highly specialized environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation for the Pier 27 new Cruise Ship Terminal, a new two acre Northeast Wharf Public Plaza, and possible changes to the Embarcadero. It is expected that an Environmental Report (EIR) will be required. Consultants will conduct transportation, noise, shadow, wind and other analyses, needed to support that analysis. Consultants will provide the same services for Pier 19 or 23, where improvements will allow for a combination of maritime, warehouse, office, retail, and event uses.

B. Explain why this service is necessary and the consequences of denial: The services are needed to provide the mandatory CEQA services for the new Cruise Ship Terminal and for Pier 19 or 23 at the Port of San Francisco. Denial of this request will hamper DPW's effort to design a highly specialized building and will delay the delivery of this major capital project that will have huge economic benefit for the city.

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): Specialized Environmental Review Services for major capital projects are routinely provided by consultants who possess unique qualifications. The most recent personal services contract for similar work was approved via PSC#4093-06/07 on 2/5/2007.

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 1/12/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on NOT AVAILABLE YET Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires specialized consultants with expertise in complex, major projects to analyze the environmental impact of a new Cruise Terminal, a two acre Northeast Wharf Public Plaza, possible changes to the Embarcadero and substantial improvements to Pier 19 or 23. In particular, the consultants need the expertise to provide transportation, parking, noise, wind and shadow studies to support the CEQA analysis.*

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

*None. The Department of City Planning has City Planners, (CS classes 5298 and 5299, Planners III & IV - Environmental Review) who, by process, become the author(s) of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and City requirements. The consultants augment the work of the City's planners, who do not have specialized expertise required for many of the studies.*

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

*Yes. Consultants will provide facilities, equipment, and computer software for noise, shadow, wind and other analysis, needed for the work.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The work of consultants will augment the work of the City Planners through the CEQA process. The City's planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA Guideline requirements.*

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

*No, the RFQ process must be used because the City Planning procedures require this process. Also the services are highly specialized and related only to the environmental services for a Cruise Terminal Project and for substantial improvements to Pier 19 or 23; this is a one-time special 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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

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

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:

Gordon Choy  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address