



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 3, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Gordon Choy, DPW

Subject: Personal Services Contracts Approval Request

This report contains one (1) personal services contract (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
\$150,000	\$642,820	\$139,058,394

POSTING FOR

10/3/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4039-11/12	90	Public Works	Regular	\$150,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural utility bracing and equipment anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) and other seismic requirements. The work consists of bracing existing utilities in the basement service corridor and anchoring existing equipment on the first floor of the Plant Services Building. Additionally, the EOR shall perform the following functions including, but not limited to: Field surveys and assessments of existing conditions; Creation of as-builts; Develop the Testing, Inspection and Observation Program; Perform construction observation and administration as the Engineer of Record; Provide related field support and Provide final Letter of Seismic Bracing Conformance.	11/1/2011 - 4/30/2014

Total Amount - Regular: \$150,000

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

Table of Contents
PSC Submissions

PSC#	Department	Page#
4039-11/12	Public Works	1 - 12

Modifications

none

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 22, 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: Engineering services for the SFGH Non-Structural Seismic Retrofit

FUNDING SOURCE: California Emergency Management Agency / FEMA

PSC AMOUNT: \$150,000 PSC DURATION: 11/01/2011 - 4/30/2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR).
B. Explain why this service is necessary and the consequences of denial: The service is necessary to comply with the OSHPD requirements and deadlines.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past.
D. Will the contract(s) be renewed: No

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

Local 21 Union Name Corina Carlos Signature of person mailing/faxing form 8/22/11 Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

AUG 22 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

EOR shall have at least 3 years experience in similar bracing and anchoring work, and should have successfully completed at least 3 OSHPD projects of similar size and scope. The work requires expert knowledge in OSHPD requirements and procedures: to provide OSHPD approved details calculations and specifications, to develop a Testing, Inspection and Observation Program acceptable to the City/OSHPD, to prepare submittals to OSHPD, to provide OSHPD Verified Reports as EOR, to provide Post Approval Documents, to perform construction observation and administration as EOR, to provide related field support, and to provide final Letter of Seismic Bracing Conformance.

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

Structural Engineer 5218 and 5219 Senior Structural Engineer normally perform general structural engineering work. However, this particular work requires extensive OSHPD expertise and skills.

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:

Structural Engineer 5218 and Senior Structural Engineer 5219 normally perform general structural engineering work. However, the work requires extensive OSHPD expertise and skills.

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

No. It would not be economical for the City to maintain permanent positions since the need for this specialty is infrequent and applies only in special circumstances.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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CalEMA Grant with matching funds from the City and County of San Francisco (Board of Supervisors Resolution No. 229-11)

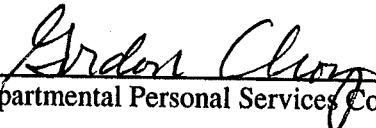
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



PSC - Engineering Services for the SFGH Non-Structural Seismic Retrofit

Carlos, Carina to: DHR-PSCCoordinator

08/23/2011 10:19 AM

Cc: "Choy, Gordon", "Kim, Sung", "Wong, Tammy", "Lamont, Tara",
"Thompson, Marilyn", "Lui, Raymond"

3 attachments



PSC - Engineering Services for the SFGH Non-Structural Seismic Retrofit.pdf



CSC PSC Form 1 CC 8-22-11.doc
PSC - Engineering Services for the SFGH Non-Structural Seismic Retrofit.pdf

Good morning,

Attached are the following documents related to the PSC for Engineering Services for the SFGH Non-Structural Seismic Retrofit:

1. PDF of PSC Form 1 dated 8/22/11 (and additional back-up documents referenced)
2. Word version of PSC Form 1 dated 8/22/11
3. Email notification sent to Local 21

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

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Tue, 23 Aug 2011 08:26:45 -0700

To: "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>, "Ging Louie (glouie@ifpte21.org)"
"Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Kim, Sung" <Sung.Kim@sfdpw.org>, "Lamont, Tara"
cc: "Thompson, Marilyn" <Marilyn.Thompson@sfdpw.org>, "Lui, Raymond" <Raymond.Lui@sfdpw.org>

Subject: PSC - Engineering Services for the SFGH Non-Structural Seismic Retrofit

Good morning,

Attached is the PSC for Engineering Services for the SFGH Non-Structural Seismic Retrofit. For questions, please contact the following:

Tara Lamont, Dept. Division Mgr. for AEC Services: (415) 557-4664
Raymond Lui, Manager, Structural Engineering Section: (415) 558-4585

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



Cal EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

March 7, 2011

Micha M. Hoy
Executive Project Manager
San Francisco, City & County
1002 Potrero Street
San Francisco, CA 94110

Subject: Notification of Application Approval
FY08 Legislative Pre-Disaster Mitigation Program
Grant #2008-0001, Project #PJ03, FIPS #075-00000, Supplement #0

Dear Ms. Hoy:

The California Emergency Management Agency (Cal EMA) received notification that the Federal Emergency Management Agency (FEMA) has fully approved your organization's subgrant application in the amount of \$999,999.00. A copy of the FEMA award package is enclosed for your records.

In order to receive payment, all subgrantees must have a current, valid Governing Body Resolution and updated Grant Assurances form on file with our office. Payments will be made on a reimbursement basis using the Hazard Mitigation Reimbursement Form (enclosed). A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subgrant closeout process.

Reimbursements can be made for only items listed on the approved subgrant application; expenditures for any other work should be separately maintained and are the sole responsibility of the subgrantee. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit must be refunded to the State within 30 days of receipt of an invoice from Cal EMA.

Please read all enclosed documents prior to initiating the approved project. For further assistance please contact the Hazard Mitigation Section at (916) 845-8150.

Hazard Mitigation Section

Enclosures

c: Applicant's File

3650 SCHRIEVER AVENUE • MATHER, CA 95655
HAZARD MITIGATION GRANTS
(916) 845-8150 • (916) 845-8386

3

FEMA Signed Award Package EMF-2008-PD-0001

2008.0001

The award package you selected is provided below. Subgrant applications included in the package are also provided below. To view the award package, click the [View Award Package](#) link below.

Grant Application Year:	2008	Award Amount:	\$
Grant Application Title:	LPDM08 California Grant Application	Date Awarded:	02-15-2011
		Date Obligated:	02-16-2011
Grant Application Number:	<u>LPDM-09-CA-2008</u>	Subgrant applications awarded:	1

[Print Award Package](#)

- [View Award Package \(Part 1 of 3\)](#)
- [View Award Package \(Part 2 of 3\)](#)
- [View Award Package \(Part 3 of 3\)](#)

Displaying 1-1 of 1

PJ03

Application Number	Subgrant Applicant	Non-Federal Share	Federal Share
<u>LPDM-PJ-09-CA-2008-003</u>	City and County of San Francisco 075-00000	\$ 333,334.00	\$ 999,999.00

Award Letter

U.S. Department of Homeland Security
FEMA Region IX
1111 Broadway
Suite 1200
Oakland, CA 94607



FEMA

Christina Curry
Deputy Director, Governors Office of Emergency Services
3650 Schriever Avenue

Mather, CA 95655-0000

Dear Christina Curry:

Enclosed is an executed copy of FEMA Form 76-10A reflecting the award to your FY 2008 LPDM Grant (LPDM-09-CA-2008). Your SMARTLINK Grant Payment Account will be adjusted accordingly.

By accepting this award you assume certain administrative and financial responsibilities including the timely submission of all financial and programmatic reports, resolution of all interim audit findings and the maintenance of a minimum level of cash on hand. Should you not adhere to these responsibilities, you will be in violation of the terms of this award.

If you have any questions regarding this matter, please call Joan Flack at 510-627-7023.

Sincerely,

Melissa A. Pulver
Assistance Officer

www.fema.gov

L-PDM Agreement Articles

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

Legislative Pre-Disaster Mitigation Grant Agreement Articles

CFDA# 97.047

GRANTEE: Governors Office of Emergency Services**AGREEMENT NUMBER: EMF-2008-PD-0001 AMENDMENT NUMBER: 3****DESIGNATED AGENCY: Governors Office of Emergency Services****PERFORMANCE PERIOD: 15-FEB-11 - 14-FEB-14****GENERAL INFORMATION:**

The Legislative Pre-Disaster Mitigation (L-PDM) grant program provides funding for cost-effective hazard mitigation activities that complement comprehensive mitigation program, reduce injuries, loss of life, and damage and destruction of property. Projects funded through LPDM must be located physically in a participating NFIP community that is not on probation or suspended (if the community has been mapped through the NFIP).

ARTICLE I - FEMA AUTHORITY

The United States of America through the Federal Emergency Management Agency (FEMA) which is now incorporated into the Department of Homeland Security, (hereinafter referred to as "the Grantor") agrees to grant to the state/Indian tribe/territory government, through its designated agency named above (hereinafter referred to as "the Grantee") funds in the amount specified on the obligating document, to support the Pre-Disaster Mitigation Grant Program, authorized under the &203 Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. & 5121-5206 (Stafford Act), and activated under this Grant Award.

The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

ARTICLE II - PROJECT DESCRIPTION

The Grantee shall perform the work described in the application package and made a part of these Grant Agreement Articles.

ARTICLE III - PERIOD OF PERFORMANCE

The initial performance period for the Grantee shall be equal to the longest performance period of the Sub-grantee awards. The period of performance shall be through 14-FEB-14. All costs must be incurred during the period of performance unless pre-award costs are approved.

ARTICLE IV - AMOUNT AWARDED

This Grant is for the administration and completion of an approved Legislative Pre-Disaster Mitigation grant award for fiscal year 2008. Grant Agreement funds shall not be used for other purposes. If costs exceed the maximum amount of FEMA funding approved, the Grantee shall pay the costs in excess of the approved budget.

The approved budget for this award by category is:

Line Item	Federal	Non-Federal	Total
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefit	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00

Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$999,999.00	\$333,334.00	\$1,333,333.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
TOTAL DIRECT	\$999,999.00	\$333,334.00	\$1,333,333.00
TOTAL BUDGET	\$999,999.00	\$333,334.00	\$1,333,333.00

The Grantee shall follow Emergency Management and Assistance Regulations found in Title 44 Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Office of Management and Budget Circulars A-102 and A-87, and program guidance to implement this Grant Award.

ARTICLE V - COST SHARE

The cost-share requirement for this award is 75% Federal and 25% non-Federal. Small, impoverished communities may receive a Federal cost share of up to 90% of the total cost to implement eligible L-PDM activities.

a. The approved budget for state and/or non-small, impoverished communities: Federal funds of \$999,999.00 (75.0%) and non-Federal funds of \$333,334.00 (25.0%) for a total approved amount of \$1,333,333.00.

b. The following small, impoverished communities have been approved for cost share less than the required 25% non-Federal:

Subgrantee	Federal funds	%	Non-Federal funds	%	Total approved amount
Total	\$0.00	0.00%	\$0.00	0.00%	\$0.00

c. The total approved budget of Federal funds is \$999,999.00 and non-Federal funds are \$333,334.00 for a total approved amount of \$1,333,333.00, which includes the combination of a. and b. above.

ARTICLE VI - FEMA OFFICIALS

FEMA officials are as follows:

The Project Officer shall be an official at the FEMA Regional Office who will be responsible for the program and technical monitoring of the work and technical performance of the activities described in the application.

The Project Officer is: Joan Flack

The Assistance Officer is the FEMA official who has full authority to negotiate, administer and execute all business matters of the Grant Award.

The Assistance Officer is: Melissa A. Pulver

ARTICLE VII - TERMS AND CONDITIONS

The specific terms and conditions of this agreement are as follows:

1 [Accept and Expend Grant - Non-Structural Seismic Retrofit - \$999,999]

2
3 **Resolution authorizing the Department of Public Health and San Francisco General**
4 **Hospital to retroactively accept and expend a federal pass-through state grant in the**
5 **amount of \$999,999 from the California Emergency Management Agency (CalEMA), to**
6 **support San Francisco General Hospital's non-structural retrofit activities for the**
7 **period February 15, 2011, through February 14, 2014, and waiving indirect costs.**

8
9 WHEREAS, CalEMA was approved by the Federal Emergency Management Agency
10 (FEMA) for funding through the Legislative Pre-Disaster Mitigation nationwide grant, and
11 because SFGH/DPH was included as a partner in this grant, SFGH was notified of an award
12 in the amount of \$999,999.00 through CalEMA; and,

13 WHEREAS, The funding is to be used by SFGH to provide for the bracing of essential
14 mechanical equipment and piping, which will be included in the rebuild project for the new
15 hospital; and,

16 WHEREAS, The full project period of the grant starts on February 15, 2011 and ends
17 on February 14, 2014; and,

18 WHEREAS, The majority of this funding, \$992,166.00, will be used to fund contractual
19 services, including construction and consultant projects, selected through the City's bidding
20 process; and,

21 WHEREAS, The grant requires matching funds in the amount of \$333,334.00 from the
22 San Francisco Department of Public Health General Fund; and,

1 WHEREAS, An ASO amendment is not required as the agreement funds no positions
2 through DPH; and,

3 WHEREAS, SFGH received the award letter from CalEMA on March 7, 2011, with a
4 project start date of February 15, 2011, requiring SFGH/DPH to request retroactive approval;
5 and,

6 WHEREAS, CalEMA does not allow for indirect costs in order to maximize the use of
7 grant funds on direct services, however, \$53,652 will be paid out of matching funds; now,
8 therefore, be it

9 RESOLVED, That DPH is hereby authorized to accept and expend a grant retroactively
10 in the amount of \$999,999.00 from CalEMA; and, be it

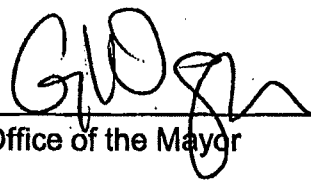
11 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
12 indirect costs; and, be it

13 FURTHER RESOLVED, That DPH is hereby authorized to accept and expend the
14 grant funds pursuant to San Francisco Administrative Code section 10.170-1.

15
16
17
18 RECOMMENDED:

19 
20 _____
21 Barbara A. Garcia
22 Director of Health

APPROVED:

23 
24 _____
25 Office of the Mayor



Office of the Controller



City and County of San Francisco
Tails
Resolution

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

File Number: 110598

Date Passed: June 07, 2011

Resolution authorizing the Department of Public Health and San Francisco General Hospital to retroactively accept and expend a federal pass-through state grant in the amount of \$999,999 from the California Emergency Management Agency (CalEMA), to support San Francisco General Hospital's non-structural retrofit activities for the period February 15, 2011, through February 14, 2014, and waiving indirect costs.

May 23, 2011 City Operations and Neighborhood Services Committee - RECOMMENDED..

June 07, 2011 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Mar, Mirkarimi and Wiener

Absent: 1 - Kim

File No. 110598

I hereby certify that the foregoing
Resolution was ADOPTED on 6/7/2011 by
the Board of Supervisors of the City and
County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor Edwin Lee

6/13/11
Date Approved