



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: August 15, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Parveen Boparai, MTA  
Gordon Choy, DPW  
Kan Htun, ART  
Shamica Jackson, PUC  
Greg Kato, TTX

**Subject: Personal Services Contracts Approval Request**

This report contains nine (9) 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*
\$40,403,000	\$300,600	\$107,266,585

\* PSC#4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11

**POSTING FOR**

8/15/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4014-11/12	40	Public Utilities Commission	Regular	\$30,000,000	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
<b>AMENDED</b>						
4016-11/12	27	Airport Commission	Regular	\$113,000	Complete certain tasks related to user adoption and data edits of the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts. Implementation includes training of Airport staff on how to use the system's features to the fullest extent, data updates, documentation and select other changes to support required functionality. This request is to complete the user adoption and data edits tasks of the original PSC 4041-06/07 that expired (November 30, 2009) and totaled \$590,000 which the included software, hardware, and services. The portion of the PSC amount devoted to services, including training, was estimated to be approximately 56% (or \$330,000).	8/15/2011 - 12/31/2012
4017-11/12	27	Airport Commission	Regular	\$350,000	This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	8/15/2011 - 8/14/2013
4018-11/12	27	Airport Commission	Regular	\$575,000	Engineering and consulting design services to replace existing obsolete Airport access control system in order to comply with NFPA Fire Code, meet new TSA guideline: Title 49, Code of Federal Regulations (CFR) Chapter XII Part 1542 - Airport Security, secure Airport Operations Area (AOA) and improve Airport security. The work includes field work, preparation of construction bid plans and specification and integration of existing Airport systems to the new access control.	10/1/2011 - 10/1/2014
4019-11/12	27	Airport Commission	Regular	\$3,000,000	SFO is embarking on the creation of a sustainability plan in which all operations, procedures, and practices will be aligned with sustainability principles. This program includes several elements as follows: 1) Update the 2007 Environmental Sustainability Report (ESR) to summarize the various environmental achievements by the Airport. 2) Secure Leadership in Energy and Environmental Design (LEED) certification for Operation and Maintenance practices at SFO Terminal Complex from U.S. Green Building Council. This certification would indicate that SFO follows sustainable practices for maintaining the entire terminal complex. 3) Develop an overall Sustainability Plan for SFO. This plan would provide sustainability guidelines for all SFO operations, procedures, and practices and would constitute the basic plan for creating a sustainable Airport. 4) Update the annual Departmental Climate Action Plan (DCAP). The SFO DCAP has been recognized by the Department of Environment as a national trend setter for developing a Climate Action Plan. City Ordinance No. 8108 (attached) requires that the DCAP be updated annually by each City Department.	8/15/2011 - 8/14/2014

**POSTING FOR**

8/15/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4020-11/12	28	Art Commission	Regular	\$315,000	Eight WritersCorps Artists-in-Residence will conduct writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.	9/1/2011 - 6/30/2012
4021-11/12	90	Public Works	Regular	\$4,100,000	DPW is seeking two qualified teams of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of ESER projects Public Safety Building and the Fire Stations component respectively. The two contract amounts are approximately \$1,900,000 and \$620,000 to provide MTISI services for the Public Safety Building and the Fire Stations component respectively. The Materials Testing and Special Inspection (MTISI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for Earthquake Safety and Emergency Response (ESER) Bond Program projects, including the Public Safety Building and the fire-station comprehensive & seismic renovation projects. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing. The selected MTISI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.	10/24/2011 - 1/8/2018
4022-11/12	35	Municipal Transportation Agency	Regular	\$750,000	The real estate planning advisors or consultants will provide commercial real estate planning services and any other related services to produce a financially sound and cost-effective real estate planning analysis, study, or other work product as requested by the SFMTA. The elected real estate planning advisory or consultant will provide qualified personnel for services which may include, but are not limited to, the following: existing and strategic real estate and facilities portfolio analyses, planning, and recommendations Strategic real estate and facility planning re: real estate acquisitions and modifications required to support growth in the SFMTA's vehicle fleets and new facilities and/or upgrades; including economic evaluations, development planning, and financial analysis; Commercial retail space leasing market and analyses and recommendations; planning and market research for real estate and policy analysis on urban development issues (e.g., current zoning, height, bulk, floor area ratio [FAR], existing and surrounding uses for various sites, schematic plans for outreach meetings); Existing portfolio analysis, planning, and strategic recommendation; Transit Oriented Development planning (TOD) and analysis; and other requested advisory services.	1/1/2012 - 12/31/2017
4023-11/12	08	Treasurer/Tax Collector	Regular	\$1,200,000	TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been overreached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.	7/1/2012 - 12/31/2013

**POSTING FOR**

8/15/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
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Total Amount - Regular: \$40,403.000

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

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

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

Kan Htun  
Arts Commission  
25 Van Ness Avenue, Ste. 240  
San Francisco, CA 94102

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

Greg Kato  
Treasurer & Tax Collector  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/14/2011 (30-day Union Notice)
7/06/2011 (to DHR)
7/21/2011 (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: Planning and Engineering Services for Central Bayside System Improvements (CS-169)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) Fund

PSC AMOUNT: \$30,000,000 (Revised 7/21/11) PSC DURATION: 11/1/11 - 11/1/20
11/2011 to 11/2020 CWK

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):

6/14/2011 (30-day Union Notice)
7/6/2011 (to DHR)
7/21/2011 (to DHR-Revised)

L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014 - 11/12 AMENDED

STAFF ANALYSIS/RECOMMENDATION: Submission originally posted 7/15/11 for 8/1/11 CSC meeting. Item postponed and amended per department.

CIVIL SERVICE COMMISSION ACTION: Submission reposted on 7/29/11 for 8/15/11 CSC meeting. CWK

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"/>
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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?

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

*Stavros J. Pappas*

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





RE: CS-169, PSC Summary Form (Initial Request)-Revised

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, Byrne, Kyra, Carter, Kim, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Jenkins, Sharon, Kyaun, Florence, L21PSCReview, Lee, Tedman C, Louie, Ging, McGee, Bonita, Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Warshauer, Ed, Wong, Larry, Yun, Pauson  
07/21/2011 02:39 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" <tclee@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>, "Byrne, Kyra" <kbyrne@ifpte21.org>, "Carter, Kim" <kcarter@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfgwater.org>, "Jackson, Prentiss" <PJackson@sfgwater.org>, "Jackson, Shamica" <sjackson@sfgwater.org>, "Jenkins, Sharon" <sjenkins@ifpte21.org>, "Kyaun, Florence" <FKyaun@sfgwater.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Lee, Tedman C" <tclee@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-169 PSC TO DHR 07212011-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-169, Planning and Engineering Services for Central Bayside System Improvements, initial request for \$30,000,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. This was approved by Local 21 to go forward before the 30 day time period.**
4. For **August 15, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

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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**

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**From:** Jackson, Shamica  
**Sent:** Wednesday, July 06, 2011 4:19 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-169, PSC Summary Form (Initial Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-169, Planning and Engineering Services for Central Bayside System Improvements, initial request for \$27,700,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. This was approved by Local 21 to go forward before the 30 day time period.**
4. For **August 01, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.




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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)

 **Please consider the environment before printing this email**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 7, 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: Airport's Property Management and Billing System (PMBS) user adoption and data edits to monitor, track and report billings, revenues and other information on all Airport property agreements

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$ 113,000 TOTAL PSC DURATION: 8/15/2011-12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Complete certain tasks related to user adoption and data edits of the Airport's enterprise-wide PMBS used to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts.

This request is to complete the user adoption and data edits tasks of the original PSC 4041-06/07 that expired (November 30, 2009) and totaled \$590,000 which the included software, hardware, and services. The portion of the PSC amount devoted to services, including training, was estimated to be approximately 56% (or \$330,000).

B. Explain why this service is necessary and the consequences of denial: Completing user adoption and data edits for the implemented system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data.

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 under PSC # 4041-06/07.

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 Date July 12, 2011

RFP sent to: Union Name on Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4016-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUL 20 2011

CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise: Access to the proprietary software code that the Airport's PMBS (software and hardware) and an understanding of the business requirements for this complex billing system.

B. Which, if any, civil service class normally performs this work? Existing IT (104x, 105x, 106x and 107x series) staff support the PMBS system, servers that run the application as well as other hardware but they are not able to make major changes to the existing system.

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

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

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable because IT staff does not have access to the proprietary software.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since we have existing classes but the proposed work involves specialized knowledge. 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?

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.  
*User training, est. 300 hours for Property, Aviation and Concession Managers and Financial Analysts (24) and other Airport staff (as many as 50)*

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 number #06-0059.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, GCR & Associates, was previously selected by an RFP.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 25, 2006

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Implement a property management billing system to monitor, track and report billings, revenues and other information on all Airport property agreements

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$590,000 PSC DURATION: 10/1/2006 - 6/30/2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Implement an enterprise-wide property management and billing system to monitor, track and report revenue and other key business information on all San Francisco International Airport property leases, space permits, and other property contracts.

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

Implementing the proposed system will improve the timeliness and accuracy of data reported for passenger traffic, concessions sales, ground transportation transactions, lease terms and conditions, and revenue data.

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 and has not been provided before.

D. Will the contract(s) be renewed? Yes, but only for software maintenance, not personal services.

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 8/25/06 Date
Galen W.M. Leung Signature of person mailing/faxing form Date

RFP sent to: on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4041-06/07 STAFF ANALYSIS/RECOMMENDATION: Approved 9/18/06

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of property management and billing proposed systems (software and hardware), as applied to an airport environment with cargo operators, concession leases, parking management and both international and domestic passengers.

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

None. The IS Programmer series (1062, 1063 & 1064) do not have familiarity with property management billing systems designed for airports. A portion of work involves training, but the IS Trainer series (1031, 1032, 1033) does not have familiarity with the programs and systems contemplated by the Airport.

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

Yes, the contractor will provide software 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 because no one has been trained on the proposed software. Implementation of the proposed system is short-term and of limited duration.

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

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

- 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.

*Systems Administration training, 200 hours, for IS Operators & Administrators (10)  
User training, est.300 hours for Property, Aviation and Concession Managers and  
Financial Analysts (24) and other Airport staff (as many as 50)*

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 #06-0059

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP was conducted and the Airport is entering into negotiations with the highest ranked proposer for approval by the Airport Commission.

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

*Galen W.M. Leung*

Signature of Departmental Personal Services Contract Coordinator

Galen W.M. Leung

(650) 821-2012

Print or Type Name

Telephone Number

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

Address





Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

*Rec'd call*  
DEC 11 2006

**MEMORANDUM**

Date: December 7, 2006  
To: Galen Leung, Personal Services Contract Coordinator  
From: Emily Morrison, DHR Personal Services Contract Analyst *EM*  
Subject: **Approval of Extension of Time Duration for the  
Controller Personal Services Contract #4041-06/07**

This is to confirm that your request to extend the duration of time to November 30, 2008 for Personal Services Contract #4041-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4951.

City and County of San Francisco

Gavin Newsom  
Mayor



Department of Human Resources

Micki Callahan  
Human Resources Director

## MEMORANDUM

Date: September 22, 2008

To: Cynthia Avakian, PUC Contract Administration Bureau

From: Emily Morrison, Client Services Manager *Em*

Subject: Approval of Extension of Time Duration for the San Francisco International Airport #4041-06/07

This is to confirm that your request to extend the duration of time to November 30, 2009, for Personal Services Contract #4041-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4951.

**From:** Cynthia Avakian  
**To:** "Larry Wong"  
**Cc:** Ging Louie; Joe Brenner; Dina Quesada  
**Subject:** One ITT Request to discuss tomorrow  
**Date:** Tuesday, July 12, 2011 2:21:00 PM  
**Attachments:** PSC PMBS.pdf  
PSC 4041-06\_07 Form 1.pdf  
PSC 4041-06\_07 2006 extend time.pdf  
PSC 4041-06\_07 2008 DHR extend time.pdf

---

Larry,

Can we discuss this tomorrow as well.

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  
**To:** "Larry Wong"  
**Cc:** Pam Covington; Gus Vallejo; Joe Brenner  
**Subject:** RE: PSC-PMBS Demonstration for IFPTE Local 21  
**Date:** Tuesday, July 19, 2011 11:28:00 AM

---

Thanks. We will try to get that all together for you all tomorrow.

Remember--location is the "new" SFO Business Center, 575 McDonnell Road, 2nd floor. See you there.

Cynthia  
Phone: (650) 821-2014

-----Original Message-----

From: Larry Wong [<mailto:lwong@ifpte21.org>]  
Sent: Tuesday, July 19, 2011 11:16 AM  
To: Cynthia Avakian  
Cc: Pam Covington; Gus Vallejo; Joe Brenner; Larry Wong  
Subject: RE: PSC-PMBS Demonstration for IFPTE Local 21  
Importance: High

Would like to see...

1. The type of hardware the PSC provide.
2. Type of data info ... Where it comes from (source); what type of info is it; how it is transmitted to SFO; what documents is provide by the vendor or tenant?
3. Type of data output...invoices, reports (all samples)
4. Copy of contract showing work scope description and deliverables
5. Plan for Phase 2

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

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From: Cynthia Avakian [[Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)]  
Sent: Monday, July 18, 2011 6:42 PM  
To: Larry Wong  
Subject: FW: PMBS Demonstration for IFPTE Local 21

Hi Larry,

In order to have an useful demonstration for the Property Mgmt Billing System on Wednesday (at 575 McDonnell Road, 2nd Floor), can you let us know what exactly you would like to see other than the various sections that input information into the system. Any suggestions would be helpful.

Thanks,

Cynthia  
Phone: (650) 821-2014

-----Original Appointment-----

From: Larry Wong [<mailto:lwong@ifpte21.org>]  
Sent: Monday, July 18, 2011 10:36 AM  
To: Cynthia Avakian  
Subject: Accepted: PMBS Demonstration for IFPTE Local 21  
When: Wednesday, July 20, 2011 3:00 PM-4:00 PM (GMT-08:00) Pacific Time (US & Canada).

Where: SFO Business Center, 575 McDonnell Road, 2nd floor ITT offices

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

**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Dina Quesada](#); [Pam Covington](#); [Gus Vallejo](#); [Larry Wong](#)  
**Subject:** PSC-SFO Property Management & Billing Support  
**Date:** Wednesday, July 20, 2011 9:09:22 PM

---

Cynthia,

As discussed in the meeting today after reviewing the PMBS demonstration, 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](mailto:Cynthia.Avakian@flysfo.com)]  
**Sent:** Tuesday, July 12, 2011 2:21 PM  
**To:** Larry Wong  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [Dina Quesada](#)  
**Subject:** One ITT Request to discuss tomorrow

Larry,

Can we discuss this tomorrow as well.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: San Mateo County Transit District (SamTrans) Owl Bus Service

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$350,000 PSC DURATION: August 15, 2011 - August 14, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.

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

SamTrans provides vital transportation to SFO employees and passengers who access the Airport. A denial of service would create a deficit in service that would harm the economic viability of the Airport and inconvenience employee and passengers.

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

The service has been provided by SamTrans in the past; most recently under PSC # 1001-09/10.

D. Will the contract(s) be renewed? Yes, if there continues to be a need to provide late night bus service to and from the Airport.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for TWU-250A and IFPTE, Local 21.

RFP sent to: Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4017-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUL 18 2011

CIVIL SERVICE COMMISSION ACTION:

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

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

Provide public transportation with own facilities, equipment, operating personnel, insurance, permits, licenses, maintenance, all other labor or material necessary or required for adequate and continued performance of the service.

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

Class 9163 Transit Operator can provide service.

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

Yes, Buses and facilities in San Mateo and Santa Clara Counties.

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

A. **Explain why civil service classes are not applicable:**

Class 9163, Transit Operator, can provide the service, but the City does not operate buses as far south as Palo Alto in Santa Clara County.

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

No. The City does not have an ability to provide backup services in San Mateo and Santa Clara Counties including radio communication and repair services.

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

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

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

B. **Will the contractor train City and County employees?**

- 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.

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

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. **Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0110.**

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department? These services have been provided through a contract with the San Mateo County Transit District.**

<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



**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#); [irwin@twusf.org](mailto:irwin@twusf.org)  
**Cc:** [Daniel Pino](#); [Abubaker Azam](#); [Joe Brenner](#)  
**Subject:** RE: SamTrans Owl Bus Service  
**Date:** Wednesday, June 15, 2011 9:41:42 AM

---

Cynthia,

Since SamTrans is a quasi-governmental agency or district with civil service employees, 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@flysf.com](mailto:Cynthia.Avakian@flysf.com)]  
**Sent:** Tuesday, June 14, 2011 9:57 PM  
**To:** Larry Wong; [irwin@twusf.org](mailto:irwin@twusf.org)  
**Cc:** Daniel Pino; Abubaker Azam  
**Subject:** SamTrans Owl Bus Service

Attached is the draft PSC for the SamTrans Owl Bus Service. Please let me know if you have any questions about this request.

Thanks,

Cynthia Avakian  
San Francisco International Airport  
650-821-2014

**From:** Cynthia Avakian  
**To:** "irwin@twusf.org"  
**Cc:** Abubaker Azam; Daniel Pino  
**Subject:** RE: SamTrans Owl Bus Service  
**Date:** Wednesday, July 06, 2011 1:47:00 PM

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Hi Irwin,

I am just following up to see if TWU-250A has any objections about the draft PSC for SamTrans Owl Bus service.

Thanks,

Cynthia  
Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Thursday, June 23, 2011 3:56 PM  
**To:** 'irwin@twusf.org'  
**Cc:** Abubaker Azam; Daniel Pino  
**Subject:** FW: SamTrans Owl Bus Service

Irwin,

I was wondering if TWU-250A has any questions about the draft PSC for SamTrans Owl Bus service.

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

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**From:** Cynthia Avakian  
**Sent:** Tuesday, June 14, 2011 9:58 PM  
**To:** lwong@ifpte21.org; irwin@twusf.org  
**Cc:** Daniel Pino; Abubaker Azam  
**Subject:** SamTrans Owl Bus Service

Attached is the draft PSC for the SamTrans Owl Bus Service. Please let me know if you have any questions about this request.

Thanks,

Cynthia Avakian  
San Francisco International Airport  
650-821-2014

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 26, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: SamTrans Owl Bus Service

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$170,000 PSC DURATION: July 1, 2010 to June 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.

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

SamTrans provides vital transportation to SFO employees and passengers who access the Airport. A denial of service would create a deficit in service that would harm the economic viability of the Airport and inconvenience employees and passengers.

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

The service has been provided by SamTrans for many years. The current contract was approved in 2008 and has been renewed every year thereafter, with the most recent PSC approval being 1014-08/09.

D. Will the contract(s) be renewed? Yes, to provide late night bus service to and from the Airport.

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

TWU-250A Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 26 2010 Date
IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form FEB 26 2010 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 1001-09/10
STAFF ANALYSIS/RECOMMENDATION:

Approved 4/5/2010

CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise:

Provide public transportation with own facilities, equipment, operating personnel, insurance, permits, licenses, maintenance, all other labor or material necessary or required for adequate and continued performance of the service.

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

Class 9163 Transit Operator can provide service.

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

Yes. Buses and facilities in San Mateo and Santa Clara Counties.

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

A. Explain why civil service classes are not applicable:

Class 9163, Transit Operator, can provide the service, but the City does not operate buses as far south as Palo Alto in Santa Clara County.

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

No. The City does not have an ability to provide backup services in San Mateo and Santa Clara Counties including radio communication and repair services.

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 #10-0057

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? These services have been provided through a contract with the San Mateo County Transit District.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 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: Access Control System Professional Consulting Services

FUNDING SOURCE: Airport Capital Project Funds

PSC AMOUNT: \$575,000 PSC DURATION: 10/1/2011 - 10/1/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Engineering and consulting design services to replace existing obsolete Airport access control system in order to comply with NFPA Fire Code, meet new TSA guideline: Title 49, Code of Federal Regulations (CFR) Chapter XII Part 1542 - Airport Security, secure Airport Operations Area (AOA) and improve Airport security. The work includes field work, preparation of construction bid plans and specification and integration of existing Airport systems to the new access control.

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

This service is required to extend the new system being installed under the Terminal 2 project to other parts of the Airport. Denial will hamper the Airport's efforts to improve security and replace an obsolete and failure prone system. The Airport will be unable to meet Title 49 of the Code of Federal Regulations related to airport security.

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 10, 2011
Union Name Date

IBEW Local 6 Signature of person mailing/faxing form June 14, 2011
Union Name Date

RFP sent to: IFPTE Local 21 on June 10, 2011 Signature
Union Name Date

RFP sent to: IBEW Local 6 on June 14, 2011 Signature
Union Name Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

JUL 1 8 2011

PSC # 4018-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



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

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

Professionals with 20 plus years experience designing Airport access control systems, knowledge of the latest biometric identification technology, expertise in door locking mechanisms, integration with various Airport systems and thorough knowledge of TSA and FAA security guidelines are required.

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

No current civil service class can perform this type of work. The system is unique to the Airport and design for such systems is done during the initial installation. No other design work is made until a new system is put in place.

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 is a very specialized field requiring diverse knowledge in the most advanced biometric identity technologies, hardware, software and integration of access control system with other airport specific security systems.

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

No, this type of work is airport-specific. The design work is done approximately once every 20 years when a new system is being installed.

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

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

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

B. **Will the contractor train City and County employees?**

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

This contract is for the design of the new system. A construction bid will follow under a separate contract once the design is complete. The training of employees, to operate and maintain the newly installed system, will occur after the construction phase and system installation. Airport staff, including electricians, electronic technicians and Aviation Security personnel, will 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? Attached is Airport Commission Resolution #10-0248.**

<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 the results of that process are not known at this time.**

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

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

Signature of Departmental Personal Services Contract Coordinator

**Cynthia P. Avakian**

Print or Type Name

**(650) 821-2014**

Telephone Number

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

Address

**From:** Larry Wong  
**To:** Cynthia Avakian  
**Cc:** Ging Louie; Joe Brenner; Angel Camerino; Geri Rayca  
**Subject:** PSC- SFO Access Control System Consultant  
**Date:** Wednesday, July 13, 2011 11:40:44 AM

---

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:** Wednesday, July 13, 2011 10:43 AM  
**To:** Larry Wong  
**Cc:** Ging Louie; Joe Brenner; Angel Camerino; Geri Rayca  
**Subject:** RE: SFO - Request for Proposals Access Control System Consultant

Larry,

Please let me know if you have any questions about the attached PSC for the Access Control System Consultant.

Thanks,

Cynthia Avakian  
Contracts Administration Unit  
Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Friday, June 10, 2011 11:31 PM  
**To:** Larry Wong  
**Cc:** Ging Louie; Joe Brenner; Angel Camerino  
**Subject:** SFO - Request for Proposals Access Control System Consultant

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

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4473>

The Pre-Proposal Conference is **Wednesday June 29, 2011, at 10:00 A.M.** at 676 N. McDonnell Road, San Francisco, CA 94128.

Proposals are due on **Thursday, July 14, 2011, at 2:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport



**From:** Cynthia Avakian  
**To:** [khughes@ibew6.org](mailto:khughes@ibew6.org)  
**Cc:** [Angel Camerino](#); [Geri Rayca](#)  
**Subject:** RE: SFO - Request for Proposals Access Control System Consultant  
**Date:** Wednesday, July 13, 2011, 10:42:00 AM  
**Attachments:** [PSC Form 1 Access Control System.pdf](#)

---

Kevin,

Please let me know if you have any questions about the attached PSC for the Access Control System Consultant.

Thanks,

Cynthia Avakian  
Contracts Administration Unit  
Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Tuesday, June 14, 2011 9:27 PM  
**To:** [khughes@ibew6.org](mailto:khughes@ibew6.org)  
**Cc:** Angel Camerino  
**Subject:** SFO - Request for Proposals Access Control System Consultant

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

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4473>

The Pre-Proposal Conference is **Wednesday June 29, 2011, at 10:00 A.M.** at 676 N. McDonnell Road, San Francisco, CA 94128.

Proposals are due on **Thursday, July 14, 2011, at 2:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport

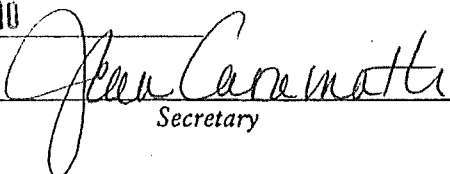
AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 10-0248

AIRPORT CONTRACT NO. 9019  
PROFESSIONAL ENGINEERING SERVICES – ACCESS CONTROL SYSTEM  
CONSULTANT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS

- WHEREAS, this contract will procure a consultant to perform access control design and engineering, network system integration and technical guidance; and
- WHEREAS, the new access control system installed under the Terminal 2 project will replace existing obsolete and failure-prone MDI system; and
- WHEREAS, the consultant will assist Airport engineers and staff to methodically expand the new system to the other terminals and buildings throughout the Airport campus; and
- WHEREAS, the contract budget is \$575,000 and the duration is three (3) years; now, therefore, be it
- RESOLVED, that the Commission hereby approves the scope, budget, and schedule of Airport Contract No. 9019, Professional Engineering Services – Access Control System Consultant, and authorizes the Airport Director to request for qualifications and proposals.

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

at its meeting of JUL 20 2010

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/6/2011

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: Environmental Sustainability Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$3,000,000 PSC DURATION: 8/15/2011 to 8/14/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFO is embarking on the creation of a sustainability plan in which all operations, procedures, and practices will be aligned with sustainability principles. This program includes several elements as follows: 1) Update the 2007 Environmental Sustainability Report (ESR) to summarize the various environmental achievements by the Airport. 2) Secure Leadership in Energy and Environmental Design (LEED) certification for Operation and Maintenance practices at SFO Terminal Complex from U.S. Green Building Council. This certification would indicate that SFO follows sustainable practices for maintaining the entire terminal complex. 3) Develop an overall Sustainability Plan for SFO. This plan would provide sustainability guidelines for all SFO operations, procedures, and practices and would constitute the basic plan for creating a sustainable Airport. 4) Update the annual Departmental Climate Action Plan (DCAP). The SFO DCAP has been recognized by the Department of Environment as a national trend setter for developing a Climate Action Plan. City Ordinance No. 8108 (attached) requires that the DCAP be updated annually by each City Department.

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

The efforts listed above are either mandated by City Ordinances (LEED certification and DCAP preparation) or are required for maintaining the environmental stewardship of SFO. If denied, SFO may not be able to meet listed requirements.

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

These services have been previously provided under PSC # 4085-05/06.

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

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form July 6, 2011 Date
RFP sent to: IFPTE Local 21 on July 6, 2011 Signature

\*\*\*\*\*
FOR DEPARTMENT OF HUMAN RESOURCES USE JUL 20 2011

PSC # 4019-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise at a multidisciplinary level would be required in an intensive effort during plan preparation period.

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

SFO staff (classes 5211 and 5214) will provide management functions and develop the scope documents for the projects. However, each project would require an intensive effort on the part of a multidisciplinary team for a short period of time to collect and analyze the required data and prepare the required reports and plans. SFO plans to recruit an engineer to assist the current staff for managing the listed projects and to provide guidance for implementing the recommendations of each project, as appropriate. SFO would use in house staff for updating most of the DCAP but outside expert services would be required for peer review and certification of the DCAP document.

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:

As indicated above, the staff with special expertise would be required for a short duration for preparing the required reports and plans.

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

Due to intense efforts required over a short period of time it would not make sense to create civil service classes for these services.

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 #09-0242.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being solicited from current pool consultants and it is possible that the incumbent could be providing the services again.

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

*Cynthia P. Avakian*

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address



**From:** [Larry Wong](#)  
**To:** [Houshang Esmaili](#)  
**Cc:** [Geri Rayca](#); [Sam Mehta](#); [Ivar Satero](#); [Cynthia Avakian](#); [Joe Brenner](#); [Ging Louie](#)  
**Subject:** RE: SFO - Request for Proposals for Developing the SFO Sustainability Plan  
**Date:** Monday, July 18, 2011 12:59:28 PM

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Local #21 has no objections concerning this RFP for Developing SFP Sustainability Plan.

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

---

From: Houshang Esmaili [[Houshang.Esmaili@flysfo.com](mailto:Houshang.Esmaili@flysfo.com)]  
Sent: Monday, July 18, 2011 8:06 AM  
To: Larry Wong  
Cc: Geri Rayca; Sam Mehta; Ivar Satero; Cynthia Avakian  
Subject: RE: SFO - Request for Proposals for Developing the SFO Sustainability Plan

Hi Larry,  
The three consultants are as follows:

Vannase Hangen Brustlin, Inc.  
CH2M Hill  
WSP

I am attaching the proposals submitted by these firms because there is no separate resume for each firm.

Thanks,

Houshang Esmaili  
Senior Engineer  
SFO  
650-821-3632

-----Original Message-----

From: Larry Wong [<mailto:lwong@ifpte21.org>]  
Sent: Thursday, July 07, 2011 1:48 PM  
To: Houshang Esmaili; Cynthia Avakian  
Cc: Geri Rayca; Sam Mehta; Ivar Satero  
Subject: RE: SFO - Request for Proposals for Developing the SFO Sustainability Plan

Hi Houshang and Cynthia,

Thanks for the quick response, Houshang.

One more item. Can you provide a list of the three consultant firms and a copy of the firm's resume. It should be readily available in their proposal package. Just the firms, no need for the individuals or principals.

Thanks in advance.

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

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From: Houshang Esmaili [Houshang.Esmaili@flysfo.com]  
Sent: Thursday, July 07, 2011 10:25 AM  
To: Cynthia Avakian  
Cc: Larry Wong; Geri Rayca; Sam Mehta; Ivar Satero  
Subject: FW: SFO - Request for Proposals for Developing the SFO Sustainability Plan

Hi Cynthia,  
I have provided responses to Larry Wong's questions in the message below.

-----Original Message-----

From: Larry Wong [mailto:lwong@ifpte21.org]  
Sent: Thursday, July 07, 2011 6:58 AM  
To: Cynthia Avakian  
Cc: Ging Louie; Joe Brenner; Houshang Esmaili; Geri Rayca  
Subject: RE: SFO - Request for Proposals for Developing the SFO Sustainability Plan

Local #21 wishes to Meet and Confer on this RFP.

Some of the questions include, but not limited to the following -

1. How were the pool of consultants pre-selected?

Response: The pool was selected by advertising on the City Web site. The submittals were evaluated by a panel, including members from the DOE and Stanford university, and three consultants were short listed for Sustainability services.

2. When were the consultants list created?

Response: The list was created in October 2009 pursuant to Commission Resolution No. 09-0242.

3. Is there an advertisement? If, so please provide copy.

Response: Please see the attached RFQ document

4. What would be the duration of the proposed RFP to develop the sustainability plan?

Response: We estimate a duration of 18 to 24 months.

5. Does SFO envision retaining the selected consultant team beyond developing the plan to implement any or all portions of the plan?

Response: We have no plan to retain the same consultant team for any follow up implementation or planning work. Any new work would be advertised for open competition.

6. What specialty skills does the pool of consultants have that makes them so unique?

Response: The team brings a number of specialty skills listed in the RFP some of which are repeated below:

- Evaluation of potential energy sources
- Evaluation of sustainable O&M practices
- Evaluation of sustainable procurement practices covering all SFO procurements
- Evaluation of sustainable planning, design and construction practices
- Optimization of SFO water quality management practices
- Development of an EMS for SFO

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

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From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
Sent: Wednesday, July 06, 2011 7:12 PM  
To: Larry Wong  
Cc: Ging Louie; Joe Brenner; Houshang Esmaili; Geri Rayca  
Subject: SFO - Request for Proposals for Developing the SFO Sustainability Plan

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued a RFP for Developing the SFO Sustainability Plan (attached). The RFP was issued to our RFQ pool list of consultants.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 8, 2007

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #4085-05/06)

TYPE OF SERVICE: Green Airport Planning Services

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: \$450,000 Original PSC Duration: 3/1/2006 - 2/29/2008
Proposed Modification: -0- Proposed Mod. (#1) Duration: 2/29/2008 - 6/30/2009
TOTAL PSC AMOUNT: \$450,000 TOTAL PSC DURATION: 3/1/2006 - 6/30/2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development of a Green Airport Program to promote and assimilate environmentally sustainable practices into airport planning and design, operations, and maintenance activities. Projects may include planning, development, and implementation of the SFO Renewable Resource Program; developing baseline inventories and resource audits; analyzing the feasibility of implementing specific environmental initiatives for energy efficient airport ground services and landside operations, safeguarding water and water efficiency, airport maintenance and engineering practices, indoor environmental quality, conservation of materials and resources, green building and sustainability audits of passenger and terminal facilities; and sustainability plans, recommendations, and data to aviation planners.

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

Sustainable practices encompass many areas of expertise such as Green Building Design, recycling and composting, clean fuel technology, application of new photovoltaic systems and financing mechanisms. Since this is a new and developing field, the City does not have personnel skilled in the full range of sustainable Green Airport planning, design and implementation. If these specialized tasks are not performed, the Airport will be unable to achieve the benefits of sound sustainable environmental practices in a timely and efficient manner to meet regulatory requirements and the Airport Commission goals in the areas of alternative clean fuel and vehicle acquisition, recycling and solid waste diversion, integrated pest management and environmentally sensitive purchasing and solar energy. The extension of duration is needed due to a one-year delay in implementing the contracts.

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

In the past, Green Airport initiatives have not been dealt with in this comprehensive plan oriented manner.

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 Galen W.M. Leung Signature of person mailing/faxing form March 8, 2007 Date

RFP sent to: Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4085-05/06 Approved 4/2/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized knowledge to evaluate the unique environmental issues existing at the Airport in order to plan preventative and mitigation activities to protect the Airport's environment, including the San Francisco Bay, wetlands, endangered species air and land. Green Airport/Sustainability experience is needed from other FAA Class I/II Airport (primary hub) facilities/programs, with reference given for relevant experience in any or all of the following areas: aviation-oriented Leadership in Energy and Environmental Design (LEED) to the level of Silver or above in accordance with San Francisco requirements; EPA Energy Star; ASHRAE 90.1 - Building Energy Code Compliance, California Green e-Renewable Energy Certification, etc.

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

Although there are environmental planner and specialist classes, their expertise is not applicable specifically to an Airport environment. These classes are focused on program management, and individuals in these classes may be familiar in some but not all of the areas of sustainable operations pertinent. The Airport is seeking a comprehensive, full service provider.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing classifications of 5298 Environmental Planner II, or 5299 Environmental Planner IV, do not have the breadth of expertise related to specific Airport environmental issues. Discussions with PUC and Planning also indicate that they do not have staff available for such large planning projects.

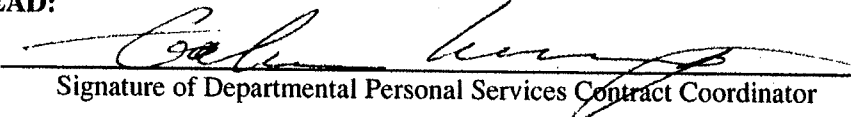
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

As stated above, classifications exist, but not with the specialized knowledge of Airport environmental planning, and this project should proceed with the available sources which exist in the private sector due to its periodic usage.

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

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #05-0202.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

  
Signature of Departmental Personal Services Contract Coordinator

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



San Francisco International Airport

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

**MEMORANDUM**

**DATE:** May 1, 2009  
**TO:** Mary Ng, PSC Analyst  
Department of Human Resources (Dept. 33)  
**FROM:** Cynthia Avakian, PSC Coordinator  
Airport Commission (Dept. 27)  
**RE:** Request for Administrative Approval of PSC Modification (less than 50%)

AIRPORT  
COMMISSION  
CITY AND COUNTY  
OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

LARRY MAZZOLA  
PRESIDENT

LINDA S. CRAYTON  
VICE PRESIDENT

CARYL ITO

ELEANOR JOHNS

RICHARD J. GUGGENHIME

JOHN L. MARTIN  
AIRPORT DIRECTOR

PSC No:	<u>4085-05/06</u> ✓	Approval Date:	<u>April 2, 2007</u> ✓
Description of Service(s):	Green Airport Planning Services		
Original Approved Amount:	<u>\$450,000</u> ✓	Original Approved Duration:	<u>3/1/06 - 6/30/09</u> ✓
Modification Amount:	<u>\$0</u>	Modification of Duration:	<u>6/30/09 - 2/20/11</u>
Total Modified Amount:	<u>\$450,000</u>	Total Modified Duration:	<u>3/1/06 - 2/20/11</u> ✓

Reason for the modification:

We need this extension since there has been a delay in implementing these contracts.

Attachment: Copy of Approved PSC Summary

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

**DHR ACTION:**  **Approved**

**Approval Date:** May 5, 2009

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

0911-5-1160

1 [Climate Change Goals and Action Plan.]

2  
3 Ordinance amending the San Francisco Environment Code by adding Chapter 9,  
4 Sections 900 through 908, to establish City greenhouse gas emissions targets and  
5 departmental action plans, to authorize the Department of the Environment to  
6 coordinate efforts to meet these targets, and to make environmental findings.

7 Note: Additions are single-underline italics Times New Roman;  
8 deletions are ~~strikethrough italics Times New Roman~~.  
9 Board amendment additions are double underlined.  
Board amendment deletions are ~~strikethrough normal~~.

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

11 Section 1. The San Francisco Environmental Code is hereby amended by adding  
12 Chapter 9, Sections 900 through 908, to read as follows:

13 **SEC. 900. FINDINGS AND PURPOSE.**

14 The Board of Supervisors finds that:

15 (a) In 2002, the Board of Supervisors adopted Resolution 158-02 that called for the City to  
16 develop plans to reduce its greenhouse gas emissions to 20% below 1990 levels by the year 2012.

17 (b) In 2004, the Department of the Environment and the San Francisco Public Utilities  
18 Commission issued "The Climate Action Plan For San Francisco," which included an accounting of  
19 greenhouse gas emissions associated with City activities, an accounting of greenhouse gas emissions  
20 within the City and County of San Francisco but not associated with City operations, and emission  
21 reduction recommendations for transportation, energy efficiency, renewable energy and solid waste  
22 management sectors.

23 (c) City Departments, under the leadership of the Department of the Environment and on their  
24 own initiative, are engaged in various undertakings to implement the "The Climate Action Plan  
25

1 recommendations in "The Climate Action Plan," and are making steady progress in certain areas  
2 toward the 2012 goal.

3 (d) In 2005, Governor Schwarzenegger issued Executive Order S-3-05 which established  
4 Statewide greenhouse gas emissions reduction targets for California as follows: by 2010, reduce  
5 greenhouse gas emissions to 2000 levels; by 2020, reduce greenhouse gas emissions to 1990 levels, and  
6 by 2050 reduce greenhouse gas emissions to 80% below 1990 levels.

7 (e) In 2006, California enacted AB 32, the California Global Warming Solutions Act of 2006,  
8 (CA Health and Safety Code Section 38,500 et seq.) which requires the California Air Resources Board  
9 to determine the statewide greenhouse gas emissions level in 1990, set that 1990 level as the statewide  
10 greenhouse gas emissions level to be achieved by 2020, and to adopt and implement statewide plans,  
11 protocols, rules and regulations to achieve and exceed the 2020 goals.

12 (f) It is the intent of the Mayor and the Board of Supervisors to protect the health and welfare  
13 in a manner that compliments state and federal efforts to improve air quality by exercising a leadership  
14 role in mandating local actions to reduce global warming, and, in particular, to call upon City  
15 departments and the private sector to integrate emission reduction measures into their standard  
16 operating procedures in order that the City meets and exceeds the greenhouse gases emissions  
17 established in this Ordinance.

18 **SEC. 901. DEFINITIONS.**

19 (a) "CARB" means the California Air Resources Board.

20 (b) "Carbon Dioxide Equivalent" means the amount of carbon dioxide by weight that would  
21 produce the same global warming impact as a given weight of another greenhouse gas, based on the  
22 best available science, as determined by the Department of the Environment.

23 (c) "Climate Action Plan" means the "The Climate Action Plan For San Francisco" issued in  
24 2004 by the Department of the Environment and the San Francisco Public Utilities Commission.

1           (d) "Direct emission reduction" means a greenhouse gas emission reduction action  
2 made by a greenhouse gas emission source at that source.

3           (e) (d) " GHG emission Emission-reduction measure " means programs, measures,  
4 standards, and alternative compliance mechanisms authorized pursuant to Section 903, applicable to  
5 sources or categories of sources that are designed to reduce emissions of greenhouse gases.

6           (f) (e) "GHG", "Greenhouse gas" or "greenhouse gases" means and includes all of the  
7 following gases: carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and  
8 sulfur hexafluoride.

9           (g) (f) "San Francisco Greenhouse Gas Emissions limit" means the combined level of  
10 greenhouse gas emissions, expressed in tons of carbon dioxide equivalents, from all sources within the  
11 geographic limit of the City and County of San Francisco, whether or not such source is subject to  
12 regulation by local law.

13           (g) "SFPUC" mean the San Francisco Public Utilities Commission.

14           **SEC. 902. GREENHOUSE GAS EMISSIONS LIMIT.**

15           (a) The following San Francisco greenhouse gas emissions limits are hereby established:

16           (i) By 2008, determine 1990 City greenhouse gas emissions as provided in Section  
17 902(c) below:

18           (ii) By 2017, reduce greenhouse gas emissions by 25% below 1990 levels;

19           (iii) By 2025, reduce greenhouse gas emissions by 40% below 1990 levels; and

20           (iv) By 2050, reduce greenhouse gas emissions to 80% below 1990 levels.

21           These targets shall remain in effect unless otherwise amended or repealed.

22           (b) All City departments shall consider the effect of all decisions and activities within their  
23 jurisdiction on green house gas emissions and undertake their responsibilities to the end that the City  
24 achieves the greenhouse gas emissions limits set forth in this Ordinance.

1           (c) No later than January 1, 2009, the Commission on the Environment, shall, after one or  
2 more public hearings, determine what the greenhouse gas emissions level within the City and County of  
3 San Francisco for City and private enterprise activities was in 1990. Such determination shall be the  
4 baseline level for determining the greenhouse gas emission limits to be achieved in 2012, 2017 and  
5 2050, under subsection (a), above. In determining the 1990 level, the Department of the Environment  
6 shall take into consideration the inventory identified in the Climate Action Plan, the methodology  
7 adopted by the State Air Board under AB 32, and the best available scientific, technological, and  
8 economic information and shall make reasonable efforts, where appropriate, to promote consistency  
9 between its methodology and the methodology used by other international, federal and state  
10 greenhouse gas emission measurement and reporting programs.

11           (d) The Department of the Environment is urged to promulgate interim greenhouse gas  
12 emissions goals to facilitate the City's achievement of the 2012, 2017 and 2050 greenhouse gas  
13 emissions limits set forth in subsection (a), above, provided, however, that such interim goals shall be  
14 for purposes of measuring the City's progress toward achieving the targets set forth in subsection (a),  
15 above and shall not be independently binding.

16           (e) The Department of the Environment shall, where appropriate and to the maximum extent  
17 feasible, work with other local, state and federal governmental agencies, including but not limited to  
18 the CARB, and non-profit organizations, entities to develop uniform standards and protocols for  
19 measuring, verifying and reporting on greenhouse gas emissions.

20           **SEC. 903. GREENHOUSE GAS EMISSIONS REDUCTION PLAN.**

21           (a) Consistent with its Charter duty regularly to produce an assessment of San Francisco's  
22 environmental condition, the Department of the Environment shall coordinate all departmental action  
23 plans, reports of actions taken, and their effectiveness in achieving the greenhouse gas emissions limits  
24 provided herein.

1           **(b) The Department of the Environment, in cooperation with the SFPUC, San Francisco**  
2 **Public Utilities Commission, shall manage the City's monitoring and reporting obligations imposed,**  
3 **from time to time, by federal or state law, including but not limited to requirements imposed by the**  
4 **CARB under AB32.**

5           **(c) On or before January 30, 2009, all City departments shall assess GHG emissions**  
6 **associated with their activities and submit, in a format specified by the Department of the**  
7 **Environment, a written action plan that identifies and makes recommendations on GHG**  
8 **emission reduction measures applicable to (i) operations of the department and other City**  
9 **greenhouse gas emission sources within its jurisdiction, and (ii) private sector greenhouse gas**  
10 **emission sources regulated by the department. Such Plan shall identify the potential costs of**  
11 **identified measures and the estimated potential benefits of elements in the plan for reducing**  
12 **greenhouse gases, and may also identify other economic and non-economic impacts to the**  
13 **City's economy and environment. No later than September 1, 2008, and annually thereafter as**  
14 **provided in Section 904, the Department of the Environment, in consultation with the Public**  
15 **Utilities Commission, shall review and, as necessary, update, the Climate Action Plan.**

16           **(d) On or before July 1, 2008, in consultation with the Department of the Environment,**  
17 **and except as provided in Section 903(f), all departments of the City and County of San**  
18 **Francisco shall prepare an inventory and action plan that identifies and makes**  
19 **recommendations on direct emission reduction measures applicable to (i) operations of the**  
20 **department and other City greenhouse gas emission sources within its jurisdiction, and (ii)**  
21 **private sector greenhouse gas emission sources regulated by the department. Such Plan**  
22 **shall identify the potential costs of identified measures and the estimated potential benefits of**  
23 **elements in the plan for reducing greenhouse gases, and may also identify other economic**  
24 **and non-economic impacts to the City's economy and environment.**

1           ~~(e)~~ (d) In addition to the requirement set forth in subsection (d), above, the following  
2 requirements apply to the following City departments:

3           (i) The San Francisco Planning Department shall:

4           (A) Review the City's General Plan, including but not limited to the environmental  
5 protection, air quality, urban design and transportation elements, for consistency with this Ordinance  
6 and, as appropriate, urge the Planning Commission to recommend to the Board of Supervisors  
7 amendments to the General Plan to add the greenhouse gas emissions limits in this Ordinance and  
8 policies to achieve those targets;

9           (B) Include consideration of a project's impact on the San Francisco greenhouse gas  
10 emissions limits in this Ordinance as part of its review under the California Environmental Quality Act  
11 (CEQA); and

12           (C) In consultation with the Executive Director of the Municipal Transportation  
13 Agency, Department of Public Health, San Francisco County Transportation Authority, the Department  
14 on of the Environment and other affected City departments, review City transit, pedestrian, bicycle,  
15 parking, and transportation demand management programs and requirements within their jurisdiction  
16 and, as appropriate, recommend legislation to the Board of Supervisors that will enhance the City's  
17 "transit first" policy, encourage a shift to sustainable transportation modes for trips to, from, and  
18 within the City, and reduce transportation-related emissions to achieve City greenhouse gas emissions  
19 targets set forth in this Ordinance.

20           (ii) The San Francisco Department of Building Inspection shall review and, as  
21 appropriate, recommend to the Board of Supervisors amendments to the Building Code or other local  
22 laws (A) to improve energy efficiency in new construction and in repairs and alterations to existing  
23 buildings, (B) to optimize energy efficiency of HVAC, lighting, and other building systems, and (C) to  
24 mandate retrofitting of buildings at time of sale.



1                    (iii) The Department of Public Works shall:

2                    (A) Review maintenance and construction standards, programs and requirements within  
3 its jurisdiction and, as appropriate, develop orders, regulations, or amendments to the Department's  
4 Standard Plans and Specifications to address the policies of this Ordinance and/ or recommend  
5 legislation to the Board of Supervisors, including amendments to the Public Works Code or other City  
6 codes or ordinances, to achieve the greenhouse gas emissions limits set forth in this Ordinance; and

7                    (B) in consultation with the Public Utilities Commission SFPUC and other affected  
8 City Departments, review, and as appropriate recommend changes to street and other public lighting  
9 standards to enhance energy efficiency and thereby reduce City greenhouse gas emissions.

10                  (iv) The City Administrator shall:

11                  (A) review, in consultation with the SFPUC, the energy efficiency of City buildings  
12 and city occupied leaseholds, and, as necessary, recommend cost effective steps to increase their  
13 efficiency, and

14                  (B) in collaboration with the Department of the Environment and other affected City  
15 departments, review, and, as appropriate, recommend amendments to City procurement laws and  
16 practices, including but not limited to Chapter 2 of this Code (Environmentally Preferable Purchasing  
17 Ordinance), to include the impact of City procurement decisions on greenhouse gas emissions.

18                  **SEC. 904. MANDATORY ANNUAL GREENHOUSE GAS EMISSIONS REPORTING.**

19                  (a) Beginning at the close of fiscal year 2008-2009, no later than ninety days after the close of  
20 each fiscal year, all City departments shall submit, in a format specified by the Department of the  
21 Environment, a written update of the plans, status of any recommendation required by Section 903, and  
22 the direct-GHG emission reductions from actions taken to the Department of the Environment. Such  
23 updates shall, to the extent feasible, provide information to enable the Department of the Environment

1 to calculate the City's progress toward meeting the greenhouse gas emissions limits set forth in this  
2 Ordinance.

3 (b) Beginning in January 2010, and annually thereafter, and based on the written reports  
4 required in Section 904(a) and such other reliable data as the Department of the Environment shall  
5 compile, the Department of the Environment shall report to the Board of Supervisors on the City's  
6 progress toward achieving the San Francisco greenhouse gas emissions limits of this Ordinance. Such  
7 annual report shall be consistent with the methodology established by the Department of the  
8 Environment under Section 902(b) 903(c), except that the Department of the Environment may revise  
9 such methodology to conform to recognized protocols.

10 **SEC. 905. ENFORCEMENT.**

11 The Department of the Environment shall report any non-compliance with the reporting  
12 requirements of this Ordinance to the Mayor and the Board of Supervisors.

13 **SEC. 906. MARKET-BASED COMPLIANCE MECHANISMS.**

14 (a) The Department of the Environment, utilizing the expertise of relevant City  
15 Departments and Agencies, shall research and, as appropriate, recommend legislation to the Board  
16 of Supervisors, concerning whether and how to develop or utilize available market-based compliance  
17 mechanisms, such as greenhouse gas emissions exchanges, banking, credits, and other similar  
18 transactions governed by rules and protocols established by the City, the State Air Quality Board  
19 CARB or other recognized governmental or non-profit entity as credit toward City greenhouse gas  
20 emission reductions.

21 (b) The Department of the Environment shall provide technical assistance, and coordinate City  
22 applications for, any approved market-based mechanisms that the City intends to use in furtherance of  
23 achieving the San Francisco greenhouse gas emissions limit.

24 **SEC. 907. LOCAL ENERGY GENERATION.**

1        The Board of Supervisors urges the SFPUC Public Utilities Commission to develop and to  
2 implement an energy action plan that includes at least the following:

3        (a) In coordination with the Department of the Environment, develop a plan to achieve the goal  
4 of San Francisco becoming fossil fuel free by 2030;

5        (b) In coordination with the Department of the Environment, setting annual goals for  
6 generating electricity locally through solar, wind and tidal renewable generation; and

7        (c) Integrating the greenhouse gas emissions targets and policies of this Ordinance into the  
8 Sewer Master Plan.

9        **SEC. 908. MISCELLANEOUS.**

10       (a) Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for  
11 any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction,  
12 such decision shall not affect the validity of the remaining portions of the Ordinance. The Board of  
13 Supervisors hereby declares that it would have passed this Ordinance and each and every section,  
14 subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to  
15 whether any portion of this Ordinance would be subsequently declared invalid or unconstitutional.

16       (b) No Conflict With Federal Or State Law. Nothing in this Ordinance shall be interpreted or  
17 applied so as to create any requirement, power or duty in conflict with any federal or state law. Any  
18 and all greenhouse gas reduction activities adopted and implemented under this Ordinance are  
19 intended to be complementary and nonduplicative of measures required or to be adopted by any state  
20 or federal agency under state or federal law.

21       Nothing in this Ordinance shall relieve any person, entity, including any City Department or  
22 City Official of compliance with other applicable federal, state, or local laws or regulations, including  
23 federal or state air and water quality requirements, and other requirements for protecting public health  
24 or the environment.

1           (c) Undertaking For The General Welfare. In undertaking the implementation of this  
2 Ordinance, the City is assuming an undertaking only to promote the general welfare. It is not  
3 assuming, nor is it imposing on its officer and employees, an obligation for breach of which it is liable  
4 in money damages to any person who claims that such breach proximately caused injury.

5           Section 2. **Environmental Findings.** On February 6, 2008, the Planning Department  
6 determined that the actions contemplated in this Ordinance are categorically exempt from the  
7 California Environmental Quality Act (California Public Resources Code sections 121000 et  
8 seq.) Said determination is on file with the Clerk of the Board of Supervisors in File No.  
9 and is incorporated herein by reference.

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

12           See file for signature  
13 By:       CATHARINE S. BARNES  
14           Deputy City Attorney

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/20/11
DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library; National Endowment for the Arts

PSC AMOUNT: \$315,000 PSC DURATION: 9/1/11-6/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, and National Endowment for the Arts has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking.

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): From 1994 to 2010, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations.

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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

Local 21 Union Name Signature of person mailing / faxing form Date 6/20/11
Local 1021 Union Name Signature of person mailing / faxing form Date 6/20/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4020-11/12

STAFF ANALYSIS/RECOMMENDATION:

JUL 20 2011

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

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

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



---

Signature of Departmental Personal Services Contract Coordinator

<u>Kan Htun</u>	<u>252-4604</u>
Print or Type Name	Telephone Number

---

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

---

Address

<b>Transmission Report</b>
----------------------------

Date/Time  
Local ID 1

06-20-2011  
415 252 2595

10:25:37 a.m.

Transmit Header Text  
Local Name 1

SF Art Commision

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

WritersCorps  
25 Van Ness Ave. Suite 240  
San Francisco, CA 94102  
415.252.4655  
415.252.2595 (fax)  
writerscorps.org

**WritersCorps**

A project of the San Francisco Arts Commission

<b>To:</b> Local Union 21	<b>Fax:</b> 415.864.2166
<b>From:</b> Melissa Hung	<b>Date:</b> June 20, 2011
<b>Re:</b> Personal Services Contract Summary	<b>Pages:</b> 3 including cover

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	323	415 864 2166	10:24:17 a.m. 06-20-2011	00:00:40	4/4	1	EC	HS	CP26400

**Abbreviations:**

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

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

MP: Mailbox print  
RP: Report  
FF: Fax Forward

CP: Completed  
FA: Fail  
TU: Terminated by user

TS: Terminated by system  
G3: Group 3  
EC: Error Correct

# Transmission Report

Date/Time 06-20-2011 10:27:19 a.m. Transmit Header Text  
 Local ID 1 415 252 2595 Local Name 1 SF Art Commission

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

WritersCorps  
 25 Van Ness Ave. Suite 240  
 San Francisco, CA 94102  
 415.252.4666  
 415.252.2595 (tax)  
 writerscorps.org



A project of the San Francisco Arts Commission

To: Local Union 1021 Fax: 415.431.6241  
 From: Melissa Hung Date: June 20, 2011  
 Re: Personal Services Contract Summary Pages: 3 including cover

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	325	4154316241	10:26:00 a.m. 06-20-2011	00:00:36	4/4	1	EC	HS	CP26400

Abbreviations:

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





PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/9/10 DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families, San Francisco Public Library, National Endowment for the Arts

PSC AMOUNT: \$266,430 PSC DURATION: 10/1/10-06/30/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Seven WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library and National Endowment for the Arts has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking.

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): From 1994 2009, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations.

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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

Local 21 Union Name, Signature of person mailing / faxing form, Date 8/9/10
Local 1021 Union Name, Signature of person mailing / faxing form, Date 8/9/10

RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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

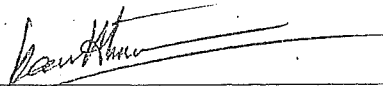
A. Explain why civil service classes are not applicable: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

5. ADDITIONAL INFORMATION (if "yes", attach explanation) Yes      No

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

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



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

\_\_\_\_\_  
Kan Htun

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

\_\_\_\_\_  
252-4604

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

\_\_\_\_\_  
25 Van Ness Ave, Suite 240

\_\_\_\_\_  
San Francisco, CA 94102

\_\_\_\_\_  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 8, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Material Testing and Special Inspection Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$4,100,000 PSC DURATION: October 24, 2011- January 8, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DPW is seeking two qualified teams of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of ESER projects... The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure...

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

MTSI services are critical in the monitoring of all structural work and are required by Local and State Building Codes as part of the permitting and building inspection process; however, City staff and the City's Materials Testing Lab do not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a large project such as Public Safety Building and a program component of fire-station seismic projects.

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

Similar services were provided on 525 Golden Gate - PUC Headquarters building (PSC#4096-09/10 approved 3/15/2010); SF General Hospital Rebuild Project (PSC#4006-09/10 7/06/2009); Laguna Honda Hospital Rebuild Program (PSC#4116-02/03 approved 5/05/2003)

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 7/12/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-11/12

JUL 12 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and/or certified professionals specializing in structural inspections and materials testing with expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, utility seismic bracing, soil compaction, and structural masonry. Inspection personnel should possess certifications from International Conference of Building Officials (ICBO), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer licensing, or equivalent as required.

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

The Civil Service Classifications that may be able to perform some aspects of the work include: 5201 Jr. Engineer; 5203, Asst. Engineer; 5207 Assoc Engineer; 5212 Principal Engineer; 5241 Engineer; 5218 Structural Engineer; 5219 Sr. Structural Engineer; 6318 Construction Inspector; 6319 Sr. Construction Inspector; 5304 Materials Testing Aide; and 5305 Materials Testing Technician

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

Yes. The firm must be equipped with specialized equipment to perform non-destructive welding inspection and testing and high-capacity dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs. Other equipment will be necessary to supplement equipment possessed by City's Material Testing Lab to perform testing such as reinforcing steel bend and tension testing, concrete strength testing, and soil compaction. Consultants will also be providing a fully staffed testing facility that can perform large volume of materials testing for a large project.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. However, the more specialized and large work scope and resource demand for the special inspection and material testing services exceed the City's current capabilities of staff and equipment.

The MTSI Team will be coordinated with the City's Materials Testing Lab in performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing that is within their capabilities. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the MTSI Team.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment for construction projects spanning approximately 7 years.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

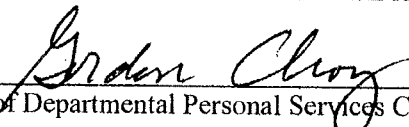
E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes	No
<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? **To Be Determined**

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

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

  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator  
**Gordon Choy** (415) 554-6230  
\_\_\_\_\_  
Print or Type Name Telephone Number

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



RE: PSC for Materials Testing and Special Inspection (MTSI) Services

Choy, Gordon

to:

'Larry Wong', Carlos, Carina, Ging Louie

07/12/2011 12:47 PM

Cc:

"Chui, Samuel", "Higuera, Charles", "Ryan, Maria"

Hide Details

From: "Choy, Gordon" <Gordon.Choy@sfdpw.org>

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

Cc: "Chui, Samuel" <Samuel.Chui@sfdpw.org>, "Higuera, Charles" <Charles.Higuera@sfdpw.org>, "Ryan, Maria" <Maria.Ryan@sfgov.org>

History: This message has been replied to.

Thanks for the formal response Larry.

Maria, can we move to calendar the subject PSC since Local 21 is not requiring a 30-day review of this PSC?

Thanks,

Gordon Choy  
Division Manager  
DPW Contract Administration  
Ph (415) 554-6230  
Fax (415) 554-6232

---

**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Tuesday, July 12, 2011 12:25 PM  
**To:** Carlos, Carina; Ging Louie  
**Cc:** Chui, Samuel; Higuera, Charles; Choy, Gordon  
**Subject:** RE: PSC for Materials Testing and Special Inspection (MTSI) Services

Local #21 has reviewed this PSC and have no objections.

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

---

**From:** Carlos, Carina [Carina.Carlos@sfdpw.org]  
**Sent:** Tuesday, July 12, 2011 9:31 AM  
**To:** Ging Louie; Larry Wong  
**Cc:** Chui, Samuel; Higuera, Charles; Choy, Gordon  
**Subject:** PSC for Materials Testing and Special Inspection (MTSI) Services

Good morning,

Attached is the PSC for Materials Testing and Special Inspection (MTSI) Services for the Earthquake Safety and Emergency Response (ESER) Bond Program projects. The Contract Manager is Samuel Chui, and he can be reached at (415) 558-4082.

Thank you,

Carina

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Materials Testing and Special Inspection Services

FUNDING SOURCE: Proposition A, November 2008, \$887.4 Million

PSC AMOUNT: \$7 million PSC DURATION: August 3, 2009 through December 31, 2016

DESCRIPTION OF WORK

A. Concise description of proposed work:

The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP). The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies (Office of Statewide Health and Planning Department (OSHPD), SF Department of Building Inspection, etc.), including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting concrete frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing.

The selected MTSI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.

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

MTSI services are critical in the monitoring of all structural work and are required by Local and State Building Codes as part of the OSHPD permitting and building inspection process; however, City staff and the City's Materials Testing Lab do not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a large project such as SFGHRP. The estimated construction costs are estimated at \$717 Million.

If these services are denied, the SFGHRP may not be completed on time causing increased construction costs and failure to meet the voter mandates for Measure A (\$887.4M bond measure for the construction of a new acute care hospital care facility). By not timely completing the SFGHRP, the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services at SFGH and closure after January 1, 2013

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

Similar services were provided on the Laguna Honda Hospital Rebuild Program awarded under PSC#4116-02/03 (approved May 5, 2003). Previous as-needed contracts were awarded to 5 consultants through PSC# 4023-06/07 (approved Aug. 21, 2006).

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

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

Local 21 \_\_\_\_\_  
 Union Name Signature of person mailing/faxing form Date  
Uma Carolina C. Carlos 6/09/09

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

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

PSC# 4006-09/10  
 STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:

- COPY -



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and/or certified professionals specializing in structural inspections and materials testing with expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, utility seismic bracing, soil compaction, and structural masonry. Inspection personnel should possess certifications from International Conference of Building Officials (ICBO) (or equivalent), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer license, etc.

Because the MTSI Team will be selected for a hospital construction project, the Consultant must also understand the OSHPD protocols and include relevant experience performing special inspection on projects under OSHPD jurisdiction.

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

The Civil Service Classifications that may be able to perform some aspects of the work include: 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Inspector; 5304 Materials Testing Aide; and 5305 Materials Testing Technician

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

Yes. The firm must be equipped with specialized equipment to perform non-destructive welding inspection and testing and high-capacity dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs. Other equipment will be necessary to supplement equipment possessed by the City's Material Testing Lab to perform testing such as reinforcing steel bend and tension testing, concrete strength testing, and soil compaction. Consultants will also be providing a fully staffed testing facility that can perform large volume of materials testing for a large project.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. However, the more specialized and large work scope and resource demand for the special inspection and materials testing services exceed the City's current capabilities of staff and equipment.

The MTSI Team will be coordinated with the City's Materials Testing Lab in performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing that is within their capabilities. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the MTSI Team.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment for a large construction project spanning approximately 6 years.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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•Describe the training and indicate approximate number of hours.

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

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

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

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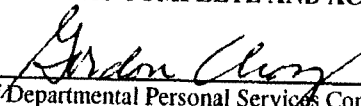
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFQ will be in process to select the consultant.

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 29, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Materials Testing and Special Inspection Services

FUNDING SOURCE: SFWD Continuing Projects Operating Fund

PSC AMOUNT: \$1,200,000 PSC DURATION: April 1, 2010 to August 1, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Materials Testing and Special Inspection (MTSI) Team will provide specialized materials testing and special inspection services for the San Francisco Public Utilities Commission (PUC) Headquarters Building Project located at 525 Golden Gate Ave. The MTSI Consultant will be the City's representative leading and coordinating the materials testing and special inspection activities for the Project to ensure compliance with all requirements of state and local regulatory agencies including the International Building Code (IBC), California Building Code (CBC), SF Department of Building Inspection (SFDBI), Special Inspection and Structural Observation, and Contract Documents.

The MTSI Team will provide specialized expertise in conjunction with Civil Service classifications that can perform these functions and will be managed by City staff.

Consultant are needed to perform special inspections and materials testing including but not limited to structural welding, concrete placement, shotcrete placement, reinforcing steel, shotcrete, bolts installed in new concrete, special post-tensioning systems, structural masonry, special grading and in-place soil density tests, excavation and backfill. The MTSI Team will also be responsible to coordinate and work in collaboration with DPW's Material Testing Lab (MTL). MTL will be utilized to perform testing for in-place soil density, reinforcing steel, drilled dowels, and anchor tension testing, and concrete sampling and compressive strength.

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

MTSI services are required by state and local regulatory agencies including SFDBI's building special inspection requirements. DPW MTL staff does not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a project of this magnitude and complexity.

Consequences of denial will result in disabling the City's opportunity of third party special inspections to verify quality, compliance to contract documents and applicable codes. Construction activities that require special inspections would be halted until a qualified consultant is provided.

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

Similar services for the San Francisco General Hospital Rebuild Program were approved via PSC# 4006-09/10 on July 6, 2009.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date February 1, 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

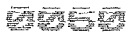
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4096-09/10

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and certified professionals specializing in structural inspections and materials testing including but not limited to expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, and soil compaction. Inspection personnel should possess certifications from the International Conference of Building Officials (ICBO) (or equivalent), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer License, etc.

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

The Civil Service Classifications that may be able to perform some aspects of this work include: 5207 – Asst. Engineer, 5212 – Principal Engineer, 5241 – Engineer, 5218 – Structural Engineer, 5219 – Sr. Structural Engineer, 6318 – Construction Inspector, 6319 – Sr. Construction Inspector, 5304 – Materials Testing Aid, and 5305 – Materials Testing Technician.

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

Yes. The consultant must be equipped with specialized equipment to perform on site non-destructive welding inspection and testing, high strength dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs as well as possess a fully staffed and fully functional materials testing laboratory that can perform a large volume of materials testing for a large project. DPW MTL does not have the capacity to provide large scale testing but will require that a portion of the work be performed by DPW MTL.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable but do not possess all applicable licenses needed for testing of specialized systems including air and water infiltration and curtainwall elements. In addition, significant travel is necessary to assess compliance of materials supplied at various manufacturing sites throughout the country. The highly specialized and large work scope involved demand resources that exceed the City's current staff and equipment capabilities. Upwards of 20 licensed/certified people may be needed at once to meet special inspections and materials testing demands for aspects of the project.

DPW MTL will be utilized to the extent that its capabilities allow to performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment needed.

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:

Gordon Choy  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  
Print or Type Name

(415) 554-6230  
Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2003

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Material Testing and Special Inspection

FUNDING SOURCE: Proposition A, November 1999, \$299 million; Tobacco Settlement proceeds, Interest proceeds

PSC AMOUNT: \$3.5 million PSC DURATION: June 1, 2003 through December 31, 2012.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Testing and Special Inspection services for the Laguna Honda Hospital Replacement Project (LHHRP) including soil compaction, reinforced steel testing placement, drilled dowels and anchors, welding, high strength bolting, fireproofing and masonry (visual inspections), and other miscellaneous inspections as requested by the State and Local Building codes and project specifications.

The selected consultant will provide specialized expertise to supplement Civil Service classifications and will be managed by City staff.

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

Materials Testing and Special Inspection services are required by Local and State Building Codes; however, the City's employees and facilities cannot perform all of the required services for a large project such as the LHHRP. If these services are denied, the LHHRP may not be completed on time causing increased construction costs and failure to meet the voter mandates for Proposition A (construction of a new long-term hospital care facility).

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: No.

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

Local 21
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21, on To be sent later
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4116-02/03

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise must include Office of Statewide Health Planning Development (OSHPD) experience in the areas of seismic bracing installations, reinforced steel placement, drilled dowels and anchors, welding, high strength bolting, fireproofing and masonry (visual inspections) and soil compaction. Inspectors should be multi-disciplined with International Conference of Building Officials (ICBO) Concrete, Masonry, Fireproofing and ICBO/American Welding Society (AWS) certified welding inspector.

The selected consultant will have experience in providing these services on large City Projects (\$50M+); OSHPD permitted projects and construction projects conducted around an operating hospital facility.

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

Civil Service classifications: 5304 Materials Testing Aide; 5305 Materials Testing Technician; 5207 Associate Engineer and 6318 Construction Inspector

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

Yes. The facility must be equipped with equipment to perform welding testing, bend testing, proof loading over 20 lbs. PSI, and chemical-soil analysis.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable. The Special Testing and Inspection firm will coordinate with the City's Materials Testing Lab in performing inspection and testing services other than the testing for in-place soil density, rebar testing and concrete sampling inspections.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when expertise or staff is unavailable for a large construction project spanning approximately 9 years.

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?

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

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, the RFP is being prepared to select a new consultant.*

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**

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

**Gordon Choy**

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

**(415) 554-6230**

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

**875 Stevenson Street, Room 420**

**San Francisco, CA 94103**

\_\_\_\_\_  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 20, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: #68

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

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

TYPE OF SERVICE: Strategic Real Estate and Facilities Planning & Commercial Retail Lease Consulting Services

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: \$750,000.00 PSC DURATION: Jan 1, 2012 through December 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The real estate planning advisors or consultants will provide commercial real estate planning services and any other related services to produce a financially sound and cost-effective real estate planning analysis, study, plan, and other work product as requested by the SFMTA. The selected real estate planning advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: existing and strategic real estate and facilities portfolio analyses, planning, and recommendations Strategic real estate and facility planning re: real estate acquisitions and modifications required to support growth in the SFMTA's vehicle fleets and new facilities and/or upgrades; including economic evaluations, development planning, and financial analyses; Commercial retail space leasing market analyses and recommendations; planning and market research for real estate and policy analyses on urban development issues (e.g., current zoning, height, bulk, floor area ratio [FAR], existing and surrounding uses for various sites, schematic plans for outreach meetings); Existing portfolio analysis, planning, and strategic recommendations; Transit Oriented Development planning (TOD) and analysis; and other requested advisory services.

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

The SFMTA is seeking bring its facilities into the 21st Century with improvements and to put its resources, including its available real properties and commercial retail spaces, to higher intensity and more profitable uses. Without this proposed professional planning, analysis and study, the Agency is unable to determine the highest and best uses of its resources.

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

The SFMTA has not obtained this total list of services in the past for a strategic plan for its facilities and real estate needs. SFMTA Real Estate and City Real Estate (RED) will continue to provide property management, leasing and acquisition services. Commercial space lease negotiations in the SFMTA's Garages for retail and other leases have been conducted by the managing corporations through management agreements of its Sustainable Streets Division, as well as through RED and SFMTA Off Street Parking and SFMTA Real Estate.

D. Will the contract(s) be renewed:

The proposed service is for a five-year contract term with an option of one two-year extension when deemed necessary at the SFMTA's sole discretion.

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 Signature of person mailing / faxing form Date 6-20-11
Union Name Signature of person mailing / faxing form Date
RFP sent to Union Name Date Signature

\*\*\*\*\*
FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
PSC# 4022-11/12 JUN 20 2011 6-20-11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION: PSC Form 1 (9/96)

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

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

Must have at least ten (10) years of commercial real estate experience and three (3) years of which must include working with clients in the City and County of San Francisco.

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

Civil service classes 4140 Real Property Officer, 4142 Senior Real Property Officer, and 4143 Principal Real Property Officer perform some of the work required, such as property leasing and acquisitions. Two SFMTA management classes (e.g., 9174 – SFMTA Manager IV Real Estate, and Property Management, and 9182 – Senior Manager Real Estate) provide many of the skills and requirements; however, they are already handling the daily SFMTA real estate goals and projects and need outside expertise to analyze and facilitate SFMTA's long-term strategic needs. The combination of skills required for the SFMTA's facilities and strategic planning and market analyses do not exist in these or in other civil service classes.

**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 are no civil services classes that have the needed commercial real estate and facilities planning and commercial retail space leasing analysis expertise and experience. The SFMTA has not obtained this total list of services in the past for a strategic plan for its facilities and real estate needs. SFMTA Real Estate and/or City Real Estate (RED) will continue to provide property management, leasing and acquisition services. Commercial space lease negotiations in the SFMTA's Garages for retail and other leases have been were conducted by the managing corporations through management agreements of its Sustainable Streets Division without the SFMTA's inputs. Also please see 3B above.

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

It is neither practical nor cost effective to adopt a new civil service class for a short-term project.

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

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees?  
Describe training and indicate approximate number of hours.  
Indicate occupational type of City and County employees to receive training  
(i.e., clerks, civil engineers, etc.) and approximate number to be trained. ( ) (X)
- C. Are there legal mandates requiring the use of contractual services? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( ) (X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415-701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave. S. F. CA 94103  
Address

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

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

Must have at least ten (10) years of commercial real estate experience and three (3) years of which must include working with clients in the City and County of San Francisco.

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

Civil service classes 4140 Real Property Officer, 4142 Senior Real Property Officer, and 4143 Principal Real Property Officer perform some of the work required, such as property leasing and acquisitions. Two SFMTA management classes (e.g., 9174 – SFMTA Manager IV Real Estate, and Property Management, and 9182 – Senior Manager Real Estate) provide many of the skills and requirements; however, they are already handling the daily SFMTA real estate goals and projects and need outside expertise to analyze and facilitate SFMTA's long-term strategic needs. The combination of skills required for the SFMTA's facilities and strategic planning and market analyses do not exist in these or in other civil service classes.

**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 are no civil services classes that have the needed commercial real estate and facilities planning and commercial retail space leasing analysis expertise and experience. The SFMTA has not obtained this total list of services in the past for a strategic plan for its facilities and real estate needs. SFMTA Real Estate and/or City Real Estate (RED) will continue to provide property management, leasing and acquisition services. Commercial space lease negotiations in the SFMTA's Garages for retail and other leases have been were conducted by the managing corporations through management agreements of its Sustainable Streets Division without the SFMTA's inputs. Also please see 3B above.

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

It is neither practical nor cost effective to adopt a new civil service class for a short-term project.

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

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees? ( ) (X)  
Describe training and indicate approximate number of hours.  
Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( ) (X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415-701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave. S. F. CA 94103  
Address



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

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

Must have at least ten (10) years of commercial real estate experience and three (3) years of which must include working with clients in the City and County of San Francisco.

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

Civil service classes 4140 Real Property Officer, 4142 Senior Real Property Officer, and 4143 Principal Real Property Officer perform some of the work required, such as property leasing and acquisitions. Two SFMTA management classes (e.g., 9174 – SFMTA Manager IV Real Estate, and Property Management, and 9182 – Senior Manager Real Estate) provide many of the skills and requirements; however, they are already handling the daily SFMTA real estate goals and projects and need outside expertise to analyze and facilitate SFMTA's long-term strategic needs. The combination of skills required for the SFMTA's facilities and strategic planning and market analyses do not exist in these or in other civil service classes.

**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 are no civil services classes that have the needed commercial real estate and facilities planning and commercial retail space leasing analysis expertise and experience. The SFMTA has not obtained this total list of services in the past for a strategic plan for its facilities and real estate needs. SFMTA Real Estate and/or City Real Estate (RED) will continue to provide property management, leasing and acquisition services. Commercial space lease negotiations in the SFMTA's Garages for retail and other leases have been were conducted by the managing corporations through management agreements of its Sustainable Streets Division without the SFMTA's inputs. Also please see 3B above.

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

It is neither practical nor cost effective to adopt a new civil service class for a short-term project.

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

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees?  
Describe training and indicate approximate number of hours.  
Indicate occupational type of City and County employees to receive training  
(i.e., clerks, civil engineers, etc.) and approximate number to be trained. ( ) (X)
- C. Are there legal mandates requiring the use of contractual services? ( ) (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? ( ) (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ( ) (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ( ) (X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415-701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave. S. F. CA 94103  
Address

\* \* \* Communication Result Report ( Jun. 20. 2011 4:13PM ) \* \* \*

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2}

Date/Time: Jun. 20. 2011 4:12PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3530 Memory TX	98642166	P. 3	OK	

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

**SFMTA** | Municipal Transportation Agency

**FAX**

<b>FROM:</b>	Parveen Bopara	<b>TO:</b>	Ging Louie (Local 21)
<b>PHONE:</b>	416-701-5377	<b>FAX:</b>	416-884-2188
<b>FAX:</b>	416-701-5397	<b>PHONE:</b>	
<b>SUBJECT:</b>	PSC	<b>NO. OF PAGES (Excluding fax cover):</b>	2
<b>COMMENTS:</b>			
Should you have any questions, please contact Kerstin Magary at 416-701-4323.			

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 7, 2011

DEPARTMENT NAME: Office of the Treasurer-Tax Collector (TTX) DEPARTMENT NUMBER 08

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

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

TYPE OF SERVICE: Professional services towards installing a replacement Business Tax System (BTS)

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,200,000 PSC DURATION: 18 months, desired start date July 2012 :

7/1/12 - 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been overreached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.

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

BTS hardware is no longer supported and simply porting over to newer versions have unknown consequences with significant loss to revenue collections. The personnel that manages the software is due to retire. \$250,000 of the proposed budget is for services to install and operate a state-of-the-art tax administration system in parallel to BTS for one year to ensure complete business operations and no loss to tax collections.

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 - not previously provided.

D. Will the contract(s) be renewed:

No - not part of the long-term plans. Modern solutions for an integrated tax administration system can be managed with business analysts who are knowledgeable about TTX. The hardware can be managed through many options which are already part of the CCSF infrastructure.

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

Local 21 Union Name Signature of person mailing/faxing form Date June 7, 2011

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUN 07 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

We need to design this solution with a unified process between business and IT. The hardware architecture must be scalable and designed with process analysis. The user-centric interface must be flexible and designed such that end-to-end management of the system is possible through system administrators.

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

The installation and customization cannot be done by Civil Service staff, since the application will be proprietary software. Maintenance will be done by TTX's staff.

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 primary purpose of the RFP is to procure a software application. A portion of the application is the installation and customization of the application. These professional services are one time and needed due to CCSF not knowing or being allowed to learn the base code of the proprietary software that is being purchased.

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

No- not for this installation. Each installation using this approach varies. Existing personnel will maintain and operate the new system.

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

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

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.

1053 – IS Business Analyst, Senior

One person requires 80 hours of training. This person will become the application administrator so must know to implement all the business rules, reporting, tracking, and auditing. Required to attend training of all others.

1043 – IS Engineer, Senior

One person requires 20 hours of training. Assist the administrator to trouble-shoot maintenance issues.

1023 – IS Administrator III

One person requires 20 hours of training. Using existing skills for maintaining IT, add routines that are particular to this installation. Mostly ensures hardware and network are operable.

1064 – IS Programmer Analyst, Principal

One person requires 20 hours of training. This person will develop all the customized interfaces and reports.

1824 – Principal Administrative Analyst

One person requires 20 hours of training. This person will oversee the employees with day-to-day operations and provide regular reports on metrics/measurements.

1654 – Accountants III

Dozen people will require 20 hours training. These persons will enter data and verify report results.

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

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

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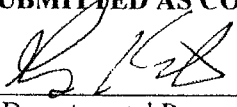
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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**THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:**



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

**Greg Kato**

**(415) 554-6888**

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

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

**City Hall Room 140  
1 Dr. Carlton B. Goodlett Pl  
San Francisco, CA 94102**

\_\_\_\_\_  
Address

**PSC-1 for Business Tax System**

Greg Kato to: Sharon Jenkins

Cc: Maria Ryan, Tajel Shah

06/07/2011 12:41 PM

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History: This message has been forwarded.

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Good afternoon Sharon-

Attached, please find the PSC-1 for our Business Tax System RFP.



PSC-1 BTS 6.7.11.pdf

Greg M Kato  
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