



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 19, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Parveen Boparai, MTA
Rachel Buerkle, ENV
Gordon Choy, DPW
Kendall Gary, DT
Kan Htun, ART
Shamica Jackson, PUC
Diane Lim, ADP
Joan Lubamersky, GSA
Esther Reyes, CON
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains eighteen (18) 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
\$138,265,574	\$581,900	\$138,847,474

POSTING FOR

9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4024-11/12	13	Adult Probation	Regular	\$300,000	Contractor will provide 1) a comprehensive review and audit of the Department's policies and procedures, and update and improve policies and procedures to ensure that they are in compliance with local, state and federal law and which incorporate best practices in adult probation; 2) facilitation and support of the Community Corrections Partnership Collaboration; 3) an evaluation of Department case files on probationers sent to state prison in 2010; 4) creation of a training plan for the Department 5) grant writing and research; 6) demographic analysis.	7/1/2011 - 7/30/2013
4025-11/12	27	Airport Commission	Regular	\$500,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work.	9/19/2011 - 6/30/2016
4026-11/12	27	Airport Commission	Regular	\$1,750,000	The Contractor shall provide routine maintenance, scheduled maintenance/preventive maintenance, non-scheduled maintenance, ordinary wear and other maintenance and repair services, 24-hour on call response seven (7) days a week 365 days a year, equipment maintenance and repair activity documentation as well as reporting on the Airport-owned Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS). The PBBs and BHSs were maintained by the airlines under their lease and use agreements in the past.	10/1/2011 - 9/30/2016
4027-11/12	27	Airport Commission	Regular	\$2,000,000	San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.	9/19/2011 - 6/30/2016
4028-11/12	28	Art Commission	Regular	\$800,000	Artists team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.	7/1/2011 - 6/30/2014

POSTING FOR

9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4029-11/12	09	Controller	Regular	\$1,500,000	Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of municipal financing.	10/14/2011 - 10/14/2016
4030-11/12	22	Environment	Regular	\$75,000	The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task.	8/1/2011 - 7/1/2013
4031-11/12	70	General Services Agency	Regular	\$2,000,000	The contractor provides consulting services for the modification and customization of Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend functionality of the application, while training staff to make additional improvements.	11/1/2011 - 10/31/2016
4032-11/12	35	Municipal Transportation Agency	Regular	\$450,000	Research and report on international best taxi industry practices and regulatory performance measures, recommend reforms of taxi regulations, develop a methodology for assessing the adequacy of taxi supply and demand and apply the methodology to evaluate the correct number of taxis in San Francisco, and develop a cost index to assess the appropriate level of taxi fares and gate fees and apply the index to determine whether San Francisco taxi fares and gate fees should be adjusted.	11/1/2011 - 10/31/2013
4033-11/12	35	Municipal Transportation Agency	Regular	\$1,770,000	Provide separate professional parking garage operational services for 13 parking facilities organized into three groups as follows: Group A - 6 Facilities (Civic Center, Lombard, Mission Bartlett, Performing Arts, and 16th & Hoff garages, and 7th & Harrison lot); Group B - 2 Facilities (Golden gateway and St. Mary's Square garages); Group C - 5 Facilities (SF General Hospital, Moscone Center, North Beach, Vallejo St., and Polk Bush garages). Services include: providing qualified and experienced parking personnel for cashiering, janitorial and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation and deposit of all parking and non-parking revenue; repair and maintenance of facilities, and revenue control equipment; compliance with insurance and bond requirement; providing valet or valet-assist parking services during special events. The term is six (6) years, thereafter on a month-to-month basis, not to exceed 36 months. The amount of \$1,770,000 represents the compensation paid to the parking firms for providing professional operational services at the 13 garages. The \$1,770,000 amount breaks down to approximately \$590,000 (\$72,000 per year, with a 5% increase starting in year four) for each of the three groups. Operating expenses, including parking taxes, are funded through gross parking revenue collected, but is not part of the compensation paid to the parking firm.	11/1/2011 - 10/30/2017

POSTING FOR

9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4034-11/12	38	Police	Regular	\$7,000,000	The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our City wide hub call JUSTIS. We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.	10/1/2011 - 9/30/2017
4035-11/12	40	Public Utilities Commission	Regular	\$960,000	The work consists of a one year contract to optimize, operate, and maintain Fats, Oils, and Grease (FOG) to Biodiesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanside Water Pollution Control Plant. This equipment involves a proprietary process, patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on operation and maintenance of its equipment.	9/1/2011 - 9/1/2012
4036-11/12	90	Public Works	Regular	\$1,648,520	Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document.	8/30/2011 - 8/30/2014
4037-11/12	90	Public Works	Regular	\$800,000	Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.	9/15/2011 - 12/15/2014
4038-11/12	75	Dept.of Technology	Regular	\$1,433,069	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.	9/19/2011 - 9/30/2012

Total Amount - Regular: \$22,986,589

POSTING FOR

9/19/2011

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
3076-09/10	09	Controller	Regular	\$103,000	\$143,000	The City and County of San Francisco issued an RFP and selected a Contractor to enable the City to print and deliver checks during standard business operations and during an emergency at either a City facility (non-hosted) or at third party Contractor-run facility or service (hosted) consistently, securely and accurately. In addition, the selected Contractor will print and deliver checks in the event of hardware failure, software failure, or power failure during standard business operations and also have the ability to produce and deliver checks in the event of a large scale disaster for the San Francisco Bay Area securely and accurately. A modification of the approved PSC summary is sought to maximize the term of the contract beyond two years.	5/24/2010 - 7/30/2021
4040-10/11	28	Art Commission	Regular	\$8,000,000	\$9,899,510	In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. Concerts will continue at San Francisco Davies Symphony Hall From July 2011 - June 30, 2014, with one free concert at the park each year.	9/30/2010 - 6/30/2014
4023-08/09	35	Municipal Transportation Agency	Regular	\$210,000	\$1,110,000	To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, reasonable suspicion and post-accident breath and urine collection in compliance with DOT/FTA Drug and Alcohol Testing Regulations.	12/1/2008 - 11/30/2013

Sum of Modified Amounts: \$8,313,000

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Airport Commission
Contracts Administration Unit
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San Francisco, CA 94128

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Rachel Buerkle
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Kan Htun
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San Francisco, CA 94102

Shamica Jackson
Public Utilities Commission
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Joan Lubamersky
General Services Agency
1 Dr. Carton B. Goodlett Place, Rm 362
San Francisco, CA 94102

Esther Reyes
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San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 12, 2011

DEPARTMENT NAME: ADULT PROBATION DEPARTMENT DEPARTMENT NUMBER 13

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

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

TYPE OF SERVICE: Consultation on Policy Development

FUNDING SOURCE: General Fund and Grant Funds

PSC AMOUNT: \$300,000.00 PSC DURATION: July 1, 2011 to July 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide 1) a comprehensive review and audit of the Department's policies and procedures, and update and improve policies and procedures to ensure that they are in compliance with local, state and federal law and which incorporate best practices in adult probation; 2) facilitation and support of the Community Corrections Partnership Collaboration; 3) an evaluation of Department case files on probationers sent to state prison in 2010; 4) creation of a training plan for the Department 5) grant writing and research; 6) demographic analysis

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

The Department is currently operating on outdated, inconsistent and duplicative policies and procedures. These policies and procedures must be updated in order to improve operations and services, incorporate evidence-based practices into Department programming, protect public safety, and reduce recidivism. Additionally, a reliable foundation of Department operations and programming is needed to effect successful implementation of AB 109 (parole realignment) in San Francisco County.

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

These services have not been provided in the past.

D. Will the contract(s) be renewed: TBD

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

L21 Union Name

Signature of person mailing/faxing form

7.12.2011 (Original)

7.20.2011 (revised)

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

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

Not Applicable Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-11/12

JUL 20 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of probation policies, procedures and operations; guidance from experts with 25+ years of experience in state corrections, prison management, probation/parole, and reentry.

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

None. The 1823 and 1824 classifications may perform some aspects of the scope of work required for consultation on policy development such as grant writing and demographic analysis.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service class which currently possesses the expertise or requires the expertise listed in 3. The specialized skills required to effectively develop policy to update and incorporate evidence based supervision practices into probation operations as mandated by SB678 and to successfully implement the plan for AB109 State Realignment to accommodate the increased probation population with the incoming post release community supervision population from the State will require expertise and knowledge of probation policies, probation operations and procedures and guidance from experts with 25+ years of experience in state corrections, prison management, probation /parole and reentry.

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

No. Need for these services is relatively short-term and project based.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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?

<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

Diane Lim

(415) 553-1058

Print or Type Name

Telephone Number

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

Address



Adult Probation Department - Consultation on Policy Development

Annalie Flores to: jbrener

07/20/2011 04:29 PM

Cc: Diane Lim

Hi Mr. Brenner,

Attached is the Adult Probation Department's contract proposal for consultation services on policy development for your review as the representative for L21.



Personal Services Contract 7.20.11.pdf

Thank you

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

Diane Lim/ADPROB/SFGOV
07/12/2011 01:31 PM

To jbrenner@ifpte21.org
cc Annalie Flores/ADPROB/SFGOV@SFGOV
bcc
Subject Adult Probation Department - Consultation on Policy
Development

Hi Mr. Brenner,

The Adult Probation Department is proposing to contract for consultation services on policy development. Attached is the PSC Summary for your review as the representative for L21. Please let me know if you have questions or require additional information.

Thank you



Personal
Services
Contract
7.12.2011
.pdf

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 26, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Construction Management Services for the South Main Point of Entry (SMPOE)
Data Center Expansion Project

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$500,000 PSC DURATION: 9/19/2011 to 6/30/2016

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work.

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

The San Francisco Department of Technology has decided to centralize and reduce the number of computer data storage and retrieval functions facilities into three discreet locations. All other locations are to be decommissioned. Besides the 300 Paul Ave location (which is to be modified/expanded), the Airport was determined to be the second of three sites for this purpose. The third location has not yet been determined. SFIA has no facility capable of meeting the requirements for this dedicated, independent and secure operational need. Thus, the decision to build a new facility was decided upon. The specific knowledge and experience necessary to guide the building of a state of the art Data Center Facility that meets all the criteria established by the design team are not those one would expect from a builder of any common structure or other purpose built facility. Nor would one expect to achieve the best results from a non-experienced Construction Manager for the same reasons. Denial of this request will cause project delays, which will affect Airport/Department of Technology operations and compliance with the City's strategic plan mandate to reduce, centralize and diversify the number of Data Storage Center operations and locations City wide.

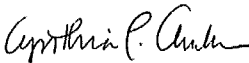
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

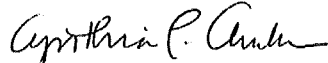
This is a new request.

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

PSC # 4025-11/12

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		June 23, 2011
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to: IFPTE, Local 21 on May 16, 2011 

_____ Union Name	_____ Date	_____ Signature
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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4025-11/12
STAFF ANALYSIS/RECOMMENDATION:

AUG 24 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, Airport security, specialized airport operating systems, structural systems, and data center facility special systems development is required. Likewise timely project schedule development and analysis, implementation of project controls, regulatory compliance, analysis of claims and delays, and all other Airport unique project control skill sets to support the development of the SMPOE Data Center Facility Project and its construction to ensure timely and accurate construction and commissioning of the Data Center Facility and all of its operating systems and to ensure compliance with the City of San Francisco's regulatory targets shall rely upon acceptance of this request.

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

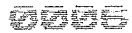
Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) will supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

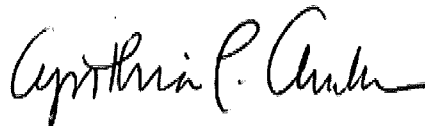
The existing architectural and engineering classifications do not have the required expertise and specialized skills related to Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the consultant staff to provide the required expertise necessary to deliver a successful project. One Airport Building Inspector (class 6331-6333) has been assigned to this project. The Airport estimates that up to 30% of the administrative work, including project management and construction management, IT support, landside operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff.



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 all the required specialized knowledge of current Data Center Facility industry standards, special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution No. 10-0157 ¹¹⁻⁰¹³⁸ _{mr} | <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 has been issued to a pool of consultants created in April 2010 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

AIRPORT COMMISSION

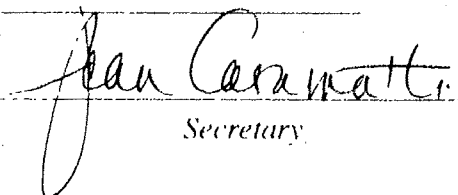
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0138

AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS AND PREPARE A PROFESSIONAL SERVICES AGREEMENT FOR CONTRACT NO. 9078.9, CONSTRUCTION MANAGEMENT SERVICES FOR SOUTH MINIMUM POINT OF ENTRY (SMPOE) DATA CENTER EXPANSION PROJECT WITH FE JORDAN/HILL INTERNATIONAL JOINT VENTURE

- WHEREAS, on April 20, 2010, by Resolution No. 10-0157, the Commission approved the Selection Panel's recommendation establishing a pool list of prequalified firms for Project Management and Construction Management Support Services and authorizing RFP's as required to support projects of the Airport's 5-year Capital Improvement Program (CIP); and
- WHEREAS, the Airport issued an RFP to the pool list of prequalified firms for Construction Management Services for South Minimum Point of Entry (SMPOE) Data Center Expansion Project; and
- WHEREAS, on April 8, 2011, the Airport received one proposal in response to the RFP, from FE Jordan/Hill International Joint Venture; and
- WHEREAS, the Airport reviewed the proposal and determined that FE Jordan/Hill International Joint Venture meets the minimum qualifications and is technically qualified to provide the required construction management services; and
- WHEREAS, the City Attorney has no objections to the Airport negotiating with the sole proposer; and
- WHEREAS, the HRC has approved a subconsultant participation goal of 18% and FE Jordan/Hill International Joint Venture has committed to 18% LBE participation; now, therefore be it
- RESOLVED, that the Commission hereby authorizes Staff to enter into negotiations and prepare a Professional Services Agreement for Commission's consideration for Contract 9078.9 – Construction Management Services for South Minimum Point of Entry (SMPOE) Data Center Expansion Project with FE Jordan/Hill International Joint Venture.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of JUN 07 2011*


Secretary



Dept 27- PSC SFO-CM Services SMPOE Expansion Project

Cynthia Avakian

to:

DHR-PSCCoordinator

08/24/2011 10:26 PM

Cc:

Damian Davis, Geri Rayca, Reuben Halili

Hide Details

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

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

Cc: Damian Davis <Damian.Davis@flysfo.com>, Geri Rayca <Geri.Rayca@flysfo.com>, Reuben Halili <Reuben.Halili@flysfo.com>

3 Attachments



SMPOE PSC_Form 1 Final .docx SMPOE PSC_Form 1 Final.pdf 10-0157.pdf

Maria,

Please let me know if you need anything else from us for the SFO-CM Services SMPOE Expansion Project for the September 19th Civil Service Commission meeting.

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

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

From: Cynthia Avakian
Sent: Wednesday, August 24, 2011 9:50 PM
To: Larry Wong
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili

Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Larry,

To clarify your statement below, the Airport has an inspector from Design & Construction assigned to this project. Let me know if you have further questions.

Thanks,

Cynthia
1-2014

From: Larry Wong [lwong@ifpte21.org]
Sent: Wednesday, August 10, 2011 1:36 PM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Since this is a CM contract and it does not involved heavy duty FAA requirements and no one from D&C is participating in the role of Office Engineer, Inspector, Cost Estimator, Scheduler, QA/QC Inspector, or Utility Coordinator role, Local #21 would like to see knowledge transfer of one of the following:

1. Contract Administration (minimum 24 hours), or
2. QA/QC Principles and Practice (minimum 24 hours), or
3. Cost estimating (minimum 40 hours), or
4. Scheduling (minimum 32 hours), or
5. Construction management (24 hours minimum).

This knowledge transfer should be given to a minimum of 6 airport personnel (architecture or engineering series) who have Permanent Civil Service status.

Let me know is the airport wants to sit down and explore this option of knowledge transfer.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, August 10, 2011 1:07 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Geri Rayca; Reuben Halili
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project

Larry,

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

Thanks,

Cynthia
1-2014

From: Larry Wong [lwong@ifpte21.org]

Sent: Tuesday, August 09, 2011 7:47 PM
To: Cynthia Avakian; L21PSC Review
Cc: Damian Davis; Reuben Halili; Geri Rayca; Ging Louie; Joe Brenner; Larry Wong
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Since this PSC is for CM Services, what CM role will B&C doing...construction manager, office engineer, cost estimator, scheduler, QA inspector, utility coordinator, etc either overseeing, participating, or supporting the CM Team?

Airport Project Manager (5241) will be provide overall management, oversight and contracts administration of the CM consultant.

Other SFO staff (1042, 1043, 1044, 5268, as well as several mechanical maintenance) will provide design review, attend meetings as required, perform inspections, witness testing/commissioning, and develop punch lists.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Tuesday, August 09, 2011 5:47 PM
To: Larry Wong; L21PSC Review
Cc: Damian Davis; Reuben Halili; Geri Rayca; Ging Louie; Joe Brenner
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project

Larry,

Please see our answer to your question below. Let us know if Local 21 has further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Tuesday, August 09, 2011 11:11 AM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Reuben Halili; Geri Rayca
Subject: RE: PSC SFO-CM Services SMPOE Expansion Project

Hi Cynthia,

One more question.

Concerning the \$150K for Airport staff, what is the work scope and job class?

They will do provide design review, attend meetings as required, perform inspections, witness testing/commissioning, and develop punch lists. The job classes are: 1042, 1043, 1044, 5268, as well as several mechanical maintenance staffers as mentioned below.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, August 04, 2011 5:23 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Damian Davis; Reuben Halili; Geri Rayca
Subject: FW: PSC SFO-CM Services SMPOE Expansion Project
Larry,

See our responses below in bold.

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

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

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

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Friday, June 24, 2011 9:55 AM
To: Cynthia Avakian
Cc: Ging Louie; Joe Brenner; Geri Rayca; Reuben Halili; Larry Wong
Subject: PSC SFO-CM Services SMPOE Expansion Project

Cynthia,

We have a few questions.

1. What is the cost estimate of the SMPOE project?

ANS. \$6.0 million

2. What is the duration of the SMPOE construction project?

Ans. One Year

3. Does this PSC include CM support during design phase?

Ans. At first we included it, subsequently a separate PSC form was submitted for the CM services for the this project.

4. Excluding all managers, Project Managers, and Functional Managers, what SFO staff will be working during the construction phases of this project?

Civil Service classes; 1042, 1043, 1044, 5268, as well as several mechanical maintenance staffers.

5. What is the proposed budget for SFO staff during construction?

Ans. \$350,000

What is the proposed budget for SFO staff excluding all managers, Project Manager, and Functional Managers?

Ans. \$150,000

After review of the information, Local #21 will make a determine if there is any need for further questions or need to meet.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 23, 2011 4:09 PM
To: Larry Wong
Cc: Ging Louie; Joe Brenner; Geri Rayca; Reuben Halili
Subject: RE: San Francisco International Airport - Request for Proposals CM Services for the SMPOE Expansion Project

Larry,

Just checking to see if you have any questions about this PSC. Let me know.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Monday, May 16, 2011 11:43 AM
To: 'Larry Wong'
Cc: 'Ging Louie'; 'Joe Brenner'; Geri Rayca; Reuben Halili
Subject: RE: San Francisco International Airport - Request for Proposals CM Services for the SMPOE Expansion Project

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has issued its Request for Proposals Construction Management Services for the SMPOE Expansion Project. The RFP and Addenda are attached.

Thank you.

[cid:image001.jpg@01CC31BF.F4798160]

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Cynthia Avakian  
San Francisco International Airport

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 22, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Maintaining and Repairing Airport-Owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminals.

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$1,750,000.00 PSC DURATION: 10/1/2011 - 9/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Contractor shall provide routine maintenance, scheduled maintenance/preventive maintenance, non-scheduled maintenance, ordinary wear and other maintenance and repair services, 24-hour on call response seven (7) days a week 365 days a year, equipment maintenance and repair activity documentation as well as reporting on the Airport-owned Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS). The PBBs and BHSs were maintained by the airlines under their lease and use agreements in the past.

B. Explain why this service is necessary and the consequences of denial: PBBs and BHSs are essential to 24/7 flight operations. Any interruption in service would cause flight delays and financial exposure to the Airport.

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

July 22, 2011

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE Local 21 on July 15, 2011

Signature

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4026-11/12 STAFF ANALYSIS/RECOMMENDATION:

AUG 22 2011

CIVIL SERVICE COMMISSION ACTION:

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

**A. Specify required skills and/or expertise:** PBBs and BHSs require a combination of specialized expertise in the integration of programming, electronics, motor control and conveyor systems. Qualifications and experience are critical to maintain uninterrupted 24/7, 365 days per year operations. PBBs and BHSs inspections require knowledge of preventative maintenance requirements for specialized equipment.

**B. Which, if any, civil service class normally performs this work?** There are no current civil service classes that can perform the entire scope of the work requested for the maintenance and repair of Airport-owned PBBs and BHSs.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** The contractor will need to provide A-frame stands and electronic equipment for testing of the PLC and its components of the PBBs. For the BHSs the contractor will need to provide specialized rigging equipment to remove conveyor sections for maintenance and/or repairs.

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

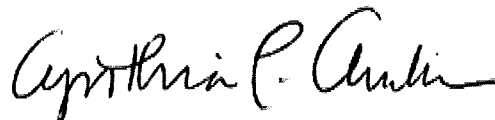
**A. Explain why civil service classes are not applicable:** There are currently no civil service classes which have the overall technical expertise in the maintenance and repairs of the PBBs and BHSs. This expertise requires a unique engineering discipline that integrates specialized controls with computer programming, conveyors and electrical equipment for the PBBs and BHSs.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** No, the number of PBBs and BHSs requiring maintenance and repair fluctuates from year to year dependent upon the airline's lease and use agreement with the Airport. Due to the unknown number of Airport-Owned PBBs and BHSs this would not justify creating a new civil service classification.

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

- |                                                                                                                                                                                                                                                                                         | Yes                                 | No                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| <b>A. Will the contractor directly supervise City and County employees?</b>                                                                                                                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>B. Will the contractor train City and County employees?</b>                                                                                                                                                                                                                          | <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> |                                     |                                     |
| <b>C. Are there legal mandates requiring the use of contractual services?</b>                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>D. Are there federal or state grant requirements regarding the use of contractual services?</b>                                                                                                                                                                                      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0332.</b>                                                                                                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>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.</b>                                                                 | <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](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [L21PSC Review](#); [Enrique Guadamos](#); [Gerry Alley](#); [Larry Wong](#)  
**Subject:** PSC-SFO Maintain & Repair Airport PBBs/BHSs @ Domestic Terminal  
**Date:** Wednesday, August 10, 2011 1:07:33 PM

---

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](mailto:Cynthia.Avakian@flysfo.com)]  
**Sent:** Friday, July 22, 2011 1:19 PM  
**To:** Larry Wong  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [L21PSC Review](#); [Enrique Guadamos](#); [Gerry Alley](#)  
**Subject:** FW: SFO - RFP Maintaining and Repairing Airport-Owned PBBs/BHSs in the Domestic Terminal

Larry,

Attached is the draft PSC for the RFP Maintaining and Repairing Airport-Owned PBBs/BHSs in the Domestic Terminal as well as answers to your questions.

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:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Wednesday, July 20, 2011 10:04 AM  
**To:** Cynthia Avakian  
**Cc:** [Ging Louie](#); [Joe Brenner](#); [John Ginty](#); [Gerry Alley](#)  
**Subject:** RE: SFO - RFP Maintaining and Repairing Airport-Owned PBBs/BHSs in the Domestic Terminal

Hi Cynthia,

Concerning the Maintain and Repair of the Airport-Owned BHS/PBB in the Domestic Terminal, a few questions,

1. Who is handling the maintenance and repair at this time?

**The airlines maintain and repair Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS) at those locations designated as preferential to the airline. At locations designated as "Common Use", the responsibility for maintenance fall under the Airport.**

2. If it is airport-owned, why wouldn't the airport staff do the maintenance and repair? How about

day-shift and leave the nights and holidays to outside vendors?

**In the past, the Airlines were responsible for maintaining and repairing BHS and PBBs as part of their lease agreements. The Airport was not involved in BHS and/or PBBs maintenance and therefore lacks the combined and specialized expertise in the integration of programming, electronics, motor control and conveyor systems as well as the specialized equipment necessary to provided uninterrupted 24/7, 365 days per year flight operations.**

Will have more questions later pending receipt of answers.

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

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Friday, July 15, 2011 9:44 AM  
**To:** Larry Wong  
**Cc:** Ging Louie; Joe Brenner; John Ginty; Gerry Alley  
**Subject:** SFO - Request for Proposals for Maintaining and Repairing Airport-Owned PBBs and BHSs in the Domestic Terminal

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Maintaining and Repairing Airport-Owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminal. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4560>

The Pre-Proposal Conference is **Tuesday July 21, 2011, at 10:00 A.M.** at SFO International Terminal North Shoulder Building, 5<sup>th</sup> Floor, Conference Room 28R, San Francisco, CA 94128.

Proposals are due on **Thursday, August 18, 2011, at 3:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian
San Francisco International Airport

AIRPORT COMMISSION

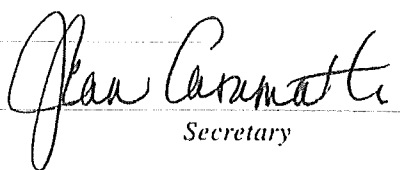
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0332

RESOLUTION AUTHORIZING AIRPORT STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES CONTRACT NO. 9073 - MAINTAIN AND REPAIR AIRPORT-OWNED PASSENGER BOARDING BRIDGES AND BAGGAGE HANDLING SYSTEMS

- WHEREAS, the Airport will seek professional services to provide maintenance and repair to eleven Airport-owned Passenger Boarding Bridges located in Terminal 1 at Gates 21, 23, 25, 26, 27, 28, 29, 30, 36, 41, 43; and
- WHEREAS the Airport will seek professional services to provide maintenance and repair to five Airport-owned Baggage Handling Systems located in Terminal 3 at Carousel 6 and Terminal 1 at Carousels 4, 7, 9 and 14; and
- WHEREAS, the services would require 24 hours a day, 7 days a week operation, and provide corrective and preventive maintenance services in accordance with the manufacturer's maintenance and service manuals and to furnish all supervision, labor, tools and machinery; and
- WHEREAS, the proposed term of this contract is three years, with two (2) one-year extension options; and
- WHEREAS, the estimated contract amount is \$350,000 for each year of service; now, therefore be it
- RESOLVED, that the Commission authorizes Airport staff to issue a Request for Proposals (RPF) for Contract No. 9073 - Maintain and Repair Airport-Owned Passenger Boarding Bridges and Baggage Handling Systems in the Domestic Terminals

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of NOV 23 2010


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Construction Management Services for the Industrial Waste Water Treatment Plant (IWWT) Project

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$2,000,000 PSC DURATION: 9/19/2011 to 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. It is in desperate need of being replaced. Repairs and upgrades have allowed this plant to operate but the plant has reached its lifespan. The IWWT Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant (IWTP) established by the California Regional Water Quality Control Board Order R2-2007-0060. The IWWT project is being developed using in-house staff and is a complex, time-sensitive project requiring the expertise of outside firms with expert staff. Project and construction management services are needed to ensure proper and timely development of the IWWT project. This project is of limited duration and involves specialty design and oversight. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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

This is a new request.

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

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

IFPTE, Local 21

Cynthia P. Anderson

June 15, 2011

Union Name

Signature of person mailing/faxing form

Date

RFP sent to:

IFPTE, Local 21

on

May 16, 2011

Cynthia P. Anderson

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

AUG 23 2011

PSC # 4027-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

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

Project design and construction management skills with direct and current industrial waste water treatment plant processes, sanitary sewer and reclaimed water system process experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays, and all other project control skill sets to support this project through design and development, and construction to ensure timely and accurate construction and commissioning is essential to ensure compliance with appropriate California discharge regulations.

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

Knowledgeable staff in industrial waste processes in classifications 5211, 5201, 5207, 6318 and 6319 will be working on this project. However, their knowledge and skills are limited. We want to augment this team with a consultant with more specialized technical knowledge for a successful project.

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 Airport will use an experienced Mechanical Engineer as the Project Manager (5211) to manage this project with assistance from current Airport staff. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully. Staff in these classifications have the appropriate industrial waste and sanitary sewer expertise in managing Airport utility asset development, design and construction, including commissioning at the Airport, and will supervise the contracted work. Expertise from a professional that has more up-to-date knowledge of industrial and sanitary processes is needed to augment Airport staff. The schematic design is critical to the success of this project and City staff does not have the expertise to complete this critical phase timely.

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

No. These sort of plants are built every thirty to forty years so hiring experience industrial waste design/construction professionals would be impractical.

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? • 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"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution No. 40-0157 ^{11-0137 cur}	<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 has been issued to a pool of consultants created in April 2010 and the results of that process are not known at this time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

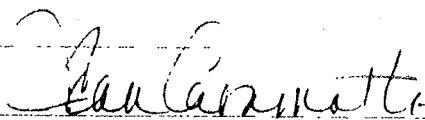
RESOLUTION NO. 11-0137

AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS AND PREPARE A PROFESSIONAL SERVICES AGREEMENT FOR CONTRACT NO. 8427C.9, CONSTRUCTION MANAGEMENT SERVICES FOR INDUSTRIAL WASTE WATER TREATMENT PLANT PROJECT WITH PMA/NBA JOINT VENTURE

- WHEREAS,** on April 20, 2010, by Resolution No. 10-0157, the Commission approved the Selection Panel's recommendation establishing a pool list of prequalified firms for Project Management and Construction Management Support Services and authorizing RFP's as required to support projects of the Airport's 5-year Capital Improvement Program (CIP); and
- WHEREAS,** the Airport issued an RFP to the pool list of prequalified firms for Construction Management Services for Industrial Waste Water Treatment Plant Project; and
- WHEREAS,** on April 26, 2011, the Airport received one proposal in response to the RFP, from PMA/NBA Joint Venture; and
- WHEREAS,** the Airport reviewed the proposal and determined that PMA/NBA Joint Venture meets the minimum qualifications and is technically qualified to provide the required construction management services; and
- WHEREAS,** the HRC has approved a subconsultant participation goal of 18% and PMA/NBA Joint Venture has committed to 18% LBE participation; now, therefore be it
- RESOLVED,** that the Commission hereby authorizes Staff to enter into negotiations and prepare a Professional Services Agreement for Commission's consideration for Contract No. 8427C.9 – Construction Management Services for Industrial Waste Water Treatment Plant Project with PMA/NBA Joint Venture.

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

JUN 07 2011



Secretary

From: [Cynthia Avakian](mailto:Cynthia.Avakian)
To: [Cynthia Avakian](mailto:Cynthia.Avakian)
Subject: FW: Airport Contract 8427C.9
Date: Monday, August 15, 2011 9:37:39 AM

Begin forwarded message:

From: Patrick Rivera <Patrick.Rivera@sfdpw.org>
Date: August 15, 2011 8:20:58 AM PDT
To: Mark Costanzo <Mark.Costanzo@flysfo.com>
Subject: RE: Airport Contract 8427C.9

Mark,
Good talking with you as well. DPW is not interested in your CM contract 8427C.9 but will be interested in assisting with the design of a reclaim water system if in the future SFO moves forward with reclaim water.

Thanks
Patrick

From: Mark Costanzo [<mailto:Mark.Costanzo@flysfo.com>]
Sent: Monday, August 15, 2011 7:36 AM
To: Rivera, Patrick
Subject: Airport Contract 8427C.9

Patrick, it was great to finally talk to you last week. As we discussed, the subject contract is a CM contract for a firm to help us determine what type of treatment process is best for a new industrial waste treatment plant. This new plant will be able to treat Airport influent to be used for reclaim water, if the Airport decides to construct a reclaim water system. Along with this discussion we talked about DPW perhaps helping us in the future with portions of the design of a reclaim water system, again if SFO moves forward with reclaim water.

Please confirm that DPW is not interested in this 8427C.9 CM contract so we can go ahead and have it approved by the Civil Service Commission. I will contact you when we go out for the design-build portion of the contract.

Thank you.
Mark

From: Larry Wong
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project
Date: Monday, August 22, 2011 9:58:14 PM

Local #21 has no objections to this PSC for Industrial Waste Water Treatment Project.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Monday, August 22, 2011 1:34 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project

Larry,

The answer to your question is below in bold.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Friday, August 19, 2011 4:23 PM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project

thanks for info. Please indicated for the job classes below: either full-time or part-time, and if part-time (estimate number of hours per week or month).

Airport's response: The 6319 and 5207 will be half time or 20 hours per week with the other classes working full time.

Thanks again.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, August 19, 2011 2:36 PM
To: Larry Wong; L21PSC Review
Cc: Ging Louie; Joe Brenner; Mark Costanzo; Geri Rayca
Subject: PSC SFO- Industrial Waste Water Treatment Project

Larry,

See the answers to your questions below indented in bold. Let me know if you have further questions. Thanks,

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

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

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Wednesday, August 17, 2011 2:07 PM
To: Cynthia Avakian; L21PSC Review
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project

Since DPW will not be involved this CM service, what is the dollar budget cost and by Civil Service job class participation by Airport staff below Executive Management, Project Managers, and Construction Manager?

The dollar amount of the CM contract is \$1,650,250.

The participation by Airport staff will be one person from each below classification:

CLASS # CLASS TITLE

5211 Senior Engineer
5207 Associate Engineer
5201 Junior Engineer
6319 Senior Construction Inspector
6318 Construction Inspector

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Monday, August 15, 2011 9:40 AM
To: Larry Wong; L21PSC Review
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca
Subject: FW: PSC SFO- Industrial Waste Water Treatment Project

Larry,

Attached is the response from DPW regarding the Industrial Waste Water Treatment project. Let me know if Local 21 has further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

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

From: Cynthia Avakian
Sent: Monday, August 08, 2011 11:25 AM
To: 'Larry Wong'
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project

Larry,

The Airport provided answers to your questions of June 16th via email on June 29th (attached as pdf in this email) and again on June 30th. We still owe Local 21 a response from DPW which we are following up again today on.

Let me know if you have further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

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

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Thursday, July 28, 2011 12:28 PM
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca; Larry Wong
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project
Importance: High

Hi Cynthia,

Since our last meeting on July 14, 2011, Mark Costanzo has forward me a copy of the proposal by the consultant to DPW Engineering.

Has DPW Engineering respond back?

We are still waiting for the other responses to the questions in our earlier email dated June 16, 2011.

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

From: Larry Wong
Sent: Thursday, June 16, 2011 12:31 PM
To: Cynthia Avakian
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca
Subject: RE: PSC SFO- Industrial Waste Water Treatment Project

Cynthia,

Local #21 request a Meet and Confer session for this PSC.

Local#21 has the following dates/times:

Jun 23 (thur) - 1:30pm, 2:00pm, 2:30pm, 3:00pm - all at Local #21 office
July 6 (Wed) -1:30pm, 2:00pm, 2:30pm
- all at Local #21 July (Thur) - 1:30pm, 2:00pm, 2:30pm, 3:00pm

in preparation for the meeting, please provide the following:

1. Listing of existing or past professional contracts with names on prime consultant concern Industrial Waste Water Treatment project in the last five years.
2. Status of the professional contract that Felica Bragg worked on in the past three years on Treatment plant and the name of consultant.
3. Schedule of this PSC including planning, design, and construction 4. More detail work for this PSC.

As with the SFO BHS/PBB, we had originallly request information request and failed to received it prior to our May 17, 2011 meeting where we had to re-request the information.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, June 15, 2011 12:11 PM
To: Larry Wong
Cc: Joe Brenner; Ging Louie; Mark Costanzo; Geri Rayca
Subject: SFO- Industrial Waste Water Treatment Project

Larry,

Attached is the draft PSC for the Airport's Industrial Waste Water Project. 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: 7/19/11

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Personal Services

FUNDING SOURCE: Private funding

PSC AMOUNT: \$800,000 PSC DURATION: 7/1/2011 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Artist team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.

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

Memorial Court was always intended to have a veterans' memorial, and indeed the designs of Thomas Church, the original landscape architect, depict such a memorial. The War Memorial Board of Trustees has initiated a capital campaign to raise the funds for this memorial, and the Arts Commission has been asked to manage the selection process. Denial would prevent the War Memorial Board from fulfilling this 75 yr. old promise to San Francisco's veterans.

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 one of a kind service. The contracts for the three finalists for this project was approved under PSC# 3011-10/11 on 8/24/10.

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

Susan Pontius Signature of person mailing/faxing form

7/13/11 Date

Local 1021 Union Name

Susan Pontius Signature of person mailing/faxing form

7/13/11 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUL 13 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional artist team whose design concept was chosen by a selection panel to complete final design of their proposal and fabricate the art elements of the proposal.

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

None

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

no

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Artist is not a civil service classification

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

No. Each project requires a different artistic sensibility and skill set.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


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

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

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Kan Htun

 Print or Type Name

252-4604

 Telephone Number

San Francisco Arts Commission

25 Van Ness, Suite 200

 Address

Transmission Report

Date/Time: 07-13-2011 10:31:39 a.m. Transmitt Header Text
 Local ID 1 415 252 2595 Local Name 1 SF Art Commision

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

City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/20/10
 DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING)
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Personal Services
 FUNDING SOURCE: Private funding
 PSC AMOUNT: \$800,000 PSC DURATION: 7/1/2010-6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Artist team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.

B. Explain why this service is necessary and the consequences of denial:
Memorial Court was always intended to have a veterans' memorial, and indeed the designs of Thomas Church, the original landscape architect, depict such a memorial. The War Memorial Board of Trustees has initiated a capital campaign to raise the funds for this memorial, and the Arts Commission has been asked to manage the selection process. Denial would prevent the War Memorial Board from fulfilling this 73 yr. old promise to San Francisco's veterans.

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 one of a kind service. The contracts for the three finalists for this project was approved under PSC# 3011-10/11 on 8/24/10.

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 Susan Pombour 7/13/11
 Union Name Signature of person mailing/faxing form Date

Local 1021 Susan Pombour 7/13/11
 Union Name Signature of person mailing/faxing form Date

RFP sent to _____, on _____, _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
 STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 2

Total Pages Confirmed : 2

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

HS: Host send	PL: Polled local	MP: Mailbox print	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

Transmission Report

Date/Time
Local ID 1

07-13-2011
415 252 2595

10:32:40 a.m.

Transmit Header Text
Local Name 1

SF Art Commision

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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/20/10

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

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

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Personal Services

FUNDING SOURCE: Private funding

PSC AMOUNT: \$800,000 PSC DURATION: 7/1/2010-6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Artist team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.

B. Explain why this service is necessary and the consequences of denial:
Memorial Court was always intended to have a veterans' memorial, and indeed the designs of Thomas Church, the original landscape architect, depict such a memorial. The War Memorial Board of Trustees has initiated a capital campaign to raise the funds for this memorial, and the Arts Commission has been asked to manage the selection process. Denial would prevent the War Memorial Board from fulfilling this 76 yr. old promise to San Francisco's veterans.

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 one of a kind service. The contracts for the three finalists for this project was approved under PSC# 3011-10/11 on 8/24/10.

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 Susan Pontois 7/13/11
Union Name Signature of person mailing/faxing form Date

Local 1021 Susan Pontois 7/13/11
Union Name Signature of person mailing/faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 2

Total Pages Confirmed : 2

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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: Fail	G3: Group 3
WS: Waiting send	MS: Mailbox save	FF: Fax Forward	TU: Terminated by user	EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/13/2011

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Municipal Financial Advisory Services

FUNDING SOURCE: Bond Proceeds - Cost of Issuance

PSC AMOUNT: \$1,500,000 PSC DURATION: October 14, 2011 - October 14, 2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of municipal financing.
B. Explain why this service is necessary and the consequences of denial: These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes. If these services are denied, the City will not have access to independent expertise in debt financing.
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): Provided in 2009 for a different series of general obligation bond services under PSC #4038-09/10.
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):

MEA Union Name Signature of person mailing/faxing form Date 7/13/11
Local 21 Union Name Signature of person mailing/faxing form Date 7/13/11
Local 1021 Union Name Signature of person mailing/faxing form Date 7/13/11

RFQ sent to NA, on Controller's Office Website Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4029-11/12 STAFF ANALYSIS/RECOMMENDATION:

JUL 13 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of debt financing. Must have successfully completed two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City. Lead staff proposed must have had a similar role in at least one of the prior projects submitted. Must submit a certification statement that it holds all licenses and registrations required by applicable federal and state laws for businesses offering financial advisory services. All required licenses and registrations must be current and in good standing. Must submit a Legal Disclosure Certificate related to conflicts of interest, pending litigation or services termination.
- B. Which, if any, civil service class normally performs this work? No civil service class normally performs this work, as it includes specialized skills in municipal financial advisory services stated above. Selected consultants would work with the following job classifications: 1824 Principal Administrative Analyst, and 0933 Manager V.
- 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 Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is highly specialized and independent in nature.

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

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Place, Rm. 388

San Francisco, CA 94102

Address

Transmission Report

Date/Time
Local ID 1
Local ID 2


07-13-2011
14155547872

11:21:31 a.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY CON CSA.

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

FAX Transmission			City and County of San Francisco OFFICE OF THE CONTROLLER
TO: IFPTE Local 21 <hr/> <hr/> <hr/> Phone 415-864-2100 Fax Number 415-864-2166	FROM: Kristen McGuire, Operations Analyst <hr/> Office of the Controller Room 392 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 Phone 415-554- 4542 Fax Number 415-554- 7872		
DATE 7/13/11	NUMBER OF PAGES (including cover) 4		
<input type="checkbox"/> Original to follow in mail			
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment			

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Total Pages Confirmed : 4

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001	588	415 864 2166	11:18:35 a.m. 07-13-2011	00:01:55	4/4	1	EC	HS	CP14400..

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2


07-13-2011
14155547872

11:17:25 a.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY CON CSA.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: MEA <hr/> <hr/> <hr/> <hr/> Phone Fax Number 415-989-7077	FROM: Kristen McGuire, Operations Analyst <hr/> Office of the Controller Room 392 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 Phone 415-554- 4542 Fax Number 415-554- 7872	
DATE 7/13/11	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

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Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fall

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2


07-13-2011
14155547872

11:18:56 a.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY CON CSA.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: SEIU Local 1021 <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;"><u>Daz Lamparas</u></div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;">cc: Pattie Tamura</div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> Phone 510-350-4527 Fax Number 415-431-6241	FROM: Kristen McGuire, Operations Analyst Office of the Controller Room 392 City Hall - 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 Phone 415-554- 4542 Fax Number 415-554- 7872	
DATE 7/13/11	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

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

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/19/09

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Municipal Financial Advisory Services

FUNDING SOURCE: Bond Proceeds - Cost of Issuance

PSC AMOUNT: \$1,500,000 PSC DURATION: October 16, 2009 - October 16, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of municipal financing.
B. Explain why this service is necessary and the consequences of denial: These services are required to assist the City with appropriate implementation of the City's debt financing obligations and processes.
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): Provided in 2006 for a different series of general obligation bond services under PSC #3006-06/07.
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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include MEA, Local 21, and Local 1021, all with signatures and date 8/19/09.

RFQ sent to NA, on Controller's Office Website, Union Name, Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038-09/10
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Must have specialized skills in municipal financing advisory services with experience working on general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of debt financing. Must have successfully completed a minimum of two California-based municipal financial advisory projects within the last five years, at least one of which was similar in size and scope to that proposed to the City. Lead staff proposed must have had a similar role in at least one of the prior projects submitted. Must submit a certification statement that it holds all licenses and registrations required by applicable federal and state laws for businesses offering financial advisory services. All required licenses and registrations must be current and in good standing. Must submit a Legal Disclosure Certificate related to conflicts of interest, pending litigation or services termination.
- B. Which, if any, civil service class normally performs this work? Classes 5186 Financial Manager, 1824 Principal Administrative Analyst, and 0932 Manager IV.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

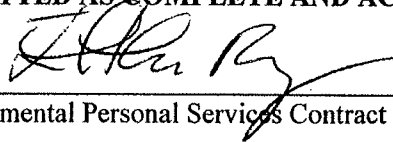
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Existing Civil Service classifications do not possess the independence, specialized experience and expertise required. This type of specialized service is not performed on a daily basis. The classes lack the required specialized expertise and experience and market presence. Also, the classes lack the experience and expertise of market information regarding structure of the financing, the terms, timing of the sale, maturity schedule of the bond, call features, spread of interest coupons, terms of delivery, and similar technical matters which may assist the City in obtaining the lowest practical interest costs and the widest competition for the purchase of bonds. Lastly, the classes are not insured.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is short-term and highly specialized in nature.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Place, Rm. 388

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 20, 2011

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Pick-up and disposal of residentially generated pharmaceutical waste in San Francisco

FUNDING SOURCE: Grant Funding

PSC AMOUNT: \$75,000 PSC DURATION: 08/01/2011 - 07/01/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task.

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

See Attachment

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

This service has not been provided in the past. It is now feasible due to the availability of funding.

D. Will the contract(s) be renewed:

We expect to re-bid the contract if services are still needed at that time.

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 Rachel C. Bueckle Signature of person mailing/faxing form 6/29/11 Date
Local 1021 Union Name Rachel C. Bueckle Signature of person mailing/faxing form 6/29/11 Date

RFP sent-to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4030-11/12

STAFF ANALYSIS/RECOMMENDATION:

JUN 29 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The hauler must be registered with the CA DPH as a Medical Waste Hauler, and with the CA DTSC as a Hazardous Waste Transporter. The hauler must be in compliance with all applicable state and federal regulations.

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

None

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

Yes; The contractor will provide the proper vehicles for the transportation of pharmaceutical waste. The contractor may also be requested to provide the proper collection bins to be placed at each collection site. Collection bins must be metal mailbox-style drop-boxes, with a two-key design (pharmacist has one key, hauler has the other key). The size of each bin will be determined based on what the hauler has to offer as well as the space constraints of each pharmacy or police station collection site.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because special licensing is needed.

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

No; This is a highly specialized, properly licensed service.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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:

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

355-3704

Print or Type Name

Telephone Number

Department of the Environment

11 Grove St. San Francisco, CA 94102

1B.

Why necessary:

This service is an integral piece of a permanent pharmaceutical collection program in San Francisco. The San Francisco Department of the Environment ("SFDOE") and the San Francisco Public Utilities Commission ("SFPUC") receive thousands of calls annually from concerned residents requesting information about proper drug disposal. Despite the considerable demand, no such program exists city-wide. The City is working with pharmaceutical manufacturers to develop a pilot program to collect residentially generated pharmaceutical waste at pharmacies and police stations, which would require the service of a medical waste hauler for pick-up and disposal. This service is also necessary to meet the City's broader goal of Zero Waste Generation by 2020.

Consequences of Denial:

Without this program, the Department of the Environment would be unable to run a permanent collection program for the residents of San Francisco, at the risk of both public and environmental health. A permanent pharmaceutical collection program would help prevent the accidental use or misuse of unused and expired pharmaceuticals. It will also prevent improper disposal in the sewer system or landfill—both which allow pharmaceuticals to end up in local water bodies..



Rachel Buerkle/ENV/SFGOV
06/29/2011 05:10 PM

To pattie.tamura@seiu1021.org, jebrenner@ifpte21.org
cc
bcc
Subject PSC for Pick-up and Disposal of Residential Pharmaceutical Waste

Please let me know if you need further information.

Rachel C. Buerkle
SF Environment
(415)355-3704
rachel.buerkle@sfgov.org



Pharmaceutical Waste Disposal Pilot PSC 6.20.2011.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/20/11

DEPARTMENT NAME: 311 Customer Service Center (GSA) DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Software Implementation, Maintenance, Customization and Training

FUNDING SOURCE: General Fund

Original Amount: \$2,000,000 PSC Duration: 11.1.11 - 10.31.16

Total Amount \$2,000,000 Total PSC Duration: 11.1.11 - 10.31.16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor provides consulting services for the modification and customization of Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend the functionality of the application while training staff to make additional improvements.

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

The City's CRM software handles incoming requests (made by phone, web and mobile devices) and tracks the response to the requests. Annual Software maintenance ensures the City can receive development assistance and includes access to new releases of the software. These upgrades provide needed and requested functionality to departments. Professional services, when necessary, help City staff adapt the software to the City's changing systems, business requirements and technology. Lack of a professional services contract could limit the City's ability to correctly respond to public requests and prevent resolving agencies (for example, DPW, PUC, SFMTA) from modernizing and improving practices.

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 provided by contract under PSC 4108-07/08

D. Will the contract(s) be renewed: Yes. Annual software maintenance, as well as periodic professional services, maximizes the use of the CRM by the City and ensures City staff maintain relevant development skills.

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

L1021, L 21 Union Name Signature of person mailing/faxing form Date 7/22/11

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4031-11/12

JUL 22 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Specialized expertise in the implementation of enterprise 311/Call tracking, integration with knowledge and GIS applications. Web service architecture, business rules, web and java development, database architecture and reporting.
- B. Which, if any, civil service class normally performs this work? *Classes in the IT series, 1060s, 1050s and 1040s perform some types of this work.*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No

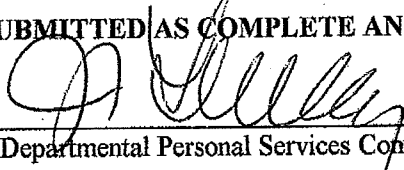
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
The vendor spreads development costs across many customers, making it impractical for the City to create its own CRM application that protects the current investment. City staff are incorporated in all phases of development, have performed a significant portion of the historical work, and have greatly increased their ability to support to the system.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No new classes are necessary. Current classifications exist and 311 is adding an additional 1053 in FY2011-2012 to support ongoing development. City staff are fully incorporated as part of the project team. In all cases, we require the vendor to provide transfer of knowledge so that internal staff can then replicate and apply that knowledge for other services.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <i>One 1053, three 1052s, one 1044, and one 1063 will be trained. In the first year we have sixteen classroom hours each, along with the opportunity for multiple individual informal training sessions. We expect this pattern to continue during the length of the contract.</i> | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>Yes, Lagan Technologies, Inc.</i> | <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

Joan Lubamersky

554-4859

 Print or Type Name

 Telephone Number

One Carlton B Goodlett Place # 362,
 San Francisco 94012



To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, L21PSCReview@ifpte21.org,
Cc: sjenkins@ifpte21.org, kcarter@ifpte21.org
Bcc:
Subject: PSC for 311 Software Implementation, Customization and Training
From: Joan Lubamersky/ADMSVC/SFGOV - Friday 07/22/2011 12:52 PM

Please see attached PSC Form 1 for 311 Software Implementation, Customization and Training



PSC Form 1 311 Software Implementation and Customization 2011 - 2016 \$2 million.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 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: Taxi Consulting Services

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: \$450,000.00

PSC DURATION: November 1, 2011-October 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Research and report on international best taxi industry practices and regulatory performance measures, recommend reforms of taxi regulations, develop a methodology for assessing the adequacy of taxi supply and demand and apply the methodology to evaluate the correct number of taxis in San Francisco, and develop a cost index to assess the appropriate level of taxi fares and gate fees and apply the index to determine whether San Francisco taxi fares and gate fees should be adjusted.

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

The SFMTA Board is required by the Transportation Code to review the supply and demand of taxis in San Francisco as well as the regulated rates of fare and lease fees. The SFMTA Board also has exclusive authority over the regulations governing motor vehicles for hire in San Francisco. In some jurisdictions, formulas are used by taxi regulators to make this determination. SFMTA wishes to contract with a taxi industry expert to develop a formula for San Francisco, so that this annual review can be conducted internally with objective data using international taxi industry best practices. Additionally, SFMTA wishes to review its program of regulations of motor vehicles for hire and develop recommendations. If denied, then San Francisco will continue to 're-invent the wheel' when it comes to making policy decisions about its critical taxi industry.

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 last taxi industry study was commissioned by the S.F. Taxicab Commission in 2005. SFMTA has not provided this service in the past.

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

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

MEA Union Name, Signature of person mailing / faxing form, Date 7/20/11
IFPTE, Local 21 Union Name, Signature of person mailing / faxing form, Date 7/20/11

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4032-11/12
SFMTA approved 7-20-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:**
Expertise in survey research and statistics is required. At least five years of experience as a professional consultant in the taxi industry world-wide performing surveys, studies, identifying measureable data, statistical analysis, establishing methodology/process, and providing the results of all findings in a report.

B. **Which, if any, civil service class normally performs this work?**
None. There are no civil service classifications that can perform this work.

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

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

A. **Explain why civil service classes are not applicable:**
Expertise in survey research, statistics and the taxi industry are required.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. This type of specialized service is only required on an as-needed basis. Once completed staff will use the results of this service for future needs.

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?
- 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

1 S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address



FW: Taxi Consulting Services PSC

Hamada, Cynthia

to:

DHR-PSCCoordinator

07/20/2011 05:40 PM

Cc:

"Hayashi, Christiane"

Hide Details

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>

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

Cc: "Hayashi, Christiane" <Christiane.Hayashi@sfmta.com>

1 Attachment



\$450K Taxi Industry Needs 7-20-11.pdf

Please review and post. See below for the email that was sent to IFPTE, Local 21. Also note that MEA was also faxed a copy of this PSC for review.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

From: Hamada, Cynthia
Sent: Wednesday, July 20, 2011 4:43 PM
To: 'L21PSCReview@ifpte21.org'
Cc: Hayashi, Christiane
Subject: Taxi Consulting Services PSC

To whom this may concern:

Attached is a copy of the PSC for your reference.

Cynthia Hamada

Senior Personnel Analyst
Employee and Labor Relations
SFMTA-Municipal Transportation Agency
One South Van Ness Avenue, 7th Floor
San Francisco, CA 94103
415.701.5381 office
415.701.5397 fax

* * * Communication Result Report (Jul. 20. 2011 5:11PM) * * *

}}

Date/Time: Jul. 20. 2011 5:09PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3690	Memory TX	99897077	P. 3	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

WITA / West Valley Transportation Agency

Edo M. Lee | Mayor
 Tom Moya | Chairman
 Jory Lee | Vice Chairman
 Tracy Wilson | Director
 Cheryl P. Brown | Director
 Michelle Rodriguez | Director
 Susan Lee | Director
 Jeff Davis | Director
 Chris A. Johnson | Acting Director/Chief of Staff

FAX

DATE:	July 20, 2011		
FROM:	Cynthia Hamada/Betsy Moy	TO:	Rebecca Fuhne MEA
PHONE:	(415) 701-5381	FAX:	(415) 989-7077
FAX:	(415) 701-5397	PHONE:	

SUBJECT: Personal Services Contract Summary
Taxi Consulting Services

COMMENTS:
Please contact Christlane Hayashi should you have additional questions.
Tel: 415.701.4400

NO. OF PAGES (Excluding fax cover): 2

San Francisco Municipal Transportation Agency
One Geary Van Ness Avenue, Room 311, San Francisco, CA 94103 | Tel: 415.701.4400 | Fax: 415.701.4100 | www.wita.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 23, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: #68

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING___)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Parking Garage Management Services for 13 Parking Facilities

FUNDING SOURCE: Garage Revenues

PSC AMOUNT: Approximate \$1,770,000.00 PSC DURATION: 11/1/2011 thru 10/30/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide separate professional parking garage operational services for 13 parking facilities organized into three groups as follows: Group A - 6 Facilities (Civic Center, Lombard, Mission Bartlett, Performing Arts, and 16th & Hoff garages, and 7th & Harrison lot); Group B - 2 Facilities (Golden Gateway and St. Mary's Square garages); Group C - 5 Facilities (SF General Hospital, Moscone Center, North Beach, Vallejo St., and Polk Bush garages). Services include: providing qualified and experienced parking personnel for cashiering, janitorial and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation and deposit of all parking and non-parking revenue; repair and maintenance of facilities and revenue control equipment; compliance with insurance and bond requirements; providing valet or valet-assist parking services during special events. The term is for six (6) years, thereafter on a month-to-month basis, not to exceed 36 months. The amount of \$1,770,000 represents the compensation paid to the parking firms for providing professional operational services at the 13 garages. The \$1,770,000 amount breaks down to approximately \$590,000 (\$72,000 per year, with a 5% increase starting in year four) for each of the three groups. Operating expenses, including parking taxes, are funded through gross parking revenue collected, but is not part of the compensation paid to the parking firm.

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

These services are necessary to provide public parking and operational service of parking facilities in the most efficient and cost-effective manner possible. The results of a benchmarking survey of comparable California cities and throughout the nation conducted by SFMTA staff concluded that the typical business model is to contract out the day-to-day operations of city-owned, off-street parking facilities. Consequences of denial will result in closing down all SFMTA-owned or operated facilities since there are no CCSF job classifications that can assume parking operation duties. In addition, denial of professional parking garage management will result in higher costs, and therefore reduced net income to support services provided by the SFMTA.

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 is currently being provided by contracting out to professional parking operations firms. The most recent PSC approved is PSC No. 4030-06/07 approved on 9/7/06.

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):

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

RFP sent to [Union Name], on [Date], [Signature]

***** FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved 6/23/11 PSC FORM 1 (9/96) *****

PSC# 4033-11/12 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION

JUN 28 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The successful operation of each parking facility requires technical knowledge and experience in the use of automated pay stations; automated parking access and revenue control equipment and software; including such functions as information retrieval and report writing; managing parking operations staff working multiple shifts; maintenance of all facility equipment, including elevators, fire panels, and lighting; valet parking operations; cash handling, accounting, reconciliation and financial reporting, including operations and capital improvement budgets; conducting rate surveys; target marketing to increase volume and customer base; maintenance and security of each parking facility.

In addition, understanding and implementation of credit card data security is needed as defined by Visa MasterCard which requires high-level understanding of compliance protocols that guard against fraud.

Furthermore, as an integrated system, expertise in programming, precise calculations, logic, and compliance of all of the above will be vital to the successful operation and management of the parking facilities.

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

There are no civil service classifications that normally perform these types of duties and responsibilities.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no applicable Civil Service Classification that can provide complete professional operational services as described for SFMTA or City-owned parking facilities.

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

No, the SFMTA is contracting out for the complete professional operational services of each parking facility, which is the most efficient, cost-effective and successful approach to provide public parking at SFMTA owned or operated facilities.

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? - 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 South Van Ness Ave, 7th Floor, San Francisco, CA 94103
Address

* * * Communication Result Report (Jun. 23. 2011 2:53PM) * * *

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}}
}}

Date/Time: Jun. 23. 2011 2:53PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
3548 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

FROM:	Parveen Bopara	TO:	Ging Louie (Local 21)
PHONE:	415-701-6377	FAX:	415-994-2166
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS: Should you have any questions, please contact Rob Malone at 415-701-2430.			

* * * Communication Result Report (Jun. 23. 2011 2:55PM) * * *

}}

Date/Time: Jun. 23. 2011 2:53PM

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3549	Memory TX	94316241	P. 3	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

SFMTA | Municipal Transportation Agency

FAX

FROM:	Parveen Bopara	TO:	Alex Hodson (Local 1021)
PHONE:	415-701-5377	FAX:	415-431-8241
FAX:	415-701-5397	PHONE:	
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS:			
Should you have any questions, please contact Rob Malone at 415-701-2430.			

* * * Communication Result Report (Jun. 23. 2011 3:00PM) * * *

1}

Date/Time: Jun. 23. 2011 2:59PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
3551	Memory TX	99897077	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

FROM:	Parveen Dopalal	TO:	Rebecca Rhine (MEA)
PHONE:	415-701-6377	FAX:	415-989-7077
FAX:	415-701-6397	PHONE:	415-989-7244
SUBJECT: PSC		NO. OF PAGES (Excluding fax cover): 2	
COMMENTS: Should you have any questions, please contact Rob Malono at 701-2430.			

4030-06/07

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/4/06

DEPARTMENT NAME: Municipal Transportation Agency DEPARTMENT NUMBER #35/36

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

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

TYPE OF SERVICE: Parking Management Services (various parking facilities)

FUNDING SOURCE: Garage Revenues

PSC AMOUNT: \$13,500,000.00

PSC DURATION: 9/1/2006 through 8/31/2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide separate professional parking garage management services at the Golden Gateway Garage, the Fillmore Heritage Garage, the Jessie Square Garage, the Performing Arts Garage, the Polk-Bush Garage, the North Beach Garage, the Vallejo Street Garage and the 7th & Harrison Parking Lot. Services include: providing parking personnel, which entails cashiering, security and janitorial services. Management shall also oversee all aspects of parking administrative functions including; but not limited to such duties as; providing hourly, monthly and valet parking; collecting, secure handling and deposit of parking revenues; bookkeeping and accounting; maintaining facilities and equipment; securing required insurance policies; and undertaking capital improvements. The typical contract term is for six years with options to extend for an additional four years.

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

These services are necessary to keep the garage open to the public and operating in an efficient manner profitable to the City. The parking program currently generates approximately \$3,00 in revenues for each \$1.00 expended. Denial would result in the less effective accountability and oversight. Denial of overall garage management services will require separately contracted services for maintenance and purchasing of items such as parking tickets and cleaning supplies. Other services such as uniform cleaning and insurance would also have to be contracted separately, likely at a higher cost, resulting in less net revenue to support the services provided by the Recreation and Parks Department, the Department of Parking and Traffic, the Municipal Railway.

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 is being provided by contracting with professional parking firms. Most recent PSC#4107-05/06 was approved on 5/17/06

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):

MEA	<u>Tarveen Bopara</u>	<u>8-4-06</u>
Union Name	Signature of person mailing / faxing form	Date
L-790	<u>Tarveen Bopara</u>	<u>8-4-06</u>
Union Name	Signature of person mailing / faxing form	Date

RFP sent to Union Name on Date Signature

PSC# 4030-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE MTA Approved 8/4/06 PB - COPY -

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The successful management and operation of each parking facility requires expertise and experience in all aspects of the parking industry; including but not limited to; the hiring of the parking and valet attendants; the coordination of cash handling procedures, accounting and financial reporting; the use and maintenance of revenue control equipment for self-park, valet-park, pay-at-exit, pay-on-foot systems; the maintenance and improvement of the electrical, mechanical and structural components of the facility; the maintenance and security of the property; the capital improvement project at the facility; the marketing of the facility; and the overall parking services at the facility.

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

There are no civil service classifications that normally perform this kind of work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no relevant Civil Service Classification that can provide complete professional management duties as described above for the Municipal Transportation Agency and Parking Authority managed parking facilities. This includes the professional parking firm's employees (parking attendants) who routinely perform multiple tasks, which include cashiering, valet parking of vehicles, maintenance and janitorial duties.

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

No. The City is contracting for the complete professional management of each parking facility. This is the most efficient, cost effective and successful manner in which the City can provide for the operational needs of its parking facilities. The parking program currently generates approximately \$3.00 in gross revenues for each \$1.00 expended. Net revenues and parking taxes (approximately \$8 million in FY 05-06) generated by the parking facilities support the Recreation and Parks Department, the Department of Parking and Traffic, the Municipal Railway for its services.

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)
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? <i>Board of Supervisors & Parking and Traffic Commission Adopted Resolutions in 1999 & 2001.</i>	(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, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, S. F., CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/11/11

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Professional Services, Crime Data Warehouse

FUNDING SOURCE: UASI Grant Funding and COIT

PSC AMOUNT: \$7 million PSC DURATION: 10-1-11 - 9-30-17

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The proposed work is to develop a new data warehouse which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our City wide hub called "JUSTIS". We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Analysis and processes for reducing crime will be implemented by using past crime activity to predict future activity. Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. Continued on page #3.
B. Explain why this service is necessary and the consequences of denial: This development service is necessary in order to provide resources to implement the applications that will provide quick access to Police department data and other Agencies. Currently, the City employees on this project do not have the development skills or experience in Oracle Business Intelligence Enterprise Engine, Advanced Application Express, Advanced Security Options or Oracle Data Integrator to complete this project. Continued on page #3.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided through a previous PSC number.
D. Will the contract(s) be renewed: Unknown at this time.

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

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

Union Name Signature of person mailing/faxing form Date

RFP sent to IFPTE Local 21, on 7-11-11 Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE AUG 18 2011

PSC# 4034-11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Oracle Business Intelligence, Predictive Policing, Business Intelligence Publisher skills and expertise.
- B. Which, if any, civil service class normally performs this work? 1062, 1063, 1043. **Continued on page #3.**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Kim Thompson of the Department of Technology and Rodrigo Castillo's group of the SFPD do not currently have the needed Oracle Business Intelligence Enterprise Edition, Advanced Application Express, Advanced Security Options, Advanced Database Administration or Oracle Data Integrator skills needed to develop and implement a Predictive Analysis application or Data Warehouse. There are also not enough people resources to perform this type of development. The skills needed are highly specialized and require extensive experience and training to successfully develop and implement this type of application. The following are the plans and or individuals that will work on the project; **Continued on page #3.**
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, but specialized skill sets are required such as Oracle Data Integrator and Oracle Business Intelligence Enterprise Edition.

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

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

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

Crime Data Warehouse PSC continued:

1A. Continued: The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection.

1B. Continued: The Police Department needs the outside expertise to complete the work with City staff maintaining and making improvements as needed. During this project the Police and Department of Technology technical staff will increase their skills through knowledge transfer, project participation, test acceptance and formal training programs currently in place.

3B. Continued: The 1062, IS Programmer Analyst is the journey level in the Programmer/Analyst series. The 1062 designs and codes programs, analyzes, develops and test screens processes, and creates test plans. The 1063, is the Senior level in the Programmer/Analyst series. The 1063, IS Programmer Analyst designs, codes and programs with a high level of complexity, prepares comprehensive test plans, debugs problem programs, and implements new programs. The 1043, IS Engineer-Senior is the advanced journey level in the Engineer series. The 1043, IS Engineer-Senior designs, plans, integrates, tests, implements the logical and physical components of large complex systems or networks.

4A. Continued:

- Oracle Business Intelligence Enterprise Edition & Advanced Security Option skills will have new staffing hired to continue growth in predictive analysis
- Advanced Application Express and Oracle Data Integrator skills will be performed by Roberta Garcia a 1063, Sharon Tsang a 1062 , Mauricio Monsalvé a 1062 , and Ana Mazulmian a 1062

Database Administration will be performed by Database Administrator's at the Department of Technology and a Police technical lead will be trained in database management.

5B. Continued:

- City and County of San Francisco employees will be trained in PL SQL coding standards, APEX 4.0 Best Practices, building BI Publisher reports, creating and building releases in the new source control system, technical assistance with Oracle database design, and advising on database performance. Approximately, 3,560 hours.
- Programmer Analysts, Database Administrators, and Network Engineers. Approximately, 9 City and County employees will be trained.

MODE = MEMORY TRANSMISSION

START=JUL-11 09:03

END=JUL-11 09:04

FILE NO.=324

STN NO.	COMM.	ONE-TOUCH/ ABBR' NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK		98642166	004/004	00:00:46

-SFPD LEGAL DIVISION -

***** -SFPD LEGAL DIV - ***** 4155531999- *****

**SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION**

TELEPHONE: 415-553-1096

FAX: 415-553-1999

TO: Joe Brenner and Kim Carter

FAX#: 864-2166

DEPT / COMPANY: Local 21

DATE: 7-11-11

**FROM: Officer Shawn Wallace, #1104
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096**

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 4

Hello Joe and Kim,

Here is a PSC for our Crime Data Warehouse contract. If you have any questions, please direct them to Susan.Giffin@sfgov.org or Anita.Sevilla@sfgov.org

Thanks
Shawn

CONFIDENTIALITY NOTE

This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmittal is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.



PSC and RFP for Crime Data Warehouse Services Contract

Monday, July 11, 2011 8:31 AM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

To: "Joe Brenner" <jebrenner@ifpte21.org>, "Kim Carter" <kcarter@ifpte21.org>

3 Files (323KB)



Crime Da... Crime Da... Crime Da...

Joe and Kim,

I've attached a PSC and RFP for our upcoming Crime Data Warehouse contract. If there are any questions, please contact Susan Giffin at Susan.Giffin@sfgov.org or Anita Sevilla at Anita.Sevilla@sfgov.org

Thanks
Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/9/2011

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: Operation, Maintenance, and Optimization of Proprietary FOG to Biodiesel Equipment (CS-218)

FUNDING SOURCE: Waste Water Enterprise Operating Fund

PSC AMOUNT: \$960,000 PSC DURATION: 9/1/2011 to 9/1/2012

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work consists of a one year contract to optimize, operate, and maintain Fats, Oils, and Grease (FOG) to Biodiesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanside Water Pollution Control Plant. This equipment involves a proprietary process, patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on operation and maintenance of its equipment.

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

The existing equipment is only capable of producing limited quantities of biodiesel. To ensure consistent production of biodiesel from this equipment, further work is needed. Denial would mean that the SFPUC's considerable investment in FOG to Biodiesel technology would be wasted.

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 equipment was purchased in 2009, and the equipment provider, BlackGold Biofuels, performed installation, startup, and initial testing.

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

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

L21 Union Name David E. Scott Signature of person mailing/faxing form 08/10/2011 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4035-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Oil refinery experience, chemical process experience, intimate knowledge of BlackGold Biofuel's proprietary process.
- B. Which, if any, civil service class normally performs this work? None. This process involves oil refinery work, for which there is no existing civil service class.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
In order to optimize the existing equipment, the contractor may elect to furnish additional process units or spare parts.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
None of the existing civil service classes involve oil refinery work. The City does not currently provide such services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. This is a pilot project to optimize the FOG biodiesel equipment. If optimization is successful, City staff would be trained on the equipment.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? If optimization is successful, contractor will train City staff to operate the machine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Signature of Departmental Personal Services Contract Coordinator

David E. Scott

Print or Type Name

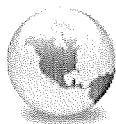
415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



CS-218, PSC Summary Form (Initial Request)

Scott, David E

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, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, McGee, Bonita, Yun, Pauson, rebecca@sfmea.com, Bowman Bailey, Laura, kbyrne, kcarter, sjenkins, L21PSCReview, Margot.Reed, kcarter, glouie, joe.tanner, lwong
08/09/2011 12:49 PM

Hide Details

From: "Scott, David E" <DEScott@sfwater.org> Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfordport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Yun, Pauson" <PYun@sfwater.org>, "rebecca@sfmea.com" <'rebecca@sfmea.com'>, "Bowman Bailey, Laura" <LBailey@sfwater.org>, <kbyrne@ifpte21.org>, <kcarter@ifpte21.org>, <sjenkins@ifpte21.org>, <L21PSCReview@ifpte21.org>, <Margot.Reed@seiu1021.org>, <kcarter@ifpte21.org>, <glouie@ifpte21.org>, <joe.tanner@seiu1021.org>, <lwong@ifpte21.org>

2 Attachments



image001.jpg CS-218 PSC Summary Form to DHR 08_10_2011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1,

Summary Form for **CS-218, Operation, Maintenance, and Optimization of Proprietary Fats, Oils, and Grease (FOG) to Biodiesel Equipment, initial request for \$960,000.**

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**

Thank you,

David E. Scott, Senior Contract Analyst

Office: (415) 551-4672

descott@sfgwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



border=0 align=absMiddle>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/08/2011 (revised 8/09/2011)

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: Environmental Studies for Bayview Transportation Improvements

FUNDING SOURCE: 80% Federal TEA-21 HP reimbursable, SFRA, CIP

PSC AMOUNT: \$1,648,520 PSC DURATION: 8/30/2011 to 8/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document.

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

Additional services, required by Caltrans, are necessary to obtain Federal environmental clearance to provide access to the Shipyard when the south gate is open and to extend vehicle and bus service into the Shipyard area. Denial of the proposed services will result in delays to development or an increase in traffic conflicts and congestion. Further, the work is well over 50% complete (previous study was performed under PSC#4017-03/04) and denial of this request would not only jeopardize the completion schedule, but our ability to qualify for a \$120 million Federal Transportation Infrastructure Finance and Innovation Act (TIFIA) loan and to receive a federal Tiger III grant.

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):

Due to a lack of highly specialized skills in-house, this service was previously provided under PSC No. 4017-03/04 which expired 9/29/2005. Civil engineering and landscape architecture has been provided by City staff.

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):

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 8/08/11 (clarified 8/09/11)

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4036-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Geotechnical engineers and environmental scientists with skills/expertise in hazardous materials, archaeological studies, geotechnical studies, noise studies, and air & water quality studies, including experience writing Environmental Assessments in conformance with the National Environmental Protection Act, as interpreted by the Federal Highway Administration and Caltrans.

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

The City has one 5207 and one 5241 geotechnical engineer inspecting landslides and construction of sensitive work. These types of geotechnical reports are prepared by consultants and reviewed by the City's geotechnical 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:

See 3.B. Civil service classes are providing project management, civil engineering, surveying and utility engineering.

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

No. The tasks assigned to the consultants require special skills/expertise and are seldom performed by City staffs.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 6, 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: Environmental studies & preliminary engineering for Bayview (South Basin) Traffic Circulation Improvements

FUNDING SOURCE: 80% Federal reimbursable and 20% SFRA reimbursable funding

Original Amount: \$2,200,000 PSC DURATION: 9/30/2003 to 9/29/2005

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform environmental studies, preliminary engineering & right-of-way studies for the effects of building a new truck route between U.S. Highway 101 & redeveloped Hunters Point Shipyard. Work may also include widening or modifying Evans and Cesar Chavez Streets to serve as a truck route between Hunters Point Shipyard & U.S. 101 northbound for projected traffic from the Hunters Point Redevelopment Area.

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

Services are necessary to reduce truck traffic on Third Street & to develop a more direct truck route from the proposed industrial portions of the redeveloped Hunters Point Shipyard to U.S. Highway 101. Denial of the proposed services will result in increased impacts & conflicts from the truck traffic on the community, compounded by the completion of the Third Street Light Rail Project.

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

This is a new project. Environmental studies are almost always completed by outside contract due to a lack of specialized skills by existing City staff.

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for IFPTE Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4017-03/04

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Structural, geotechnical & environmental engineers & scientists with skills/expertise in bridge concepts, hazardous materials & archaeological studies, geotechnical studies, noise studies, air & water quality studies.

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

Classes 5210 and 5211 perform structural engineering. However, at the current time, the City lacks engineers with bridge experience.

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

Drilling rigs & laboratories for geotechnical & hazardous materials studies, computer models for bridge analysis, air quality studies & noise studies.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

See 3.B. Civil service classes will provide project management, civil engineering, traffic engineering, surveying & utility engineering.

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

No. The tasks to be assigned to consultants require special skills/expertise and are seldom performed by City staffs.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Unknown, an RFQ is in process to select the new contractor.*

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

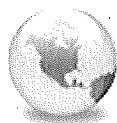
Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



RE: PSC - Environmental Studies for Bayview Transportation Improvements

Carlos, Carina

to:

Larry Wong

08/10/2011 02:20 PM

Cc:

DHR-PSCCoordinator, "Choy, Gordon", "Kim, Sung", "Divine, Peg"

Hide Details

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org>

To: Larry Wong <lwong@ifpte21.org>

Cc: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Kim, Sung" <Sung.Kim@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>

Larry,

thank you for your response.

Maria,

Is it possible to calendar this PSC for the September 19, 2011 CSC meeting, since Local 21 is not requiring a 30-day review of this PSC?

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

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Wednesday, August 10, 2011 1:56 PM
To: Carlos, Carina
Cc: DHR-PSCCoordinator

Subject: PSC - Environmental Studies for Bayview Transportation Improvements

Local #21 has no objections to this PSC.

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

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Tuesday, August 09, 2011 5:11 PM
To: L21PSC Review; Ging Louie; DHR-PSCCoordinator
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements
Larry, Ging and Maria,
We have revised the PSC form per Local 21's requests below – please see the attached documents.
Would it be possible to still be considered for the October 3, 2011 CSC meeting, since we notified L21 by the 8/08/11 deadline and we are merely clarifying items in the PSC (no material changes were made)?

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

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Tuesday, August 09, 2011 1:19 PM
To: Carlos, Carina; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements

Wouldn't you want to adjust the PSC Amount down to \$1,648,520 as well as revise Section 1B with the additional information and resubmit it to us?

Larry

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Tuesday, August 09, 2011 12:25 PM
To: L21PSC Review; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements

Hi Larry,
Is it safe to assume we do not need to resubmit any documentation and you accept the PSC Summary as is?
Please let me know if there is anything you need from our end.
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

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Tuesday, August 09, 2011 11:54 AM
To: Carlos, Carina; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements

It is clear that the PSC is for the \$1,648,520 and in the comment under Section 1B to add it is for further study as "required by CalTrans" for previous study completed under PSC 4017-03/04 for \$2.2million.

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Tuesday, August 09, 2011 8:40 AM
To: L21PSC Review; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements

Hi Larry,

To clarify - \$1,648,520 is the amount of additional work that still needs to be performed. However, the previous PSC#4017-03/04 expired in 2005 and we wanted to capture that earlier work as well. Would you prefer that we re-submit the PSC for \$1,648,520 only?

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

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Tuesday, August 09, 2011 8:15 AM
To: Carlos, Carina; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: RE: PSC - Environmental Studies for Bayview Transportation Improvements

Since the old PSC was for #2.2 million and the work completed.

This PSC is only for \$ \$1,648,520 right?

It is not for another \$2.2 million, right or is it for another \$2.2 million?

Larry Wong

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Monday, August 08, 2011 4:46 PM
To: L21PSC Review; Ging Louie
Cc: Divine, Peg; Choy, Gordon; Kim, Sung
Subject: PSC - Environmental Studies for Bayview Transportation Improvements

Good afternoon,

Attached is the PSC for Environmental Studies for Bayview Transportation Improvements. The Contract Manager is Peg Divine, and she can be reached at (415) 558-4084.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/19/2011 (Revised 8/15/2011)

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: As-Needed Cleaning Program Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$800,000 (2 awards up to \$400,000 each) PSC DURATION: 09/15/2011 - 12/15/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts.

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

The Department is attempting to change public behaviors in the area of illegal dumping; graffiti; littering and the upkeep of private property; including sidewalks through a range of education and outreach programs. These services are needed to augment the Department's existing skill base in allowing the Department to test the effectiveness of outreach and educational programs, evaluate the new equipment, and to obtain direct program support from non-profit or community based organizations for limited duration special projects or when necessitated by grant conditions.

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

PSC No. 3024-10/11 was approved on October 25, 2010.

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

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

261 Laborers Union Name Signature of person mailing/faxing form Date 7/20/11

Local 21 Union Name Signature of person mailing/faxing form Date 7/20/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037-11/12

STAFF ANALYSIS/RECOMMENDATION:

AUG 19 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- i) Ability to organize community stakeholders; experience and skill in preparing educational and outreach materials; ability to develop and conduct outreach and educational programs; and experience and skill in surveying public opinion. Assisting in developing and conducting school, youth, and other government/quasi-government agency outreach and education efforts to encourage volunteerism and to curb littering and graffiti.
- ii) Knowledge, experience, ability, and resources to conduct special cleaning services above or outside of the Bureaus' responsibilities; conduct pilot cleaning programs; provide specialized equipment for evaluation; or provide cleaning personnel for special events.

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

- i) 1312 Public Information Officer, 7281 Street Environmental Service Operation Supervisor
- ii) In part: 7514 General Laborer; 7501 Environmental Service Worker

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *It is anticipated that the contractor may be asked to provide equipment for special projects – types of equipment that might be provided include equipment for removing stains from concrete or brick sidewalks or granite curbs, removing graffiti from a variety of surfaces, or abating weeds.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

It would not be possible to find a single class capable of providing the variety of required program support. This contract is intended to support a wide range of civil service employees engaged in these initiatives, making it possible to more rapidly and effectively evaluate programs while maintaining existing programs and responsibilities.

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

No. At this point in time, the amount of work anticipated is not sufficient in quantity or sufficiently different from the duties and responsibilities of existing classes to justify the creation of a new class.

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

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

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

Transmission Report

Date/Time 08-18-2011
 Local ID 1 415 554 6232
 Local ID 2

12:52:39 p.m.

Transmit Header Text
 Local Name 1 DPW
 Local Name 2

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

City and County of San Francisco



Edwin M. Lee, Mayor
 Edward D. Reiskin, Director

San Francisco Department of Public Works
 Office of Financial Management and Administration
 Division of Contract Administration
 875 Stevenson Street, Room 420
 San Francisco, CA 94103
 (415) 554-6230 ■ www.sfdpw.org



Gordon Choy, Division Manager

FAX

Date August 18, 2011
 Number of pages including cover sheet 3

To:
Oscar De La Torre
Manager
Local 261
 Phone (415) 826-4550
 Fax Phone (415) 826-1948
 CC: _____

From:
Gordon Choy
Division Manager
 Phone (415) 554-6230
 Fax Phone (415) 554-6232

REMARKS:				
	Urgent	✓ For your review	Reply ASAP	Please comment
Please see the attached revised PSC form, which replaces and supersedes the form previously sent to you on 7/20/2011. Minor changes to the PSC amount and duration were made but the scope of work remains the same.				
In Compliance with Local 261's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. The RFP was sent to you on 8/01/2011.				
The Contract Manager is Mike Fernandez, and he may be reached at (415) 641-2668 for any additional questions.				

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	519	415-826-1948	12:51:21 p.m. 08-18-2011	00:00:50	3/3	1	EC	HS	CP28800

Abbreviations:

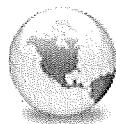
HS: Host send
 HR: Host receive
 WS: Waiting send

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

MP: Mailbox print
 CP: Completed
 FA: Fail

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

G3: Group 3
 EC: Error Correct



RE: PSC for As-Needed Cleaning Program Services

Carlos, Carina

to:

L21PSCReview@ifpte21.org, Ging Louie (glouie@ifpte21.org), DHR-PSCCoordinator
08/18/2011 04:15 PM

Cc:

"Choy, Gordon", "Fernandez, Mike", "Walsh, Michael", "Kim, Sung", "Wong, Tammy"

Hide Details

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org> Sort List...

To: "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>, "Ging Louie
(glouie@ifpte21.org)" <glouie@ifpte21.org>, DHR-PSCCoordinator <DHR-
PSCCoordinator@sfgov.org>

Cc: "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Fernandez, Mike"
<Mike.Fernandez@sfdpw.org>, "Walsh, Michael" <Michael.Walsh@sfdpw.org>, "Kim,
Sung" <Sung.Kim@sfdpw.org>, "Wong, Tammy" <Tammy.Wong@sfdpw.org>

2 Attachments



PSC for As-Needed Cleaning Program Services 7-20-11 REVISED 8-15-11.pdf



PSC for As-Needed Cleaning Program Services 7-20-11 REVISED 8-15-11 L261 Transmittal.pdf

Good afternoon,

We have modified the PSC slightly, to clarify the PSC amount listed on the PSC form from \$500,000 to \$800,000 (for 2 awards) and pushed back the PSC duration. The scope of work is unchanged. Please refer to this revised PSC form.

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

From: Carlos, Carina
Sent: Monday, August 01, 2011 1:54 PM
To: 'L21PSCReview@ifpte21.org'; Ging Louie (glouie@ifpte21.org)
Cc: Choy, Gordon; Fernandez, Mike; Walsh, Michael; Kim, Sung
Subject: RE: PSC for As-Needed Cleaning Program Services

Good afternoon,

I was informed that I had a typo on the PSC end date – to clarify, the end date of the PSC for As-Needed Cleaning Program Services is 10/15/2014, not 10/15/20141. I have spoken with Maria Ryan of DHR and she confirms we are still scheduled for the September 19th CSC meeting.

Please update your files to reflect the correct PSC end date.

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

From: Carlos, Carina
Sent: Wednesday, July 20, 2011 5:10 PM
To: 'L21PSCReview@ifpte21.org'; Ging Louie (glouie@ifpte21.org)
Cc: Choy, Gordon; Fernandez, Mike; Walsh, Michael; Kim, Sung
Subject: PSC for As-Needed Cleaning Program Services

Good afternoon,

Attached is the PSC for As-Needed Cleaning Program Services. The Contract Manager is Mike Fernandez, and he can be reached at (415) 641-2668.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/30/2011

DEPARTMENT NAME: Department of Technology

DEPARTMENT NUMBER: 75

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

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

TYPE OF SERVICE: Digital Audio/Video Equipment, Installation and System Upgrade - Phase I

FUNDING SOURCE: Cable Franchise Grant Funds

PSC AMOUNT: Estimate: \$1,433,069.30 PSC DURATION: 9/19/2011 to 9/30/2012
(976,582.00) Equipment
\$456,487.00 (Labor)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system. Phase I includes equipment installation, integration and commissioning of two new control rooms located in SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced at this time, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment.

B. Explain why this service is necessary and the consequences of denial: The manufacturer of the current master control video server no longer supports the system or provides any replacement parts for it. This video server system stores and plays back all of the video content on SFGovTV and SFGovTV2, which provide LIVE video coverage to the Board of Supervisors and 14 City Commissions. We must upgrade to a digital system in order to deliver reliable video services to both television channels. If this upgrade is not completed, there is a very high chance of a failure with the video server since it now obsolete. If this system fails, we will no longer be able to run two 24/7 cable channels.

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): Available spare used equipment has been purchased in the past on the open market.

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

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

IFPTE Local 21
Union Name

[Signature]
Signature of person mailing/faxing form

7/20/11
Date

Theatrical Stage Employees'
Local 1
Union Name

[Signature]
Signature of person mailing/faxing form

7/20/11
Date

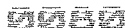
RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4038-11/12

AUG 30 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: *The skill set required to install and integrate and troubleshoot the digital audio and video system is highly specialized and is specific to the type of equipment used to run a cable television channel. Similar systems do not exist in any other City facilities. The manufacturer requires that all work must be performed by trained and certified audio and video installers and engineers. The programming for the robotic remote camera control system by Telemetrics, Inc. also requires installers certification by the manufacturer. In the case of this particular installation also knowledge of obsolete equipment is required to integrate the new digital equipment with components of the existing analog system that are not being replaced in Phase 1.*

B. Which, if any, civil service class normally performs this work? *Due to the highly specific skills for installation and integration of the various video systems: video router, video switchers, video servers, master control automation, audio mixers, robotic camera control system and certifications that are required for various components of the audio, video and remote control systems, there is not a civil service classification capable of performing this type of work.*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: *Existing Civil Service classes do not have the highly specialized audio/video equipment installation and engineering skill sets that are required for integration and commissioning the specific digital video equipment needed.*

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

No. The skills required are so specialized and are applied only to specific products and manufacturers. The equipment is unique to highly specialized integrated audio/video/remote control systems.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.

Operational level training approximated at 72 hours of training. Employees will then take additional classes offered by the manufacturer to provide much greater depth of knowledge of overall systems.

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

As needed 1766 – Media Production Technician, 1767 – Media Programming Specialist, 1769 – Media Production Supervisor.

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

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

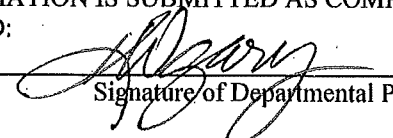
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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

 8/30/11
 Signature of Departmental Personal Services Contract Coordinator

Kendall Gary
 Print or Type Name

415-581-4066
 Telephone Number

One South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103
 Address

Boykin, Kahlil

To: L21PSC Review
Subject: RE: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Thanks,

Kahlil Boykin <email to:kahlil.boykin@sfgov.org>
Principal Administrative Analyst
Department of Technology|City & County of San Francisco
One South Van Ness Ave, 2nd Floor #2438|S.F., CA. 94103
Office: 415-581-7125|Fax: 415-581-3970

"We cannot direct the wind - but we can adjust our sails"

From: L21PSC Review [<mailto:L21PSCReview@lfpte21.org>]
Sent: Thursday, July 21, 2011 10:59 AM
To: Boykin, Kahlil
Cc: Joe Brenner
Subject: RE: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Local 21 received your PSC. We will expedite our review and let you know in two weeks.

From: Boykin, Kahlil [kahlil.boykin@sfgov.org]
Sent: Wednesday, July 20, 2011 3:23 PM
To: fx@local16.org; L21PSC Review
Cc: Pam Covington; atonnison@lfpte21.org; Maxwell, Sheila
Subject: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Hello:

This is a notice of intent to submit a PSC Approval request for the 'SFGovTV Digital Video Upgrade Project – Phase I'.
Copy of Draft RFP Attached.

Thanks,

Kahlil Boykin <email to:kahlil.boykin@sfgov.org>
Principal Administrative Analyst
Department of Technology|City & County of San Francisco
One South Van Ness Ave, 2nd Floor #2438|S.F., CA. 94103
Office: 415-581-7125|Fax: 415-581-3970

"We cannot direct the wind - but we can adjust our sails"

Boykin, Kahlil

To: FX Crowley
Subject: RE: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Thanks,

Kahlil Boykin <email to:kahlil.boykin@sfgov.org>
Principal Administrative Analyst
Department of Technology|City & County of San Francisco
One South Van Ness Ave, 2nd Floor #2438|S.F., CA. 94103
Office: 415-581-7125|Fax: 415-581-3970
"We cannot direct the wind - but we can adjust our sails"

From: FX Crowley [<mailto:fx@local16.org>]
Sent: Wednesday, July 20, 2011 3:31 PM
To: Boykin, Kahlil
Subject: RE: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Thanks.....Fraternally, F.X.

From: Boykin, Kahlil [<mailto:kahlil.boykin@sfgov.org>]
Sent: Wednesday, July 20, 2011 3:24 PM
To: FX Crowley; L21PSCReview@ifpte21.org
Cc: pcovington@ifpte21.org; atonnison@ifpte21.org; Maxwell, Sheila
Subject: PSC Summary Review for 'SFGovTV Digital Video Upgrade Project - Phase I'

Hello:

This is a notice of intent to submit a PSC Approval request for the 'SFGovTV Digital Video Upgrade Project - Phase I'.
Copy of Draft RFP Attached.

Thanks,

Kahlil Boykin <email to:kahlil.boykin@sfgov.org>
Principal Administrative Analyst
Department of Technology|City & County of San Francisco
One South Van Ness Ave, 2nd Floor #2438|S.F., CA. 94103
Office: 415-581-7125|Fax: 415-581-3970
"We cannot direct the wind - but we can adjust our sails"

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7/25/11

DEPARTMENT NAME: Controller's Office

DEPARTMENT NUMBER 09

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3076-09/10)

TYPE OF SERVICE: Check Printing and Emergency Recovery Services

FUNDING SOURCE: General Fund

Original Amount: \$40,000 PSC Duration: May 24, 2010 - May 24, 2012
Modification Amount \$103,000 PSC Duration: May 25, 2012 - July 30, 2021
Total Amount \$143,000 Total PSC Duration: May 24, 2010 - July 30, 2021
(Contract not beginning until August 1, 2011)

SUMMARY OF PRICING

Table with 2 columns: Service Type and Price. Includes Centralized Check Printing Services, Remote Check Printing Services, License fees, Service set-up fees, Check template set-up fees, Monthly fee, Annual maintenance fees, and As-needed services.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City and County of San Francisco issued an RFP and selected a Contractor to enable the City to print and deliver checks during standard business operations and during an emergency at either a City facility (non-hosted) or at third party Contractor-run facility or service (hosted) consistently, securely and accurately.

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

The City needs check printing for employee payroll checks, vendor checks, and retirement checks in an emergency or disaster as well as normal business operations. This need is best met with an integrated approach, process and system that can support the service during normal operations as well as during an emergency/disaster.

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 had been provided by the Department of Technology (DT). DT discontinued this service and delegated it to the Controller. See 4A below.

D. Will the contract(s) be renewed: Yes, if DT continues to be unable to provide the service.

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 7/25/11
Local 1021 Union Name Signature of person mailing/faxing form Date 7/25/11
MEA Union Name Signature of person mailing/faxing form Date 7/25/11

RFP sent to Local 21, Local 1021, MEA Union Name, on 2/18/10 Date, by Steve W. Lee Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3076-09/10

JUL 25 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to print and deliver checks during standard business operations and during an emergency at either a City facility or at a third-party Contractor-run facility. Must be able to print and deliver checks in the event of hardware, software, or power failure during standard business operations and have ability to print and deliver checks in the event of a large scale disaster for the San Francisco Bay Area.

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes highly specialized printing and emergency recovery services. The Contractor will work with the following job classifications: 1404 Clerk, 1002 IS Operator-Journey, 1003 IS Operator-Senior, 1005 IS Operator-Supervisor.

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

Checks may be printed at a third party Contractor-run facility or service and may be printed on contractor equipment, as would be necessary in the event of a disaster compromising City operations.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

- This service must be provided during normal operations and during an emergency to support the City's continuity of operations. Due to the very nature of a local emergency, it is essential that this service be operational from outside of the San Francisco Bay Area. As such, this is not a service that a City department or staff, including DT, could provide.
- Joe Armenta, DT's Project Director, stated the following: "Due to changing technologies, budget reductions, as well as rapidly diminishing demand for this service, DT will no longer be able to provide check printing services beyond FY11. The cost of replacement equipment for this service can no longer be justified."
- As the City makes the transition from manual checks to electronic payments, the needs of this service will be reduced over time.

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

No, DT already has classifications that have performed the work.

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.

Up to 8 hours via WebEx web conferencing for day-to-day check printing operations.

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

The Contractor will work with the following job classifications: 1404 Clerk, 1002 IS Operator-Journey, 1003 IS Operator-Senior, 1005 IS Operator-Supervisor.

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:

Signature of Departmental Personal Services Contract Coordinator

Esther Reyes

(415) 554-7819

Print or Type Name

Telephone Number

1 Dr Carlton B. Goodlett Pl, Rm 388

San Francisco, CA 94102

Address

From: [Richard Kurylo](#)
To: L21PSCReview@ifpte21.org
Subject: PSC #3076-09/10 Modification Request - Check Printing & Emergency Recovery Services
Date: 07/25/2011 04:55 PM
Attachments: [PSC Check Printing Modification Form & Memo.PDF](#)

Local 21 Representative:

The Controller's Office seeks approval from the Civil Service Commission for a PSC modification to PSC #3076-09/10. The modification will extend the original amount and PSC duration to maximize the term of the contract beyond two years.

Attached, please find a copy of the memo and PSC Form 1.

Sincerely,
Richard Kurylo



PSC Check Printing Modification Form & Memo.PDF

Richard Kurylo
Office of the Controller
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place
City Hall, Room 388
San Francisco, CA 94102
Ph: (415) 554-7536; Fax: (415) 554-7872

Transmission Report

Date/Time
Local ID 1
Local ID 2


07-25-2011
415 554 5291

04:05:22 p.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY OF S.F.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: MEA <hr/> <hr/> <hr/> <hr/>	FROM: Richard Kurylo, Contracts and Operations Analyst <hr/> Office of the Controller Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 <hr/> Phone 415-554-7536 Fax Number 415-554-7872	
Phone Fax Number 415-989-7077	DATE 7/25/11 <hr/> <input type="checkbox"/> Original to follow in mail	
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	259	415 989 7077	04:03:43 p.m. 07-25-2011	00:01:03	4/4	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2


07-25-2011
415 554 5291

04:06:48 p.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY OF S.F.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: SEIU Local 1021 <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;"><u>Daz Lamparas</u></div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;"><u>cc: Pattie Tamura</u></div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> Phone 510-350-4527 Fax Number 415-431-8241	FROM: Richard Kurylo, Contracts and Operations Analyst Office of the Controller Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 84102-4694 Phone 415-554- 7536 Fax Number 415-554- 7872	
DATE 7/25/11	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	260	4154316241	04:04:13 p.m. 07-25-2011	00:00:55	4/4	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fall

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

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 3, 2011

DEPARTMENT NAME: San Francisco Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4040-10/11)

TYPE OF SERVICE: San Francisco Symphony Concerts Series

FUNDING SOURCE: Property Tax/Earned Income

PSC AMOUNT: Original PSC Amount: \$1,899,510 PSC DURATION: 9/30/10 - 12/31/11
1st Modification: \$8,000,000 PSC DURATION: 1/1/12 - 6/30/14
Total PSC Amount: \$9,899,510 TOTAL DURATION: 9/30/10 - 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall July 2011 - June 30, 2014 with one free concert at a public park each year.

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

Denial of this request will result in the San Francisco Arts Commission no fulfilling a City Charter requirement to "Maintain a Symphony Orchestra" in the manner which it has deemed appropriate for the last 59 years.

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 always been provided by the San Francisco Symphony. Last approval was obtained from the Civil Service Commission by PSC no. 4040-10/11, and before that by PSC no. 1015-08/09.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 8/3/11

Local 21 Union Name Signature of person mailing/faxing form Date 8/3/11

RFP sent to 1021 and 21 Union Name , on 8/3/11 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-10/11 STAFF ANALYSIS/RECOMMENDATION:

AUG 08 2011

CIVIL SERVICE COMMISSION ACTION:

Transmission Report

Date/Time 08-03-2011 10:32:50 a.m. Transmit Header Text
 Local ID 1 415 252 2595 Local Name 1 SF Art Commision

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

SAN FRANCISCO ARTS COMMISSION
 PHONE: (415) 252-2551
 FAX: (415) 252-2595

FACSIMILE TRANSMITTAL SHEET

Attn: SEIU Local 1021	From: SFAC / Brianna Smith <i>415-252-2584</i>
Organization:	Date: <i>8/3/11</i>
Fax number: 415-431-6241	Total no. of pages including cover: 4
Phone number:	Sender's reference number:

Re: *Personal Services Contract Summary for SF Symphony - see revised (8/10/11) 3. Revised to reflect PSC modification rather than initial request.*

Your reference number:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

25 VAN NESS AVENUE, SUITE 240
 SAN FRANCISCO, CA 94102

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	456	4154316241	10:31:35 a.m. 08-03-2011	00:00:37	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



Arts Commission - Symphony PSC

Smith, Brianna

to:

L21PSCReview@ifpte21.org

08/09/2011 03:37 PM

Cc:

"Ryan, Maria"

Hide Details

From: "Smith, Brianna" <brianna.smith@sfgov.org>

To: "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>

Cc: "Ryan, Maria" <maria.ryan@sfgov.org>

1 Attachment



PSC SFAC Symphony 8.3.11.pdf

Hello,

Please see the attached PSC form. Please let me know if you need anything else.

Thanks,

Brianna Smith

San Francisco Arts Commission

25 Van Ness Avenue, Suite 345

San Francisco, CA 94102

T: 415-252-2584

F: 415-252-2595

<http://www.sfartscommission.org>

Subscribe to our e-Newsletter: sfartscommission.org/newsletter

Twitter: <http://www.twitter.com/SFAC>

Facebook: <http://www.facebook.com/sfartscommission>

YouTube: <http://www.youtube.com/ArtsCommission>

Flickr: <http://www.flickr.com/photos/sfac>

Transmission Report

Date/Time
Local ID 1

08-09-2011
415 252 2595

12:50:16 p.m.

Transmit Header Text
Local Name 1

SF Art Commislon

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

SAN FRANCISCO ARTS COMMISSION
PHONE: (415) 252-2551
FAX: (415) 252-2595

FACSIMILE TRANSMITTAL SHEET

Attn:	From:
I.F.P.T.H., Local 21	SFAC / Brianna Smith
Organization:	Date:
Fax number:	Total no. of pages including cover:
415-864-2166	4
Phone number:	Sender's reference number:
Re:	Your reference number:
Personal Services Contract Summary for San Francisco Symphony - see revised (8/9/11)	
<input type="checkbox"/> URGENT <input type="checkbox"/> FOR REVIEW <input type="checkbox"/> PLEASE COMMENT <input type="checkbox"/> PLEASE REPLY <input type="checkbox"/> PLEASE RECYCLE	

25 VAN NESS AVENUE, SUITE 240
SAN FRANCISCO, CA 94102

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	481	415 864 2166	12:49:08 p.m. 08-09-2011	00:00:39	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: Fall
TU: Terminated by user

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 23, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 4023-08/09)

TYPE OF SERVICE: Offsite and onsite urine and breath sample collection

FUNDING SOURCE: San Francisco Municipal Transportation Agency 2011-2013 Operating Budget

PSC AMOUNT: \$ 900,000.00
PSC MODIFICATION: \$ 210,000.00
PSC TOTAL: \$1,110,000.00

PSC DURATION: December 1, 2008 - November 30, 2011
PSC MODIFICATION: November 30, 2011 - November 30, 2013
PSC DURATION: December 1, 2008 - November 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, reasonable suspicion and post-accident breath and urine collection in compliance with DOT/FTA Drug and Alcohol Testing Regulations.

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

Urine and breath collection is a mandatory service under the Department of Transportation/Federal Transit Administration (DOT/FTA) Rules. Denial of this service will jeopardize continued transit agency Federal funding assistance.

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

This service was provided through PSC No. 4023-08/09 that was approved on September 15, 2008.

D. Will the contract(s) be renewed:

Yes.

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

SEIU, Local 2010 [Signature] 8/25/11
Union Name Signature of person mailing / faxing form Date
IFPTE, Local 21 [Signature] 8/25/11
Union Name Signature of person mailing / faxing form Date

RFP sent to [Union Name], on [Date] [Signature]

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023-08/09

SFMTA approved
8-23-11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

The collection personnel must be trained in procedures designed to comply with 49 CFR Part 40, Subparts C and J, and shall demonstrate proficiency in complying with these procedures. Collection procedures for urine samples should be designed to comply with 49 CFR Subparts C, D and E. The collection of breath samples must be designed to comply with 49 CFR Part 40, Subparts J, K, L, M and N.

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

No civil service class normally performs this work.

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

The contractual services will include all necessary facilities and/or equipment for the collection of specimens and collection sites must comply with all requirements specified in 40 CFR Part 40, Subparts D and K. The firm selected must have the compliant off-site facilities and personnel dedicated solely to SFMTA's drug and alcohol testing program to provide a clean, secure and private environment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

Civil service classes are not applicable because the knowledge and experience required for this type of work requires knowledge, experience and training related to the collection of urine and breath samples as specified by 49CFR Part 40, Subpart C, D, E, J, K, L, M, and N.

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

No. There are no CSC classes that can meet the legal mandates of 49 CFR Part 40 that require specific standards and adherence to specific procedures. Contracting is the most effective way to provide this service.

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

Yes No

- A. Will the contractor directly supervise City and County employees? () (X)
- B. Will the contractor train City and County employees? () (X)
- C. Are there legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? (X) ()
-Yes. The DOT/FTA regulations 49 CFR Part 40.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? (X) ()
- SFMTA Board approved at its meeting on August 5, 2008.
Resolution No. 08-136
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ()
- SFMTA elects to exercise an option to extend the contracts with Accurate C&S Services and City Services.

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, Human Resources
1 South Van Ness Avenue, 7th Floor; San Francisco, California 94103
Address



PSC for Urine and Breath Sample Collection
Hamada, Cynthia to: sjenkins, atonisson
Cc: "DHR-PSCCoordinator", "Boparai, Parveen", "Smith, Reggie"

08/25/2011 05:20 PM

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>
To: <sjenkins@ifpte21.org>, <atonisson@ifpte21.org>
Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Boparai, Parveen" <Parveen.Boparai@sfmta.com>, "Smith, Reggie" <Reggie.Smith@sfmta.com>

1 attachment



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For your review.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

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

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DATE:	August 25, 2011		
FROM:	Cynthia Hamada/Betsy Moy	TO:	Leah Berlanga
PHONE:	(415) 701-6381	FAX:	(415) 431-6241
FAX:	(415) 701-6397	PHONE:	

SUBJECT: Personal Services Contract Summary
Office and Onsite Urine and Breath Sample Collection

COMMENTS
Please contact Reggie Smith at 415.701.6018, should you have additional questions.

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