



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: August 1, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Lavena Holmes-Williams, PRT
Shamica Jackson, PUC
Diane Lim, ADP

Subject: Personal Services Contracts Approval Request

This report contains ten (10) 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 2011-2012	Total for FY 2011-2012
\$66,562,985	\$128,000	\$66,690,985

Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

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

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

Diane Lim
Adult Probation Department
880 Bryant Street, Rm 200
San Francisco, CA 94103

POSTING FOR

8/1/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-11/12	27	Airport Commission	Regular	\$4,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.	8/1/2011 - 8/1/2016
4010-11/12	27	Airport Commission	Regular	\$7,000,000	Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.	9/1/2011 - 8/30/2018
4011-11/12	27	Airport Commission	Regular	\$4,200,000	Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.	9/1/2011 - 6/30/2018
4012-11/12	40	Public Utilities Commission	Regular	\$200,000	The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.	9/1/2011 - 9/1/2014
4013-11/12	40	Public Utilities Commission	Regular	\$670,000	The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.	11/1/2011 - 11/1/2016
4014-11/12	40	Public Utilities Commission	Regular	\$27,700,000	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.	11/1/2011 - 11/1/2020

POSTING FOR

8/1/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4015-11/12	39	Port Commission	Regular	\$2,000,000	The Port seeks to create a pre-qualified list of 4 or more firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These Consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.	1/1/2012 - 12/31/2014

Total Amount - Regular: \$46,270,000

POSTING FOR

8/1/2011

**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
3076-10/11	13	Adult Probation	Regular	\$88,750	\$98,656	Provide technical assistance in conducting a strategic planning process to develop a strategic plan to effectively communicate the department's vision, goals, and plans to staff and key holders during the implementation of evidence-based supervision practices in the San Francisco Adult Probation Department. Technical assistance to include planning and facilitating a strategic planning session and the development and editing of a strategic plan that meets the project's communication needs. Implement training that will build professional skills in reducing recidivism through effective use of Evidence-Based Practices. Training services to include design and management of training events both in-person and video-based on specific topics, development of Evidence-Based Toolkit, and a follow up training for supervisors. Design and training services to support the department's vision, goals, and plans in the implementation of evidence-based practices in the San Francisco Adult Probation Department.	5/1/2011 - 6/30/2012
4062-07/08	40	Public Utilities Commission	Regular		\$8,400,000	Provide professional construction management (CM) services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location. CM personnel will augment staff on various capital projects including pump stations, pipelines and water reservoir upgrades. Additionally, as-needed CM staff may be required to support the SFPUC oversight effort and may include adding, on a short-term basis, Construction Managers, Inspectors and Cost Estimating and Scheduling Specialists.	4/1/2008 - 1/1/2016
4200-06/07	40	Public Utilities Commission	Regular		\$4,000,000	Provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects.	10/1/2007 - 12/11/2015

Sum of Modified Amounts: \$88,750

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 13, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST []

TYPE OF SERVICE: Construction Management Services for the Terminal 3 Improvements Project

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$ 4,500,000 PSC DURATION: 8/1/2011 to 8/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the airport to upgrade many facilities, renovate passenger terminals, boarding areas and Transportation Security Administration (TSA) security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand.

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

This is a new service.

D. Will the contract(s) be renewed? 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 Signature of person mailing/faxing form June 21, 2011
Union Name Date

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

JUL 06 2011

PSC # 4009-11/12

FOR DEPARTMENT OF HUMAN RESOURCES USE

JUL 06 2011

PSC # 4009-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: CM skills with airport design, airline operations and construction experience are essential for this project. Specific expertise in Baggage Handling System (BHS), Passenger Boarding Bridges (PBB), Security, Information Technology (IT), Structural design, Concessions Development Program, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Terminal 3, B/A-F building expansion and security checkpoint expansion and activation to meet TSA's security requirements and better meet the Airport's needs.

B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to airports, boarding areas, Concessions Development Programs at airports and TSA security checkpoints. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport 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: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of TSA's security checkpoints and airport boarding areas development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5211, 6318). We have an existing Memorandum of Understanding (MOU) with DPW (see attached) that provides one full time DPW Architectural Associate I (5265) and a full time Senior Building Inspector (6333) that the Airport is committed to use for the duration of this project. Prior construction the Airport will consider assigning a City staff person as part of the construction management team in the role of Office Engineer. On the job exposure to project related tasks, software and processes will provide City staff the experience that will benefit them in future projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of airport's boarding areas and TSA security checkpoints expansion projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

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

Yes No
[] [X]

B. Will the contractor train City and County employees?

[] [X]

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

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

[] [X]

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

[] [X]

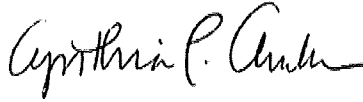
City and County of San Francisco

Department of Human Resources

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution number #10-0157

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being prepared and the results of that process are not known at this time.

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

Print or Type Name

(650) 821-2014

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. 10-0157

APPROVE SELECTION PANEL'S RECOMMENDATION ESTABLISHING A POOL LIST OF PREQUALIFIED FIRMS FOR PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT SERVICES AND AUTHORIZE RFP'S AS REQUIRED TO SUPPORT PROJECTS OF THE AIRPORT'S 5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, on September 15, 2009, by Resolution No. 09-0223, the Commission approved the issuance of a Request for Qualifications (RFQ) to create a consultant pool list for project management and construction management support services for projects of the Airport's 5-year CIP; and

WHEREAS, on March 26, 2010, the Airport received fourteen Statements of Qualifications (SOQ's) and determined that eleven met the minimum qualifications as stated in the RFQ; and

WHEREAS, the RFQ stipulated that following the evaluation of the SOQ's, up to seven Respondents receiving the highest scores would be placed on the pool list; and

WHEREAS, the Airport convened a three-member selection panel to thoroughly evaluate the SOQ's of each firm, and rank them for consideration in developing a pool list of prequalified firms to provide the required services; and

WHEREAS, as needs arise for project management support and construction management services for CIP projects, Staff will issue to the Pool List RFP's for the required services and convene a selection panel to review and score the RFP's, and return to the Commission with a recommendation to approve the selection of the highest ranked proposer and authorize negotiations; now, therefore be it

RESOLVED, that the Commission hereby approves the Pool List comprised of the following firms:

- The Allen Group, LLC/Cornerstone, A Joint Venture
- URS/ECS, A Joint Venture
- F.E. Jordan/Hill International
- PGH Wong Engineering, Inc.
- EPC/CM West Joint Venture
- AECOM
- PMA/NBA, Joint Venture

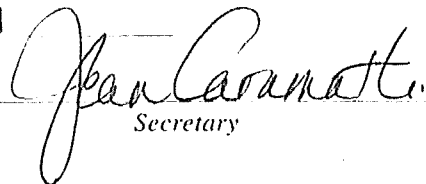
and, be it further

RESOLVED, that this Commission hereby approves issuance of Request for Proposals (RFP's), as required, to the Pool List to provide project management and construction management support services for projects of the Airport's 5-year Capital Improvement Program.

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

at its meeting of _____

APR 20 2010


Secretary

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE AIRPORT COMMISSION
AND
THE GENERAL SERVICES AGENCY - DEPARTMENT OF PUBLIC WORKS**

TERMINAL 3, BOARDING AREA E REFURBISHMENT PROJECT

This memorandum of understanding ("MOU") is entered into as of February 1, 2011 by and between John L. Martin, Airport Director, of the San Francisco Airport Commission ("Airport") and Amy Brown, acting City Administrator for the City and County of San Francisco's Department of Public Works ("DPW"), to memorialize the agreement between the Airport and DPW which outlines the parameters under which the parties will cooperate to provide the services listed below. This MOU expires on June 30, 2012.

This MOU is made in recognition of the requirements of (1) the Federal Aviation Administration's ("FAA") Final Policy and Procedures Concerning the Use of Airport Revenue ("Diversion Policy"), and (2) the 1981 Settlement Agreement between the City, the Airport and the major airlines serving San Francisco International Airport.

Consistent with the above-mentioned goals, legal and contractual requirements, the Airport and DPW agree as follows:

SERVICES TO BE PROVIDED:

DPW will make available an Architectural Associate I and a Senior Building Inspector (the "Assigned Personnel") to work full-time at the Airport on the Terminal 3, Boarding Area E Refurbishment Project (the "Project"). The Assigned Personnel will assist the Airport Project Manager in the administration of project activities for the Project, including procurement and administration of contracts for design, construction, and construction management services; assistance in stakeholder input and reviews; assistance in overseeing the preparation of design and construction documents; and assistance with on-site construction inspection. Although working at the Airport, the Assigned Personnel will retain their offices downtown and will continue to receive support from DPW downtown as well as from the Airport.

CAPITAL PROJECT BUDGET MOU AMOUNT: \$708,000.

The Project is an Airport capital project that is included in the five-year Capital plan. Funding for this MOU will be charged to Contract 8974, which is FAMIS Project CAC057. The Project will replace or upgrade components and systems that are obsolete or at the end of their useful life in Terminal 3, Boarding Area E. The Project is a limited renovation, the scope of which has been determined to meet the anticipated near-term Airport/airline needs, based on priorities and cost constraints. This is a design-build project.


BILLING PROCEDURES:

- All billing under this Memorandum of Understanding shall be provided in accordance with the attached Interdepartmental Billing Procedures and shall include all documentation itemized under the documentation verifying actual costs of direct services section above.
- No payments will be made without a signed MOU and documentation verifying the actual cost of direct services.

BILLING DISPUTES:


- If DPW has a billing dispute with the Airport, it must attempt to resolve it with the responsible Airport Manager. If the parties are unable to reach agreement, the dispute should be resolved with the Airport's Finance Director. If an agreement still cannot be reached, DPW and the Airport Finance Director will meet with the Deputy Controller to finally resolve the matter.
- It is further agreed that DPW will charge the Airport for direct services provided to the Airport in accordance with this MOU. This shall include the documented full cost of services including salaries, fringe benefits and non-labor direct costs.

This MOU has been entered into in triplicate on the date(s) below.



John L. Martin *if*
Airport Director

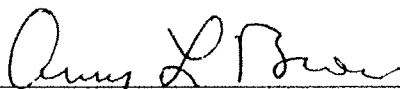
Date



Edward D. Reiskin
Director
Department of Public Works

2-24-2011

Date



Amy Brown
Acting City Administrator
General Services Agency

2/24/11

Date

INTERDEPARTMENTAL BILLING PROCEDURES

July 1, 2005

The Airport, Mayor and Controller wish to confirm procedures demonstrating compliance with the provisions of the 1981 Settlement Agreement that govern payments by the Airport for services rendered by various departments of the City ("Performing Departments"). Under the 1981 Settlement Agreement, the Airport's annual service payments fully compensate the City for all the *indirect services* provided by the City to the Airport. These interdepartmental billing procedures apply to additional payments the Airport makes to the City for *direct services*, which are allowed by the 1981 Settlement Agreement. These procedures are designed to ensure that, in addition to making the annual service payments, the Airport pays only for direct services and, as provided by the Settlement Agreement, that the Airport's additional payments are justified by the City's actual, verifiable and reasonable costs of providing direct services to the Airport.

REQUESTING AND BUDGETING DIRECT SERVICES.

Each year, when developing its annual operating budget, the Airport staff responsible for managing direct services provided to the Airport by a Performing Department shall reasonably determine, based on past service and future need, what direct services the Airport will request and then negotiate the resulting budget with a Performing Department representative. Airport staff should not request or accept direct services from any City department that has not been designated by the Airport Director or City Attorney as a direct service provider.

MOU's/Written Agreements

The Airport will make payments to any Performing Department in accordance with a written MOU approved by both departments. The MOU shall contain written guidelines for the Performing Department and Airport managers that:

- describe the scope of the direct services requested by the Airport;
- establish a budget for the direct services requested by the Airport;
- describe the allowable expenses that are subject to reimbursement; and
- identify the documentation the Performing Department will submit to verify its actual costs of providing the requested direct services.¹

¹ Whenever possible, the required documentation must include the classification number(s) of Performing Department staff providing the services, the amounts of time spent on designated tasks and the hourly rates (covering salary and benefits) for each staff member providing services and documentation of any associated costs.

variance or question, the Airport Manager will contact the Performing Department manager to obtain clarification and/or additional supporting documentation.

If the documentation provided by the Performing Department is sufficient, the Manager will approve the billing and send the billing and documentation to Accounting.

Accounting will perform a final review of the documentation that supports the billing, approve the billing in the FAMIS "approval path" if the supporting documentation is sufficient and file the supporting documentation. Billings with sufficient documentation will be paid to the Performing Department.

Direct Charge Departments

The Budget Manager in Airport Finance is responsible for review and approval of Police and Fire billings. Airport staff will audit bi-weekly Police and Fire Department time sheets against labor distribution reports ("LDR's") and review any variances with the respective departments. The Controller's Office or Police and Fire Departments will forward copies of LDR reports to Airport staff. Due to the number of Police staff assigned to the Airport, the staff audit will be based on a 10% random sample size. Operations Division staff will review any billings by these departments for non-personnel costs to ensure that they comply with applicable MOU's and are adequately justified. The Controller's Office and the Police and Fire Departments will adjust direct charges where billing discrepancies are found and verified after review with the billing departments. Any discrepancies will be adjusted as soon as possible after they have been verified, but no later than the close of the fiscal year in question.

From: [Larry Wong](#)
To: [Cynthia Avakian](#)
Cc: [Larry Wong](#)
Subject: PSC-SFO CM Services Terminal T3 Improvement Projects
Date: Thursday, July 07, 2011 6:37:57 AM

I noticed that the MOU between DPW & SFO is dated 02/01/11 and set to expire on 06/30/2012 while PSC authorization will expire on 08/15/2016. I assume this is an oversight and intentional.

Local #21 has no objection to this PSC.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, July 06, 2011 3:30 PM
To: Larry Wong
Subject: FW: T3 Improvement Projects (9048.9) RFP

Larry,

Would Local 21 be able to review this and let us know if you have further questions today so that we can move forward? Let me know.

Thanks in advance,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, July 06, 2011 12:53 PM
To: 'Larry Wong'
Cc: 'Ging Louie'; 'Joe Brenner'; Claudia Luquin; Judi Mosqueda; Geri Rayca
Subject: RE: T3 Improvement Projects (9048.9) RFP

Larry,

Here is the updated PSC Form 1 as we discussed on the conference call last week as well as the MOU.

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 <<mailto:cynthia.avakian@flysfo.com>>
Phone: (650) 821-2014, Fax: (650) 821-2011

From: Cynthia Avakian
Sent: Tuesday, June 21, 2011 1:12 PM
To: 'Larry Wong'
Cc: Ging Louie; Joe Brenner; Claudia Luquin; Judi Mosqueda; Geri Rayca
Subject: FW: T3 Improvement Projects (9048.9) RFP

Larry,

Here is an RFP that was issued to a pool of consultants. We had a glitch in our process so that the Union wasn't noticed at time of issuance since it wasn't posted on the City's website (since it only went to the pool of pre-qualified firms).

We would like to briefly discuss this on Thursday, June 23rd at 3:30 PM.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Claudia Luquin
Sent: Tuesday, June 21, 2011 12:30 PM
To: Cynthia Avakian
Cc: Judi Mosqueda
Subject: T3 Improvement Projects (9048.9) RFP

Hi Cynthia,

Per your request attached please find the following:

- Copy of the T3 Improvement Projects (9048.9) RFP issued on 4/1/2011
- Copy of RFP issued for Addendum 2
- PSC Form 1 revision 2

We are planning to join you in the meeting with Larry Wong on 6/23 at 3:30PM so please let us know the location.

Thank you for your help.~
Claudia

Claudia Luquín
Associate AIA, LEED® AP
San Francisco International Airport | Design & Construction
T. 650.821.7721
Tuesday - Thursday, 6:00 AM - 4:30 PM
P Save Paper – Do you really need to print this email?

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 20, 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: Strategic marketing - development and execution of innovative, cost-effective, high-impact marketing programs

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$7,000,000 PSC DURATION: 9/1/11-8/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.

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

New and existing airlines who are expanding service require marketing support to be successful in a very competitive global marketplace. Marketing programs are also needed to ensure non-aviation revenue streams, which help reduce the cost for airlines to do business at SFO, thereby making SFO more attractive to new airlines. Denial will mean a lack of marketing efforts to promote the airport and all its revenue streams, resulting in a decrease in revenues and airline service.

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 #4154-06/07

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: Cynthia P. Anderson
Date: May 20, 2011
RFP sent to: IFPTE Local 21 Union Name on May 20, 2011 Date
Signature: Cynthia P. Anderson

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4010-11/12
STAFF ANALYSIS/RECOMMENDATION:

JUL 06 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using digital media and purchasing, bartering and placing ads both locally and internationally.

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

No combination of civil service classification normally performs this work. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Marketing Manager (0923, Manager II) oversee the efforts of the contractor.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work involves short intermittent projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with pricing, purchasing and bartering ad space. A portion of the contract will be used for purchasing ad space and will not be used for services.

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

No the changing natures of the work makes the adoption of a new classification impractical.

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 # 10-0356.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being prepared and the results of that process are not known at this time.

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

Print or Type Name

(650) 821-2014

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. 10-0356

**AUTHORIZE DIRECTOR TO ISSUE REQUEST FOR PROPOSALS FOR
MARKETING SERVICES**

- WHEREAS, Marketing programs at SFO for the past eight years have produced many successes, including 23 new airlines and non-aviation revenues outpacing passenger growth; and
- WHEREAS, Significant changes across the travel industry require new programs that embrace and leverage new technologies; and
- WHEREAS, Airports across the U.S. have adopted many of SFO's marketing programs; and
- WHEREAS, to remain competitive, SFO must develop new, cost-effective, high-impact programs to retain and expand existing airline service as well as attract new service; now therefore, be it
- RESOLVED, that this Commission hereby authorizes the Airport Director to instruct staff to issue a Request for Proposals for marketing services.

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

DEC 21 2010

at its meeting of _____


Secretary

From: Larry Wong
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Jane Sullivan; Kandace Bender; Larry Wong
Subject: RE: PSC- SFO Marketing Services
Date: Wednesday, July 06, 2011 11:58:59 AM

Cynthia,

Local #21 has no objections to this PSC.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 02, 2011 6:55 PM
To: Larry Wong
Cc: Ging Louie; Joe Brenner; Jane Sullivan; Kandace Bender
Subject: RE: PSC- SFO Marketing Services

Larry,

Here is the scope of work from the Marketing RFP. Let me know if you have further questions.

II. Scope of Work

The following work tasks are assumed necessary to market SFO to its myriad audiences, including but not limited to local, regional and international passengers and airlines. Proposers may suggest a modified scope as part of their proposal.

The successful candidate will develop and implement a strategic marketing plan to attract, develop and promote air service as well as non-aviation revenue streams such as parking and concessions.

Components of this plan might include, but not be limited to, the following:

- Building on existing marketing programs such as cooperative and barter advertising, parking and terminal promotions, B2B and trade outreach; and
- Providing support for ongoing airline development and retention efforts, including but not limited to targeted outreach, events and signage; and
- Continuing the successful development of the look and feel of the SFO brand across different media; and
- Developing new programs, including advertising, merchandising, promotions and/or partnerships, to support non-aviation conventional revenue streams such as parking and unique amenities such as SFO Museum and SFO Medical Clinic; and
- Leveraging the growing availability of new technologies to promote SFO tenants and partners and work with communications, concessions, customer service and signage programs to provide support through internal and external outreach efforts.

The plan may contain both short- and long-term components and should address the rapidly changing conditions of the aviation industry and attendant shifting needs of SFO.

Note: SFO will provide passenger research to the successful proposer.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. The budget for the first year of this contract is a maximum of \$1 million. If any media buy is proposed it must be a separate line item.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, May 25, 2011 5:21 PM
To: 'Larry Wong'
Cc: Ging Louie (glouie@ifpte21.org); 'Joe Brenner'; Jane Sullivan; Kandace Bender
Subject: FW: PSC- SFO Marketing Services

Larry,

Please see the Airport's response to your questions below in bold. Let me know if you have further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Wednesday, May 25, 2011 9:39 AM
To: Cynthia Avakian
Subject: PSC- SFO Marketing Services

Hi Cynthia,

Who was the vendor last contract?

MLine, a certified LBE firm.

How much was the last contract?

\$5,257,000 over 4 years – that was high due to the fundraising for Terminal 2

What results did they achieve that we must contract out again?

Over last 8 years the marketing programs developed and executed under this contract

resulted in: 23 new airlines, increased concession and parking revenues that outpaced passenger growth, award-winning advertising campaigns and promotions. This contract allows SFO to provide key marketing support to airlines as they start or expand service. Timely marketing support is a factor in airline's decision to bring service to SFO.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, May 20, 2011 5:52 PM
To: Larry Wong
Cc: Ging Louie; Joe Brenner; Jane Sullivan
Subject: SFO - Request for Proposals Marketing Services

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

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4414>

The Pre-Proposal Conference is **Tuesday June 7, 2011, at 10:30 A.M.** at SFO International Terminal North Shoulder Building, 5th Floor, Conference Room 28L, San Francisco, CA 94128.

Proposals are due on **Thursday, June 30, 2011, at 3:00 P.M.**

Attached is the draft PSC Form 1.

Thank you.



Cynthia Avakian
San Francisco International Airport



San Francisco International Airport

MEMORANDUM

DATE: February 16, 2011
 TO: Maria Ryan, PSC Analyst
 Department of Human Resources (Dept. 33)
 FROM: Cynthia Avakian, PSC Coordinator
 Airport Commission (Dept. 27)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4154-06/07 Approval Date: May 21, 2007

Description of Service(s): Strategic marketing plan and new marketing campaigns

Original Approved Amount:	<u>\$4,000,000</u>	Original Approved Duration:	<u>7/1/07 - 6/30/11</u>
Admin Mod 1 Amount:	<u>\$560,000</u>	Modification of Duration:	<u>No change</u>
Admin Mod 2 Amount:	<u>\$700,000</u>	Modification of Duration:	<u>3/1/11 - 9/30/11</u>
Total Modified Amount:	<u>\$5,260,000</u>	Total Modified Duration:	<u>7/1/07 - 9/30/11</u>

Reason for the modification:

To address Board of Supervisor adopted ordinance to receive donations to offset the cost of Airport special events related to the opening of Terminal 2 and extend the term to address unanticipated events when this request was initially submitted.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved FEB 16 2011

Approval Date: 2/22/11

By: *Micki Callahan*
 For Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO
 EDWIN M. LEE MAYOR LARRY MAZZOLA PRESIDENT LINDA S. CRAYTON VICE PRESIDENT ELEANOR JOHNS RICHARD J. GUGGENHIME PETER A. STERN JOHN L. MARTIN AIRPORT DIRECTOR

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 20, 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: Strategic marketing plan and new marketing campaigns

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$4,000,000 (or \$1,000,000 per year) PSC DURATION: 7/1/2007 - 6/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Update SFO's strategic marketing plan to further develop and execute specific marketing campaigns to attract new airlines and assist airlines launching new routes to SFO, and create marketing programs in support of other revenue-generating tenants (retail and food & beverage) and SFO departments (parking). These programs will include the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or air time, and the continued redevelopment of electronic communication channels.

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

Several airlines will initiate or expand flights at SFO and they require marketing support to be successful in the very competitive marketplace. Marketing programs are also needed to ensure non-aviation revenue streams, which reduce the cost for airlines to operate at SFO, thereby making the Airport attractive to low-cost carriers. Denial will mean a lack of marketing efforts to promote the Airport and all its revenue streams.

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 similar to the proposed work have been provided through a contract since 2003. The most recent PSC Summary was # 4134-05/06.

D. Will the contract(s) be renewed?

Yes, but the amount of the contract may differ due to changes in marketing needs or Airport services offered.

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 Galen W.M. Leung Signature of person mailing/faxing form APR 20 2007 Date

RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4154-06/07 STAFF ANALYSIS/RECOMMENDATION: Approved 5/21/07

CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise:

Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using electronic communication channels like websites, kiosks, video and e-mail; and purchasing, bartering and placing ads both locally and internationally.

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

No combination of civil service classifications normally performs this work. A marketing classification currently does not exist. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Marketing Manager (0923, Manager II) oversee the efforts of the contractor.

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

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

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as this work involves intermittent, short-term projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with pricing, purchasing and bartering ad-space. A portion of the contract will be used to purchase ad space and will not be used for services.


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

No; the Airport had requested the creation of a new civil service classification for marketing but the intermittent nature of the work makes the adoption of a new classification impractical. Please see answer to 4a above.

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"> • 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"/> |
| 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? Airport Commission Resolution #06-0220 authorized issuance of an RFP. | <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 is being conducted at this time and it is not known at this time if the current contractor will receive a new contract. | <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: May 20, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Strategic Communications Plan

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$4,200,000 (or \$600,000/ year) PSC DURATION: 9/1/2011 – 6/30/2018

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (at <http://www.section508.gov/>) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.

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

Technology and adoption continues to evolve at a rapid pace. This drives the way we communicate with our customers, our vendors, and our employees. It also drives the way news is disseminated, the way we research, compile, and share information. Having a strategic plan in place will ensure SFO is able to effectively use these new technologies and functionalities to our benefit. Denial will mean a lack of effective communication efforts and a loss competitive advantage to other airports.

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

These services have been previously provided through a contract, most recently under PSC # 4154-06/07

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

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 *Cynthia P. Anker* May 20, 2011
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE Local 21 on May 20, 2011 *Cynthia P. Anker*
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4011 - 11/12
STAFF ANALYSIS/RECOMMENDATION:

JUL 06 2011

CIVIL SERVICE COMMISSION ACTION:



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

A. Specify required skills and/or expertise:

Expertise and skills in developing and implementing strategic communications plans; producing and executing communications programs, social media campaigns, digital asset management including image production and workflow, governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (<http://www.section508.gov/>), search engine optimization (SEO) strategies, and web based solutions for international gateway airports that address the internal communities, the external communities, and the functionality of social media in emergency communications.

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

No combination of civil service classifications normally performs this work. The Airport's Application Development Team will be trained as part of this contract. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Associate Deputy Director of Communications & Marketing (0941, Associate Deputy Director, Manager VI) will oversee the efforts of the contractor.

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 as this work involves intermittent, short-term projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with developing communications strategies, including but not limited to website development and mobile device app development.

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

No, because Civil Service classes already exist and will be trained and involved with website development and maintenance.

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

- Website training, 40 hours.
- Airport ITT Application Development team, approximately 5 staff.

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 #11-0100.

<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 is being conducted and it is unknown at this time the results of this process.

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

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

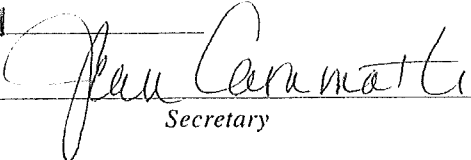
RESOLUTION NO. 11-0100

AUTHORIZE DIRECTOR TO ISSUE REQUEST FOR PROPOSALS FOR COMMUNICATIONS SERVICES

- WHEREAS,** developing a formal Communications Strategy at SFO will assist in the timely and accurate exchange of information and ideas; and
- WHEREAS,** significant changes in communications methods and technologies require new strategies and resources in order to maximize their benefits for the Airport; and
- WHEREAS,** other airports across the U.S. have superior online communications tools; and
- WHEREAS,** a communications strategy including enhanced online content and functionality will increase SFO's ability to compete globally and to influence media and consumer perception of SFO; be it
- RESOLVED,** that this Commission hereby authorizes the Airport Director to instruct staff to issue a Request for Proposals and to negotiate with the highest ranked proposer for communications services.

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

at its meeting of APR 05 2011


Secretary

From: [Larry Wong](#)
To: [Cynthia Avakian](#)
Cc: [Charles Schuler](#); [Kandace Bender](#); [Joe Brenner](#); [Larry Wong](#)
Subject: PSC- SFO Strategic Communication Plan
Date: Thursday, June 30, 2011 1:35:33 PM

Cynthia,

Local #21 has no objections to this PSC.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 02, 2011 7:00 PM
To: Larry Wong
Cc: Ging Louie; Charles Schuler; Kandace Bender; Joe Brenner
Subject: FW: SFO - Request for Proposals Communication Services

Larry,

Here is the scope of work from the Communications RFP. Let me know if you have further questions.

II. Scope of Work

The successful candidate must be able to harness the power of today's rapidly changing technological landscape to develop and implement strategic communications plans for all of our communities, including:

- The web and social media aspect of the emergency communications plan
- Internal Communities
- External Communities

Components of the communications plan might include, but will not be limited to the following:

- The further development of web, social media, apps, social networking, and mobile content, functionality, communications plans, hosting, measurement, and technical support; and
- The creation of a centralized digital content development and management system to track and serve rich media content across multiple platforms; and
- The development of a global media and public relations strategy; and
- Develop a formal public outreach program and implement periodic opinion research to identify and report on SFO's various Community's opinions and concerns pertaining to the Airport; and
- Support the overall mission, objectives, and initiatives of the Airport; including providing 40 hours of training to Airport staff to support web based solutions.

The plan may contain short term and long term components and should address scalability and future proofing solutions to attend to the changing technologies and to the shifting needs of SFO.

The scope of work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The budget for the first year of this contract is a maximum of \$600,000.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Friday, May 20, 2011 5:37 PM
To: 'Larry Wong'
Cc: 'Ging Louie'; 'Joe Brenner'; Charles Schuler
Subject: SFO - Request for Proposals Communication Services

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

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4413>

The Pre-Proposal Conference is **Tuesday June 7, 2011, at 1:30 P.M.** at SFO International Terminal North Shoulder Building, 5th Floor, Conference Room 28L, San Francisco, CA 94128.

Proposals are due on **Thursday, June 30, 2011, at 3:00 P.M.**

Attached is the draft PSC Form 1.

Thank you.



~~~~~

Cynthia Avakian  
San Francisco International Airport



San Francisco International Airport

**MEMORANDUM**

DATE: February 16, 2011  
 TO: Maria Ryan, PSC Analyst  
 Department of Human Resources (Dept. 33)  
 FROM: Cynthia Avakian, PSC Coordinator  
 Airport Commission (Dept. 27)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4154-06/07 Approval Date: May 21, 2007

Description of Service(s): Strategic marketing plan and new marketing campaigns

|                           |                    |                             |                         |
|---------------------------|--------------------|-----------------------------|-------------------------|
| Original Approved Amount: | <u>\$4,000,000</u> | Original Approved Duration: | <u>7/1/07 - 6/30/11</u> |
| Admin Mod 1 Amount:       | <u>\$560,000</u>   | Modification of Duration:   | <u>No change</u>        |
| Admin Mod 2 Amount:       | <u>\$700,000</u>   | Modification of Duration:   | <u>3/1/11 - 9/30/11</u> |
| Total Modified Amount:    | <u>\$5,260,000</u> | Total Modified Duration:    | <u>7/1/07 - 9/30/11</u> |

Reason for the modification:

To address Board of Supervisor adopted ordinance to receive donations to offset the cost of Airport special events related to the opening of Terminal 2 and extend the term to address unanticipated events when this request was initially submitted.

Attachment: Copy of Approved PSC Summary

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

DHR ACTION:  Approved

**FEB 16 2011**

Approval Date: 2/22/11

By: *Micki Callahan*  
 FOR Micki Callahan, Human Resources Director

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE MAYOR    LARRY MAZZOLA PRESIDENT    LINDA S. CRAYTON VICE PRESIDENT    ELEANOR JOHNS    RICHARD J. GUGGENHIME    PETER A. STERN    JOHN L. MARTIN AIRPORT DIRECTOR

Post Office Box 8097 San Francisco, California 94128 Tel 650.821.5000 Fax 650.821.5005 www.flysfo.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 20, 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: Strategic marketing plan and new marketing campaigns

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$4,000,000 (or \$1,000,000 per year) PSC DURATION: 7/1/2007 - 6/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Update SFO's strategic marketing plan to further develop and execute specific marketing campaigns to attract new airlines and assist airlines launching new routes to SFO, and create marketing programs in support of other revenue-generating tenants (retail and food & beverage) and SFO departments (parking). These programs will include the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or air time, and the continued redevelopment of electronic communication channels.

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

Several airlines will initiate or expand flights at SFO and they require marketing support to be successful in the very competitive marketplace. Marketing programs are also needed to ensure non-aviation revenue streams, which reduce the cost for airlines to operate at SFO, thereby making the Airport attractive to low-cost carriers. Denial will mean a lack of marketing efforts to promote the Airport and all its revenue streams.

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 similar to the proposed work have been provided through a contract since 2003. The most recent PSC Summary was # 4134-05/06.

D. Will the contract(s) be renewed?

Yes, but the amount of the contract may differ due to changes in marketing needs or Airport services offered.

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 Galen W.M. Leung Signature of person mailing/faxing form APR 20 2007 Date

RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4154-06/07 STAFF ANALYSIS/RECOMMENDATION: Approved 5/21/07

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in developing and implementing customer-oriented strategic marketing plans; creating, producing and running marketing campaigns for airports and joint marketing services with airlines and other airport tenants; developing strategies for using electronic communication channels like websites, kiosks, video and e-mail; and purchasing, bartering and placing ads both locally and internationally.

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

No combination of civil service classifications normally performs this work. A marketing classification currently does not exist. The SFO Deputy Director of Communications & Marketing (0955, Deputy Director Manager V) and the Marketing Manager (0923, Manager II) oversee the efforts of the contractor.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as this work involves intermittent, short-term projects requiring a wide range of knowledge and expertise that changes from project to project. The work is highly specialized, requiring personnel who are familiar with pricing, purchasing and bartering ad-space. A portion of the contract will be used to purchase ad space and will not be used for services.

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

No; the Airport had requested the creation of a new civil service classification for marketing but the intermittent nature of the work makes the adoption of a new classification impractical. Please see answer to 4a above.

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

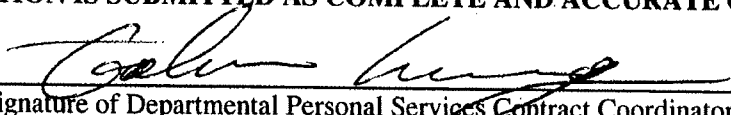
E. Has a board or commission determined that contracting is the most effective way to provide this service? Airport Commission Resolution #06-0220 authorized issuance of an RFP.

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted at this time and it is not known at this time if the current contractor will receive a new contract.

Yes  No

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: 06/14/2011(30-day Union Notice)
07/06/2011 (to DHR)
07/12/2011 (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: Staff Development Program (CS-122R)

FUNDING SOURCE: Staff Development Operating Funds

PSC AMOUNT: \$200,000 PSC DURATION: 09/01/2011 to 09/01/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See Supplemental Attachment A.

B. Explain why this service is necessary and the consequences of denial: Significant turnover within the SFPUC has occurred in the last few years and over 40% of current staff are projected to be eligible for retirement within the next five years. The SFPUC is in the midst of complex and high impact projects including WSIP and SSIP, making seamless knowledge transfer and succession planning efforts essential to maintaining operations and successful fulfillment of initiatives. Furthermore, additional transparency and enabling employees to play a more significant role in career development may enhance satisfaction and engagement, which are shown to impact business outcomes such as productivity and turnover. Without a robust staff development and succession planning program in place, significant time will be spent training new and existing staff to perform new functions. This will result in significant increases to both cost and time needed to perform functions.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): N/A - this service has not been provided in the past.

D. Will the contract(s) be renewed: No - This project will have a limited duration and in-house staff will be trained on continuing utilization and maintenance of developed competency models, staff development and succession planning programs.

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

L21 Shamica Jackson 06/14/2011(30-day Union Notice)
Union Name Signature of person mailing/faxing form 07/06/2011 (to DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4012-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

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

1232, Training Officer.

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

Contractor will not provide facilities or equipment not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The 1232, Training Officer has similar skills in that they can assess learning needs specific to individuals, groups or organizations but their required skills do not extend to job competency analysis and design based on general job classifications. Their work focuses more on working from completed competency models.

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

No - the functions being performed are limited in duration. Once programs have been developed in collaboration with the selected contractor, current civil service staff will be trained in the ongoing maintenance and utilization of programs.

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"/>            |

- Describe the training and indicate approximate number of hours.

Training will include methodology for development and maintenance of competency models and integration with various Human Resources systems. This will include the development of training curricula, mentorship programs, selection processes and performance improvement through use of competencies. Training will take approximately 24 hours.

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

Human resource professional staff (personnel analysts, training officers, etc) and professional or clerical departmental staff that serve as learning partners will receive the training. This may number as many as 25 individuals.

|                                                                                                                            |                          |                                     |
|----------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------|
| C. Are there legal mandates requiring the use of contractual services?                                                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address





## Supplemental Attachment A

### 1. DESCRIPTION OF WORK

A.

The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.

### 3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A.

- In-depth knowledge of the development, implementation and utilization of multi-purpose competency models.
- Experience with assessment, design and implementation of staff development programs in mid-size organizations of 2000 or more employees
- Strong project management skills
- Ability to define and manage competencies in the Plateau Learning Management System
- Ability to use competencies in the development of training curricula
- Ability to use competencies in the development of selection criteria
- Ability to use competencies as a basis for performance assessment and development
- Ability to obtain support throughout the organization to enable competency development



30 DAY NOTICE PRIOR TO DHR: CS-122R draft PSC to Unions for review

Jackson, Shamica

to:

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

06/14/2011 04:50 PM

Cc:

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

Hide Details

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

To: "Brenner, Joe" <jbrenner@ifpte21.org>, "Lee, Tedman C" <tleee@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>, "Yun, Pauson" <PYun@sflower.org>

1 Attachment



CS-122R DRAFT PSC TO UNIONS 06142011.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 Contracts Reviewed by Local 21

Jackson, Prentiss

to:

DHR-PSCCoordinator

07/01/2011 03:36 PM

Cc:

"Jackson, Shamica", "Yun, Pauson", "Luckenbill, Carl L"

Hide Details

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

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

Cc: "Jackson, Shamica" <SJackson@sfwater.org>, "Yun, Pauson" <PYun@sfwater.org>, "Luckenbill, Carl L" <CLuckenbill@sfwater.org>

1 Attachment



image001.jpg

Hello Maria,

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

- **(CS-122R) Staff Development Program**
- **(CS-846) Survey and Right of Way Engineering Services [Time Only]**

Please expect submittal of the PSC summary forms.

Prentiss A. Jackson Jr.  
Labor Relations and Community Programs  
(415) 554-3485  
(415) 551-4554 fax  
[PJackson@sfwater.org](mailto:PJackson@sfwater.org)



San Francisco  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/23/2011 (30-day Union Notice)
07/06/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Ground and Aerial Surveying Services, Hetch Hetchy Water Power (CS-206)

FUNDING SOURCE: Hetch Hetchy Water Power (HHWP) Capital Improvement Program (CIP) Fund

PSC AMOUNT: \$670,000 PSC DURATION: 11/01/2011 to 11/01/2016 (5 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.

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

This service is necessary because North American Electric Reliability Corporation (NERC) is requiring the initial survey to be completed before December 31, 2012. This service will also assist in ensuring that transmission line systems are not impacted/damaged by surrounding vegetation. Denial of this service would result in non-compliance to regulatory requirements, exposure to associated penalties, and potential damage to critical transmission facilities.

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

This service was never previously provided.

D. Will the contract(s) be renewed:

No.

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

L21 Shamica Jackson 06/23/2011 (30-day Notice to Unions)
07/06/2011 (to DHR)
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-11/12

JUL 06 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise consists of performing combined ground and aerial LiDAR surveys of overhead power transmission facilities. The work includes topographic mapping, aerial photography, and interpretation of data.

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

No current civil service class exists that specializes in aerial surveys.

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

No new facilities or equipment will be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No current civil service class exists that specializes in aerial surveys.

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

It would not be practical to adopt a new civil service class to perform this work because this work is only performed on a periodic basis.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



**30 DAY NOTICE PRIOR TO DHR: CS-206 draft PSC to Unions for review -  
Ground and Aerial Surveying Services**

Larry Wong, Joe Brenner, Jackson,  
Jackson, Shamica to: Prentiss, Lee, Tedman C, Ging Louie, Isen, 06/23/2011 05:20 PM  
Carol, Domingo, Kofo,

---

1 attachment



CS-206 Draft PSC Summary Form to Unions 062311.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@sfwater.org](mailto:sjackson@sfwater.org)  
P Please consider the environment before printing this email



Personal Services Contracts Reviewed by Local 21  
Jackson, Prentiss

to:  
DHR-PSCCoordinator  
06/30/2011 04:51 PM

Cc:  
"Jackson, Shamica", "Wong, Larry"

Hide Details

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

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

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

1 Attachment



image001.jpg

Hello Maria,

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

- **(CS-206) Ground and Aerial Surveying Services, Hetch Hetchy Water Power**

Please expect submittal of the PSC summary form.

Prentiss A. Jackson Jr.  
Labor Relations and Community Programs  
(415) 554-3485  
(415) 551-4554 fax  
[Prentiss@sfwater.org](mailto:Prentiss@sfwater.org)



San Francisco  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/14/2011 (30-day Union Notice)
07/06/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Planning and Engineering Services for Central Bayside System Improvements (CS-169)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) Fund

PSC AMOUNT: \$27,700,000 PSC DURATION: 11/2011 to 11/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.

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

The primary scope is to plan and design a seismically safe conveyance infrastructure to replace an existing 66" pressure pipe that has failed 3 times since its first day of operation in the 1980's. This pipe carries a large percentage of the City's daily wastewater flows. System improvements to minimize localized sewer flooding, reduce odor emissions, enhance wastewater collection operations and maintenance and ensure compliance with regulations are additional project benefits. Consequence of denial will impede the implementation of SFPUC's Sewer System Improvement Program, and may result in fines of up to \$25,000 per day should the 66" pipe breaks again.

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

This service has been previously provided by engineering firms with expertise in tunnel design, wastewater engineering and geotechnical engineering. The most recent projects involved Bay Tunnel (BDPL - PSC# 4071-07/08).

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

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

L21 Shamica Jackson 06/14/2011 (30-day Union Notice)
Union Name Signature of person mailing/faxing form 07/06/2011 (to DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in planning and design of large diameter sewer/water tunnels including deep excavation support in soft ground conditions, comprehensive geotechnical and hazardous material investigations, wastewater collection systems, advance numerical computer and physical modeling of wastewater facilities and pump stations.

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

None. This project will be performed jointly by both DPW/PUC and the consultant team. DPW has the lead responsibility for the pump station improvements design and the consultant team will be the lead on specialized expertise in tunneling, geotechnical, wastewater engineering and other support tasks. Tunnel engineering and geotechnical engineering do not have civil service classes and such expertise is not available within SFPUC or other City departments.

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

Yes, drilling equipment for geotechnical/hazardous material investigation, computer modeling software, physical modeling laboratory.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Design and construction of tunnels occurs infrequently. There is no continuous, long term workload for this service. Note that this project will be jointly performed by both City staff (DPW & SFPUC) and the consultant team.

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

No, there is insufficient continuous, long term workload to support a staff of tunnel designers, geotechnical engineers and computer modeling experts.

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

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. **500 HOURS of tunneling, computer modeling, and wastewater collection system training**
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. **Civil Engineers & Mechanical Engineers (12)**

C. Are there legal mandates requiring the use of contractual services?  Yes  No

D. Are there federal or state grant requirements regarding the use of contractual services?  Yes  No

E. Has a board or commission determined that contracting is the most effective way to provide this service?  Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  Yes  No

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

*Shannon J. ...*

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

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

Address



30 DAY NOTICE PRIOR TO DHR: CS-169 draft PSC to Unions for review

Jackson, Shamica

to:

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

06/14/2011 05:10 PM

Cc:

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

Hide Details

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

To: "Brenner, Joe" <jbrenner@ifpte21.org>, "Lee, Tedman C" <tclee@sfwater.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@sfwater.org>, "Domingo, Kofo" <KDomingo@sfwater.org>

1 Attachment



CS-169 DRAFT PSC TO UNIONS 06142011.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@sfwater.org

Please consider the environment before printing this email



Personal Services Contracts Reviewed by Local 21

Jackson, Prentiss

to:

DHR-PSCCoordinator

07/06/2011 02:24 PM

Cc:

"Larry Wong", "Jackson, Shamica"

Hide Details

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

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

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

1 Attachment



image001.jpg

Hello Maria,

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

- **(CS 204) Fish Passage Facilities Design and Engineering Service**
- **(CS-169) Planning and Engineering Services for Central Bayside System Improvements**

Please expect submittal of the PSC summary forms.

Prentiss A. Jackson Jr.  
Labor Relations and Community Programs  
(415) 554-3485  
(415) 551-4554 fax  
[PJackson@sflower.org](mailto:PJackson@sflower.org)



**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: December 1, 2007

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 40

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

TYPE OF REQUEST:  INITIAL REQUEST MODIFICATION (PSC#         )

TYPE OF SERVICE: Bay Tunnel Project Construction Management (CM) Services (CS-913)

FUNDING SOURCE: Project Funded

PSC AMOUNT: \$17,000,000 PSC DURATION: 06/01/08 through 06/31/2014

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.

**B. Explain why this service is necessary and the consequences of denial:** The SFPUC does not have the personnel resources to perform all of the required work nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.

**C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):** There is more work than can be performed by in-house personnel. There is also specialized CM expertise required not available within City forces (large and complicated tunnel construction, large dam improvements and etc.).

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

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

|                               |                                                                   |                         |
|-------------------------------|-------------------------------------------------------------------|-------------------------|
| <u>L21</u><br>Union Name      | <u>Shamica Jackson</u><br>Signature of person mailing/faxing form | <u>12/4/07</u><br>Date  |
| <u>        </u><br>Union Name | <u>        </u><br>Signature of person mailing/faxing form        | <u>        </u><br>Date |

RFP sent to          on                    
Union Name Date Signature

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

PSC# 4071-07/08

- COPY -

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:



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

**A. Specify required skills and/or expertise:** Construction management including resident/assistant resident engineers, construction inspectors and scheduling personnel.

**B. Which, if any, civil service class normally performs this work?** 5211 Sr. Engineers, 5207 Associate Engineers, 6318 Construction Inspector, and 6319 Sr. Construction Inspector specializing in construction management and oversight of large-scale construction projects.

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

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

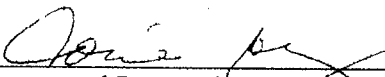
**A. Explain why civil service classes are not applicable:** Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel. Specialized experience will be needed only on a project-by-project basis and will span only a maximum of three years or less for this particular project.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain** The specialized areas of construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

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

- |                                                                                                                                                                                                                                                                                                   | YES                                 | NO                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                                                                                                                                                                                |                                     | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?<br><i>Describe the training and indicate approximate number of hours. Indicate occupational type of City &amp; County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> |                                     | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                            |                                     | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                                       |                                     | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? 12/15/03 #03-0245                                                                                                                                                                     | <input checked="" type="checkbox"/> |                                     |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                                                                                                                                        |                                     | <input checked="" type="checkbox"/> |

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

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

Connie Chang                      (415) 554-3497  
\_\_\_\_\_  
Print or Type Name                      Telephone

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 3, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Real Estate Economics and Related Consulting Services for Waterfront Development Projects

FUNDING SOURCE: Annual Operating Budget

PSC AMOUNT: \$2,000,000 PSC DURATION: January 1, 2012 - December 31, 2014 (3 Years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port seeks to create a pre-qualified list of 4 or more firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These Consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

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

The Port of San Francisco relies primarily on revenue derived as developer conduit/landlord for the San Francisco waterfront. As such, it is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage its revenue generating resources. This expertise is not readily available through city civil service resources and continuity is required to maintain the momentum in the time sensitive development process. Denial of this request would delay existing initiatives and impede revenue generation for the Port.

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 PSC # 4017-05/06, CSC Action 08/15/2005.

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

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

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

JUN 10 2011

PSC# 4015-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Below is a summary of the Types of Services Anticipated on an "As-Needed" basis under this RFQ. The consultant may be required to provide any of the following services at the discretion of the Port of San Francisco:

Real Estate Economics:

- Real estate lease negotiations
- Site investigation and analysis
- Financial feasibility analysis
- Development cost forecasting/projections
- Market and site feasibility analysis
- Entitlement feasibility analysis
- Marketing and leasing strategic planning
- Pre-development/conceptual architectural designs
- Lease management analysis
- Highest and best use analysis
- Development and land use planning
- Public/private partnership development transactions structure
- Public/private partnership development planning and negotiation
- Supply-demand analysis
- Economic impact analysis
- Commercial/industrial/residential/maritime use analysis
- Commercial market analysis
- Maritime market analysis
- Local, regional and national development trends for maritime development
- Asset management
- Public financing mechanisms

Related Services:

- Historic preservation
- Site and master planning
- Urban design
- Architecture
- Maritime and surface transportation planning and analysis
- Community relations

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

- Administrative Analyst Series (L21 & L1021)
- Architect and Landscape Architect Series (L21)
- Planner Series I-V (L21)
- 5620 - Regulatory Specialist (L21)
- 9377 - Feasibility Analyst, Port (L21)
- 9386 - Senior Property Manager, Port (L21)
- 9395 - Property Manager, Port (L21)

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on the requirements of each individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity but may be assigned to undertake a portion of the work themselves and/or will direct the work of the consultant(s).

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

No. Classes already exist.

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

B. Will the contractor train City and County employees?

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

- C. Are there legal mandates requiring the use of contractual services?
- 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 at this time.

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

**(415) 274-0305**  
 \_\_\_\_\_  
 Telephone Number

**Pier 1 – The Embarcadero**  
 \_\_\_\_\_  
**San Francisco, CA 94111**  
 \_\_\_\_\_  
 Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 18, 2005

DEPARTMENT NAME: PORT OF SAN FRANCISCO DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Real Estate Economics and Related Consulting Services for Waterfront Development Projects

FUNDING SOURCE: Capital Projects and Operating Budget (Professional & Specialized Services)

AMOUNT: \$2,200,000

DURATION: December 1, 2005 -- November 30, 2010

1. DESCRIPTION OF WORK:

A. Concise description of proposed work:

The Port is releasing a Request for Qualifications to create a list of qualified consulting teams with multidisciplinary expertise to provide as-needed planning and real estate economics and related consulting services for mixed-use waterfront projects. Over the course of the next five years, the Port will work with those consulting teams that have expertise in real estate leasing and development, financial research and analysis, public financing mechanisms, marketing and retail leasing strategy for determining the highest and best use for existing marketable properties, site and master planning, urban design, architecture, historic preservation, site investigation and analysis, cost projections, maritime and surface transportation planning, community relations and related services for specific waterfront real estate, planning and development opportunities.

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

The Port intends to use consultant expertise and resources to conduct detailed financial, economic and market research and feasibility analyses for real estate leasing and development projects; advise and make recommendations to Port staff on various aspects of developer solicitation, selection and lease negotiations; and help facilitate Port development projects from conception to start of construction. Denial of these services will limit the Port's ability to successfully plan for leasing and development projects, evaluate the feasibility of development proposals, and negotiate optimum financial and lease terms to revitalize the waterfront and to generate rental revenue required to support the Port's operations. Denial of these services will limit future revitalization of the waterfront and will jeopardize the Port's financial sustainability. These services are required to assist the Port in complying with the State Lands Commission Public Trust mandate. The Port, as an enterprise agency, is dependent upon the rental revenue it can generate from its properties.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC #4080/99-00.

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

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

IFPTE, Local 21 Union Name Belen C. Afable Signature of person mailing/faxing form 7/21/05 Date

RFP sent to: IFPTE, Local 21 Union Name Will be sent when issued by the Port Date Signature

PSC# 4017-05/06 FOR DEPARTMENT OF HUMAN RESOURCES USE CSC action 8/15/05 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise

Expertise in waterfront real estate market and financial research and analysis, development economics expertise, site and master planning, urban design, architecture, historic preservation, site investigation and analysis, cost projections, maritime and surface transportation planning, community relations (including knowledge of waterfront issues and special interests), regulatory requirements governing Port lands, and related real estate development services for specific waterfront development opportunities.

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

Planner I through V (including those with Environmental Review and Transportation specialties); classes in the professional Architect and Landscape Architect series; Class 9377 Feasibility Analyst; 5620 Regulatory Specialist; classes in the Administrative Analyst series; 9378 Development Project Coordinator (Port); 9386 Senior Property Manager and 9395 Property Manager.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, as required by the scope of each individual contract. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic, not requiring, long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Board of Supervisors and/or the Port Commission. Existing Port staff who may be qualified for some of the work are engaged full-time in planning, development, leasing and property management, but will be assigned to this work as time and other priorities permit. Much of the work is also of a very specialized nature that will vary between projects, requiring unique sets of expertise including real estate development and finance; historic preservation; maritime transportation planning; and federal, state and local regulations pertaining to waterfront planning and development; which are unique to the Port and not normally required or present in the related civil service classes. Such specialized classes do not exist.

B. Would it be practical to adopt a new civil service class to perform this work? Explain? No. Classes already exist.

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 training and indicate approximate number of hours.

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

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

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?

Scheduled for Port Commission review on July 26, 2005

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

Unknown at this time.

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

Kathy Mallegni  
Signature of Departmental Personal Services Coordinator

Kathy Mallegni  
Print or Type Name

415.274-0421  
Telephone Number

Pier 1  
San Francisco, CA 94111

c: Norma Nelson

Carla Bagneschi

Mirian Saez

# Transmission Report

Date/Time            06-03-2011  
 Local ID 1            4152740583  
 Local ID 2

12:44:56 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:            lorceli.braganza@sport.com



# Fax

**To:**            Ging Louie  
                   IFPTE, Local 21

**From:**        Lorcell Braganza

**Date:**         June 3, 2011

**Fax:**           415-864-2166

**Pages:**        5            excluding cover

**Phone:**       415-864-2100

**Re:**            Personal Services Contract – Real Estate Economics and Related Consulting  
                   Services for Waterfront Development Projects

Urgent             For Review            Please Comment            Please Reply

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

Total Pages Scanned : 6            Total Pages Confirmed : 6

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

|                  |                   |                   |                          |
|------------------|-------------------|-------------------|--------------------------|
| HS: Host send    | PL: Polled local  | MP: Mailbox print | TU: Terminated by user   |
| HR: Host receive | PR: Polled remote | CP: Completed     | TS: Terminated by system |
| WS: Waiting send | MS: Mailbox save  | FA: Fall          | RP: Report               |
|                  |                   |                   | G3: Group 3              |
|                  |                   |                   | EC: Error Correct        |

# Transmission Report

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Local ID 1  
Local ID 2

06-03-2011  
4152740583

12:50:33 p.m.

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Local Name 2

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HUMAN RESOURCES  
PIER 1  
SAN FRANCISCO, CA 94111

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

PORT OF  
SAN FRANCISCO

FOX

To: Margot Reed, Team Leader      From: Lorceli Braganza  
SEIU, Local 1021      Date: June 3, 2011  
Fax: 415-431-6241      Pages: 5      excluding cover  
Phone: 415-848-3611  
Re: Personal Services Contract - Real Estate Economics and Related Consulting  
Services for Waterfront Development Projects

Urgent       For Review       Please Comment       Please Reply

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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Total Pages Scanned : 6

Total Pages Confirmed : 6

| 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

06-03-2011  
4152740583

12:53:21 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: Pattie Tamura, Field Director  
SEIU, Local 1021  
From: Lorcell Braganza  
Date: June 3, 2011  
Fax: 415-431-6241  
Pages: 5 excluding cover  
Phone: 415-848-3611  
Re: Personal Services Contract - Real Estate Economics and Related Consulting  
Services for Waterfront Development Projects

Urgent       For Review      Please Comment      Please Reply

Comments: \_\_\_\_\_  
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Total Pages Scanned : 6

Total Pages Confirmed : 6

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

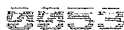
HS: Host send  
HR: Host receive  
WS: Waiting send

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: June 3, 2011 June 20, 2011 (revised)

DEPARTMENT NAME: ADULT PROBATION DEPARTMENT DEPARTMENT NUMBER 13

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 3076-10/11 )

TYPE OF SERVICE: Strategic Planning Development Technical Assistance and Implementation of Training Services

FUNDING SOURCE: Department of Justice- Evidence Based Probation Supervision Recovery Act Program ARRA

PSC AMOUNT: \$ 9,906 - Original Amount \$88,750 - Modification #1 \$98,656 - Total PSC Amt PSC DURATION: 05/01/11-09/30/11 - Original Duration 05/01/11-06/30/12 - Modification #1 05/01/11-06/30/12 - Total Duration

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide technical assistance in conducting a strategic planning process to develop a strategic plan to effectively communicate the department's vision, goals, and plans to staff and key holders during the implementation of evidence-based supervision practices in the San Francisco Adult Probation Department. Technical assistance to include planning and facilitating a strategic planning session and the development and editing of a strategic plan that meets the project's communication needs.

Implement training that will build professional skills in reducing recidivism through effective use of Evidence-Based Practices. Training services to include design and management of training events both in-person and video-based on specific topics, development of Evidence-Based Toolkit, and a follow up training for supervisors. Design and training services to support the department's vision, goals, and plans in the implementation of evidence-based practices in the San Francisco Adult Probation Department.

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

The Development of a strategic plan is highly critical and necessary to effectively meet the department's communication needs in the implementation of evidence-based supervision practices. A strategic plan will serve as a roadmap in the implementation of evidence based supervision practices and assist the APD to achieve its prioritized goals and the general goals of risk reduction in community correction.

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

This service has not been provided in the past.

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

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

SEIU Union Name Signature of person mailing/faxing form Date 6/21/2011 Local 21 Union Name Signature of person mailing/faxing form Date 6/21/2011

RFP sent to Not Applicable Union Name, on Not Applicable Date, Not Applicable Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3076-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and extensive experience in the design, development, and management of a strategic plan and training for the implementation of evidence based practices with diverse qualifications and backgrounds in corrections, organizational development, criminal justice, human services research, agency administration, and the ability to provide assistance to policymakers in decision making and policy design.

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

1232 Training Officer can perform a portion of the work (design, development, and management of training), though Subject Matter Experts would be needed for the corrections, criminal justice, and agency administration content. 1237 Training Coordinator job classification works with procuring other resources.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service class that possesses the strong knowledge and expertise in providing technical assistance specific to strategic planning and policy design for the implementation of probation evidence-based supervision practices.

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

No. This is a one-time service only and can be provided by an agency that has the expertise in strategic planning specific to evidence-based practices.

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. Each training provides understanding of the basic principles of Evidence Based policies and practices, which include the following sessions: Evidence Based Probation Booster Training based upon pre-test and post-test, Motivational Interviewing, Four Core Competencies Training, Supervisor's Training including the Follow Up Training, development of Supervisor's Toolkit including 12 months of staff meeting materials, One on One Interaction Toolbox Training and Video Series. Approximate hours of training are 92
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Approximately 90 Officers will be trained including Deputy Probation Officers, Supervising Probation Officers and APD Division Directors.

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

Evidence Based Supervision Program funded by CALEMA awarded APD with a grant to fund services necessary to achieve its goals and objectives.

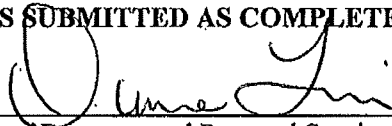
E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes  No

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

Yes  No

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



Signature of Departmental Personal Services Contract Coordinator

Diane Lim

(415) 553-1058

Print or Type Name

Telephone Number

880 Bryant Street, Room 200,  
San Francisco, CA 94103

Address



**Adult Probation Department- Strategic Planning PSC Summary Modification  
#1**

**Annalie Flores to: jrbrenner  
Cc: Diane Lim**

06/21/2011 03:49 PM

Hi Joe,

Please note that the proposal below was an update from the June 3rd communication.

Thank you.

-----  
Annalie Flores  
Senior Administrative Analyst  
Adult Probation Department  
415.553.1923  
415.553.9582 (fax)

----- Forwarded by Annalie Flores/ADPROB/SFGOV on 06/21/2011 03:46 PM -----

From: Annalie Flores/ADPROB/SFGOV  
To: jrbrenner@lfpte21.org  
Date: 06/21/2011 03:43 PM  
Subject:

Hi Joe,

The Adult Probation Department is proposing to modify PSC #3076-10/11 adding the training services for the implementation of evidence based supervision probation practices as mandated by SB678. Attached is the PSC 3076-10/11 summary modification #1 for your review as the representatives for L21. Please let me know if you have questions or require additional information.

Thank you



PSC\_Tactical Plan Strat PIng Trng\_MOD1.pdf

-----  
Annalie Flores  
Senior Administrative Analyst  
Adult Probation Department  
415.553.1923  
415.553.9582 (fax)





**Fw: Adult Probation Department- Strategic Planning PSC Summary Modification #1**

**Annalie Flores to: pattie.tamura, margot.reed  
Cc: Diane Lim**

**06/21/2011 03:50 PM**

Hi Pattie and Margot,

Please note that the proposal below was an update from the June 3rd communication.

Thank you.

-----

**Annalie Flores  
Senior Administrative Analyst  
Adult Probation Department  
415.553.1923  
415.553.9582 (fax)**

----- Forwarded by Annalie Flores/ADPROB/SFGOV on 06/21/2011 03:50 PM -----

**From: Annalie Flores/ADPROB/SFGOV  
To: pattie.tamura@selu1021.org, margot.reed@selu1021.org  
Cc: Diane Lim/ADPROB/SFGOV@SFGOV  
Date: 06/21/2011 03:42 PM  
Subject: Adult Probation Department- Strategic Planning PSC Summary Modification #1**

Hi Pattie and Margot,

The Adult Probation Department is proposing to modify PSC #3076-10/11 adding the training services for the implementation of evidence based supervision probation practices as mandated by SB678. Attached is the PSC 3076-10/11 summary modification #1 for your review as the representatives for SEIU 1021. Please let me know if you have questions or require additional information.

Thank you



PSC\_Tactical Plan Strat Plng Trng\_MOD1.pdf

-----

**Annalie Flores  
Senior Administrative Analyst  
Adult Probation Department  
415.553.1923  
415.553.9582 (fax)**

Diane Lim/ADPROB/SFGOV  
06/03/2011 04:17 PM

To jebrenner@ifpte21.org  
cc Annalie Flores/ADPROB/SFGOV@SFGOV  
bcc

Subject Adult Probation Department- Consulting and Training PSC  
Summary

Hi Joe

The Adult Probation Department is proposing to contract for services to develop and design a plan for the Implementation of Evidence Based Supervision Probation Practices and provide training to build professional skills to reduce recidivism through effective use of Evidence Based Supervision Probation Practices.

Attached is the PSC summary for your review as the representative for Local 21. Please let me know if you have questions or require additional information.

Thank you



CONTRACT.pdf

---

Diane Lim  
Chief Financial Officer/Business Manager  
Adult Probation Department  
415-553-1058  
415-575-8895 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/06/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4062-07/08 ) (Time only)

TYPE OF SERVICE: SF Regional/Local Construction Management (CM) Services (CS-910)

FUNDING SOURCE: Water System Improvement Program Funded

Original Amount: \$8,400,000 PSC Duration: 04/01/2008 to 03/31/2013
Modification One \$0 PSC Duration: 08/01/2011 to 01/01/2016 (Time only)
Total Amount \$8,400,000 Total PSC Duration: 04/01/2008 to 01/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide professional construction management (CM) services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location. CM personnel will augment staff on various capital projects including pump stations, pipelines and water reservoir upgrades. Additionally, as-needed CM staff may be required to support the SFPUC oversight effort and may include adding, on a short-term basis, Construction Managers, Inspectors and Cost Estimating and Scheduling Specialists.

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

The SFPUC does not have the personnel resources to perform all of the required work nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.

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 performed on this scale in the past. There is more work than can be performed by in-house personnel. There is also specialized CM expertise required not available within City forces (large and complicated tunnel construction, large dam improvements and etc.).

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

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

L21 Shamica Jackson 07/06/2011 (to DHR)
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-07/08

STAFF ANALYSIS/RECOMMENDATION:

JUL 06 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Construction management including resident/assistant resident engineers, construction inspectors and scheduling personnel.**

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

**5211 Sr. Engineers, 5207 Associate Engineers, 6318 Construction Inspector, and 6319 Sr. Construction Inspector specializing in construction management and oversight of large-scale construction projects.**

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:

**Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel. Specialized experience will be needed only on a project-by-project basis.**

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

**Adopting a new civil service task would not be practical because there is a specific end date for the WSIP projects. The specialized areas of construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.**

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

Yes No

- A. Will the contractor directly supervise City 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  
*12/15/03 #03-0245 08-0080, 5/13/08*
- 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:**

*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

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. **08-0080**

WHEREAS, It is necessary to procure the services of a qualified Construction Management firm to provide specialized construction management services to supplement SFPUC staff; and

WHEREAS, The estimated cost of services is \$7,000,000; and

WHEREAS, The Request For Proposal was advertised on December 18, 2007; and

WHEREAS, Services are anticipated to begin in June 2008 and end in July 2013 and the duration of this agreement is 60 months; and

WHEREAS, SFPUC staff and HRC review of the proposals resulted in the establishment of ARA Engineering as the best qualified consulting firm; and

WHEREAS, An HRC subconsulting goal of 20% LBE participation has been established and approved for this agreement by the HRC Contract Compliance Officer assigned to the SFPUC. ARA Engineering is committed to meeting the LBE goal submitted in its proposal which exceeds the HRC goal established; and

WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest-ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

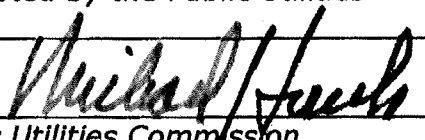
WHEREAS, The firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from HRC may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from Project CUW33701 – Sutro Reservoir Rehabilitation and Seismic Upgrade, Project CUW313 Noe Valley Transmission Main Phase II, and other San Francisco Region/Local projects; now, therefore, be it

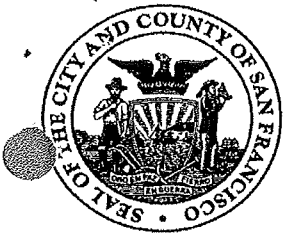
RESOLVED, That this Commission hereby approves the selection of ARA Engineering; awards Water Enterprise Water System Improvement Program-funded Agreement No. CS-910 San Francisco Region/Local Construction Management Services for the WSIP, to provide construction management services; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with ARA Engineering for an amount not to exceed \$7,000,000, and with a duration of 60 months, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest-ranked proposer.

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

May 13, 2008



Secretary, Public Utilities Commission



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

December 6, 2007

GAVIN NEWSOM  
MAYOR

ALICIA D. BECERRIL  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

THOMAS T. NG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4060-07/08 THROUGH 4065-07/08; 4029-05/06 AND 4086-03/04.**

At its meeting of December 3, 2007 the Civil Service Commission had for its consideration the above matter.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to withdraw PSC #4086-03/04 at the request of the Public Utilities Commission and adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

c: Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Ed Harrington, Controller  
Jennifer Johnston, Department of Human Resources  
Galen Leung, San Francisco International Airport  
Naomi Kelly, Office of Contract Administration  
Julian Low, Mayor's Office of Business & Economic Development  
Joan Lubamersky, General Services Agency  
Jonathan Nelly, Department of Human Resources  
Commission File  
Chron

POSTING  
December 03, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No.              | Dept/No | DeptName                                             | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                                          | Duration  |
|----------------------|---------|------------------------------------------------------|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4060-07/08           | 21      | Mayor's Office of Business & Economic Development    | Regular       | \$75,000.00     | Will provide wages and benefits for the three CityBuild instructors who were teaching at the CityBuild Academy from July 1, 2007 to August 31, 2007.                                                                                                         | 31-Aug-07 |
| CS-902<br>4061-07/08 | 40      | San Francisco Public Utilities Commission            | Regular       | \$4,000,000.00  | Will provide water quality related support for Water System Improvement Program (WSIP) and Operations.                                                                                                                                                       | 01-Feb-13 |
| CS-910<br>4062-07/08 | 40      | San Francisco Public Utilities Commission            | Regular       | \$8,400,000.00  | Will provide professional construction management services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location.                                                                                                    | 31-Mar-13 |
| 4063-07/08           | 70      | General Services Agency, Office of Language Services | Regular       | \$100,000.00    | Will provide patented technology to convert selected public web pages from participating City department websites to be translated into non-English languages.                                                                                               | 31-Oct-09 |
| 4064-07/08           | 82      | Department of Public Health                          | Regular       | \$2,000,000.00  | Will provide software programming, technical implementation and system administration training support to Dept. Information Technology staff for the implementation of the new Community Behavioral Health Services (CBHS) Billing and Clinical Application. | 31-Dec-13 |
| 4065-07/08           | 90      | Public Works                                         | Regular       | \$450,000.00    | Will provide specialized architectural, engineering, and related professional services for programming the facilities and specialized peer review services in support of City staff in negotiating and implementing the turn-key agreement.                  | 15-Feb-11 |





CS-910, PSC Summary Form (Modification No. 1 Request)

Jackson, Shamica

to:

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

07/06/2011 04:43 PM

Hide Details

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

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

1 Attachment



CS-910 Mod 1 PSC Form to DHR 07062011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-910, SF Regional/Local Construction Management Services, time only modification request to January 01, 2016**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **August 01, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: [sjackson@sfwater.org](mailto:sjackson@sfwater.org)



RE: CS-910, PSC Summary Form (Modification No. 1 Request)

Chan, Norman

to:

Jackson, Shamica

07/06/2011 05:08 PM

Cc:

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

Hide Details

From: "Chan, Norman" <Norman.Chan@sfdpw.org> Sort List...

To: "Jackson, Shamica" <SJackson@sflower.org>

Cc: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sflight.com>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tleec@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sflower.org>, "Brenner, Joe" <jebrenner@ifpte21.org>, DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <SJackson@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "Lee, Tedman C" <tleec@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <BMcGee@sflower.org>, "Reed, Margot" <Margot.Reed@seiu1021.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Tanner, Joe" <joe.tanner@seiu1021.org>, "Warshauer, Ed" <ed.warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>

Department of public works maybe interested on performing some of the work especially for local . Please provide a detail description and project size to me.

Thanks,

Norman W. Chan, PE

Deputy Bureau Manager, Engineering  
Department of Public Works  
30 Van Ness Ave., 5th FL  
San Francisco CA 94102  
(415)557-4677  
norman.chan@sfdpw.org

**From:** Jackson, Shamica [<mailto:SJackson@sfwater.org>]

**Sent:** Wednesday, July 06, 2011 4:43 PM

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

**Subject:** CS-910, PSC Summary Form (Modification No. 1 Request)

**Importance:** High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-910, SF Regional/Local Construction Management Services, time only modification request to January 01, 2016**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **August 01, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

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

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 03-0245

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

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

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

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

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

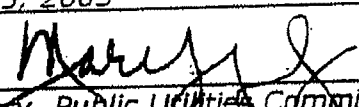
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

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

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

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

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

  
Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/6/11 ONK ~~06/07/2011~~ (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 4200/06-07 )

TYPE OF SERVICE: Security Consulting and Design Services (CS-891)

FUNDING SOURCE: WSIP, R&R and CIP Programs

Original Amount: \$4,000,000 PSC Duration: 10/01/2007 to 10/01/2012  
Modification One \$0 PSC Duration 08/01/2011 to 12/11/2015  
Total Amount \$4,000,000 Total PSC Duration: 10/01/2007 to 12/11/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

**Provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects.**

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

**The PUC requires a highly specialized firm with the confidential knowledge of its security vulnerabilities and overall program. It is critical to the SFPUC Homeland Security strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities to a single source. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC's security vulnerabilities and that of the overall security program. Failure to maintain the consultant at this stage will result in very significant delays and will jeopardize our efforts to implement security at SFPUC's critical sites.**

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

**PSC#4040-04/05 was approved to develop the engineering designs needed for implementing the security standards for this project.**

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

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

L21 Shamica Jackson 7/6/11 ONK  
Union Name Signature of person mailing/faxing form ~~06/07/2011~~ (to DHR)  
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4200-06/07  
STAFF ANALYSIS/RECOMMENDATION:

JUL 06 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, RAM-W Certification (Risk Assessment Methodology –Water, Sandia National Laboratories), Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.

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

There are no known civil service classifications, which normally perform this work. Electrical engineers have only typically designed site-specific electronic security systems including card reader access and camera surveillance monitored on-site, and remote monitoring of alarm contacts using an RTU output to SCADA, and do not possess the skills and expertise described in item 3A.

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:

Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have the RAM-W and CPP certifications nor the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.

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

No, it would be impractical to adopt a new civil service class. This is a short-term, specialty service.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Resolution # 03-0245-07-0171, 9/25/07

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. **07-0171**

WHEREAS, In August of 2005, the Budget Analyst's Report made recommendations to the SFPUC that would better secure San Francisco's Regional Water System including, but not limited to, improved physical security at its critical facilities. The SFPUC has been in the process of implementing an expanded Enterprise-wide security program, which includes, but is not limited to, providing for better physical security of the entire system; and

WHEREAS, An integral piece of the SFPUC-Homeland Security's strategy is to confine the critical knowledge of its systems, systems designs, and vulnerabilities to a single source. Catalyst Consulting Group, Inc., as our current technical security consultant, already possesses the confidential knowledge of the SFPUC's security vulnerabilities and overall program. The SFPUC is in the process of implementing an expanded enterprise-wide security program. The roll-out of the security program across the five regional Water System Improvement Program areas, Wastewater Enterprise, and Power Enterprise, and the on-going interaction with other City Departments, requires that one consultant manage the project implementation process; and

WHEREAS, It is necessary to procure the services of a qualified security consultant to provide complete technical security systems implementation, design, integration support, and construction management services for the SFPUC-Homeland Security; and

WHEREAS, The estimated cost of services is \$4,000,000.00; and

WHEREAS, Services are anticipated to begin in November 2007 and end in November 2012 and the duration of this agreement is 1,825 consecutive calendar days; and

WHEREAS, The Civil Service Commission approved the Personal Services Contract No. 4200-06/07 on August 6, 2007; and

WHEREAS, The Human Rights Commission has approved a sole source waiver for Catalyst Consulting Group, Inc; and

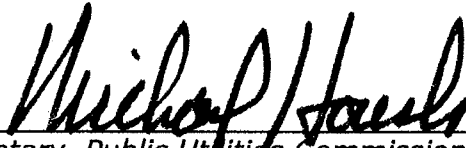
WHEREAS, The firm being awarded a contract by the SFPUC is in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code; and

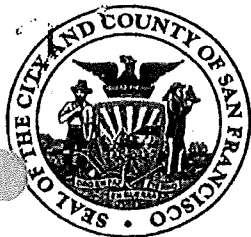


WHEREAS, Funding sources for this contract will be available at the time of award of the agreement from several funding sources using Task Order authorizations; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of Catalyst Consulting Group, Inc.; awards Agreement No. CS-891 to provide complete technical security systems implementation, design, integration support, and construction management services for SFPUC-Homeland Security; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with Catalyst Consulting Group, Inc. for an amount not to exceed \$4,000,000, and with a duration of 5 years.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of September 25, 2007

  
Secretary, Public Utilities Commission



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

August 9, 2007

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4189-06/07  
THROUGH 4200-06/07.**

DONALD A. CASPER  
VICE PRESIDENT

At its meeting of August 6, 2007 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRONO  
COMMISSIONER

It was the decision of the Commission to: 1) Withdraw PSC #4190-06/07 at the request of the Department of Human Resources. 2) Adopt the Human Resources Director's report on PSC #4195-06/07 and 4197-06/07 as amended with expanded details in #4B. Notify the offices of the Controller and the Purchaser. 3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

THOMAS T. NG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

c: Parveen Boparai, Municipal Transportation Agency  
Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Rion Dugan, Department of Telecommunication & Information Services  
Nancy Gonchar, Arts Commission  
James Horan, Acting Human Resources Director  
Jennifer Johnston, Department of Human Resources  
Joan Lubamersky, Administrative Services  
Patti Martin, Department of Human Resources  
Jonathan Nelly, Department of Human Resources  
Commission File  
Chron

**POSTING FOR  
August 06, 2007**

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

| PSC No.    | DeptNo | DeptName                                            | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                                           | Duration  |
|------------|--------|-----------------------------------------------------|---------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4189-06/07 | 28     | Arts Commission                                     | Regular       | \$68,000.00     | Will provide art enrichment for the Joseph Lee Recreation Center Public Art Project. Artist will design, fabricate, deliver and install the following art elements at the Joseph Lee Recreation Center in Bayview/Hunter Point.                               | 01-May-09 |
| 4190-06/07 | 33     | Department of Human Resources                       | Regular       | \$450,000.00    | Will provide legal photocopy service, subpoena preparation and serving in operating with accord to applicable Federal and State Codes. The Workers' Compensation Division receives and processes the invoices for legal photocopy services and subpoena prep. | 30-Sep-10 |
| 4191-06/07 | 35     | Municipal Transportation Agency (MTA)               | Regular       | \$1,000,000.00  | Will provide a detailed plan with design and implementation for an Integrated Fare Program. The consultant will also perform management coordination and timely completion an Integrated Fare Study Background Report.                                        | 30-Aug-08 |
| 4192-06/07 | 70     | City Administrator                                  | Regular       | \$250,000.00    | Will provide public opinion research for \$17.4 billion in proposed citywide capital infrastructure investments over the next decade. However, an important yet untested component is the assertion that San Francisco residents will support the priorities. | 01-Jul-09 |
| 4193-06/07 | 75     | Dept. of Telecommunication and Information Services | Regular       | \$150,000.00    | Will provide E911 Police Message Switch to ICAD proprietary software system used to run the switch and modules in its legacy systems.                                                                                                                         | 30-Nov-08 |
| 4194-06/07 | 75     | Dept. of Telecommunication and Information Services | Regular       | \$1,200,000.00  | Will provide software modifications to ECAD to run the E911 Computer Assisted Dispatch program for E-9-1-1 calls.                                                                                                                                             | 30-Nov-08 |

POSTING FOR  
August 06, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No.    | DeptNo | DeptName                                            | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                                    | Duration  |
|------------|--------|-----------------------------------------------------|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4195-06/07 | 75     | Dept. of Telecommunication and Information Services | Regular       | \$400,000.00    | Will provide retirement system enhancements to PeopleSoft's web-based application technology, in-dept business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.                   | 31-Aug-09 |
| 4196-06/07 | 75     | Dept. of Telecommunication and Information Services | Regular       | \$1,000,000.00  | Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep. | 31-Aug-09 |
| 4197-06/07 | 90     | Public works                                        | Regular       | \$4,100,000.00  | Will provide architecture, engineering and related design disciplines needed to supplement Department of Public Works (DPW) staff for projects in Branch Library Improvement Bond Program, Prop. A Nov. 00.                                            | 01-Aug-12 |
| 4198-06/07 | 90     | Public works                                        | Regular       | \$2,000,000.00  | Will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, and combined sewer overflow reduction studies. | 01-Oct-12 |
| 4199-06/07 | 90     | Public works                                        | Regular       | \$3,000,000.00  | Will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (A/QC) peer reviews, value engineering, and consultation.  | 01-Oct-12 |
| 4200-06/07 | 40     | San Francisco Public Utilities Commission           | Regular       | \$4,000,000.00  | Will provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs.                           | 01-Oct-12 |

POSTING FOR  
October 29, 2004

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC#       | Department                  | Amount      | Description of Work                                                                                                                                                                                                                                        | Type of Approval | Duration   |
|------------|-----------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|
| 4040-04/05 | Public Utilities Commission | \$9,000,000 | Will provide as-needed civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.                                                                                            | Regular          | 12/19/2007 |
| 4041-04/05 | Public Utilities Commission | \$580,000   | Will provide environmental analysis services for Alameda Creek Fishery Enhancement Project; conduct permit and environmental review consultations with State and Federal regulatory agencies; draft environmental impact report (EIR) and statement (EIS). | Regular          | 1/19/2008  |
| 4042-04/05 | Public Utilities Commission | \$4,750,000 | Will provide as-needed environmental services for the SFPUC Capital Improvement Program in specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations.       | Regular          | 11/14/2007 |

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 03-0245

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

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

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

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

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

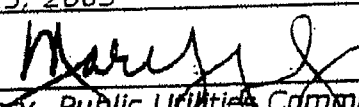
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

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

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

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

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

  
Secretary, Public Utilities Commission



## CS-891, PSC Summary Form (Modification No. 1 Request)

Jackson, Shamica

to:

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

07/06/2011 05:59 PM

Hide Details

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

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

## 1 Attachment



CS-891 Mod 1 PSC to DHR 07062011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-891, Security Consulting and Design Services, time only modification request to December 11, 2015.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **August 01, 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  
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