



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 7, 2011
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Parveen Boparai, MTA
Gordon Choy, DPW
Oliver Hack, MYR
Jacquie Hale, DPH
Shamica Jackson, PUC
Peter Udovch, JUV

Subject: Personal Services Contracts Approval Request

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2011-2012	Total for FY 2011-2012
\$8,727,500	\$950,770	\$292,237,946

POSTING FOR

11/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4049-11/12	81	Public Health	Regular	\$1,000,000	Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence - Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	1/1/2012 - 6/30/2023
4050-11/12	81	Public Health	Regular	\$1,200,000	Provide a comprehensive computer based hospital service excellence educational curriculum and series of training sessions utilizing validated assessment tools, forms and examinations to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1) Frontline/Non-Management Clinical and Non-Clinical staff; 2) Clinical and Non-Clinical Managers and Supervisors; 3) Academic Physicians in Clinical Practice; and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-the-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.	1/1/2012 - 6/30/2023
4051-11/12	25	Mayor	Regular	\$147,500	The vendor will provide specialized cleaning services for post-construction cleaning of the project site where lead hazard remediation and Health Home control work has been performed by a construction crew and ensure the construction site is prepared for lead hazard control and Healthy Homes control clearance.	11/1/2011 - 1/1/2016
4052-11/12	35	Municipal Transportation Agency	Regular	\$450,000	Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants, and contractors with 225 customized access levels tailored to meet the agencies current needs.	10/1/2011 - 9/30/2016
4053-11/12	40	Public Utilities Commission	Regular	\$3,400,000	Contractor will provide the detailed design for University Mound North Basin (UMNB) upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades. The tasks include management and coordination of Consultant's services including Sub-consultants; quality assurance/quality control; review of background information; design of North Basin upgrades; preparation of cost estimates; value engineering; engineering services during the Bid and Award phase; as-needed design, testing, inspection, and related services; mechanical design; electrical design; and engineering services during construction.	11/7/2011 - 5/15/2012
4054-11/12	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the DPW-Building Design and Construction staff in the development and maintenance of the furniture program and create a database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through separate RFQ process(es).	12/1/2011 - 12/31/2013

POSTING FOR

11/7/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4055-11/12	90	Public Works	Regular	\$95,000	Consultants will perform Cultural Resources studies to fulfill the requirements of the Caltrans Local Assistance Preliminary Environmental Study (PES). These studies include the preparation of an Area of Potential Effect (APE) Map, a Historical Property Survey Report (HPSR), and if needed, an Archaeological Survey Report (ASR) and Historic Resource Evaluation Report (HRE). The consultants will work with the Caltrans Professionally Qualified Staff (PQS) and District Local Assistance Engineer (DLAE) to complete these documents. The consultants will also communicate with local preservation groups and/or Native American Tribes to solicit comments regarding the project.	11/23/2011 - 11/23/2014

Total Amount - Regular: \$6,392,500

POSTING FOR

11/7/2011

**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
3087-10/11	12	Juvenile Court	Regular	\$135,000	\$175,000	As, stated in original PSC#3018-10/11 for which JPD never had a contract in place, Contractor will assist JPD in a comprehensive review and updating of all of its operational policies and procedures that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the US Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state, and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.	3/1/2011 - 6/30/2013
4097-08/09	40	Public Utilities Commission	Regular	\$2,200,000	\$4,920,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.	2/13/2008 - 1/1/2016

Sum of Modified Amounts: \$2,335,000

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

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

Oliver Hack
Mayor's Office of Housing
1 South Van Ness, 5th Floor
San Francisco, CA 94103

Jacquie Hale
Department of Public Health
101 Grove St., Rm. 307
San Francisco, CA 94102

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

Peter Udovch
Juvenile Probation
375 Woodside Avenue
San Francisco, CA 94127

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: SEP 01 2011

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Mandated Hospital Services Excellence training (Lecture Based) to comply with requirements of the State 1115 Waiver

FUNDING SOURCE: Federal Delivery System Reform Incentive Pool (DSRIP) Funds

PSC AMOUNT: \$1,000,000 PSC DURATION: January 1, 2012 - June 30, 2023

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a series of 1-4 hour (dependent on category of employment) motivational lecture based Service Excellence-Patient Satisfaction training sessions to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.

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

Under the terms of the recently approved 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care. The hospital will rely on the achievement of these milestones in order to receive millions of dollars in reimbursement each year over the next four years. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, we will have to ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence exists when staff are engaged - in partnership with patients and families - with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality patient care.

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 approach to training. Past efforts have been inconsistent and not wide-spread across all hospital employees and providers. Historically, external grant funding as been utilized to cover these costs. The local expertise has not been able to engage patients and families in the continuum of performance improvement and patient safety nor has it been able to gain improvements in our patient experience survey data.

D. Will the contract(s) be renewed: Yes only if there is funding and a continued need for periodic refresher / updates of training requirements.

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

SEP 01 2011

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date
Jacquie Hale
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name , on Date Signature

*****FOR

DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience implementing motivational lecture based hospital service excellence programs, with an emphasis on positive communication, teamwork and patient satisfaction. Commensurate skill and expertise in establishing a Trainer the Trainer Module for ensuring on-going and sustainable impact from the initial lecture training sessions is required.

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

The Department has contacted the Department of Human Resources to assess if current training officers (1232 Training Officer) can handle this work. The Department of Human Resources has indicated that they are unable to provide this service.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Services classes are not applicable because City Training resources currently do not have the capacity to provide training that is needed to achieve Culture of Excellence status for a hospital organization.

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

No. Once the consultant engagement has needed, via Train- The-Trainer Curriculum, existing hospital staff will have gained the skills, tools and expertise necessary for sustaining a Culture of Excellence at SFGH,

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.

1) Frontline/Non—Management Clinical and Non-Clinical staff = 3,300; 2). Clinical and Non-Clinical Managers and Supervisors = 300; 3).Academic Physicians in Clinical Practice = 500; 4).Graduate Medical Resident Trainees = 900

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? An RFP is anticipated in the Fall of 2011

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

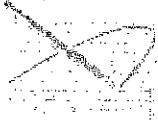
101 Grove St. Rm. 307

San Francisco, CA 94102

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----- Forwarded by Iman Nazeeri-Simmons/DPH/SFGOV on 06/17/2011 12:43 PM -----



Bernita Burge/DHR/SFGOV

05/19/2011 03:33 PM

To Iman Nazeeri-Simmons/DPH/SFGOV@SFGOV

cc Donna Kotake/DHR/SFGOV@SFGOV

Subject Fw: Staff/Patient Training

Hello Iman,

After some discussion, the Workforce Development team has determined that your project is not a proper fit for us currently. Although management development and performance accountability are areas of expertise for us and are among key services we provide to City departments, this decision hinges on these factors:

- Due to a recent reduction in staff, at this time we have reduced resources to fully invest in large scale, long term projects
- Your wish to engage consultants who provide health-care specific organizational development and design

Because of these reasons, we suggest that you move forward with the PSC process.

As you formulate the design and strategies, please review our catalog as we are happy to provide whatever assistance we can. Examples that could address some of your training needs might be customized versions of *Customer Service* or *Customer Focused Communication*. We are open to discussion about customizing additional topics as well.

Again, we appreciate the opportunity to review the project with you.

Thank you,

Bernita Burge
Training Officer
Workforce Development
Department of Human Resources
City and County of San Francisco
1 South Van Ness Ave., 4th floor
San Francisco, CA 94103
v415.557.4913 f415.551.8959

----- Forwarded by Bernita Burge/DHR/SFGOV on 05/19/2011 03:10 PM -----

From: Bernita Burge/DHR/SFGOV
To: Iman Nazeeri-Simmons/DPH/SFGOV@SFGOV
Cc: Donna Kotake/DHR/SFGOV@SFGOV
Date: 05/13/2011 06:15 PM
Subject: Re: Staff/Patient Training

Hi Iman,

Fw: Union Notification of PSC Summary to DHR
Robert Longhitano to: DHR-PSCCoordinator
Cc: Jacquie Hale

10/13/2011 11:20 AM

For the 11/7/2011 meeting. Sorry I missed yesterdays deadline we were in staff meetings. Is this OK to submit?

---- Forwarded by Robert Longhitano/DPH/SFGOV on 10/13/2011 11:15 AM ----

Robert
Longhitano/DPH/SFGOV
09/01/2011 03:53 PM

To local21pscreview@ifpte.org, sjenkins@ifpte21.org,
atonisson@ifpte21.org, pcovington@ifpte.org
cc Jacquie Hale/DPH/SFGOV@SFGOV, Roland
Pickens/DPH/SFGOV@SFGOV
Subject Union Notification of PSC Summary to DHR

MEMORANDUM

VIA EMAIL ONLY

TO: Sharon Jenkins, IFPTE, Local 21
Alex Tonnison, IFPTE, Local 21
Pam Covington, IFPTE, Local 21
Local21pscreview

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: September 1, 2011

SUBJECT: Union Notification of PSC Summary to DHR

Attached are the following personal services contract summaries, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of November 7, 2011.

1. Mandated Hospital Services Excellence training (Workshops and Computer-Based Training) to comply with requirements of the State 1115 Waiver
2. Mandated Hospital Services Excellence training (Lecture Based) to comply with requirements of the State 1115 Waiver

PDF files for the two items listed above are attached to this email.



#1 Mandated Hospital Services Excellence training (Workshops and Computer-Based Training).pdf



#2 Mandated Hospital Services Excellence training (Lecture Based).pdf

SEP 01 2011 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING _____)
[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Mandated Hospital Services Excellence training (Workshops and Computer-Based Training) to comply with requirements of the State 1115 Waiver

FUNDING SOURCE: Federal Delivery System Reform Incentive Pool (DSRIP) Funds

PSC AMOUNT: \$1,200,000 PSC DURATION: January 1, 2012 - June 30, 2023

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a comprehensive computer based hospital service excellence educational curriculum and series of training sessions utilizing validated assessment tools, forms and examinations to Four categories of Academic Medical Center Staff at San Francisco General Hospital and Trauma Center: 1).Frontline/Non-Management Clinical and Non-Clinical staff; 2). Clinical and Non-Clinical Managers and Supervisors; 3).Academic Physicians in Clinical Practice and 4) Graduate Medical Resident Trainees. The proposed work will include a Train-The-Trainer Module in order to ensure a system for sustainability will be embedded within the hospital's organizational culture at the end of the consultative engagement.

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

Under the terms of the recently approved 1115 Waiver for the State of California, the Center for Medicare and Medicaid (CMS) will no longer provide reimbursement to healthcare organizations simply for providing services to patients. One new provision required by the 1115 waiver, is called Value Based Purchasing. Value Based purchasing will require that SFGH demonstrate clear outcomes and milestones for improving quality of care and patient safety while also ensuring operational efficiencies and increasing patient-centered care. The hospital will rely on the achievement of these milestones in order to receive millions of dollars in reimbursement each year over the next four years. Focus will be placed on improving performance in clinical indicators as well as patient experience. In order to achieve the desired outcomes, we will have to ensure that staff in all positions are trained in key components to drive a Culture of Excellence. A Culture of Excellence exists when staff are engaged - in partnership with patients and families - with ongoing performance improvement and patient safety initiatives that achieve excellence in communication, patient-centered care, operational efficiency, and quality patient care.

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):

Past programming has been inconsistent and not wide-spread across all hospital employees and providers. Historically, external grant funding as been utilized to cover these costs. The local expertise has not been able to engage patients and families in the continuum of performance improvement and patient safety nor has it been able to gain improvements in our patient experience survey data.

D. Will the contract(s) be renewed: Yes only if there is funding and a continued need for periodic refresher / updates of training requirements.

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

SEP 01 2011

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: IFPTE Local 21, Jacquie Hale. Row 2: Blank.

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Documented experience in successfully implementing experiential workshop based and computer based hospital service excellence programs, that create customer loyalty and improve baseline patient experience/satisfaction scores. Commensurate skill and expertise in establishing a Trainer the Trainer Module for ensuring on-going and sustainable impact from the initial training sessions is required.

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

The Department has contacted the Department of Human Resources to assess if current training officers 1232 Training Officer) can handle this work. The Department of Human Resources has indicated that they are unable to provide this service.

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

As part of their overall services the contractor will provide a computer based training solution.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Services classes are not applicable because City Training resources currently do not have the capacity to provide training that is needed to achieve Culture of Excellence status for a hospital organization.

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

No. Once the consultant engagement has needed, via Train- The-Trainer Curriculum, existing hospital staff will have gained the skills, tools and expertise necessary for sustaining a Culture of Excellence at SFGH,

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

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Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

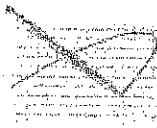
101 Grove St. Rm. 307

San Francisco, CA 94102

Address

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----- Forwarded by Iman Nazeeri-Simmons/DPH/SFGOV on 06/17/2011 12:43 PM -----



Bernita Burge/DHR/SFGOV

05/19/2011 03:33 PM

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cc Donna Kotake/DHR/SFGOV@SFGOV

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Longhitano/DPH/SFGOV
09/01/2011 03:53 PM

To local21pscreview@ifpte.org, sjenkins@ifpte21.org,
atonisson@ifpte21.org, pcovington@ifpte.org
cc Jacquie Hale/DPH/SFGOV@SFGOV, Roland
Pickens/DPH/SFGOV@SFGOV
Subject Union Notification of PSC Summary to DHR

MEMORANDUM

VIA EMAIL ONLY

TO: Sharon Jenkins, IFPTE, Local 21
Alex Tonnison, IFPTE, Local 21
Pam Covington, IFPTE, Local 21
Local21pscreview

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: September 1, 2011

SUBJECT: Union Notification of PSC Summary to DHR

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2. Mandated Hospital Services Excellence training (Lecture Based) to comply with requirements of the State 1115 Waiver

PDF files for the two items listed above are attached to this email.



#1 Mandated Hospital Services Excellence training (Workshops and Computer-Based Training).pdf



#2 Mandated Hospital Services Excellence training (Lecture Based).pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/31/2011

DEPARTMENT NAME: Mayor's Office of Housing DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Specialized Cleaning of Lead Hazard Remediation and Healthy Homes Control Projects

FUNDING SOURCE: Lead Hazard Control & Healthy Homes programs

PSC AMOUNT: \$147,500 PSC DURATION: 11/1/2011-1/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The vendor will provide specialized cleaning services for post-construction cleaning of the project site where lead hazard remediation and Healthy Homes control work has been performed by a construction crew and ensure the construction site is prepared for lead hazard control and Healthy Homes control clearance.

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

The Mayor's Office of Housing Lead Hazard Control Program remediates environmental hazards in the homes of children and young adults most susceptible to the effects of these hazards. Once the remediation/abatement process is completed, Federal, State and Local guidelines regulate the cleaning of these post-construction sites to ensure that there are no environmental hazards present in the home after the work has been completed. The danger of not having a specialized cleaning crew poses a health risk to the home's residents. A denial of this PSC request would result in higher programmatic costs and possibly cause the program to be out of compliance with State and Federal regulations.

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):

Historically, this work has been performed by the construction crew that conducted the remediation of the hazards. The objective in breaking out the cleaning task is to create higher paying job opportunities in the cleaning services industry. Employing personnel specifically trained to clean is by far more cost effective than using construction workers. Those employed by our program to perform these services, will earn a significantly higher wage than the wages they would receive for regular house cleaning services.

D. Will the contract(s) be renewed: This is the first time our program has requested a PSC for these services.

PSC # 4051-11/12

SEP 12 2011

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

<u>Local 21</u> Union Name	<u>Oliver Hall</u> Signature of person mailing/faxing form	<u>9/7/11</u> Date
<u>Local 1021</u> Union Name	<u>Oliver Hall</u> Signature of person mailing/faxing form	<u>9/7/11</u> Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4051 - 11 / 12

STAFF ANALYSIS/RECOMMENDATION:

SEP 12 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Vendor will be required to have supervising staff with a California Department of Public Health (CDPH) certification in Lead as a Supervisor; staff performing specialized post-construction cleaning must have the CDPH Worker Certification in Lead, and lastly, the firm/agency and workers must have the Renovation, Repair, and Painting Rule certification required by the Federal Environmental Protection Agency.

- B. Which, if any, civil service class normally performs this work? None. This work is usually performed by the construction contractors we hire for the remediation work at a much higher pay rate. Other City agencies also require the contractors to perform or subcontract this work.

- C. Will the contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: We expect the contractor to provide their own cleaning equipment and materials. We also plan to distribute, as part of the Healthy Homes Program, mattress and pillow covers to reduce the impact of dust mites and other allergens to people who suffer from Asthma, as well as a Healthy Homes starter cleaning kit which will be assembled and provided by the City's SF Environment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

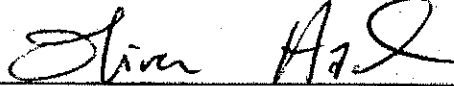
- A. Explain why civil service classes are not applicable: Our communications with the City's Department of Public Health informs us that there is no Civil Service Class that currently performs these services.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain. Being that this work is dependent on our remediation services and that our services are subject to HUD grant awards, we believe that this is not a Civil Service class that can be sustained.

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

Oliver Hack

415.701.5512

Print or Type Name

Telephone Number

1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Address



**Mayor's Office of Housing PSC- Lead Remediation Post-construction
Cleaning**

Oliver Hack to: L21PSCReview, pattie.tamura
Cc: DHR-PSCCoordinator

09/12/2011 11:19 AM

Hello:

Attached, please find a PSC-1 form from the Mayor's Office of Housing for Lead Remediation Post-Construction Cleaning services.

We are hoping to have this item considered at the November 7, 2011 Civil Service Commission meeting.

Please do not hesitate to contact me if you have any questions.

Best,
Oliver



Cleaning PSC FINAL.pdf

Oliver Hack
Chief Operating Officer
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
(415) 701-5512
oliver.hack@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 28, 2011 Reissued October 4, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: Maintenance of Existing Access Control & Alarm System

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$ 450,000.00

PSC DURATION: October 1, 2011 to September 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Ongoing repair, maintenance service and parts for Honeywell (Northern) Alarm System installed at (12) San Francisco Municipal Transportation Agency (SFMTA) facilities by qualified technicians. System is composed of (1) server, winpak software with (5) licenses, (49) Northern alarm panels, (25) SIO boards, (163) card readers, (25) door contacts, (36) motion detectors, (19) panic alarms and (26) miscellaneous devices. Over 5,000 access cards issued to employees, consultants and contractors with 225 customized access levels tailored to meet the agencies current needs.

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

The access control & alarm system is part of the security system that helps to secure SFMTA facilities located throughout the City. Failure of the system or its components would compromise the safety and security of the SFMTA citywide operations.

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 a purchase order.

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):

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 10/4/11 - reissue
Electricians, Local 6 Union Name Signature of person mailing / faxing form Date 10/4/11 - reissue

RFP sent to Local 6 / Local 21 on 9/9/11 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA Approved 10-4-11

PSC# 4052-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The technicians are certified by Honeywell (alarm manufacturer) in the maintenance and repair of this Honeywell system. They are certified to know how to maintain and repair the Alarm panels, card readers and other alarm components, and must possess information technology knowledge to customize the alarm system and remedy customized computer software problems.

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

Civil Service Classifications 7318 Electronic Maintenance Technician, 7329 Electronic Maintenance Technician Assistant Supervisor, 7287 Supervising Electronic Maintenance Technician perform 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:

Current Civil Service classifications in Item 3B. are not applicable at SFMTA because electronic maintenance skills with the specific information technology and certification for the Honeywell security system is required.

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

No. Civil Service classifications exist, but do not possess the Honeywell certification that is required.

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 Avenue, 7th Floor, San Francisco, CA 94103
Address



PSC: Maintenance of Existing Access Control and Alarm System

Hamada, Cynthia to: glouie, atonisson, pcovington, sjenkins

09/28/2011 12:38 PM

Cc: "DHR-PSCCoordinator"

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>
To: <glouie@ifpte21.org>, <atonisson@ifpte21.org>, <pcovington@ifpte21.org>, <sjenkins@ifpte21.org>
Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>

History: This message has been replied to.

1 attachment



20110928121931698.pdf

For your review.

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

From: Sutherland, Julian
Sent: Friday, September 09, 2011 10:14 AM
To: 'khughes@ibew6.org'
Cc: Dennis, Virgil
Subject: RFP for Maintenance Services for Electronic Card Access Security Systems

SFMTA-2011/12-03 is requesting proposals to provide the service described above. This service is currently provided by an outside vendor.

This email is your notification in accordance with Civil Service rules.

Please contact Virgil Dennis virgil.dennis@sfmta.com or (415) 695-7157 for any questions regarding this matter.

JULIAN SUTHERLAND
Sr. Administrative Analyst
SFMTA, Contracts & Procurement
One South Van Ness Ave., 6th Fl.
San Francisco, CA 94103-5417
(415) 701-4716
julian.sutherland@sfmta.com



FW: RFP for Maintenance Services for Electronic Card Access Security Systems

Hamada, Cynthia

to:

Ryan, Maria

10/03/2011 04:28 PM

Hide Details

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

To: "Ryan, Maria" <Maria.Ryan@sfgov.org>

1 Attachment



SFMTA-2011-12-03.pdf

Please see the earlier email from Sutherland to the Electricians Union.

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

From: Sutherland, Julian
Sent: Tuesday, September 27, 2011 3:46 PM
To: Hamada, Cynthia
Subject: FW: RFP for Maintenance Services for Electronic Card Access Security Systems

Cynthia, For PSC

JULIAN SUTHERLAND
Sr. Administrative Analyst
SFMTA, Contracts & Procurement
One South Van Ness Ave., 6th Fl.
San Francisco, CA 94103-5417
(415) 701-4716
julian.sutherland@sfmta.com



Re-issued PSC: Maintenance of Existing Access Control & Alarm System

Hamada, Cynthia to: khughes

10/04/2011 03:13 PM

Cc: "Patel, Ashish", "Sutherland, Julian", "Dennis, Virgil", "Kretz, Emily",
"Boparai, Parveen", "DHR-PSCCoordinator"

1 attachment



20111004150437337.pdf

Hello Kevin,

This is the reissued PSC Summary for the subject services as per our meeting this morning.

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

julian.sutherland@sfmta.com

From: Sutherland, Julian
Sent: Friday, September 09, 2011 10:20 AM
To: 'glouie@ifpte21.org'
Cc: Dennis, Virgil
Subject: RFP for Maintenance Services for Electronic Card Access Security Systems

SFMTA-2011/12-03 is requesting proposals to provide the service described above. This service is currently provided by an outside vendor.

This email is your notification in accordance with Civil Service rules.

Please contact Virgil Dennis virgil.dennis@sfmta.com or (415) 695-7157 for any questions regarding this matter.

JULIAN SUTHERLAND
Sr. Administrative Analyst
SFMTA, Contracts & Procurement
One South Van Ness Ave., 6th Fl.
San Francisco, CA 94103-5417
(415) 701-4716
julian.sutherland@sfmta.com



FW: RFP for Maintenance Services for Electronic Card Access Security Systems

Hamada, Cynthia

to:

Ryan, Maria

10/03/2011 04:35 PM

Hide Details

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

To: "Ryan, Maria" <Maria.Ryan@sfgov.org>

1 Attachment



SFMTA-2011-12-03.pdf

Please see the earlier email to IFPTE L21. Thank you.

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

From: Sutherland, Julian
Sent: Tuesday, September 27, 2011 3:45 PM
To: Hamada, Cynthia
Subject: FW: RFP for Maintenance Services for Electronic Card Access Security Systems

Cynthia, This email and the following email are my notifications to the Unions required by Civil Service regulations. Which one of us should fill out this information on the PSC form?

JULIAN SUTHERLAND
Sr. Administrative Analyst
SFMTA, Contracts & Procurement
One South Van Ness Ave., 6th Fl.
San Francisco, CA 94103-5417
(415) 701-4716



FW: Re-Issed PSC: Maintenance of Existing Access Control and Alarm System

Hamada, Cynthia to: Patel, Ashish, Sutherland, Julian, Dennis,
Virgil, Kretz, Emily, Boparai, Parveen,
DHR-PSCCoordinator

10/04/2011 03:19 PM

1 attachment



20111004150418674.pdf

Forgot to copy you.

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

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

From: Hamada, Cynthia
Sent: Tuesday, October 04, 2011 3:18 PM
To: 'Ging Louie' (glouie@ifpte21.org); atonisson@ifpte21.org
Subject: Re-Issed PSC: Maintenance of Existing Access Control and Alarm System

Hello Local 21,

This is a reissue on an early PSC Summary of 5/28/11. New Classification language has been added to Items #3B, #4A, and #4B only.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/14/2011 (30-day Union Notice)
10/05/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Professional engineering services providing detailed design plans and specification for University Mound Reservoir North Basin upgrades. (CS-855)

FUNDING SOURCE: Water System Improvement Program - CUW 372 5WCPF02A

PSC AMOUNT: \$ 3,400,000 PSC DURATION: 11/07/2011 to 05/15/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide the detailed design for University Mound North Basin (UMNB) upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades. The tasks include management and coordination of Consultant's services including Sub-consultants; quality assurance/quality control; review of background information; design of North Basin upgrades; preparation of cost estimates; value engineering; engineering services during the Bid and Award phase; as-needed design, testing, inspection, and related services; mechanical design; electrical design; and engineering services during construction.

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

The North Basin's concrete roof structure was determined to be seismically vulnerable. In order to meet WSIP goals, the regional water system must be in service following a major earthquake. Since UM North Basin is one of the larger terminal reservoirs, it is essential that the North Basin roof structure be seismically retrofitted to prevent the collapse of the North Basin. Without these North Basin upgrades, a major earthquake may deprive large portions of San Francisco and San Mateo counties of potable water.

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 #4088-06/07, as approved by the Civil Service Commission on January 18, 2007, granted authority to contract out for engineering services on the UMNB upgrades project. Contract #CS-855 must be amended for time in order to extend these services through the basin construction period. However, due to administrative oversight, PSC 4088-06/07 duration authority has expired. Consequently, we are submitting a new initial request to cover the additional term period.

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

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

L21
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/14/2011 (30-day Union Notice)
10/05/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4053-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Non-linear static and/or dynamic computer analysis, performance based design for seismic retrofits; concrete damage repair design, liner upgrades design, asphalt design, and miscellaneous civil upgrades. SFPUC staff will perform the mechanical and electrical engineering work but, in the event that in-house staff is unavailable, the contract includes optional tasks for mechanical and electrical design work.

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

The SFPUC civil/structural engineers normally perform this work where the structure is smaller and non-linear analysis is not required. The classifications involved for civil and structural engineers are 5241 and 5211.

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 non-linear analysis is complicated and it needs well-experienced and knowledgeable structural engineers to perform the computer analysis and design. Structural engineers are required by the State for the seismic retrofits of the roof structure. Current civil service classes have no or little experience in this in this level of non-linear modeling and analysis. Many years of non-linear analysis experience are required. Furthermore, the engineering staff is assigned to other WSIP project.

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

No.

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? (See ¶1C.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



CS-855, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

1021, Baker, Deborah, Bowman, Lora, Brenner, Joe, Byrne, Kyra, Carter, Kim, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Jenkins, Sharon, Kyaun, Florence, L21PSCReview, Lee, Tedman C, Louie, Ging, McGee, Bonita, Scott, David E, Tamura, Pattie, Warshauer, Ed, Wong, Larry, Yun, Pauson, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane

10/05/2011 11:04 AM

Hide Details

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

To: <1021@seiu.org>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sflower.org>, "Brenner, Joe" <jebrenner@ifpte21.org>, "Byrne, Kyra" <kbyrne@ifpte21.org>, "Carter, Kim" <kcarter@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <sjackson@sflower.org>, "Jenkins, Sharon" <sjenkins@ifpte21.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Lee, Tedman C" <tclee@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <bmcgee@sflower.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Warshauer, Ed" <Ed.Warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>

1 Attachment



CS-855 PSC to DHR 10052011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-855, Professional engineering services providing detailed design plans and specification for University Mound Reservoir North Basin upgrades, initial request for \$3,400,000.**
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. The 30-day period was waived by L21.**
4. For **November 7, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.**

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

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



Personal Services Contracts Reviewed by Local 21

Jackson, Prentiss

to:

DHR-PSCCoordinator

09/29/2011 10:08 AM

Cc:

"Jackson, Shamica", "Scott, David E", "Larry Wong"

Hide Details

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

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

Cc: "Jackson, Shamica" <SJackson@sfgwater.org>, "Scott, David E" <DEScott@sfgwater.org>, "Larry Wong" <lwong@ifpte21.org>

Hello Maria,

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

- **(CS-855) Professional engineering services providing detailed design plans and specification for University Mound Reservoir North Basin upgrades.**

Please expect submittal of the PSC summary form.

Prentiss A. Jackson Jr.
Labor Relations and Community Programs
(415) 554-3485
(415) 551-4554 fax
PJackson@sfgwater.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 17, 2007

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: CS-855 Professional engineering services providing detailed design plans and specification for University Mound Reservoir North Basin seismic upgrades.

FUNDING SOURCE: WSIP - CUW 372 5WCPF02A

PSC AMOUNT: \$3,400,000 PSC DURATION 4/1/2007 to 3/30/2011; for a duration of four years.

1. DESCRIPTION OF WORK:

A. Concise description of work: Contractor will provide the detailed design for University Mound North Basin upgrades. Upgrades are primarily seismic retrofits of the existing roof structure plus associated civil upgrades. The tasks include management and coordination of Consultant's services including Sub-consultants; quality assurance/quality control; review of background information; design of North Basin upgrades; preparation of cost estimates; value engineering; engineering services during the Bid and Award phase; as-needed design, testing, inspection, and related services; mechanical design; electrical design; and engineering services during construction.

B. Explain why this service is necessary and the consequences of denial: The North Basin's concrete roof structure was determined to be seismically vulnerable. In order to meet WSIP goals, the regional water system must be in service following a major earthquake. Since UM North Basin is one of the larger terminal reservoirs, it is essential that the North Basin roof structure be seismically retrofitted to prevent the collapse of the North Basin. Without these North Basin upgrades, a major earthquake may deprive large portions of San Francisco and San Mateo counties of potable water.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): In the past, consultants provided these types of engineering services. The SFPUC engineers provided engineering management of the project design contract.

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

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

L21 James A. Howells 1/17/07
 Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to _____ on _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Non-linear static and/or dynamic computer analysis, performance based design for seismic retrofits; concrete damage repair design, liner upgrades design, asphalt design, and miscellaneous civil upgrades. SFPUC staff will perform the mechanical and electrical engineering work but, in the event that in-house staff is unavailable, the contract includes optional tasks for mechanical and electrical design work.

B. Which, if any, civil service class normally performs this work? The SFPUC civil/structural engineers normally perform this work where the structure is smaller and non-linear analysis is not required.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The non-linear analysis is complicated and it needs well-experienced and knowledgeable structural engineers to perform the computer analysis and design. Current civil service classes have no or little experience in this in this level of non-linear modeling and analysis. Many years of non-linear analysis experience are required.

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

5. ADDITIONAL INFORMATION (if yes, attach explanation)

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

YES NO

B. Will the contractor train City & County employees?

YES NO

The scope of work is to be completed as an integrated effort between City and consultant staff. City staff will design the electrical, mechanical, and landscaping portion of design package. City structural and civil engineers will benefit indirectly by receiving seismic upgrade design experience via reviewing the consultant's work product.

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

YES NO

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

YES NO

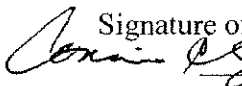
E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC 03-0245

YES NO

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

YES NO

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

 Signature of Departmental Personal Services Contract Coordinator
Connie Chang (415) 554-3497

Print or Type Name Telephone

1155 Market Street, 9th Floor

San Francisco, CA 94103

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

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

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

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

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

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

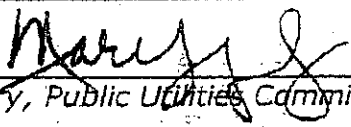
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

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

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

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

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


Secretary, Public Utilities Commission

Howells, James

From: Howells, James

Date: Friday, December 08, 2006 11:12 AM

To: Byrne, Ed; Eavis, Ernie; Isen, Carol; Jew, Ken; Jindal, Roop; Sadden, Brian; Tsai, Dennis; Wong, Nelson; Chang, Connie; Domingo, Kofo; Iwata, Wendy; Michael Seville (E-mail); Morrison, Emily M.; SEIU Local 790 (E-mail); Yun, Pauson

Cc: Quinones, David

Subject: CS-855 Engineering Services

1. For Engineering Resources Committee: Attached for your review is PSC1, Summary Form and draft RFP for CS-855.
2. For Local 21: This is the first of two (notices).
3. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions

James A. Howells
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94105

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 11, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: FF&E Asset Consultant for the Public Safety Building, a component of the Earthquake Safety & Emergency Response Bond Program

FUNDING SOURCE: General Obligation Bond Funds (ESER GOB 2010A)

PSC AMOUNT: \$100,000 PSC DURATION: 12/01/11 thru 12/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the DPW-Building Design and Construction staff in the development and maintenance of the furniture program and create a database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through separate RFQ process(es).

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

The new PSB project consists of a district police station, a police command center headquarters, a fire station, and adaptive reuse of Fire Station #30 to provide for multi-use by the fire and police departments and the community. The functionality of the entire police and fire department rely on the building being properly supplied with the necessary furniture, fixtures and equipment. A consultant with vast experience in interior design is needed to properly fulfill this need. If the service is denied, the facility will not be able to open and satisfy the voter-approved Earthquake Safety and Emergency Response (ESER) Bond Program, which passed on the June 8, 2010 ballot.

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):

Consultants have generally been contracted to provide this type of service, such as Laguna Honda Hospital Replacement Program (PSC#4085-06/07); San Francisco General Hospital Rebuild (PSC#4031-09/10); San Francisco Public Utilities Commission Headquarters at 525 Golden Gate Avenue (PSC#4131-09/10).

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):

Local 21 Union Name, Carina Carlos Signature of person mailing/faxing form, 3/17/11 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# 4054-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to employ enterprise level Facilities Management (FM) Structure Query Language (SQL) FF&E database software to record and track new and existing FF&E items by site, building, floor and room locations. Ability to generate real-time FF&E reports including Probable Cost, Master List report, specification data sheets, location, quantity and cost report by department, product type, manufacturer and finish.

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

If available, architectural design staff - 5265 Architectural Associate; 5266 Architectural Associate II; 5268 Architect at the Bureau of Architecture - may perform the design specification service for office relocations, but have not previously, for a project similar in magnitude and complexity as the Public Safety Building project, including procurement and installation oversight.

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

Yes, the consultant must provide Facilities Management (FM) Structure Query Language (SQL) FF&E database software.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications 5265 Architectural Associate I, 5266 Architectural Associate II, 5268 Architect are applicable, however, a project of this size and complexity has not been undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of equipment and furniture for a large project of this scope. It is critical these services are closely coordinated with the general contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids, etc.) will be handled by City Purchasers. City staff will be responsible for directing the consultant. The consultant will provide specialized expertise to assist City Staff.

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

No. Civil Service classifications 5265 Architectural Associate I, 5266 Architectural Associate II, 5268 Architect already exist and may perform the design specification service for office relocations, but not for a project of this magnitude and complexity, as well as procurement and installation oversight.

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

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

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Equipment Management Professional Services

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

Original Amount: \$800,000 PSC Duration: 2/1/2007 through 1/31/2012
Modification Amount \$1,200,000 PSC Duration: 2/1/2007 through 1/31/2012
Total Amount \$2,000,000 Total PSC Duration: 2/1/2007 through 1/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Equipment Manager's professional services associated with Laguna Honda Hospital's Replacement Program. This contract is for a professional service to provide a turnkey management solution for the medical equipment, library millwork and furniture for the program, which is not procured through bond funds. The equipment varies from beds, medication packaging dispensers, to medical apparatus; installation varies from Office of Statewide Health Planning Development (OSHPD) anchorage, data interface capability to mobile equipment/furniture. This professional service is scheduled to take up to 5 years to complete.

The selected consultant will provide specialized expertise to assist Civil Service classifications.

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

It is necessary that a consultant specializing in medical equipment and the furniture industry to manage the procurement process, and coordinate the installation with the general contractor for the facility to operate and comply with the State's seismic requirements. If the service is denied, the facility will not be able to open and satisfy the voter mandated Proposition A, approved in the November 1999 election, nor satisfy the Federal & State licensing requirements.

The move planning & logistics portion of the work is already behind schedule. Vendors will begin delivering equipment and furniture at the end of the week. Denial of the modification could put the hospitals relocation to the new facility in jeopardy.

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

This is a modification to PSC# 4085-06/07, approved January 2, 2007.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date
ma. Corina C. Carbo 9/09/09
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-06/07
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes, but is not limited to: coordinating the procurement process of \$16M worth of furniture and medical equipment for a large hospital construction project; managing the installation process (shipping, delivery, receiving, staging and installation); relocating and moving existing equipment; transition/move planning and logistics for both new and existing equipment; contract administration of the hospital's move contractors; 'Useful Life' addition to equipment list as per the American Hospital Association's 'Estimated Useful Lives of Depreciable Hospital Assets', as requested by the Controller's Office; assisting with the procurement process and reconciling cost estimates.

Experience in communicating with OSHPD is necessary to manage the equipment required to be anchored. Shop drawings are submitted and approved by OSHPD prior to installation; coordinating inspections are also required.

The selected consultant will have experience in: OSHPD permitted hospital projects, construction projects conducted around an operating hospital facility, and managing the relocation of hospital departmental moves.

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

Senior Purchaser Classification 1956; Principal Administrative Analyst Classification 1824; Principal Administrative Analyst II Classification 1825

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable. However, the City has not undertaken a hospital project of this size and complexity. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of equipment and furniture for a large hospital project of this scope. It is critical these services are closely coordinated with the general contractor's schedule.

Portions of this work could be performed by the above-mentioned classes, but the classes do not cover the entire breadth of scope. Services for which applicable classifications do have expertise have been specifically excluded from the Scope of Work in the RFQ.

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

No. The condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project specific.

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 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 (415) 554-6230
 Print or Type Name Telephone Number

875 Stevenson St. #420
SF, CA 94103
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 19, 2009

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: Furniture, Fixtures, & Equipment (FF&E) Management Professional Services

FUNDING SOURCE: S.F. General Hospital Rebuild - General Obligation Bonds (Proposition A, November 2008)

PSC AMOUNT: \$3,000,000.00 PSC DURATION: 7 years (January 1, 2010 - December 31, 2016)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital - Rebuild Program; coordination with hospital department heads on the FF&E data; coordination of receipts and temporary staging of such items, of departmental moves & equipment installation, and for relocation/disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications. Examples of FF&E to be purchased: medical beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines.

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

City Personnel with the specific expertise and experience to manage the large and complex quantities of FF&E (approximately 15,000 items, including medical equipment) are not available, especially in the context of the State's hospital jurisdiction. If this scope is disseminated between existing City Classifications with partial or limited knowledge, the SFGH Rebuild Program's schedule will be delayed by the ensuing confusion and re-work, resulting in monetary damages and schedule delays. It is essential that the consultant coordinate procurements and installations closely with the Contractor for the facility to operate and comply with the State's hospital construction requirements and to be open on-time.

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 were previously approved on January 2, 2007 under PSC #4085-06/07, for the Laguna Honda Hospital Replacement Program - to furnish a turnkey management solution, to manage the procurement process, and installation of the FF&E.

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):

Professional & Technical Engineers, Local 21

Union Name

[Signature]

Signature of person mailing/faxing form

August 26, 2008

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to [] , on []

Union Name

Date

Signature

PSC# 4031-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

FOR DEPARTMENT OF HUMAN RESOURCES USE

- COPY -

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes but is not limited to coordinating the procurement process of \$130 million of FF&E (including medical equipment) for a large hospital construction project. The departments to be housed in the hospital include emergency, trauma, intensive care, and surgery – and specialty FF&E need to be purchased for each. The consultant shall coordinate the installation process (shipping, delivery receiving, staging, and installing) and also the relocation of existing FF&E from the old hospital to the new. The consultant shall also reconcile cost estimates and must have experience with OSHPD (Office of State Health Planning and Development) procedures, communications, and construction approvals; and with working on construction projects conducted around an operating hospital facility.

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

A Purchaser from the 1950 classification series can perform some of these functions but he/she cannot provide such extensive management oversight and guidance, nor would that person be familiar with the types of FF&E that would be placed in a new hospital.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable, but only to a limited extent. The purchase of FF&E of this complexity and specialized applications has not been undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of FF&E for this project. The smooth transition from the old hospital to the new is paramount to patient care, and it is critical that these services be closely coordinated with the Contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids, etc.) will be handled by City Purchasers (1950 classification series) and not by the consultant. The consultant will provide specialized expertise to assist City staff.

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

No, the condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project-specific.

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

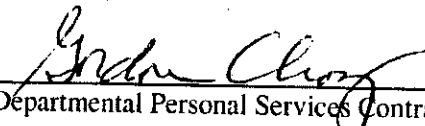
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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? (UNKNOWN. An RFQ will be processed to select the best-qualified consultant.)

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

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



Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/01/2010

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: Interior Design (Furniture plan and specifications) (CS-124)

FUNDING SOURCE: 525 Golden Gate Project Fund

PSC AMOUNT: \$97,925 PSC DURATION: 05/05/2010 to 07/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is for design development, documentation and installation of furnishings of the PUC's new offices at 525 Golden Gate. This involves development of a furniture plan for workstations, offices and conference rooms and furniture specifications to go out to bid for the furnishings, and overseeing the installations and completion of punch list items prior to the PUC's relocation to the new building.

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

This service is necessary for furnishing PUC's new office building at 525 Golden Gate Avenue and if it is not approved, there will be major delays to completion of the project and the PUC's relocation to the new offices will be delayed until the services are rendered.

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 project-specific service for a one time project and has not been provided for 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):

L21 Union Name

Shamica Jackson Signature of person mailing/faxing form

04/07/2010 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4131-09/10

STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This requires a licensed architect with proven experience and expertise in the design, documentation and installation of furnishing, fixtures & equipment (FF&E) plans for significant projects exceeding \$100 million dollars. Experience must include track record of managing FF&E projects in excess of \$4 million, and furnishings for offices with greater than 500-1000 employees and oversight of the procurement and installation process on significant projects.

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

- 5265 Architectural Associate I
• 5266 Architectural Associate II
• 5268 Architect

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:

Although the aforementioned civil service classes 5265, 5266 & 5268 may perform this work and there is a Certified Interior Designer (Class 5265) at the Bureau of Architecture, they are not licensed and do not have the capacity or experience for a project of this magnitude, both in terms of magnitude and complexity, as well as procurement and installation oversight. In addition, this is a highly specialized expertise for a project of this size with project experience requiring execution on FF&E projects exceeding \$4 million, and it is not a service needed on an ongoing basis.

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

No, this is a highly specialized expertise for a service that will only be required for the completion of a one time project, the construction of new offices for the PUC.

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

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

Yes No
[] [X]

B. Will the contractor train City and County employees?

[] [X]

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

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

[] [X]

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

[] [X]

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

[] [X]

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

[] [X]

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103
Address



RE: PSC Summary for an FF&E Asset Consultant for the Public Safety Building

Carlos, Carina to: DHR-PSCCoordinator

10/12/2011 05:02 PM

Cc: "Wong, Tammy", "Fernandez, Marisa", "Chui, Samuel", "Choy, Gordon", "Hunt, Glenn"

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org>
To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>
Cc: "Wong, Tammy" <Tammy.Wong@sfdpw.org>, "Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Chui, Samuel" <Samuel.Chui@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Hunt, Glenn" <Glenn.Hunt@sfdpw.org>

5 attachments



PSC Summary - FF& E Asset Consultant for PSB - 10-11-11.pdf



Public Safety Building PSC Form for FFE Asset Mgmt 10-11-11.docxCS-124 Signed PSC.PDF



PSC Summary - 4031-0910.pdf PSC 4085-0607.pdf

Good afternoon,

Attached are the documents related to the PSC Summary for an FF&E Asset Consultant for the Public Safety Building. I have also attached an email with Ging Louie's assent to DPW's use of an FF+E management consultant. The PSC form was revised to reflect the updated dates.

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: Hunt, Glenn
Sent: Tuesday, October 04, 2011 3:07 PM
To: Carlos, Carina; DHR-PSCCoordinator
Cc: Wong, Tammy; Fernandez, Marisa; Chui, Samuel; Choy, Gordon
Subject: RE: PSC Summary for an FF&E Asset Consultant for the Public Safety Building
Importance: High

This information appears current. Please process for advertising RFQ.

From: Carlos, Carina
Sent: Thursday, March 17, 2011 4:57 PM
To: DHR-PSCCoordinator

Cc: Wong, Tammy; Fernandez, Marisa; Chui, Samuel; Choy, Gordon
Subject: PSC Summary for an FF&E Asset Consultant for the Public Safety Building

Good afternoon,

Attached are the following documents related to the PSC Summary for an FF&E Asset Consultant for the Public Safety Building:

1. PSC Summary Form (PDF Format)
2. PSC Summary Form (Word Format)
3. Other PSC documents referenced:
 - a. Laguna Honda Hospital PSC#4085-06/07
 - b. San Francisco General Hospital PSC#4031-09/10
 - c. Public Utilities Commission PSC#4131-09/10
4. Email of PSC notification to Local 21

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 Wed, 12 Oct 2011 16:57:27 -0700

To: "Ging Louie (glouie@ifpte21.org)" <glouie@ifpte21.org>, "Larry Wong (lwong@ifpte21.org)" <lwong@ifpte21.org>, "Review" <L21PSCReview@ifpte21.org>
cc: "Hunt, Glenn" <Glenn.Hunt@sfdpw.org>, "Fernandez, Marisa" <Marisa.Fernandez@sfdpw.org>, "Choi, Samuel" <Samuel.Chui@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Kim, Sung" <Sung.Kim@sfdpw.org>
Subject: RE: PSC for FF&E Asset Consultant for the Public Safety Building

Good afternoon,

Attached is a copy of the PSC Summary form for an FF&E Asset Consultant for the Public Safety Building. This PSC form has been reviewed by L21 (see attached email with Ging Louie's assent to DPW's use of an FF+E management consultant). The PSC form has been revised to reflect updated dates.

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: Thursday, March 17, 2011 4:49 PM
To: Ging Louie (glouie@ifpte21.org); Larry Wong (lwong@ifpte21.org)
Cc: Fernandez, Marisa; Chui, Samuel; Choy, Gordon
Subject: PSC for FF&E Asset Consultant for the Public Safety Building

Good afternoon,

Attached is a copy of the PSC Summary form for an FF&E Asset Consultant for the Public Safety Building.

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 "Chui, Samuel" <Samuel.Chui@sfdpw.org> on Tue, 4 Oct 2011 10:38:40 -0700 -----

To: "Choy, Gordon" <Gordon.Choy@sfdpw.org>, "Hunt, Glenn" <Glenn.Hunt@sfdpw.org>
"Travis, Paul" <Paul.Travis@sfdpw.org>, "Wong, Larry"
<IMCEAEX-O=DPW-EXCHANGE_OU=First+20Administrative+20Group_cn=Recipients_cn=La
cc: "Higueras, Charles" <Charles.Higueras@sfdpw.org>, "Dzikunu, Selormey" <Selormey.Dzikunu@sfdpw.org>
<Carina.Carlos@sfdpw.org>, "Kim, Sung" <Sung.Kim@sfdpw.org>

Subject: RE: PSB - FF+E asset management consultant

Glenn,

Please send the latest PSC form revised per the FF+E consultant's modified scope of work in collaboration with BDCD.

Thanks,
Samuel Chui
Project Manager
Building Design and Construction Division
Department of Public Works
City and County of San Francisco
30 Van Ness, 4th Floor
San Francisco, CA 94102
(415) 558-4082
samuel.chui@sfdpw.org
<http://www.sfdpw.org>
<http://sfearthquakesafety.org>

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

From: Choy, Gordon
Sent: Tuesday, October 04, 2011 10:26 AM
To: Hunt, Glenn; Chui, Samuel
Cc: Travis, Paul; 'Wong, Larry'; Higueras, Charles; Dzikunu, Selormey; Carlos, Carina; Kim, Sung

Subject: RE: PSB - FF+E asset management consultant

Samuel and Glenn,

I'm not certain what happened to the PSC. Carina reminded me this morning that the PSC was withdrawn by your request.

Please advise if we do not have current information on this proposed service.

Thanks,
Gordon

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

From: Ging Louie [mailto:glouie@ifpte21.org]
Sent: Tuesday, October 04, 2011 10:13 AM
To: Hunt, Glenn; Chui, Samuel
Cc: Travis, Paul; Choy, Gordon; 'Wong, Larry'; Higuera, Charles; Dzikunu, Selormey
Subject: RE: PSB - FF+E asset management consultant

Relying on Glenn's astute judgment with respect to the inapplicability of the ordinary civil service conditions required for Local 21 to bar the forward progress of a contract, the Union assents to DPW's use of an FF+E management consultant.

Ging M. Louie
Representative/Organizer
IFPTE Local 21
1182 Market Street, #425
San Francisco, CA 94102
415.864.2100, x132 (phone)
415.864.2166 (fax)

Help Maintain public services and jobs. Invest in your future. Be part of the TJ Anthony Fund -- <http://www.ifpte21.org/political/tjfund/CopeCard.PDF>

***** This e-mail message and any attachments contain confidential information that is legally privileged and intended solely for the use of the addressee(s) named above. If you are not the intended recipient(s), or person responsible for delivering it to the intended recipient(s), you are hereby notified that any review, disclosure, copying, distribution or use of any of the information contained herein is strictly prohibited. If you have received this confidential communication in error, please contact the sender by reply e-mail and permanently delete the original transmission and any attachments without reading or saving in any manner.

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

From: Hunt, Glenn [mailto:Glenn.Hunt@sfdpw.org]
Sent: Tuesday, October 04, 2011 8:13 AM
To: Chui, Samuel
Cc: Travis, Paul; Choy, Gordon; Wong, Larry; Ging Louie; Higuera, Charles; Dzikunu, Selormey
Subject: RE: PSB - FF+E asset management consultant
Importance: High

I defer to Contracts on the date.
I requested Local 21 give a written - email- ok to advertise this per

your request. There are no affected classes in the FFE Asset Management RFQ.

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

From: Chui, Samuel
Sent: Monday, October 03, 2011 5:53 PM
To: Hunt, Glenn
Cc: Travis, Paul; Choy, Gordon; Wong, Larry; Ging Louie; Higuera, Charles;
Dzikunu, Selormey
Subject: RE: PSB - FF+E asset management consultant

Thanks, Glenn.
With that, when will the RFQ be on the street?

Samuel Chui
Project Manager
Building Design and Construction Division
Department of Public Works
City and County of San Francisco
30 Van Ness, 4th Floor
San Francisco, CA 94102
(415) 558-4082
samuel.chui@sfdpw.org
<http://www.sfdpw.org>
<http://sfearthquakesafety.org>

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

From: Hunt, Glenn
Sent: Monday, October 03, 2011 1:14 PM
To: Dzikunu, Selormey
Cc: Chui, Samuel; Travis, Paul; Choy, Gordon; Wong, Larry; Ging Louie
Subject: RE: PSB - FF+E asset management consultant
Importance: High

Per our conversation we are ok from HRC to advertise this RFQ for MicroLBE
FF& E Asset Management Consultant.

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

From: Dzikunu, Selormey
Sent: Monday, October 03, 2011 11:45 AM
To: Hunt, Glenn
Cc: Chui, Samuel; Travis, Paul
Subject: RE: PSB - FF+E asset management consultant

Glenn,

Can you please call me ASAP at 415-558-4059. If I'm not at my desk call
me on my cell phone at
415-939-9339.

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

From: Hunt, Glenn
Sent: Friday, September 30, 2011 12:48 PM
To: Dzikunu, Selormey
Cc: Chui, Samuel; Travis, Paul
Subject: FW: PSB - FF+E asset management consultant

Per Gary Wong, I want to introduce myself as the author of the
attached. Have you reviewed the attached Micro LBE RFQ? Can you review and

let Samuel Chiu and I know your comments?
Regards, Glenn x 557-4782

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

From: Wong, Gary
Sent: Tuesday, September 27, 2011 3:36 PM
To: Hunt, Glenn
Cc: Chui, Samuel; Higuera, Charles; Travis, Paul
Subject: FW: PSB - FF+E asset management consultant

glenn:

selormey's phone is 558-4059, and he is located opposite structural conference room.

gary

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

From: Wong, Gary
Sent: Tuesday, September 27, 2011 2:53 PM
To: Hunt, Glenn
Cc: Chui, Samuel; Higuera, Charles; Travis, Paul; Dzikunu, Selormey
Subject: FW: PSB - FF+E asset management consultant

glenn:

selormey will assist you on this rfg.

gary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 6, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Cultural Resources Evaluation

FUNDING SOURCE: Federal Funding/Caltrans

PSC AMOUNT: \$95,000 PSC DURATION: 11/23/2011 Through 11/23/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform Cultural Resources studies to fulfill the requirements of the Caltrans Local Assistance Preliminary Environmental Study (PES). These studies include the preparation of an Area of Potential Effect (APE) Map, a Historical Property Survey Report (HPSR), and if needed, an Archaeological Survey Report (ASR) and Historic Resource Evaluation Report (HREER). The consultants will work with the Caltrans Professionally Qualified Staff (PQS) and District Local Assistance Engineer (DLAE) to complete these documents. The consultants will also communicate with local preservation groups and/or Native American Tribes to solicit comments regarding the project.

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

The completion of the Cultural Resources studies described above are necessary to satisfy the requirements of Caltrans, the body that administers the federal funds for this project. Denial of this service would result in a failure to meet the procedural requirements necessary for Caltrans to authorize the funding. The project would halt and the City and County of San Francisco would lose \$5.3 million worth of federal grant money.

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):

Because this project is federally funded, DPW must follow special selection and contracting procedures mandated by federal and state legislation. Chapter 6 of the Caltrans Local Assistance Procedures Manual states that "Locally administered environmental consultant contracts for NEPA documents and technical studies shall comply with the provisions of the Brooks Act (40 U.S.C. 1101-1104)." On-call consultants cannot be used. Consultant services to complete similar Cultural Resources studies for a federally funded project were last needed in 2004 and were obtained through an RFP process.

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

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

<u>IFPTE Local 21</u> Union Name	<u>Carina Carlos for Rammel Taylor</u> Signature of person mailing/faxing form	<u>9/02/11</u> Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-11/12

OCT 06 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Archeologists and architectural historians must meet the requirements set out in Attachment 1 of Exhibit 1.1 of the Caltrans Environmental Handbook on Cultural Resources to satisfy federal mandates associated with compliance with Section 106 of the National Historic Preservation Act. The Principal Investigator for Historic Archeology must have a graduate degree in anthropology, archeology, cultural resource management or a related field, at least 16 months professional experience with historical sites, demonstrated familiarity with California history, demonstrated ability to carry out archeological research and the Section 106 process, and familiarity with Caltrans policies and procedures. The Principal Architectural Historian must have a graduate degree in architectural history, art history, architecture or a closely-related field, demonstrated ability to carry out relevant historical research and Section 106 process, and familiarity with Caltrans policies and procedures. These qualifications are described in more detail in the document at this link: http://www.dot.ca.gov/ser/vol2/PA_04-EH.pdf#page=17

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

None. Archeologists and Architectural Historians do not have civil service classes and such expertise is not available within DPW or other City departments.

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

Yes. The Contractor may use archeological surveying equipment and computer software applications specific to the tasks of historic resource evaluation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Historic resources evaluation which requires expertise in archaeology and architectural history occurs infrequently. There is no continuous long term workload for this service.

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

No. Historic resources evaluation at this level of expertise is only required infrequently for specific project scopes in particular locations of presumed historic importance. There is no continuous long-term workload for this service that would justify a staff of archeologists and architectural historians.

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

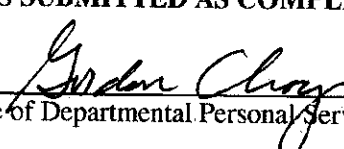
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875Stevensen Street RM. 420

San Francisco, CA 94103

Address

ATTACHMENT 1

CALTRANS PROFESSIONALLY QUALIFIED STAFF STANDARDS

All cultural resources studies carried out by Caltrans or its consultants must be conducted by or under the direct supervision of individuals who meet the Secretary of the Interior's Professional Qualifications Standards for the relevant field of study. The standards are designed to ensure program quality and satisfy federal mandates associated with compliance with Section 106 of the National Historic Preservation Act.

Caltrans meets these standards by certifying its cultural resources staff as Professionally Qualified Staff (PQS). In order to take full advantage of the provisions of this Agreement, Caltrans PQS must meet the standards in the appropriate field. Those not fully qualified as archaeological Principal Investigators (PI) or Principal Architectural Historians (PAH) may accomplish many important tasks with oversight, generally in the form of peer review or under direct supervision by qualified staff. The Chief of the Cultural and Community Studies Office in the Headquarters Division of Environmental Analysis is responsible for certifying the qualifications of all Caltrans PQS. Minimum qualifications are listed below for cultural resources staff conducting various tasks.

ARCHAEOLOGICAL QUALIFICATIONS STANDARDS

Archaeological Crew Member

Qualified to participate in archaeological surveys and excavations under the direction of a qualified Lead Archaeological Surveyor or higher. Minimum qualifications:

- A minimum of six weeks of supervised field training (including at least three weeks each of excavation and field survey) in time blocks of at least one week duration (field school or equivalent)
- *and*
- A minimum of two upper division college courses in archaeology.

Lead Archaeological Surveyor

Qualified to conduct and report archaeological surveys, and to prepare other compliance documents, with peer review provided by a qualified Prehistoric or Historical Archaeology PI to ensure document quality. Minimum qualifications:

- A bachelor's degree in anthropology with emphasis in archaeology or closely related discipline (such as history or earth sciences) and subsequent coursework in archaeology (a minimum of four upper division or graduate courses in archaeology required)
- *and*
- At least six months of professional archaeological experience in California or Great Basin, including at least 12 weeks of California field survey experience
- *and*
- Demonstrated ability to organize and conduct archaeological surveys, complete site record forms, and report on survey findings dealing with both prehistoric and historical archaeological resources.

Co-Principal Investigator—Prehistoric Archaeology

Qualified as a Construction Monitor, PI for Extended Phase I studies, and Co-PI for Phase II and III excavations for work involving prehistoric archaeological resources, under the direction of a Prehistoric Archaeology PI. May author proposals, reports for Extended Phase I studies, and other compliance documents, with peer review from a Prehistoric Archaeology PI to ensure document quality. Minimum qualifications:

- Qualification as a Lead Archaeological Surveyor for Caltrans
and
- At least 12 months of professional experience or specialized training in prehistoric archaeology, including: 1) at least 10 weeks of California or Great Basin excavation experience under the supervision of a Prehistoric Archaeology PI; 2) at least four weeks of supervised laboratory experience on collections from prehistoric California or Great Basin sites; and 3) at least four weeks of excavation experience in a supervisory capacity on prehistoric California or Great Basin sites
and
- Demonstrated ability to carry archaeological research to completion, as evidenced by the timely completion of an excavation report or comparable study involving a prehistoric site or sites
and
- Understanding of the Section 106 process and familiarity with cultural resources policies, procedures, and goals, as demonstrated in reports and/or past performance.

Co-Principal Investigator—Historical Archaeology

Qualified as a Construction Monitor and as Co-PI for Extended Phase I, Phase II, and Phase III excavations involving historical archaeological resources under the direction of a Historical Archaeology PI. May author reports that evaluate historical archaeological resources where no excavation is required to reach a conclusion about their eligibility and other compliance documents. That work must be peer reviewed by a Historical Archaeology PI to ensure document quality. Minimum qualifications:

- Qualification as a Lead Archaeological Surveyor for Caltrans
and
- At least 12 months of professional archaeological experience or specialized training dealing with historic-period resources including: 1) at least 10 weeks of excavation experience under the supervision of a Historical Archaeology PI; 2) at least four weeks of supervised laboratory experience on collections from historic sites; and 3) at least four weeks of excavation experience in a supervisory capacity on historic sites
and
- Demonstrated familiarity with California or Western U.S. history, documentary research, and oral history, as evidenced by upper division course work or a major research report or publication based on original research
and
- Demonstrated ability to carry archaeological research to completion, as evidenced by the timely completion of an evaluation or excavation report addressing a historic-period site or sites
and
- Understanding of the Section 106 process and familiarity with cultural resources policies, procedures, and goals, as demonstrated in reports and/or past performance.

Principal Investigator—Prehistoric Archaeology

Fully qualified under the Secretary of the Interior's standard for prehistoric archaeology to conduct all types of studies, including Extended Phase I, Phase II, and Phase III excavations, involving prehistoric

archaeological resources and traditional cultural properties or cultural landscapes of a prehistoric or ethnographic nature. May author proposals, reports for Extended Phase I, II, and III studies, and other compliance documents, with peer review to ensure document quality. May conduct consultant oversight and contract management. Minimum qualifications:

- Graduate degree in anthropology, archaeology, or cultural resources management with an emphasis in prehistoric archaeology, as evidenced by appropriate coursework
and
- At least 16 months of professional archaeological experience involving prehistoric sites, including a minimum of one year of field experience, as follows: 1) at least 24 weeks of fieldwork under the supervision of a Prehistoric Archaeology PI, of which at least 12 weeks must be excavation work; 2) at least eight weeks of laboratory experience on collections from California or Great Basin sites supervised by a Prehistoric Archaeology PI; and 3) at least 20 weeks of field work in a supervisory capacity, of which at least eight weeks must be on California or Great Basin sites
and
- Demonstrated ability to carry out archaeological research to completion, as evidenced by the completion of a thesis, dissertation, or other comparable major study focusing on a prehistoric site or sites
and
- Ability to carry out the more complex and difficult aspects of the Section 106 process
and
- Understanding of Caltrans cultural resources policies, procedures and goals, as demonstrated in reports and/or past performance
and
- Familiarity with Caltrans cultural resources contracting policies and procedures.

Principal Investigator—Historical Archaeology

Fully qualified under the Secretary of the Interior's standard for historical archaeology to conduct all types of studies, including Extended Phase I, Phase II, and Phase III excavations, involving historical archaeological resources and historic-period traditional cultural properties or cultural landscapes. May author proposals, reports for Extended Phase I, II, and III studies, and other compliance documents, with peer review to ensure document quality. May conduct consultant oversight and contract management. Minimum qualifications:

- Graduate degree in anthropology, archaeology, cultural resources management, or a closely related field with an emphasis in historical archaeology, as evidenced by a minimum of 12 upper division semester units (or equivalent) in history and the theory and methods of historical archaeology, or equivalent knowledge as shown in a thesis or dissertation or major report evaluating historical archaeological properties
and
- At least 16 months of professional archaeological experience involving historical sites, including a minimum of one year of field experience, as follows: 1) at least 12 weeks of fieldwork under the supervision of a Historical Archaeology PI, of which at least 6 weeks must be excavation work; 2) at least 4 weeks of laboratory experience on collections from California sites, supervised by a Historical Archaeology PI; and 3) at least 20 weeks of field work in a supervisory capacity, of which at least eight weeks must be on California sites
and
- Demonstrated familiarity with California or Western U.S. history, documentary research, and oral history techniques, as evidenced by upper division course work or a major research report or publication based on original research

- Demonstrated ability to carry out archaeological research to completion, as evidenced by the completion of a thesis, dissertation, or other comparable major study focusing on a historic-period site or sites
- and*
- Ability to carry out the more complex and difficult aspects of the Section 106 process
- and*
- Understanding of Caltrans cultural resources policies, procedures, and goals, as demonstrated in reports and/or past performance
- and*
- Familiarity with Caltrans cultural resources contracting policies and procedures.

ARCHITECTURAL HISTORIAN QUALIFICATIONS STANDARDS

Architectural Historian

Qualified to evaluate historic properties, other than archaeological resources. May prepare evaluation reports for all types of non-archaeological resources and other compliance documents, with peer review by a Principal Architectural Historian to ensure document quality. Minimum qualifications:

- A graduate degree in architectural history, art history, architecture, or a closely related field, with a concentration in American architecture; or a graduate degree in American history, public history, historic preservation, American studies, or a closely related field; or a bachelor's degree in one of the above disciplines, plus 12 months of full-time related professional experience in research, writing, teaching, interpretation, or other related professional activity
- and*
- Demonstrated ability to apply the practices of architectural history in the identification, evaluation, and documentation of historic properties in California or the United States; or demonstrated familiarity with U.S. history, documentary research, and oral history techniques, as evidenced by upper division course work or a major research report or publication based on original research
- and*
- Demonstrated ability to carry historical research to completion, as evidenced by the timely completion of a major research report or publication based on original research
- and*
- Understanding of the Section 106 process and familiarity with cultural resources policies, procedures, and goals, as demonstrated in reports and/or past performance.

Principal Architectural Historian

Fully qualified under the Secretary of the Interior's standard for architectural historians. Able to conduct all types of studies involving historic-period resources, including traditional cultural properties and cultural landscapes, other than archaeological properties. May author evaluation reports and other compliance documents, with peer review to ensure document quality. May conduct consultant oversight and contract management. May determine applicability of Environmentally Sensitive Areas as described in Attachment 5. Minimum qualifications:

- A graduate degree in architectural history, art history, architecture, or a closely related field, with a concentration in American architecture; or a graduate degree in American history, public history, historic preservation, American studies, or a closely related field, and at least 24 months of full-time related professional experience in research, writing, teaching, interpretation, or other

related professional activity; or a bachelor's degree in one of the above disciplines, plus 24 months of full-time related professional experience in research, writing, teaching, interpretation, or other related professional activity

and

- Demonstrated ability to apply the practices of history or architectural history in the identification, evaluation, and documentation of historic properties in California or the United States; or demonstrated familiarity with U.S. history, documentary research, and oral history techniques, as evidenced by upper division course work or a major research report or publication based on original research

and

- Demonstrated ability to carry historical research to completion, as evidenced by the timely completion of a thesis, dissertation, or other comparable major study consisting of the design and execution of a historical study concerning a historic-period property or properties

and

- Ability to carry out the more complex and difficult aspects of the Section 106 process

and

- Understanding of Caltrans cultural resources policies, procedures, and goals, as demonstrated in reports and/or past performance

and

- Familiarity with Caltrans cultural resources contracting policies and procedures.

ATTACHMENT 2
SCREENED UNDERTAKINGS

Screened undertakings are those undertakings that have the potential to affect historic properties, but following appropriate screening, may be determined exempt from further review or consultation under this Agreement.

The Caltrans PQS is responsible for screening those individual undertakings that are included within the classes of screened undertakings listed below to determine if those individual undertakings require further consideration, or if they may be determined exempt from further review or consultation under the terms of this Agreement, as prescribed by Stipulation VII.

The undertaking will not qualify as exempt from further review if conditions must be imposed on the undertaking to ensure that potential historic properties would not be affected.

All features of the undertaking, including the identification of mandatory storage, disposal, or borrow areas and construction easements, must be identified prior to the screening process. If additional features are added to a screened undertaking, the undertaking must be rescreened.

This Attachment applies only when the federal undertaking is limited exclusively to one or more of the activities listed below. Additional Section 106 review will be required, following the steps outlined in Stipulation VIII of the Agreement, if the Caltrans PQS determines that the undertaking has potential to affect historic properties.

Classes of Screened Undertakings:

1. Pavement reconstruction, resurfacing, shoulder backing, or placement of seal coats.
2. Minor widening of less than one-half-lane width, adding lanes in the median, or adding paved shoulders.
3. Channelization of intersections or addition of auxiliary lanes.
4. Establishment of chain control areas, park-and-ride lots, or maintenance pullouts.
5. Minor modification of interchanges and realignments of on/off ramps.
6. Minor utility installation or relocation.
7. Installation of noise barriers.
8. Addition of bicycle lanes or pedestrian walkways.
9. Storm damage repairs, such as culvert clearing or repair, disposal or stockpile locations, shoulder reconstruction, or slide or debris removal.
10. Repair of the highway and its facilities.
11. Modification of existing features, such as slopes, ditches, curbs, sidewalks, driveways, dikes, or headwalls, within or adjacent to the right of way.
12. Minor operational improvements, such as culvert replacements and median or side-ditch paving.
13. Addition or replacement of devices, such as glare screens, median barriers, fencing, guardrails, safety barriers, energy attenuators, guide posts, markers, safety cables, ladders, lighting, hoists, or signs.
14. Removal or replacement of roadway markings, such as painted stripes, raised pavement markers, thermoplastic tape, or raised bars, or installation of sensors in existing pavements.



PSC for Cultural Resources Evaluation

Carlos, Carina to: DHR-PSCCoordinator

10/06/2011 05:34 PM

Cc: "Taylor, Rommel", "Muszynski, Mary", "Choy, Gordon", "Kim, Sung", "Delavega, Rochelle", "Wong, Tammy"

4 attachments



PSC Summary - Cultural Resources Evaluation 10-06-2011.PDF PA_04-EH.pdf



CCSF_Personal_Services_Contract_Summary_Form_08_15_11.pdf



CCSF_Personal_Services_Contract_Summary_Form_10-06-11.docx

Good afternoon Maria,

Attached are the following documents related to the PSC for Cultural Resources Evaluation:

1. PDF of PSC Form 1 dated 10/06/2011
2. Word version of PSC Form 1 dated 10/06/2011
3. Email notifications to the Union on 9/02/2011 and 10/04/2011.

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 Thu, 6 Oct 2011 17:32:45 -0700 -----

To: Larry Wong <lwong@ifpte21.org>, L21PSC Review <L21PSCReview@ifpte21.org>

cc: "Taylor, Rommel" <Rommel.Taylor@sfdpw.org>, "Muszynski, Mary" <Mary.Muszynski@sfdpw.org>
<Gordon.Choy@sfdpw.org>, "Kim, Sung" <Sung.Kim@sfdpw.org>, "Delavega, Rochelle" <Rochel

Subject: RE: PSC for Cultural Resources Evaluation

Sorry Larry, I forgot to include the PDF of the PSC. Here are all the documents for your reference.

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: Thursday, October 06, 2011 5:29 PM
To: 'Larry Wong'; L21PSC Review
Cc: Taylor, Rommel; Muszynski, Mary; Choy, Gordon; Kim, Sung; Delavega, Rochelle
Subject: PSC for Cultural Resources Evaluation

Good afternoon Larry,

Attached are the following documents related to the PSC for Cultural Resources Evaluation:

1. PDF of PSC Form 1 dated 10/06/2011
2. Email notifications to the Union on 9/02/2011 and 10/04/2011

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 "Taylor, Rommel" <Rommel.Taylor@sfdpw.org> on Tue, 4 Oct 2011 08:03:04 -0700

To: Larry Wong <lwong@ifpte21.org>

cc: Ging Louie <glouie@ifpte21.org>, "Carlos, Carina" <Carina.Carlos@sfdpw.org>, "Muszynski, Mary
"Filice, Frank" <Frank.Filice@sfdpw.org>, Larry Wong <lwong@ifpte21.org>

Subject: Re: 2nd Street PSC-Cultural Resource Evaluation

Thanks Larry. Just to be clear, are we to assume by your response that the review you mentioned is the standard 30 Day review period? I am asking so that we can revise our project schedule accordingly.

Thank you for your time.
Sincerely,
Rommel

ip.rt

In art the hand can never execute anything higher than the heart can inspire.
R.W.Emerson

On Oct 4, 2011, at 7:37 AM, "Larry Wong" <lwong@ifpte21.org> wrote:

> Thank for your response.

>

> We will review your letter with our members and the need for "knowledge

transfer" as a requirement for our support for this PSC.

>

> We will contact after our review.

>

> Larry Wong

> Local #21

> (415) 864-2100 X-225

> Professional Advancement thru Collective Bargaining

>

> From: Taylor, Rommel [Rommel.Taylor@sfdpw.org]

> Sent: Monday, October 03, 2011 4:35 PM

> To: Larry Wong

> Cc: Ging Louie; Carlos, Carina; Muszynski, Mary; Filice, Frank

> Subject: 2nd Street PSC-Cultural Resource Evaluation

>

> Hi Larry,

>

> I wanted to follow up our conversation last week and address your expressed to desire to include a training component into our RFPQ for this project. I understand your concern regarding transfer of knowledge to DPW staff and think that it makes sense. The key question however is to address : What is the best mechanism to achieve a relevant level of knowledge transfer that provides the maximum benefit to DPW workforce. Any transfer of knowledge should be developed to support the professional development and career advancement of DPW workforce? After careful consideration of the intent, conversation with colleagues involved in the project and based on the breadth and depth of professional knowledge required to be Professionally Qualified Staff (PQS) as outlined in the CalTrans Local Assistance and Procedures Manual (LAPM) it is clear that a short term training component would neither benefit project completion or enhance opportunities for DPW work force. More specifically:

>

>

> 1. A formal component to provide 8hrs of training for 6-12 DPW staff is not part of the project budget.

>

> 2. DPW staff have already been involved in preliminary assessment of the historical resource requirements and have enough familiarity with the topic area to make a determination that outside consultants are needed to meet the requirements outlined in the Caltrans Local Assistance Procedures Manual (LAPM) for completion of Historic Resource Evaluation Report (HRER) and the Archeological Survey Report (ASR) by Professionally Qualified Staff (PQS).

>

> 3. A 8 hour training component will not afford future opportunities for DPW workforce to perform the required work and therefore provide no added value to the execution of the project or significant professional training for DPW staff to advance in the field of cultural resource analysis.

>

> 4. DPW will be in charge of reviewing the cultural resource evaluation report for compliance with the Caltrans LAPM requirements therefore transferring and improving knowledge vis a vis our daily involvement in the project delivery. After project completion DPW staff could potentially convene to review the content of the HRER and ASR with other DPW staff.

>

> 5. DPW does not anticipate a consistent work load in the Great Streets Program that will require the high level of specialty skills that are required by the Caltrans LAPM to complete an HRER or ASR. Therefore, there is no justification for establishing a new City job class that could benefit directly from specific on the job training.

>

> While we are not in opposition to sharing knowledge, the requirement to include in our RFPQ a "training component" is not tenable for this project

and it would not directly support the professional development of any DPW staff interested in the field of Architectural History or Archeology. However, DPW could provide separate opportunities for review of the project after completion via a vis our Brown Bag Lunch Series or some other lunch time lecture component that affords opportunities to explore the effective management of this type of project in collaboration with consultants with specialized training. The content, timing and format for this presentation is something that DPW and Local 21 could collaborate on to provide an excellent opportunity to get a glimpse of a highly specialized field.

>
> I hope this makes clear our concerns and also offers a good solution that meets your desire to transfer knowledge to interested DPW workforce. We are trying to move this project forward and would like to submit our PSC to the Department of Human Resources by either October 12 or 26 to be calendared on the Civil Service Commission meeting for Oct 21 or Nov 4. To meet either of these goals we would need the support of Local 21 to waive the 30day review period. We hope you will consider granting us this waiver. Please feel free to call me if you have any questions about our concerns or the solution we have put forth.

>
> Thank you,
> Rommel
>
>
> Rommel D. Taylor, NOMA
>
> City & County of San Francisco
> Department of Public Works
> Bureau of Architecture
> 30 Van Ness Ave., Suite 4100
> San Francisco, CA 94102
>
> p: 415 557 4615
> f: 415 557 4701
> e: rommel.taylor@sfdpw.org<mailto:rommel.taylor@sfdpw.org>
>

----- Message from "Taylor, Rommel" <Rommel.Taylor@sfdpw.org> on Wed, 28 Sep 2011 16:44:36 -0700

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

cc: "glouie@ifpte21.org" <glouie@ifpte21.org>, "Carlos, Carina" <Carina.Carlos@sfdpw.org>, "Muszy
<Mary.Muszynski@sfdpw.org>

Subject: FW: DPW Great Streets Program- 2nd Streetscape Improvements PSC- Historic Resources Evaluatic

Hi Larry,

Below is a copy of the email I sent you at the beginning of September that describes the proposed PSC request. This PSC does not currently affect any City job classes. At this point we have missed the window to submit for any October CSC meetings.

Let me know if you have any further questions about the scope of work or if you would like to meet to discuss the project. Ideally we would like to plan for submittal for one of the November CSC meetings but that is dependent upon your decision regarding the 30 Day review requirement .

Thank you for your time.

Sincerely,
Rommel Taylor

From: Taylor, Rommel
Sent: Friday, September 02, 2011 3:59 PM
To: 'lwong@ifpte21.org'
Cc: 'glouie@ifpte21.org'; Muszynski, Mary; Opbroek, Kris
Subject: DPW Great Streets Program- 2nd Streetscape Improvements PSC- Historic Resources Evaluation Report

Larry:

Please find attached a draft of our PSC Summary for this project. As part of our environmental review compliance we need to produce a Historic Resources Evaluation Report. This report require two specialized professional services: Architectural Historian and Archeologist. Currently there are no City job classes that meet the requirements to do this work (see attached Caltrans Professionally Qualified Staff Standards).

We are aiming to submit our PSC for the October 17, 2011 Civil Service Commission meeting and it is our hope that the 30 day Review period could be waived since no City job classes would be affected by this PSC.

Please review the attached documents and feel free to call if you have any questions or would like to discuss the scope of this work in more detail.

Sincerely,
Rommel

Rommel D. Taylor, NOMA

City & County of San Francisco
Department of Public Works
Building Design and Construction Division
30 Van Ness Ave., Suite 4100
San Francisco, CA 94102

p: 415 557 4615

f: 415 557 4701

e: rommel.taylor@sfdpw.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 26, 2011

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 12

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3087-10/11)

TYPE OF SERVICE: Conduct a comprehensive audit of JPD's Policies and Procedures and produce a streamlined manual with a standardized set of materials

FUNDING SOURCE: Zellerbach Family Foundation Grant

PSC AMOUNT: Original PSC Amount: \$40,000 PSC Modification #1: \$96,000 \$135,000 DURATION: Original Duration: 3/1/11 - 4/30/13 Modification #1 duration: 5/1/13 - 6/30/13 Total Amount: \$135,000 \$175,000 Total Duration: 3/1/11-6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will assist JPD in a comprehensive review and updating all of its operational policies and procedures that will reflect best practices and standards established by such organizations as the American Correctional Association and American Probation and Parole Association, and performance-based standards initiated by the U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention. Contractor will also ensure that all of JPD's policies and procedures are in compliance with all local, state, and federal laws. In addition, Contractor will assist JPD in identifying effective training tools, assessing implementation and compliance, and identifying national experts for guidance.

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

It is important to ensure that JPD's policies and procedures are in compliance with all state and federal rules and national best practices. The health and safety of youth detained in Juvenile Hall require the Department to be in compliance with local, state and federal regulations. Improved long term outcomes for those youth also requires that JPD implement standard operating procedures consistent with evidence based practice from across the country.

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):

A contract, previously agreed and signed with the contractor, must be modified because additional funding is necessary to complete contracted services. PSC 3087-10/11 was previously approved for the original contract.

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

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

Prof & Tech Engineers, L21 Union Name Signature of person mailing/faxing form Date 8/30/11 MEA Union Name Signature of person mailing/faxing form Date 8/30/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3087-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive experience and expertise in juvenile justice reform and facilities operations, as well as an ability to foster a fair and accountable justice system through research, analysis and collaboration.

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:

Expertise in national, state and local juvenile justice policy as well as the ability to be objective and impartial are critical to the success of this project.

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

No, as the City has no need for permanent positions with this level of knowledge and expertise. The proposed review is a one-time project.

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

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

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

B. Will the contractor train City and County employees?

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

- 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:

Juliet A. Gil

Signature of Departmental Personal Services Contract Coordinator

Juliet Gil

753-7562

Print or Type Name

Telephone Number

375 Woodside Avenue, San Francisco

Address

Destination	Start Time	Time	Prints	Result	Note
99897077	08-30 13:33	00:00:50	003/003	OK	

Note TMR: Timer, POL: Poll, ORG: Original, FME: Frame Erase TX,
MIX: Mixed Original, CALL: Manual Communication, CSRC: CSRC, FWD: Forward, PC: PC-FAX,
BND: Bind, SP: Special-Original, FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Confidential,
BUL: Bulletin, SIP: SIP-Fax, IPADR: IP Address Fax, I-FAX: Internet Fax

Result OK: Communication OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF,
TEL: RX from TEL, NG: Other Error, Cont: Continue, No Ans: No Answer,
Refuse: Receipt Refused, Busy: Busy, M-Full: Memory Full,
LOVR: Receiving length Over, POVER: Receiving page Over, FIL: File Error,
DC: Decode Error, MDN: MDN Response Error, DSN: DSN Response Error.



City and County of San Francisco
Juvenile Probation Department

William P. Siffermann
Chief Probation Officer

375 Woodside Avenue
San Francisco, CA 94127
(415) 753-7800

August 30, 2011

Via Fax # (415) 989-7077
Municipal Executives' Association
870 Market Street, Room 460
San Francisco, CA 94102-3011

Via Email to: L21PSCReview@ifpte21.org
Professional and Technical Engineers Local 21
1182 Market Street, Room 425
San Francisco, CA 94102

RE: Required Notice on Non-Prop J Contracts and Grants
Priority: High

Dear Ladies and Gentlemen:

As requested by DHR-PSC Coordinator, the modification request for PSC 3087-10/11 has been revised to show a breakdown of the original amount/duration, the modification amount/duration and the updated total amount/duration. This replaces the earlier documentation sent to you on August 23, 2011 and August 26, 2011.

This contract is extremely vital to the services provided by the Juvenile Probation Department. According to the DHR-PSC Coordinator, we can proceed to the next step with your assistance. If you do not object to the modification to the existing PSC, please communicate with us to that effect by September 6th. This will allow the Civil Service Commission to hear the item on October 3rd.

Please let me know if I can provide you with any more information regarding this modification. My direct phone number is 415-753-7562. You may also contact Catherine McGuire, Director of Finance at 415-753-7560.

Sincerely,

Juliet Gil
Juvenile Probation Department

Fw: PSC 1 Modification as of 8/30/11- Policies & Procedures

Juliet Gil to: DHR-PSCCoordinator

Cc: Catherine McGuire, Peter Udovch

08/31/2011 03:11 PM

History: This message has been replied to.

Hi Maria,

Please refer to the email below for proof of the L21 union notification.

The MEA fax confirmation and modified PSC 1 showing the breaking for the amount and duration are attached.



MEA - Fax Confirmation.pdf PSC 1 - modification.doc.pdf

Peter has been in touch with the unions and will keep you posted of any development.

Juvenile Probation Department

(415) 753-7562 Telephone

(415) 753-7566 Fax

----- Forwarded by Juliet Gil/JUV/SFGOV on 08/31/2011 02:31 PM -----

Juliet
Gil/JUV/S
FGOV

To L21PSCReview@ifpte21.org

cc Catherine McGuire/JUV/SFGOV@SFGOV, Peter
Udovch/JUV/SFGOV@SFGOV

08/30/2011
1 01:52
PM

Subject PSC 1 Modification as of 8/30/11

Please refer to the latest revisions. This packet replaces the documentation sent on August 23 and August 26.



Union Notification letter and PSC 1.pdf

Thank you.

Juliet Gil

Juvenile Probation Department

(415) 753-7562 Telephone

(415) 753-7566 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/05/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4097-08/09)

TYPE OF SERVICE: Rebate Processing and Program Marketing (CS-222)

FUNDING SOURCE: Water Conservation Operating Funds - 470703, Char 038

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount, Modification Amount 1-4, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC has partnered with PG&E to market and process regional water and energy washing machine rebate program. The program includes multiple Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership. The contract is being requested to accommodate the increased customer demand for the program.

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

See Supplemental Attachment A.

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 SFPUC has been participating in this PG&E-administered regional program since 2008 through an original SFPUC Commission agreement as reflected in SFPUC resolution 09-00 13 and per Civil Service Commission approvals of amendments in 2009 and 2010. Now that the program has been underway several years, to simplify complicated amendment documentation, we are seeking a new multi-year agreement to cover the program period from January 2012 to December 2015 for a not to exceed total of \$2.2 million. These services are currently being provided under PSC No. 4097-08/09 (Formerly PSC No. 3090-07/08).

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

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

L21/MEA/L1021

Union Name

Shamica Jackson

Signature of person mailing/faxing form

10/05/2011

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4097-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in processing rebates, tracking financials, checking customer eligibility for 12+ water utilities as well as the energy utility.

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

The internal elements will continue to be performed by SFPUC staff 1839, Water Conservation Administrator, 5601 Utility Analyst, and 1478, Senior Water Services Clerk.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

As noted above, some civil service classes perform in-house aspects of this program but the regional, central administration among multiple water agencies and the energy utility and issuance of rebate checks for residential water and energy savings is not a function the SFPUC can perform.

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

No, it would not because there would still need to be a central processing agency for all the entities involved which cannot be housed in any one water utility.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
Yes by Resolution No. 09-0029 adopted on February 10, 2009.		
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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A:

1. DESCRIPTION OF WORK

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

The SFPUC has partnered with PG&E to market and administer this program, which includes multiple Bay Area water agencies and builds on a highly successful, grant funded regional partnership that allows multiple utilities to jointly market and streamline the rebate process. Washing machine rebates are a fundamental component of the SFPUC's water conservation program, and replacing older models with efficient ones is key to meeting long-term demand reduction goals. The region has identified this partnership with PG&E as the vehicle for marketing and administering funding. To access funds and provide our customers with a high level of financial and technical support, the SFPUC must participate in this regional program.



CS-222, PSC Summary Form (Modification Request)

Jackson, Shamica

to:

1021, Baker, Deborah, Bowman, Lora, Brenner, Joe, Byrne, Kyra, Carter, Kim, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Jenkins, Sharon, Kyaun, Florence, L21PSCReview, Lee, Tedman C, Louie, Ging, McGee, Bonita, Scott, David E, Tamura, Pattie, Warshauer, Ed, Wong, Larry, Yun, Pauson, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Rebecca Rhine

10/05/2011 01:04 PM

Hide Details

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

To: <1021@seiu.org>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfgwater.org>, "Brenner, Joe" <jebrenner@ifpte21.org>, "Byrne, Kyra" <kbyrne@ifpte21.org>, "Carter, Kim" <kcarter@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfgwater.org>, "Jackson, Prentiss" <PJackson@sfgwater.org>, "Jackson, Shamica" <sjackson@sfgwater.org>, "Jenkins, Sharon" <sjenkins@ifpte21.org>, "Kyaun, Florence" <FKyaun@sfgwater.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Lee, Tedman C" <tclee@sfgwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <bmcgee@sfgwater.org>, "Scott, David E" <DEScott@sfgwater.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Warshauer, Ed" <Ed.Warshauer@seiu1021.org>, "Wong, Larry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sfgwater.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HELwin@sfgwater.org>, "How, Kathryn" <KHow@sfgwater.org>, "Isen, Carol" <CIsen@sfgwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfgwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Rebecca Rhine" <rebecca@sfmea.com>

1 Attachment



CS-222_Mod 4 to 4097-0809 to DHR 10052011 .pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-222, Rebate Processing and Program Marketing, PSC 4097-08/09** modification request for **\$2,200,000** and duration to **January 1, 2016**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC by the Civil Service Commission.**
4. For **November 7, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/19/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4097-08/09)

TYPE OF SERVICE: Rebate processing and program marketing (CS-931)

FUNDING SOURCE: Water Conservation Operating Funds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount, Modification Amount 1-3, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program.

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

See Supplemental Attachment A.

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 are currently being provided under PSC No. 4097-08/09 (Formerly PSC No. 3090-07/08-expedited approval).

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

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

L21
L1021
Union Name

Shamica Jackson
Signature of person mailing/faxing form

08/19/2010
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in processing rebates, tracking financials, checking customer eligibility for 30+ water utilities as well as the energy utility.

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

The internal elements will continue to be performed by SFPUC staff 1478: Senior Water Services Clerk.

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:

Since this is a regional and grant funded program, we have had to send the processing to an outside entity that can process the information and financial for all agencies. There are over 30 water agencies involved, as well as the energy utility. The customer will be receiving a single check from the "program" that combines both the water and energy portions. Grant funding was contingent on the fact that this would be a centralized program.

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

No, it would not because there would still need to be a central processing agency for all the entities involved which cannot be housed in any one water utility. Furthermore, these grants funds are not reliably consistent.

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

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

Yes by Resolution No. 09-0029 adopted on February 10, 2009.

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A:

1. **DESCRIPTION OF WORK**

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

Washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is essential to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant from the CA Dep't of Water resources to implement this program and the SFPUC expects to receive \$630,000 of this funding. The region has identified this partnership with a utility company as the vehicle for marketing and administering the funding. In order to access these funds and provide our customers with a high level of financial and technical support, the SFPUC must participate in this regional program. Denial of this request means that the SFPUC will have to forgo the grant funding and therefore will not be able to provide as many rebates to its customers. Furthermore, not being part of the regional program will send a negative message to both local water agencies as well as SFPUC customers in terms of its commitment to water conservation.

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0029

WHEREAS, San Francisco Public Utilities Commission (SFPUC) staff participated in a regional grant application to the California Department of Water Resources (DWR) for a Regional High-Efficiency Clothes Washer Rebate program; and

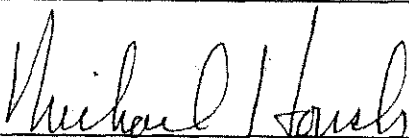
WHEREAS, Zone 7 Water Agency (Zone 7) is the Contracting Agency responsible for signing the grant agreement with DWR and disbursing grant funds to grant participants in accordance with the Grant Agreement; and

WHEREAS, the SFPUC's share of the grant is \$517,500; and

WHEREAS, Funding for the required matching funding is available from the FY 08-09 and proposed 09-10 Water Enterprise Operating Budget; now, therefore, be it

RESOLVED, That this Commission authorizes the General Manager of the San Francisco Public Utilities Commission to request permission from the Board of Supervisors to accept and expend grant funds totaling \$515,700 from the California Department of Water Resources, through the Contracting Agency Zone 7, with required local matching funds of \$776,250 from the FY 08/09 and proposed 09/10 Water Enterprise Operating Budget; and to execute all required agreements.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of February 10, 2009



Secretary, Public Utilities Commission

City and County of San Francisco
Gavin Newsom
Mayor



Department of Human Resources
Micki Callahan
Human Resources Director

NOTICE OF ACTION

February 26, 2008

Connie Chang
Public Utilities Commission
1155 Market Street, 9th Floor
San Francisco, CA 94103

Dear Ms. Chang:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3090-07/08	\$46,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership.

by: *Emily Morrison* for
Micki Callahan
Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/13/08

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 470703 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

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

TYPE OF SERVICE: Rebate processing and program marketing (CS-931)

FUNDING SOURCE: 470703, Char 049

PSC AMOUNT: \$46,000 PSC DURATION: Feb 13, 2008 – Feb 13, 2009

1. DESCRIPTION OF WORK:

A. Concise description of work:

SFPUC will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities.

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

Washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is key to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant for \$3M from the CA Dep't of Water resources to implement this program and the SFPUC has received \$525k of this funding. The region has identified this partnership with a utility company as the vehicle for marketing and administering the funding. In order to access these funds and provide our customers with a high level of financial and technical support, the SFPUC must participate in this regional program. Denial of this request means that the SFPUC will have to forgo the \$525k in grant funding and therefore will not be able to provide as many rebates to its customers. Furthermore, not being part of the regional program will send a negative message to both local water agencies as well as SFPUC customers in terms of its commitment to water conservation.

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):

For the past three years the processing service has been provided via a Memorandum of Understanding between SFPUC and a utility association. Customer eligibility and tracking is still performed internally at the SFPUC.

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

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

<u>L21</u>	<u>Shamica Jackson</u> <i>Shamica Jackson</i>	<u>2/13/2008</u>
Union Name	Signature of person mailing/faxing form	Date

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

RFP sent to _____	on _____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
 PSC# 3090-07108 *Approved Jim*
 STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:
 DATE: FEB 19 2008 2:01 PM

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Processing rebates, tracking financials, checking customer eligibility for BOTH all 30+ water utilities as well as the energy utility.

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

The internal elements will continue to be performed by SFPUC staff (1478); however none are equipped to administer the process for all program participants and issue a single check that combines the water and energy portions of the rebate.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Since this is a regional and grant funded program, we have had to send the processing to an outside entity that can process the information and financial for all agencies. There are over 30 water agencies involved, as well as the energy utility. The customer will be receiving a single check from the "program" that combines both the water and energy portions. Grant funding was contingent on the fact that this would be a centralized program.

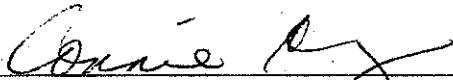
B. Would it be practical to adopt a new civil service class to perform this work? Explain

No, it would not because there would still need to be a central processing agency for all the entities involved which cannot be housed in any one water utility. Furthermore, these grants funds are not reliably consistent.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Connie Chang (415) 554-3497

 Print or Type Name Telephone

1155 Market Street, 9th Floor

 San Francisco, CA 94103

 Address