



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: December 5, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Parveen Boparai, MTA  
Gordon Choy, DPW  
Jacquie Hale, DPH  
Shamica Jackson, PUC

**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*
\$38,850,000	\$1,207,370	\$333,419,086

\*Notes:

PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11  
PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11

**POSTING FOR**

12/5/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4056-11/12	27	Airport Commission	Regular	\$300,000	<p>Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management skills in an aviation environment: aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills), with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values.</p> <p>General objectives of the contract are:</p> <ul style="list-style-type: none"> <li>- Assessment of managerial employees' development and learning needs;</li> <li>- Leadership curriculum development, leadership curriculum implementation;</li> <li>- Recommendation of leadership readiness (and at what stage: from moderately ready to high performer readiness).</li> </ul>	12/19/2011 - 12/31/2016
4057-11/12	27	Airport Commission	Regular	\$2,000,000	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	12/19/2011 - 12/31/2016
4058-11/12	35	Municipal Transportation Agency	Regular	\$300,000	<p>Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software of San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.</p>	12/1/2011 - 11/30/2014
4059-11/12	35	Municipal Transportation Agency	Regular	\$22,000,000	<p>The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipments required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.</p>	1/1/2012 - 1/31/2015
4060-11/12	40	Public Utilities Commission	Regular	\$500,000	<p>The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.</p>	12/5/2011 - 12/30/2013

**POSTING FOR**

12/5/2011

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

<b>FSC No</b>	<b>Dept No.</b>	<b>Dept Name</b>	<b>Approval Type</b>	<b>Contract Amount</b>	<b>Description of Work</b>	<b>Duration</b>
4061-11/12	40	Public Utilities Commission	Regular	\$2,700,000	The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to added requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.	2/1/2012 - 1/31/2016
4062-11/12	40	Public Utilities Commission	Regular	\$9,000,000	Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.	1/1/2012 - 1/1/2017
4063-11/12	90	Public Works	Regular	\$1,200,000	As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training. Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSI Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.	1/2/2012 - 1/2/2016

**Total Amount - Regular: \$38,000,000**

**POSTING FOR**

12/5/2011

**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
4064-07/08	82	Public Health	Regular	\$850,000	\$2,850,000	This modification will provide the One-Time installation and on-going support of new system modules funded by a major grant from the Mental Health Services Administration (MHSA) relating to client access to electronic medical records as well as additional application enhancements required to be in compliance with Federal ARRA and HITECH Meaningful Use of Electronica Medical Records Mandates. Professional services are required to assist the Department Behavioral Health IT staff in the implementation of the new technology and to provide staff training and on-going support to assist in the deployment of the new modules to the DPH's 3,000 clinicians and system users. The system will provide an integrated information system that combines the functionality of the billing information system with that of an electronic clinical patient record to optimize efficiency and eliminate redundancy in operations and data entry. Significant application-specific technical functionality is needed to provide interoperability with State and local systems.	1/1/2008 -12/31/2018

Sum of Modified Amounts: \$850,000

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

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

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

Jacquie Hale  
Department of Public Health  
101 Grove Street, Room 307  
San Francisco, CA 94102

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

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Table of Contents  
PSC Submissions

PSC#	Department	Page#
4056-11/12	Airport	2 - 15
4057-11/12	Airport	16 - 28
4058-11/12	Municipal Transportation Agency	29 - 34
4059-11/12	Municipal Transportation Agency	35 - 47
4060-11/12	Public Utilities Commission	48 - 50
4061-11/12	Public Utilities Commission	51 - 56
4062-11/12	Public Utilities Commission	57 - 65
4063-11/12	Public Works	66 - 73
<b>Modifications</b>		
4064-07/08	Public Health	74 - 85



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/26/2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: As-Needed Management Development and Training

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000

PSC DURATION: 12/19/2011 - 12/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management skills in an aviation environment: aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills), with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values. General objectives of the contract are:

- Assessment of managerial employees' development and learning needs;
Leadership curriculum development, leadership curriculum implementation;
Recommendation of leadership readiness (and at what stage: from moderately ready to high performer readiness).

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

Over the next three to five years, close to 43% of Airport Commission managers and supervisors will be eligible to retire. In preparation for this change, the Airport is implementing a proactive five year Succession and Retention Plan which includes a focused program on the continuous development of the Airport Commission workforce talent. An integral component of this plan seeks to progressively develop existing high potential and emerging leaders, as well as identify skilled performers in an effort to equip them with the knowledge base and skills necessary to ascend to the next level of responsibility or assignment.

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

This is a new service.

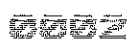
D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

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

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

PSC # 4056-11/12

NOV 09 2011 PSC FORM 1 (9/96)





RFP sent to: IFPTE Local 21 on 9/26/11

Union Name

Date

*Christina P. Arata*

Signature

RFP sent to: MEA on 9/26/11

Union Name

Date

*Christina P. Arata*

Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4056-11/12  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

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

The SFO Training Program under the supervision of the SFO EEO and Organizational Development Program seeks to hire as-needed contractors for individualized and small group leadership development and instruction on a limited basis. The contractor will provide training and development in the SFO Competency model areas of leading others, leading the organization, self-leadership and avoiding derailment factors that are specifically related to aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, strategic innovation in the public sector, change management and advanced communication skills.

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

Part of the work will be done by a 1232 Training Officer, 0922 Manager I, or 0932 Manager IV.

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

No.

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

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

Succession development assistance is needed to support the work of the existing training and development staff and the referrals to the contractors will be infrequent. Each managerial development engagement only spans three (3) months at any one time which does not sustain a full time employee.

**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 and County employees?**

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

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

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

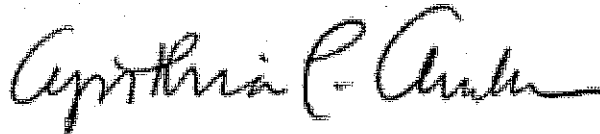
Training will be provided in a form of development of skills and abilities for succession and in preparation of promotional opportunity for approximately 20 hours over a 3 month period.



- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. All level managers and second and third level supervisors (MEA and Local 21); and approximate number to be trained 5-10 a year.

- 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? No, however, Airport Commission has approved Resolution #09-0081 for this service.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued and the result of that process is not known at this time.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

## Cynthia Avakian

---

**From:** Donna.Kotake@sfgov.org  
**Sent:** Wednesday, November 09, 2011 9:17 AM  
**To:** Gloria Louie  
**Cc:** Cynthia Avakian  
**Subject:** Re: RFP Individualized Instruction Services

Gloria

Yes, I am confirming our understanding with regards to the Subject Area 1 service.

Donna Kotake  
Workforce Development Director  
Department of Human Resources  
Phone: (415) 557-4912  
Fax: (415) 551-8959

**From:** Gloria Louie <Gloria.Louie@flsfo.com>  
**To:** Donna Kotake <Donna.Kotake@sfgov.org>  
**Cc:** Cynthia Avakian <Cynthia.Avakian@flsfo.com>  
**Date:** 11/09/2011 08:45 AM  
**Subject:**RFP Individualized Instruction Services

Donna:

Per our telephone conversation today (Wednesday, November 09, 2011) about the following RFP individualized instruction service:

Subject Area 1:

1. Provide as-needed individualized instruction for senior and managerial staff based on the SFO Competency Model with an emphasis on achieving organizational objectives through the development of strategic management skills in individual contributors:

SFO Competency Model:

- § Leading Others,
- § Leading the Organization,
- § Self-Leadership, and
- § Avoiding Derailment factors.

You indicated that the DHR Workforce Development team does not, at this time, have the capacity to provide this individualized training to the Airport's senior management staff.

Thanks for your assistance in this matter.

Gloria Louie  
EEO, Organizational Development and Training Director San Francisco Airport Commission  
650.821.3588

# Airport Training Office

## Master Training List

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San Francisco  
International  
Airport

The San Francisco Airport Commission is committed to the professional and personal development of its workforce. The Airport Training has developed an integrated and extensive curriculum of classes designed to enhance your individual or group capabilities.

### Leadership/Management Skills

#### Individual Leadership Courses

- 360 Leadership Assessment
- Workforce and Succession Planning.
- Managing Multiple Generations in the Workplace.
- Ethics: The Logic of Right.
- Building Successful Work Teams Using DiSC.
- Team Dimensions.
- Managing Conflict.

**Management Essentials Series** – This series establishes the communication and management skills needed to direct the performance of individuals and teams. All levels of management can benefit from this practical toolkit of time-tested core skills. They are especially critical for the success of first-time managers or supervisors. The individual modules of these courses are offered monthly in 4 hour segments. Participants can enter the program on a rolling basis.

#### **Foundations**

- Essentials of Leadership.
- Essentials of Communication.

#### **Performance Management**

- Setting Performance Goals.
- Providing Performance Feedback.
- Coaching Job Skills.
- Motivating Team Members.
- Improving Performance through Progressive Discipline.

#### **Management**

- Communicating Up: Skills for Communication with Your Boss.

Updated 11/9/2011

- Delegating.
- Managing and Resolving Conflicts.
- Managing Difficult Behavior Styles.
- Solving Workplace Problems.

### **Supervisors Refresher Series**

- Building Successful Work Teams with DiSC.
- Hiring: From Budget to New Employee Orientation.
- Essentials of Leadership and Communication.
- Performance Management.
- Progressive Discipline.
- Workers Comp/ADA/FMLA and Managing Employee with Medical Conditions.

## **Professional Development**

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- Business Writing.
- Creating and Making Public Presentations.
- Effective Meeting Facilitation.
- Successful Interviews.
- Communications Effectiveness with DiSC.
- Working with You is Killing Me! – Dealing with Toxic relationships in the workplace.
- But I Don't Have Customers.
- Customer Centered Service.

## **Diversity**

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- Airport Policies and Executive Directives on Discrimination and Harassment.
- Ouch that Stereotype Hurts.
- Real world methods for dealing with Diversity in the Workplace.

## **Computer Applications**

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- Getting Started with Outlook 2007
- Basic Excel 2007
- Basic Outlook 2007
- Basic PowerPoint 2007
- Basic Visio 2007
- Basic Word 2007
- Intermediate Excel 2007

- Intermediate Outlook 2007
- Intermediate PowerPoint 2007
- Intermediate Visio 2007
- Intermediate Word 2007
- Advanced Excel 2007
- Basic Adobe Acrobat 9 Professional

**AIRPORT COMMISSION**

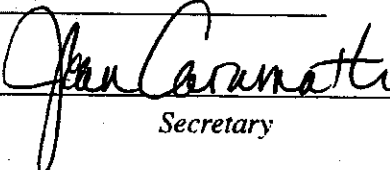
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0081

**AUTHORIZE THE ISSUANCE OF A REQUEST FOR QUALIFICATIONS FOR AIRPORT CONTRACT NO. 8918 TO ESTABLISH A POOL OF QUALIFIED CONSULTING FIRMS TO PROVIDE AS-NEEDED MANAGEMENT AND STAFF TRAINING SERVICES AND AUTHORIZE STAFF TO CONDUCT NEGOTIATIONS WITH THE HIGHEST-RANKED FIRMS**

- WHEREAS,** preparing for the workforce of tomorrow is critical to help ensure the San Francisco International Airport (Airport) remains the airport of choice in the Bay Area region and a global influence in the Aviation/Transportation industry; and
- WHEREAS,** in preparation for inevitable workforce change, the Airport has implemented a comprehensive and proactive five-year Succession and Retention Plan focused specifically on the continuous development of prospective successors and organizational leaders; and
- WHEREAS,** this plan seeks to progressively develop existing high potential and emerging leaders, as well as identified skilled performers, in hopes of equipping them with the knowledge base and skills necessary to ascend to the next level of promotion/transfer; and
- WHEREAS,** establishing a list of qualified firms ready to provide effective management and staff training consulting services to Airport Commission's senior and mid-level management and supervisory staff will allow the Airport the ability to carry out the program's primary goal of creating a pool of potential successors; now, therefore be it
- RESOLVED,** that the Airport Commission authorizes the issuance of a Request for Qualifications for as-needed management and staff training consulting firms and authorizes staff to conduct negotiations with the highest-ranked firms based on the results of the competitive solicitation for qualifications.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of* APR 21 2009

  
Secretary



## Cynthia Avakian

---

**From:** Cynthia Avakian  
**Sent:** Wednesday, November 09, 2011 3:32 PM  
**To:** lwong@ifpte21.org; L21PSC Review <L21PSCReview@ifpte21.org>  
(L21PSCReview@ifpte21.org)  
**Cc:** 'Ging Louie'; Joe Brenner; Gloria Louie; Derry Moten  
**Subject:** FW: PSC-Airport As-Needed Management Development and Training  
**Attachments:** SFO Training Office Master Training List internal courses.pdf; SFO Email to DHR regarding Training.pdf

Larry,

I've attached the email from the Airport to DHR to this message so that the documents will be in one place.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Wednesday, November 09, 2011 3:28 PM  
**To:** 'Larry Wong'; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)  
**Cc:** Ging Louie (glouie@ifpte21.org); Joe Brenner; Gloria Louie; Derry Moten  
**Subject:** RE: PSC-Airport As-Needed Management Development and Training

Larry,

As we discussed today, attached are the management development courses the Airport currently offers to our employees. We need to take our training to the next level for our senior and management staff and that is why we need the help of the contractor. I will email the message from DHR regarding their training ability in a separate email in a few minutes.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

---

**From:** Larry Wong [mailto:lwong@ifpte21.org]  
**Sent:** Wednesday, September 28, 2011 2:31 PM  
**To:** Cynthia Avakian  
**Subject:** RE: PSC-Airport As-Needed Management Development and Training

will let you know in one week.

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

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Wednesday, September 28, 2011 2:25 PM  
**To:** Larry Wong  
**Cc:** Joe Brenner; Ging Louie  
**Subject:** RE: PSC-Airport As-Needed Management Development and Training

Larry,

In 2009, we posted the RFQ and established the list of consultants in 2010. We are preparing a RFP to the pool list for subject area 1 at this time. Let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

---

**From:** Larry Wong [mailto:lwong@ifpte21.org]  
**Sent:** Wednesday, September 28, 2011 2:02 PM  
**To:** Cynthia Avakian  
**Cc:** Joe Brenner; Ging Louie; Larry Wong  
**Subject:** PSC-Airport As-Needed Management Development and Training

Cynthia,

I noticed that the RFP package was dated Dec 3, 2009.  
What is the status of the RFP package? Is the Airport going to freshen up the dates or is a consultant in place?

Will provide comments when I have finished reviewing the RFP.

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

---

**From:** Joe Brenner  
**Sent:** Tuesday, September 27, 2011 3:44 PM  
**To:** Larry Wong  
**Subject:** FW: Dept 27 - Mini RFP for As-Needed Management Development and Training

Larry,

I talked with L21 member and Training Officer Amy Lilley. She's going to talk with her co-workers and manager about what parts, if anything, they think they might be able to do in the training and development unit in DHR for this SFO work. They may also develop some questions to ask for further clarification. As I'm going to be out of the office this Thursday and Friday, I've asked her to contact you if she would like to ask questions about this PSC or for other follow-up.

Joe

Joe Brenner  
Director, Research Education and Policy Department  
IFPTE Local 21  
1182 Market Street, Room 425  
San Francisco, CA 94012

cell 415-385-5148

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfso.com]  
**Sent:** Monday, September 26, 2011 5:33 PM  
**To:** Larry Wong; L21PSC Review; Rebecca@sfmea.com  
**Cc:** Ging Louie; Joe Brenner; Gloria Louie  
**Subject:** Dept 27 - Mini RFP for As-Needed Management Development and Training

Larry/Rebecca,

Attached is a new DRAFT request for As-Needed Management Development and Training. This RFQ was posted in 2010 so I am attaching it to this email as a reminder.

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

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



Dept. 27 - PSC As-Needed Management Development and Training

Cynthia Avakian

to:

DHR-PSCCoordinator

11/09/2011 06:17 PM

Cc:

Gloria Louie, Derry Moten

Hide Details

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

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

Cc: Gloria Louie <Gloria.Louie@flysfo.com>, Derry Moten <Derry.Moten@flysfo.com>

8 Attachments



PSC Management Development - Category 1 111109.docx



PSC Management Development - Category 1.pdf



SFO Email to DHR regarding Training.pdf



SFO Training Office Master Training List internal courses.pdf



PSC Management Development - Mini RFP Category 1.pdf



RFQ Contract 8918 As-Needed Mgmt Consulting complete.pdf



09-0081.pdf



SFO Email to L21 regarding Training.pdf

Maria,

Attached is the paperwork for the Airport's PSC for As-Needed Management Development and Training as well as the documents provided to Local 21 and MEA.

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

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

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**From:** Cynthia Avakian  
**Sent:** Monday, September 26, 2011 5:33 PM  
**To:** Larry Wong; L21PSC Review; Rebecca@sfmea.com  
**Cc:** Ging Louie; Joe Brenner; Gloria Louie  
**Subject:** Dept 27 - Mini RFP for As-Needed Management Development and Training

Larry/Rebecca,

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING   
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST

TYPE OF SERVICE: As-Needed Project Support Services

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$2,000,000

PSC DURATION: 12/19/2011 to 12/31/2016

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.

B. **Explain why this service is necessary and the consequences of denial:** Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some projects are of limited duration and some involve specialty oversight which is why as-needed support services are a compliment for Airport staff. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

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

D. **Will the contract(s) be renewed?** If there continues to be a need for such services at SFO this contract will be renewed.

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

IFPTE, Local 21 *Cynthia P. Acker* 10/31/11  
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on 10/28/11 *Cynthia P. Acker*  
Union Name Date Signature

NOV 09 2011

PSC # 4057-11/12

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4057-11/12  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

**A. Specify required skills and/or expertise:** Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

**B. Which, if any, civil service class normally performs this work?** The following civil service classifications could potentially perform some of the work: 1052 – IS Business Analyst; 1054 – IS Business Analyst – Principal; 5201- Junior Engineer; 5203 – Junior Engineer; 5207 – Associate Engineer; 5211 – Senior Engineer; 5212 – Principal Engineer; 5241 – Engineer; 5260 – Architectural Assistant I; 5261 – Architectural Assistant II; 5262 – Landscape Architectural Associate I; 5264 – Airport Noise Abatement Specialist; 5265 – Architectural Associate I; 5266 – Architectural Associate II; 5268 – Architect; 5310 – Survey Assistant I; 5312 – Survey Assistant II; 5362 – Engineering Assistant; 5364 – Engineering Associate I; 5366 – Engineering Associate II; 5502 – Project Manager I; 5504 – Project Manager II; 5506 – Project Manager III; 5508 – Project Manager IV; 6116 – Supervising Wastewater Control Inspector; and 6318 – Construction Inspector. For the planned Airport projects, these civil service classes with the appropriate project expertise in managing the planning, design, construction inspection, testing and/or systems commissioning of Airport specific projects will participate in and supervise the contracted work.

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

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

**A. Explain why civil service classes are not applicable:** Existing staff does not have the required expertise and specialized skills related to Airport terminal design and construction, Airport air-side and land-side development and in preparing cost estimates, schedules, peer reviews and commissioning services critical for an operating airport with critical construction schedules. The Airport will use experienced Airport design, project and construction management staff integrated with the consultant staff to provide all of the required services.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** As stated above, classifications exist and will be utilized on the various projects and will be assigned based on individual project requirements and staff expertise.

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?

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

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

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution #10-0157 to issue a RFP for this service.

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address



**From:** Claudia Luquin  
**To:** [Ricardo Olea](#); [Al Herce](#); [Ed Byrne](#); [Fuad Sweiss](#); [Tara Lamont](#); [Patrick Rivera](#); [Mark Dorian](#); [Don Eng](#); [Kathryn How](#); [Susan Yee](#)  
**Cc:** [Judl Mosqueda](#); [Geoff Neumayr](#); [Geri Rayca](#); "Larry Wong"  
**Subject:** SFO-Notice of Intent to use As Needed Project Support Services  
**Date:** Thursday, September 29, 2011 3:29:00 PM  
**Attachments:** [SFO-Notice of Intent - 9026.9-09292011.pdf](#)

---

Date: September 29, 2011  
From: San Francisco International Airport

Subject: NOTICE OF INTENT TO USE AS NEEDED PROJECT SUPPORT SERVICES

The San Francisco International Airport, Design and Construction Division proposes to contract for As Needed Project Support Services to provide the services as noted in the attached file.

Requested response date is close of business day: FRIDAY, OCTOBER 7, 2011

If your department is interested in providing these services please respond via email for further discussions. If the Airport has not received a response from your organization by FRIDAY, OCTOBER 7, 2011, it shall be assumed that your staff is not available to perform these services within the specified time frame and the Airport will execute a contract service order for completion of these services.


All questions regarding details related to this request should be sent to: Claudia Luquin  
[[Claudia.Luquin@flysfo.com](mailto:Claudia.Luquin@flysfo.com), Tel. 650-821-7721]

If you have received this message in error, are not the appropriate party for response, or believe a name or names to be absent from the outreach list, please respond to this message and provide any information necessary to correct the error.

Thank you for your prompt response.

Claudia

Claudia Luquin, LEED® AP BD+C  
San Francisco International Airport | Design & Construction Division  
T. 650.821.7721  
Monday - Thursday, 6:00 AM - 4:30 PM

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**SAN FRANCISCO INTERNATIONAL AIRPORT  
DESIGN AND CONSTRUCTION DIVISION**

DATE: September 29, 2011

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,  
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT TO USE AS NEEDED PROJECT SUPPORT SERVICES**

The San Francisco International Airport, Design and Construction Division proposes to contract for **As Needed Project Support Services** to provide the following services over the next two years:

Project Management and Construction Management support services for the Airport's Capital Improvement Planning Projects on an as needed basis.

Services include:

1. Project controls and reporting: For federally funded projects, reports shall comply with the mandated reporting requirements. Provide monthly cost reports, monthly schedule reports, and monthly progress reports, project Manager's monthly reports.
2. Project scheduling: Compile and validate project schedules from all project's stakeholders to prepare master schedules. Master schedule shall include, at a minimum and if required, the following activities: timing for completion of environmental assessment (EA) and permitting; timing for completing the Airport Geographic Information System (AGIS); timing to conduct design, issue bids, and complete construction, testing and commissioning of a project. In Master schedule identify and analyze dependencies, controls, and interfaces among projects, with other airport operational activities, and/or with external projects and perform alternative analysis project sequence to optimize project implementation. Develop, review, update, and monitor project schedules at various levels appropriate to the required management level during all Project phases.
3. Project budget: Support the Airport's financial analyses with the preparation and review of hard and soft cost budget estimates, resulting in the establishment of a project baseline budget. Analyze financial consequences of design alternatives, provide project level cost and trend management services, cost estimates, including concept, budgetary, design, construction, and engineer's estimates. Establish, review and support management in making appropriate budgetary contingencies and reviewing project risks. Development of budget and funding report services, documenting sources of funds and cash flow projections for the project. Developing and maintaining procedures to forecast project costs and recommendations on corrective actions if forecasted budgets are to be exceeded. Prepare and review of life cycle costs including operations and maintenance costs, cost benefit analysis and reconcile projects' program with their appropriated budgets.
4. Document control: Maintain files of all project documentation in an integrated, accessible electronic format with a hard copy. Maintain status logs of project documents.
5. Project coordination: Assist with project coordination and development efforts with project's stakeholders as required and directed by the Airport. Establish, implement, and modify project administrative procedures as needed by the project. Implement and support an Action Item system to track key project activities.

6. Planning studies: Assist with planning and programming studies, which may include special engineering studies and reports such as seismic analysis, facility condition assessments, geotechnical/hazmat investigations and others.
7. Other services: Participate in pre construction activities, prepare preliminary planning, conceptual or schematic design documents to establish scoping / bridging documents for up-coming projects, provide technical assistance to other Construction Management teams, participate in and review value engineering and value analysis, review and comment on cost estimates and schedules prepared by designers, contractors, construction managers. Provide partnering services. Prepare contracts, agreements and Requests for Proposals (RFP) for projects under the Federal Acquisition Regulation (FAR) or other Federal contracting guidelines. Participate in the development of funding sources and grant applications and in the coordination of the development of a project program and prepare conceptual design reports. Identify project issues, provide advice and prepare reports as necessary. Participate in the preparation of California Environmental Quality Act (CEQA) initial reviews and other reviews as required by CEQA

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **FRIDAY, OCTOBER 7, 2011**

If your department is interested in providing these services please respond via email for further discussions. If the Airport has not received a response from your organization by **FRIDAY, OCTOBER 7, 2011**, it shall be assumed that your staff is not available to perform these services within the specified time frame and the Airport will execute a contract service order for completion of these services.

All questions regarding details related to this request should be sent to:

**Claudia Luquín** [Claudia.Luquin@flysfo.com, Tel. 650-821-7721]

Thank you in advance for your consideration.

Sincerely,

Geoffrey W. Neumayr  
Associate Deputy Director  
Design and Construction Division  
San Francisco International Airport

---

cc: Cynthia Avakian

## Cynthia Avakian

---

**From:** Cynthia Avakian  
**Sent:** Wednesday, November 09, 2011 3:19 PM  
**To:** lwong@ifpte21.org  
**Cc:** Joe Brenner; Ging Louie (glouie@ifpte21.org); Claudia Luquin; Judi Mosqueda; Geri Rayca  
**Subject:** FW: SFO-Notice of Intent to use As Needed Project Support Services  
**Attachments:** SFO-Notice of Intent - 9026.9-09292011.pdf

Larry,

Here is the message I referenced in the email message a few minutes ago for our conference call tomorrow.

Thanks,

*Cynthia*

Phone: (650) 821-2014

---

**From:** Claudia Luquin  
**Sent:** Wednesday, November 09, 2011 9:36 AM  
**To:** Mark Dorian  
**Cc:** Cynthia Avakian; Judi Mosqueda; Geri Rayca; Geoff Neumayr  
**Subject:** FW: SFO-Notice of Intent to use As Needed Project Support Services


Hi Mark,

This email is to confirm our conversation on 10/3/11 in regards to the SFO's Notice of Intent for As Needed Project Support Services. We understand DPW, Building Design and Construction's (BDC) interest to provide services for some of the tasks described in the Notice of Intent if there is staff available when those services are required. As you mentioned, BDC may be interested to provide services for item 6 -Planning Studies and some of the services listed in item 7-Other Services, such as: preconstruction activities, preliminary planning, conceptual or schematic design documents to establish scoping/bridging documents for upcoming projects.

SFO is committed to give BDC the first right of refusal for upcoming projects that include tasks 6 and 7 above.

Thank you for your interest.

Claudia Luquin, LEED® AP BD+C  
San Francisco International Airport | Design & Construction  
T. 650.821.7721  
Monday - Thursday, 6:00 AM - 4:30 PM

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**From:** Claudia Luquin  
**Sent:** Thursday, September 29, 2011 3:29 PM

**To:** Ricardo Olea; Al Herce; Ed Byrne; Fuad Sweiss; Tara Lamont; Patrick Rivera; Mark Dorian; Don Eng; Kathryn How; Susan Yee  
**Cc:** Judi Mosqueda; Geoff Neumayr; Geri Rayca; 'Larry Wong'  
**Subject:** SFO-Notice of Intent to use As Needed Project Support Services

Date: September 29, 2011  
From: San Francisco International Airport

Subject: NOTICE OF INTENT TO USE AS NEEDED PROJECT SUPPORT SERVICES

The San Francisco International Airport, Design and Construction Division proposes to contract for As Needed Project Support Services to provide the services as noted in the attached file.

Requested response date is close of business day: FRIDAY, OCTOBER 7, 2011

If your department is interested in providing these services please respond via email for further discussions. If the Airport has not received a response from your organization by FRIDAY, OCTOBER 7, 2011, it shall be assumed that your staff is not available to perform these services within the specified time frame and the Airport will execute a contract service order for completion of these services.


All questions regarding details related to this request should be sent to: Claudia Luquín  
[Claudia.Luquin@flysfo.com, Tel. 650-821-7721]

If you have received this message in error, are not the appropriate party for response, or believe a name or names to be absent from the outreach list, please respond to this message and provide any information necessary to correct the error.

Thank you for your prompt response.

Claudia

Claudia Luquín, LEED® AP BD+C  
San Francisco International Airport | Design & Construction Division  
T. 650.821.7721  
Monday - Thursday, 6:00 AM - 4:30 PM

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Dept. 27 - PSC for As-Needed Project Support

Cynthia Avakian

to:

DHR-PSCCoordinator

11/09/2011 05:46 PM

Cc:

Claudia Luquin, Judi Mosqueda, Geri Rayca

Hide Details

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

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

Cc: Claudia Luquin <Claudia.Luquin@flysfo.com>, Judi Mosqueda <Judi.Mosqueda@flysfo.com>, Geri Rayca <Geri.Rayca@flysfo.com>

5 Attachments



As-Needed project support FINAL 111109.docx As-Needed project support FINAL.pdf



SFO-Notice of Intent - 9026.9-09292011-Binder.pdf



BDC\_Interest-SFO-Notice of Intent to use As Needed Project Support Services.pdf



SFO Email to DPW As-Needed Project Support.pdf

Maria,

Attached is the paperwork for the Airport's PSC for As-Needed Project Support as well as the documents provided to Local 21 and City departments.

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

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

---

**From:** Cynthia Avakian  
**Sent:** Wednesday, November 09, 2011 3:18 PM  
**To:** [lwong@ifpte21.org](mailto:lwong@ifpte21.org)  
**Cc:** Joe Brenner; Ging Louie ([glouie@ifpte21.org](mailto:glouie@ifpte21.org)); Claudia Luquin; Judi Mosqueda; Geri Rayca  
**Subject:** FW: SFO-Notice of Intent to use As Needed Project Support Services-L21 response DRAFT

Larry,

As we discussed in your office today, below is the information you requested to assist with our conference call at 1:30PM tomorrow. I will send the notice to Mark Dorian under separate cover in a few minutes.

1. Could I get listing or cc of email transmitting the notice? (one problem from one City department was that when they sent out notice...it went to the wrong person. I assume this was not the case for Airport notice distribution.)

Below is the list of contacts:

- Ricardo Olea (SFMTA): [Ricardo.Olea@sfmta.com](mailto:Ricardo.Olea@sfmta.com)
- Al Herce (SFMTA): [Al.Herce@sfmta.com](mailto:Al.Herce@sfmta.com)
- Ed Byrne (SF Port): [Ed.Byrne@sfport.com](mailto:Ed.Byrne@sfport.com)
- Fuad Sweiss (DPW): [Fuad.Sweiss@sfdpw.org](mailto:Fuad.Sweiss@sfdpw.org)
- Tara Lamont (DPW): [Tara.Lamont@sfdpw.org](mailto:Tara.Lamont@sfdpw.org)
- Patrick Rivera (DPW): [Patrick.Rivera@sfdpw.org](mailto:Patrick.Rivera@sfdpw.org)
- Mark Dorian (DPW): [Mark.Dorian@sfdpw.org](mailto:Mark.Dorian@sfdpw.org)
- Don Eng (DPW): [Don.Eng@sfdpw.org](mailto:Don.Eng@sfdpw.org)
- Kathryn How (PUC): [KHow@sflower.org](mailto:KHow@sflower.org)
- Susan Yee (PUC): [syee@sflower.org](mailto:syee@sflower.org)
- Larry Wong (L21): [lwong@ifpte21.org](mailto:lwong@ifpte21.org)
- Judi Mosqueda (SFO): [Judi.Mosqueda@flysfo.com](mailto:Judi.Mosqueda@flysfo.com)
- Geri Rayca (SFO): [Geri.Rayca@flysfo.com](mailto:Geri.Rayca@flysfo.com)
- Geoffrey Neumayr (SFO): [Geoff.Neumayr@flysfo.com](mailto:Geoff.Neumayr@flysfo.com)
- Cynthia Avakian (SFO): [Cynthia.Avakian@flysfo.com](mailto:Cynthia.Avakian@flysfo.com)

2. What was the response from the various departments?

Mark Dorian from DPW, Building Design and Construction (BDC) called to state their interest in tasks 6 and 7 listed in the Notice of Intent. Please see attached email.

Your notice did not included any vital details...time schedule or size of projects over the next two years. How can any department provide reasonable response to your short due date without any details. This is a serious issue. The Notice of Intent states that the services will be required for the next two years. SFO is requesting "as-needed" project support services so at this time there is no project specific information on scope and schedule to provide.

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

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

Thank you,  
Claudia

---

**From:** Larry Wong [<mailto:lwong@ifpte21.org>]  
**Sent:** Thursday, November 03, 2011 9:29 AM  
**To:** Cynthia Avakian; L21PSC Review  
**Cc:** Ging Louie; Joe Brenner; Claudia Luquin; Judi Mosqueda; Geri Rayca; Larry Wong  
**Subject:** RE: SFO-Notice of Intent to use As Needed Project Support Services  
**Importance:** High

Hi Cynitha,

A few questions about the notice was sent to the various City departments.

1. Could I get listing or cc of email transmitting the notice? (one problem from one City department was that when they sent out notice...it went to the wrong person. I assume this was not the case for Airport notice distribution.)
2. What was the response from the various departments?
3. Your notice did not included any vital details...time schedule or size of projects over the next two years. How can any department provide reasonable response to your short due date without any details. This is a serious issue.

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

---

**From:** Claudia Luquin  
**Sent:** Thursday, September 29, 2011 3:29 PM  
**To:** **Ricardo Olea; Al Herce; Ed Byrne; Fuad Sweiss; Tara Lamont; Patrick Rivera; Mark Dorian; Don Eng; Kathryn How; Susan Yee**  
**Cc:** Judi Mosqueda; Geoff Neumayr; Geri Rayca; **'Larry Wong'**  
**Subject:** SFO-Notice of Intent to use As Needed Project Support Services

Date: September 29, 2011  
From: San Francisco International Airport

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Subject: NOTICE OF INTENT TO USE AS NEEDED PROJECT SUPPORT SERVICES

The San Francisco International Airport, Design and Construction Division proposes to contract for As Needed Project Support Services to provide the services as noted in the attached file.

Requested response date is close of business day: FRIDAY, OCTOBER 7, 2011

If your department is interested in providing these services please respond via email for further discussions. If the Airport has not received a response from your organization by FRIDAY, OCTOBER 7, 2011, it shall be assumed that your staff is not available to perform these services within the specified



time frame and the Airport will execute a contract service order for completion of these services.

All questions regarding details related to this request should be sent to: Claudia Luquín  
[Claudia.Luquin@flysfo.com, Tel. 650-821-7721]

If you have received this message in error, are not the appropriate party for response, or believe a name or names to be absent from the outreach list, please respond to this message and provide any information necessary to correct the error.

Thank you for your prompt response.

Claudia

Claudia Luquín, LEED® AP BD+C  
San Francisco International Airport | Design & Construction Division  
T. 650.821.7721  
Monday - Thursday, 6:00 AM - 4:30 PM



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AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0157

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

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

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

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

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

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

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

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

and, be it further

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

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

*at its meeting of* \_\_\_\_\_

APR 20 2010

  
Secretary



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

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

The Technicians are required to install, test and troubleshoot complete video systems, cabling and wiring of video cameras, interfaces, microphones at all job sites (moving or stationary). Must be knowledgeable and adhere to OSHA and SFMTA regulations in the use of personal protective equipment, subway access and SFMTA requirements as dictated by the work environment.

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

7329 - Electronic Maintenance Technician Assistant Supervisor  
7318 - Electronic Maintenance Technician

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

No.

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

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

There are currently (6) class 7318 Electronic Maintenance Technicians and (1) 7329 Assistant Supervisor performing this work. However, the full scope of the work far exceeds the physical capabilities of the seven (7) Technician positions SFMTA is held to due to budget constraints.

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

No. Classifications already exist.

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

Yes      No

- |   |     |     |
|---|-----|-----|
| A. Will the contractor directly supervise City and County employees?  | ( ) | (X) |
| B. Will the contractor train City and County employees?<br>- Describe training and indicate approximate number of hours.<br>- 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, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address



**Maintenance of Fixed Asset Video Equipment PSC**

Hamada, Cynthia to: glouie, atonisson

09/29/2011 04:09 PM

Cc: "DHR-PSCCoordinator", "Dennis, Virgil", "Sutherland, Julian"

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

To: <glouie@ifpte21.org>, <atonisson@ifpte21.org>

Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Dennis, Virgil" <Virgil.Dennis@sfmta.com>, "Sutherland, Julian" <Julian.Sutherland@sfmta.com>

---

1 attachment



20110929155921249.pdf

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For your information.

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

Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vice-Chairman  
 Leona Bridges | Director  
 Cheryl Brinkman | Director  
 Malcolm Heinicke | Director  
 Bruce Oka | Director  
 José Ramos | Director  
 Edward D. Reiskin | Director of Transportation

**FAX/SCAN**

<b>DATE:</b>	September 28, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy	<b>TO:</b>	Ging Louie, Alex Tonisson, IFPTE, Local 21
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 864-2166
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary</b> Maintenance of Fixed Asset Video Equipment			
<b>COMMENTS:</b>  Any questions regarding the RFP or PSC should be directed to Virgil Dennis at <a href="mailto:virgil.dennis@sfmta.com">virgil.dennis@sfmta.com</a> or (415) 695-7157, or Julian Sutherland at (415) 701-4716.  Thank you, Cynthia			

**NO. OF PAGES (Including fax/scan cover): 3**



**Maintenance of Fixed Asset Video Equipment**  
Hamada, Cynthia to: khughes  
Cc: "DHR-PSCCoordinator", "Dennis, Virgil", "Sutherland, Julian"

09/29/2011 04:07 PM

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>  
To: <khughes@ibew6.org>  
Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Dennis, Virgil" <Virgil.Dennis@sfmta.com>, "Sutherland, Julian" <Julian.Sutherland@sfmta.com>

---

1 attachment



20110929155857066.pdf

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For your use.

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

Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vce-Chairman  
 Leona Bridges | Director  
 Cheryl Brinkman | Director  
 Malcolm Hein'cke | Director  
 Bruce Oka | Director  
 Joé Ramos | Director  
 Edward D. Reiskin | Director of Transportation

**FAX**

<b>DATE:</b>	September 29, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy <sup>Or</sup>	<b>TO:</b>	Kevin Hughes (415) 861-5752
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 861-0734
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary</b> Maintenance of Fixed Asset Video Equipment			
<b>COMMENTS</b>			
Any questions regarding the RFP or PSC should be directed to Virgil Dennis at <a href="mailto:virgil.dennis@sfmta.com">virgil.dennis@sfmta.com</a> or (415) 695-7157, or Julian Sutherland at (415) 701-4716.			
Thank you, Cynthia			

**NO. OF PAGES (Excluding fax cover): 2**



PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: REHABILITATION OF SYSTEMS ON MOTOR COACHES

FUNDING SOURCE: Federal Transit Authority (FTA) and San Francisco's Prop-K Funds

PSC AMOUNT: \$ 22,000,000.00

PSC DURATION: January 1, 2012 - January 31, 2015

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:**

The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.

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

The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. This project will reduce unscheduled maintenance and repair costs that would impact SFMTA's operating budget. Denial of this project would result in loss of funding from the Federal Transit Authority and Proposition K Funding and would negatively impact SFMTA's operating budget.

Denial of this request will have a negative impact on the condition and service reliability of the diesel motor coach fleet and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchase.

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

Similar service contract has been provided in the past through Personal Services Contract # 4020-09/10.

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):

<u>IFPTE Local 21</u> Union Name	<u><i>Cynthia Damada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>IAM Local 1414</u> Union Name	<u><i>Cynthia Damada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>TWU Local 250A (7410)</u> Union Name	<u><i>Cynthia Damada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date

RFP sent to                     , on                     ,                       
Union Name Date Signature

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

SFMTA Approved  
10-7-11

PSC# 4059-11/12

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

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

The skills and expertise required to perform this work include removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Additionally, the rehabilitation of major systems like the engine or transmission requires that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and that OEM approved tools and parts be used in order to support the warranty provided by the OEM manufacturer.

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

Classifications such as 5203 Assistant Engineer, 5207 Associate Engineer, 5211 Senior Engineer, 7381 Automotive Mechanics, 7313 Automotive Machinist, 7410 Automotive Service Worker, 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7382 Automotive Mechanic Assistant Supervisor, 7340 Maintenance Controller, 7241 Sr. Maintenance Controller, 7254, Automotive Machinist Supervisor I, 7309 Car And Auto Painter , and 7322 Automotive Body And Fender Worker Assistant Supervisor.

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

Yes. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the requisite facility space, certified mechanics or tools to stage a motor coach rehabilitation project of this scale in-house.

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

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

The Civil Service classes listed above in (3) (B) specialize in the maintenance of these vehicles, not in the rehabilitation of the motor coaches. Due to the scale of the project, as well as the urgency to rehabilitate this fleet, there is a need to outsource this work in order to complete the project in a timely fashion by certified technicians. In addition, the scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to the work on an assembly-line production levels. The City purchasing system is not designed for a production type work such as this project and therefore cannot provide the parts in a timely manner. Potential contractors have the capacity to do the rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line production level.

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

No. Civil service classes exist to perform some of this work, but as explained above, this project focus is on rehabilitation of the motor coaches and the scope of the project exceeds available resources and facilities.

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

**Yes**      **No**

- A. Will the contractor directly supervise City and County employees?      ( )      (X)
- B. Will the contractor train City and County employees?      ( )      (X)
- C. Are there legal mandates requiring the use of contractual services?      ( )      (X)
- D. Are there federal or state grant requirements regarding the use of Contractual services?      ( )      (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service?      ~~(X)~~      ( )  
The approval of the SFMTA Board and the Board of Supervisors will be acquired prior to awarding the Contract.      *not yet met*
- 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, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

4020-09/10  
7-20-09

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 8, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 35

TYPE OF APPROVAL: ( ) EXPEDITED

(x) REGULAR (OMIT POSTING)

( ) CONTINUING

( ) ANNUAL

TYPE OF REQUEST: (x) INITIAL REQUEST

( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: MOTOR COACH COMPONENT LIFE-CYCLE REHABILITATION

FUNDING SOURCE: American Recovery and Reinvestment Act Funds/FTA

PSC AMOUNT: \$12,000,000.00

PSC DURATION: September 1, 2009 through August 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project is to perform a component life-cycle rehabilitation of SFMTA diesel motor coaches to restore them to their original operating specifications to improve vehicle reliability and to bring vehicles into a state of good repair. The Contractor shall supply all sub-contracted repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Contractor is responsible for the removal and transportation of these vehicles; all rehabilitation work must be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components, some which last for two years.

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

Due to limited resources, the SFMTA has been unable to perform component life-cycle rehabilitations of diesel motor coaches. The proper functioning of the components listed above is critical to provide reliable service. Project benefits include bringing these vehicles into a state of good repair, thereby increasing vehicle reliability and improving service levels. This project will also result in reduced maintenance and overhaul costs that would normally impact SFMTA's operating budget. Funding for this project is being provided as part of the recently passed \$787 billion American Recovery and Reinvestment Act. In order to utilize these funds, the SFMTA needs to have the funds obligated by November 30, 2009. Denial of this request will result in the SFMTA's losing these funds for a much-needed project and will have a direct, negative impact on service and the condition of the diesel motor coach fleet. This denial would also negatively impact SFMTA's operating budget.

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

Due to limited resources, this kind of service has not been performed in the past. SFMTA does not have the resources, facility space or the required parts and materials supplies to perform motor coach rehabilitations at the levels required to ensure proper service. Additionally, funding has not previously been made available to be used for this type of motor coach rehabilitation project.

D. Will the contract(s) be renewed:

The contract may be renewed in order to continue rehabilitation of all motor coaches in service.

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  
IAM Local 1414  
Union Name  
TWU Local 250A (7410)  
Union Name

Panweem Boparai  
Signature of person mailing / faxing form  
Panweem Boparai  
Signature of person mailing / faxing form  
Panweem Boparai  
Signature of person mailing / faxing form  
Date  
7-9-09  
Date  
7-9-09  
Date  
7-9-09

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Signature \_\_\_\_\_  
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4020-09/10

- COPY -

SFMTA approved  
7-9-09

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

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

The skills and expertise required to perform this work include the skills possessed by 7381 Automotive Mechanics and include removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Additionally the major component rehabilitation of items like the engine or transmission require that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and have all of the required tools and OEM parts in order to support the warranty provided by the OEM manufacturer of these components.

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

Classifications such as 5203 Assistant Engineer, 5207 Associate Engineer, 5174 Administrative Engineer, 5211 Senior Engineer, 7381 Automotive Mechanics, 7313 Automotive Machinist, 7410 Automotive Service Workers normally perform some of the work of this project, 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7382 Automotive Mechanic Assistant Supervisor, 7340 Maintenance Controller, 7241 Sr. Maintenance Controller, 7254, Automotive Machinist Supervisor I.

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

Yes. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major component rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the requisite facility space, certified mechanics or tools to stage a motor coach rehabilitation project in-house, on the scale needed.

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

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

The civil service class listed above in (3) (B) specializes in the maintenance of these vehicles, not in the rehabilitation of the motor coaches. Due to the specialized nature of the major component overhaul and the variety and scale of the project work, as well as the urgency to expedite the motor coach rehabilitation project, there is a need to outsource this work in order to complete the project in a timely fashion by certified technicians. The work described exceeds the availability of in-house staff and the SFMTA lacks the resources, facility space and required parts and materials supplies to perform this work at the required level. Also, if the major components were overhauled by these civil service classes the normal warranty provided by the OEM would not be available. Repairs after the overhaul project would not be covered by warranty and would therefore cost SFMTA additional operating funds. Potential vendors have the capacity to do the component life-cycle rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line basis. In addition, civil service hiring timelines are incompatible with project timeframes.

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

No. The civil service class exists to perform this work, but as explained above, the scope of the project exceeds available resources and would not provide the warranty included in an OEM overhaul resulting in a negative impact on SFMTA's operating budget.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	(X)
B. Will the contractor train City and County employees?	( )	(X)
C. Are there legal mandates requiring the use of contractual services?	( )	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>SFMTA Board approval will be sought prior to award.</i>	(X)	( )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	(X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator  
Parveen Boparai

415- 701-5377

Print or Type Name

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, San Francisco, CA 94103

Address

5035

\* \* \* Communication Result Report ( Oct. 7. 2011 3:55PM ) \* \* \*

13

Date/Time: Oct. 7. 2011 3:52PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4281 Memory TX	99229416	P. 5	OK	

Reason for error

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

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

**MTA** Municipal Transportation Agency

Fred McGo | Mayor  
 Tom Steyer | Chairman  
 Judy Lee | Vice Chairman  
 Lynn Sledge | Director  
 Gary Wilson | Director  
 Michael Schuck | Director  
 Paul Gao | Director  
 Jeff Peters | Director  
 Edward Bellon | Director of Inspection

**FAX/SCAN**

DATE:	October 7, 2011		
FROM:	Cynthia Hemada/Belay Moy	TO:	Rafael Cabrera IFPTE, Local 250 A (7410)
PHONE:	(415) 701-5381	FAX:	(415) 822-0410
FAX:	(415) 701-5367	PHONE:	(415) 822-9485

**SUBJECT:** Personal Services Contract Summary  
Rehabilitation of Systems on Motor Coaches

**COMMENTS:**

Any questions regarding this PSO should be directed to TJ Lansing at (415) 401-3137.

Thank you,  
Cynthia

**NO. OF PAGES (including fax/scan cover): 6**

San Francisco Municipal Transportation Agency  
 One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103 | Tel: (415) 201.6200 | Fax: (415) 201.4700 | www.sfmta.com

\* \* \* Communication Result Report ( Oct. 7. 2011 3:57PM ) \* \* \*

13

Date/Time: Oct. 7. 2011 3:52PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
4282	Memory TX	916503414050	P. 5	OK	

Reason for error

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

**MTA** Metropolitan Transportation Authority

E-mail to | Myr  
 You | Office  
 Jerry | Washburn  
 Lisa | Director  
 Doug | Director  
 Melissa | Director  
 Fred | Director  
 Jeff | Director  
 Edward | Director

### FAX/SCAN

<b>DATE:</b>	October 7, 2011		
<b>FROM:</b>	Cynthia Hernandez/Betsy Moy	<b>TO:</b>	Art Gonzalez Automotive Machinists L1414
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	650.341.4050
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	650.341.2789

**SUBJECT:** Personal Services Contract Summary  
Rehabilitation of Systems on Motor Coaches

**COMMENTS:**

Any questions regarding this PSC should be directed to TJ Larsang at 415) 401-3137

Thank you,  
Cynthia

**NO. OF PAGES (including fax/scan cover): 6**

San Francisco Municipal Transportation Agency  
 One South Van Ness Avenue, San Francisco, CA 94103 | Tel: 415.701.4000 | Fax: 415.701.4100 | www.mta.com

Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vice-Chairman  
 Leona Bridges | Director  
 Cheryl Brinkman | Director  
 Malcolm Heinicke | Director  
 Bruce Oka | Director  
 Joël Ramos | Director  
 Edward D. Reiskin | Director of Transportation

**FAX/SCAN**

<b>DATE:</b>	October 7, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy <i>Chub</i>	<b>TO:</b>	Art Gonzalez Automotive Machinists L1414
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	650.341.4050
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	650.341.2799
<b>SUBJECT: Personal Services Contract Summary</b> Rehabilitation of Systems on Motor Coaches			
<b>COMMENTS:</b>  Any questions regarding this PSC should be directed to TJ Lansang at 415) 401-3137  Thank you, Cynthia			

**NO. OF PAGES (Including fax/scan cover): 5**

Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vice-Chairman  
 Leona Bridges | Director  
 Cheryl Brinkman | Director  
 Malcolm Heinicke | Director  
 Bruce Oka | Director  
 Joëi Ramos | Director  
 Edward D. Reiskin | Director of Transportation

**FAX/SCAN**

<b>DATE:</b>	October 7, 2011		
<b>FROM:</b>	Cynthia Hamada/Betsy Moy <i>Amr</i>	<b>TO:</b>	Rafael Cabrera IFPTE, Local 250-A (7410)
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 922-9416
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	(415) 922-9495
<b>SUBJECT: Personal Services Contract Summary</b> Rehabilitation of Systems on Motor Coaches			
<b>COMMENTS:</b>  Any questions regarding this PSC should be directed to TJ Lansang at 415) 401-3137  Thank you, Cynthia			

**NO. OF PAGES (Including fax/scan cover): 5**



Edwin M. Lee | Mayor  
 Tom Nolan | Chairman  
 Jerry Lee | Vice-Chairman  
 Leona Bridges | Director  
 Chery Brinkman | Director  
 Malcolm Heinicke | Director  
 Bruce Oka | Director  
 José Ramos | Director  
 Edward D. Reiskin | Director of Transportation

**FAX/SCAN**

<b>DATE:</b>	October 7, 2011		
<b>FROM:</b>	Cynthia Hamada <sup><i>mk</i></sup> /Betsy Moy	<b>TO:</b>	Ging Louie, Alex Tonisson, IFPTE, Local 21
<b>PHONE:</b>	(415) 701-5381	<b>FAX:</b>	(415) 864-2166
<b>FAX:</b>	(415) 701-5397	<b>PHONE:</b>	
<b>SUBJECT: Personal Services Contract Summary</b> Rehabilitation of Systems on Motor Coaches			
<b>COMMENTS:</b>  Any questions regarding this PSC should be directed to TJ Lansang at 415) 401-3137  Thank you, Cynthia			

**NO. OF PAGES (including fax/scan cover): 5**



**Rehabilitation of Systems on Motor Coaches**

Hamada, Cynthia to: DHR-PSCCoordinator

10/07/2011 04:07 PM

Cc: glouie, "Cabrera - TWUSF", speedy4864, atonisson, "Lansang, TJ"

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History: This message has been replied to.

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1 attachment



20111007160003939.pdf

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For posting, review and CSC Calendar. Thank you.

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



**FW: Rehabilitation of Systems on Motor Coaches**  
Hamada, Cynthia to: L21PSCReview, glouie, atonisson  
Cc: "Ryan, Maria", "DHR-PSCCoordinator"

10/13/2011 09:59 AM

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1 attachment



20111007160003939.pdf

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This is a follow-up email to the notification below where the generic Local 21 email address was not include.

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

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

From: Hamada, Cynthia  
Sent: Friday, October 07, 2011 4:09 PM  
To: DHR-PSCCoordinator  
Cc: 'Ging Louie' (glouie@ifpte21.org); Cabrera - TWUSF; 'speedy4864@mac.com'; atonisson@ifpte21.org; Lansang, TJ  
Subject: Rehabilitation of Systems on Motor Coaches

For posting, review and CSC Calendar. Thank you.

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



RE: Rehabilitation of Systems on Motor Coaches - question

Hamada, Cynthia

to:

DHR-PSCCoordinator

10/20/2011 11:35 AM

Cc:

"Boparai, Parveen", "Lansang, TJ"

Hide Details

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

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

Cc: "Boparai, Parveen" <Parveen.Boparai@sfmta.com>, "Lansang, TJ" <TJ.Lansang@sfmta.com>

Hello Maria,

Thank you for your initial review and I'll be responding on behalf of Parveen. There are several reasons why the new contract is not a modification and I'll review here with you.

PSC #4020-90/10 and the current PSC Summary appear to be the same type of service, however they are not. SFMTA is rehabilitating a similar type of vehicle (but not the same) with the new PSC as well as servicing more systems than the former PSC. The contract duration #4020-90/10 has a duration ending on August 31, 2014 and when we inquired about this we learned that the work will be completed by December 2011. TJ Lansang informed us that the contract duration that ends in 2014 includes the duration of the warranty.

So, we need to proceed with a different PSC on the new rehabilitation project. Hope this responds to your question(s).

Thank you,  
Cynthia

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

**From:** Maria Ryan [<mailto:Maria.Ryan@sfgov.org>] **On Behalf Of** DHR-PSCCoordinator

**Sent:** Friday, October 14, 2011 11:37 AM  
**To:** Boparai, Parveen  
**Cc:** Hamada, Cynthia  
**Subject:** Re: Rehabilitation of Systems on Motor Coaches - question

Parveen,

I just left you a voicemail. I've made my initial review and it appears that the work presented here is the same as the PSC referenced in section 1C: 4020-09/10, which is active through 8/14. Why is this submitted as a new initial request instead of a modification of the active PSC? The skills mentioned in both submissions are the same included OEM certification. Are there different manufacturers involved? Please review with your project folks and get back to me on Monday. Thank you!

María Ryan | Department of Human Resources | City & County of San Francisco | 415.551.8948

---

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>  
To: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>  
Cc: <glouie@ifpte21.org>, "Cabrera - TWUSF" <cabrera@twusf.org>, <speedy4864@mac.com>, <atonisson@ifpte21.org>, "Lansang, TJ" <TJ.Lansang@sfmta.com>  
Date: 10/07/2011 04:07 PM  
Subject: Rehabilitation of Systems on Motor Coaches

---

For posting, review and CSC Calendar. Thank you.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/7/2011 (30-day Union Notice)
11/8/2011 (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: Lighting Design Services for Design-Build LED Streetlight Conversion Project (DB-123)

FUNDING SOURCE: Power Enterprise Capital Funds

PSC AMOUNT: \$500,000 PSC DURATION: 12/05/2011 to 12/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City and County of San Francisco owns and maintains approximately 18,500 cobra-head-type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.

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

Lighting design consists of performing a photometric analysis (design) for each non-residential street in the City to determine which LED luminaire provides sufficient light to meet RP-8, the design performance criteria for the contract. The SFPUC would like to meet RP-8 whenever it is feasible while maintaining the project budget and energy efficiency goals. Denial of this PSC will disable SFPUC's effort to save energy by providing appropriate LED light fixtures on the streets. Adequate, professional lighting design is essential to public safety on San Francisco streets. In addition, the high cost of operating and maintaining HPS streetlights, public scrutiny and a bad reputation for the City of San Francisco are all consequences of denial.

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):

No, lighting design services have been provided in the past for SFPUC as this project is the first of its kind and unique in nature.

D. Will the contract(s) be renewed:

No. This is a single contract to provide services for one project.

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

10/7/2011 (30-day Union Notice)
11/8/2011 (To DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4060-11/12
STAFF ANALYSIS/RECOMMENDATION:

NOV 08 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Lighting design expertise in the following:

- Methodology for extrapolating project product costs for 18,500 lights from the design study;
- Quantity of existing cobra head HPS streetlights that can be replaced 1:1; and
- Lighting design services for the entire San Francisco City without performing photometric analysis on every street.

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

- 5207, Associate Engineer
- 5241, Engineer

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

The Lighting Designer will utilize AGi32 software to perform lighting design analysis. SFPUC/Power Enterprise – Utility Services Division, particularly, the Electrical Engineers, have similar software loaded in their computers.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Lighting design is a discrete profession with specific training. At this time, none of the civil service classifications listed above typically performs lighting design work because it is so specialized in nature. In addition, LED lighting design technology is so new that not a lot of professionals are familiar with it. Furthermore, conforming to the RP-8 design guideline for streetlights will be a challenge to any designer because none of the existing streetlights in San Francisco conforms to it.

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

Not at this time because this technology is so new that it will be prudent to utilize the lighting design professional services.

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

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

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

B. Will the contractor train City and County employees?

<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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

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

San Francisco, CA 94103

Address



**30 DAY NOTICE PRIOR TO DHR: DB-123 draft PSC to Unions for review**

Jackson, Prentiss, Isen, Carol,  
Jackson, Shamica to: DHR-PSCCoordinator, Degrafinried,  
Alaric, Blackwell, Blake, Bowman Bailey,  
Cc: "Quisao, Yolanda", "Tienken, Mary"

10/07/2011 11:50 AM

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1 attachment



DB-123 DRAFT PSC TO UNIONS 10072011.DOC

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Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfwater.org  
P Please consider the environment before printing this email



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/12/2011 (30-day Union Notice)
10/31/2011 (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: Development, consulting and maintenance of software (CS-201)

FUNDING SOURCE: Operating Budget - 326120

PSC AMOUNT: \$2,700,000 PSC DURATION: 02/01/2012 to 01/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide database development, consulting and maintenance services for the City's existing Power Enterprise Meter Data Management System (PE MDMS) as well as continued documentation and training of staff to assume full responsibility for continued development and maintenance. Additional capacity is included, if necessary, to allow development response to added requirements of replacement of the PG&E Interconnection Agreement, Scheduling coordinator change, implementation of Community Choice Aggregation (CCA) and interfacing with new scheduling software.

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

The PE MDMS is a critical business system which transmits aggregated meter load data to the California ISO, serves as the Power Enterprise centralized reporting database to government agencies and City Departments, performs meter data validation and prepares data for the electric retail billing system. Without continued development of MDMS to meet changing requirements and interface with new systems, effective and efficient performance of core business functions of Power Enterprise would not be possible.

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 hasn't been provided in the past.

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

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

L1021/L21/MEA
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/12/2011 (30-day Union Notice)
10/31/2011 (To DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4061-11/12

OCT 31 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See supplemental attachment A.

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

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:

The full range of specialized skills and expertise is not incorporated in any existing civil service class or a combination of civil service classes.

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

Given the focused development of the MDMS software, requiring the full set of skills in a small team, it would not be possible to put together a set of civil service positions to perform the work. Part of the contractor's work will be transfer of knowledge to civil service staff to allow continued development, maintenance and documentation of the MDMS to be performed by civil service staff.

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

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

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

B. Will the contractor train City and County employees?

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

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

The contractor will train 2 IS Engineer – Principal (1044), 2 Manager III (0931), 6 Utility Specialists (5602) and 4 Utility Analysts (5601). Training for the 1044s and one 0931 will be most intensive, approximately 8hrs/wk for 6 months to a year and then approximately 3hrs/wk through the remainder of the contract, to transfer knowledge of the system and protocols & standards for development. The remaining staff will have continuing training in use, documentation and monitoring of the system, approximately 3hrs/wk. The existing staff (0931, 5602 and 5601) is being trained currently. The 1044 positions are vacant but recruitment is underway and will be followed immediately with the initial training process.

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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address

## Supplemental Attachment A

### 3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- Knowledge of electric utility data both broad and specific to SFPUC.
- Proven capabilities applying System Development Life Cycle methodology specific to relational data bases.
- Documentation and technical writing skills.
- Technical training skills.
- Oracle data base system design and maintenance.
- Complex data modeling skills.
- Experience with Cold Fusion.
- IT Project management skills and expertise.



## CS-201, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

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

10/31/2011 03:32 PM

Hide Details

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

To: "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@sfgport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfgwater.org>, "How, Kathryn" <KHow@sfgwater.org>, "Isen, Carol" <CIsen@sfgwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfgwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>

1 Attachment



SFPUC-#725666-v2-CS-201\_PSC\_Summary\_to\_DHR\_10312011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-201, Development, Consulting and Maintenance of Software, initial request for \$2,700,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on October 12, 2011.**
4. For **December 5, 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@sfwater.org

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



**30 DAY NOTICE PRIOR TO DHR: CS-201 draft PSC to Unions for review**

Larry Wong, Joe Brenner, Jackson,  
Jackson, Shamica to: Prentiss, Lee, Tedman C, Ging Louie, 09/12/2011 04:39 PM  
Isen, Carol, DHR-PSCCoordinator, Bonita

From: "Jackson, Shamica" <SJackson@sfwater.org>  
To: "Larry Wong" <lwong@ifpte21.org>, "Joe Brenner" <jebrenner@ifpte21.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Ging Louie" <glouie@ifpte21.org>, "Isen, Carol" <CIsen@sfwater.org>, "DHR-PSCCoordinator"

---

1 attachment



CS-201 DRAFT PSC TO UNIONS 09122011.DOC

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Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfwater.org  
P Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/18/2011 (30-day Union Notice)
11/08/2011 (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: Comprehensive Technical Services For Renewable & Advanced Generation Systems (CS-167)

FUNDING SOURCE: CUH-947 - Sustainable Energy Account, Power Infrastructure

PSC AMOUNT: \$9,000,000 PSC DURATION: 01/01/2012 to 01/01/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide technical evaluation, project development, financial analysis, design, permitting, and construction management of renewable energy and energy storage technologies.

B. Explain why this service is necessary and the consequences of denial: In order to accomplish its' core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a growing number of renewable energy projects. City staff does not have the specialized renewable energy industry knowledge or skills necessary to provide these services. Failure to provide these services will cause the SFPUC to fall behind in the reduction of fossil-fuel use and meeting the goals for decreasing greenhouse gases.

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): Currently, the above services are provided via an as-needed contract CS-823 PSC No. 4101-05/06 (due to expire in October 2012), which primarily supported solar PV projects. Some services will be new, as the Power Enterprise anticipates future energy generation projects through wind, ocean, geothermal, small hydro, and other rapidly advancing renewable resource technologies.

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 05/18/2011 (30-day Union Notice) 11/08/2011 (To DHR) Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-11/12

NOV 08 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of renewable and advanced energy generation and storage technologies; renewable energy facility planning and design; equipment calibration and installation; financial analysis and evaluation of various incentives (tax advantages, subsidies, etc.); and comprehensive expertise in environmental permitting/approval requirements.

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

The classes 5278, 5298 and 5299 (Planners II, III, & IV, Environmental Review) provide environmental evaluation and documentation. Engineering classes 5218 & 5219 (Structural); and 5362, 5364 & 5366 (Civil, structural, electrical or mechanical) provide day-to-day engineering services. However, these classes do not have the specialized expertise required for renewable energy projects. In addition, some of the proposed projects require specialized chemical or instrumental and control engineer services. The City does not currently have these civil service classes.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Classes 5278, 5298 and 5299 work in support of the SF Planning Department and do not have the training and expertise necessary, and are considered generalists. The engineering classes 5218 & 5219, 5362, 5364 & 5366 perform typical engineering functions, but do not have the specialized solar and other renewable expertise to provide the services required. Furthermore, the specialized expertise needed is often required on an intermittent basis rather than on a consistent full-time basis. However, SFPUC-Power has added staff over the last few years that can perform some of these duties, and anticipates hiring additional City staff to perform some of these duties as the number of renewable energy projects increase.

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

No, because the specialized nature of the services and that these services are required on an intermittent basis.

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? See Supplemental Attachment A	<input checked="" type="checkbox"/>	<input 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? Yes, 04/17/2009 via SFPUC Resolution No. 09-0057	<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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

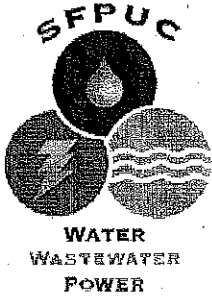
San Francisco, CA 94103

Address



## **Supplemental Attachment A:**

**5. B. Additional Information, cont'd:** The contractor will provide seminars/workshops and facility tour training sessions to familiarize City employees with the most current renewable energy generation technologies. The number and length of these sessions are dependent upon the technologies used and the facilities constructed during the length of the contract. SFPUC Power Enterprise currently funds the construction of the renewable energy projects in cooperation with other City departments (e.g. – San Francisco International Airport, MUNI, San Francisco Unified School District, etc.). As part of the identified services, the contractor will assist City engineering staff in developing renewable energy project design and construction specifications, RFP documentation, technology evaluations and other related services, thereby providing “hands on” training of City employees.



**SAN FRANCISCO PUBLIC UTILITIES COMMISSION**



Contract Administration Bureau  
Ivy V. Fine, Manager  
1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225

**MEMORANDUM**

- GAVIN NEWSOM  
MAYOR
- F.X. CROWLEY  
PRESIDENT
- FRANCESCA VIETOR  
VICE PRESIDENT
- ANN MOLLER CAEN  
COMMISSIONER
- JULIET ELLIS  
COMMISSIONER
- ANSON B. MORAN  
COMMISSIONER
- ED HARRINGTON  
GENERAL MANAGER

DATE: August 12, 2010  
 TO: DHR-PSC Coordinator  
 Department of Human Resources (Dept. 33)  
 FROM: Shamica Jackson, PSC Coordinator *g*  
 David E. Scott, Contract Analyst  
 San Francisco Public Utilities Commission (Dept. # 40)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4101-05/06 Approval Date: 4/17/2006

Description of Service(s): **Assessment of potential renewable advanced energy generation and storage technologies; planning and design of energy interconnection, distribution and transmission facilities related to specific energy projects; development, analysis and recommendation of construction or design-build contracts for energy generation facilities; project planning, development and permitting of energy generation facilities; and environmental evaluation and preparation of environmental documents. (CS-823)**

Original Approved Amount:	<u>\$9,900,000</u>	Original Approved Duration:	<u>10/1/2006 – 9/30/2011</u>
Modification One: Amount:	<u>\$3,300,000</u>	Modification of Duration:	<u>10/1/2011 – 9/30/2013</u>
Total Amount as Modified:	<u>\$13,200,000</u>	Total Duration as Modified:	<u>10/1/2006 – 9/30/2013</u>

Reason for the modification:  
 Modification is necessary to accommodate new Hetch Hetchy Water and Power (HHWP) powerhouse design projects and provide support to meet revised Western Electricity Coordinating Council (WECC) and North American Electric Reliability Corporation (NERC) regulatory requirements. New tasks include verification of as-builts at each powerhouse for system protection, governor and exciter projects; provide modifications to HHWP drafting staff for as-built updates; provide supplemental staff to convert HHWP powerhouse, switchyard and substation drawings to electronic format; provide as-needed information to the design consultants; preparation of Transmission Owner registration; and, support for the WECC/NERC regulatory compliance audit.

Attachment: 1) Copy of original PSC Summary Form

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 8/16/10

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

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: March 7, 2006

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER: 40

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

TYPE OF SERVICE: CS-823 Renewable & Advanced Energy Generation  
 FUNDING SOURCE: SFPUC Power Enterprise MECA (Mayor's Energy Conservation Account) Funds  
 PSC AMOUNT: \$9,900,000 PSC DURATION: October 2006 to September 2011

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Assessment of potential renewable (solar) advanced energy generation and storage technologies; planning and design of energy interconnection, distribution and transmission facilities related to specific energy projects; development, analysis and recommendation of construction or design-build contracts for energy generation facilities; project planning, development and permitting of energy generation facilities; and environmental evaluation and preparation of environmental documents.

**B. Explain why this service is necessary and the consequences of denial:** The SFPUC, Power Enterprise's core business is to provide adequate and reliable sources of electric power to meet the electricity needs of its City and County of San Francisco's municipal customers. In addition, the Power Enterprise is committed to the development of cleaner and greener power, and to address environmental concerns and community objectives. In order to accomplish its core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a number of renewable energy (solar) projects. City staff does not have the specialized solar industry knowledge or skills necessary to provide these services. If the identified services were denied, completion of the proposed energy generation facilities project schedules would be delayed or cancelled.

**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):** Currently, the above services are provided via an as-needed contract CS-692 (currently all of the funding has been encumbered).

**D. Will the contract(s) be renewed.** Yes, two possible one-year extensions.

**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>	<u>James Howells</u>	<u>3/09/06</u>
Union Name	Signature of person mailing/faxing form	Date
<u>Local 40</u>	<u>James A. Howells</u>	<u>3/09/06</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to <u>Local 21 &amp; Local 40</u>	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:** Detailed knowledge of: renewable and advanced energy generation and storage technologies; solar facility planning and design; equipment calibration and installation; financial analysis and evaluation of various incentives (e.g.- tax incentives, subsidies, etc.); and comprehensive expertise in environmental permitting/approval requirements;

**Which, if any, civil service class normally performs this work?** The classes 5278, 5298, and 5299 (Planners II, III & IV, Environmental Review) provide environmental analysis and documentation, 5350, 5352 & 5354 (Electrical); 5342, 5344 & 5346 (Mechanical); 5362 & 5364 (Civil); and 5218 & 5219 (Structural) Engineers provide day-to-day engineering services and 9343 & 9344 (Roofers) provide day-to-day roof repairs/replacement services. These classes do not have the specialized expertise required. In addition, the proposed projects require specialized chemical or instrumentation and control engineer services. The City does not currently have these civil service classes.

**C. Will contractor provide facilities and/or equipment not currently possessed by the City?**

If yes, explain: No.

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

**Explain why civil service classes are not applicable:** While classes 5278, 5298, and 5299 work in support of the SF Planning Department and do not have the training and expertise necessary, and are considered generalists. The engineering classes (5350, 5352 & 5354; 5342, 5344 & 5346; 5362 & 5364; and 5218 & 5219) conduct typical engineering functions, but do not have the specialized solar expertise to provide the services required. In addition, the specialized expertise needed will be required on an intermittent basis rather than on a consistent, full-time basis.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain** Due to the specialized nature of the services required and that these services are required on an intermittent basis.

**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? The contractor will provide seminars/workshops and facility tour training sessions to familiarize City employees with the most current renewable energy (solar) generation technologies. The number and length of these sessions are dependent upon the technologies used and the facilities constructed during the length of the contract. SFPUC Power Enterprise currently funds the construction of the renewable energy projects in cooperation (Memorandums of Understanding) with other City departments (e.g. – San Francisco International Airport, City Distribution Division, San Francisco Unified School District, etc.). As part of the identified services, the contractor will assist City engineering staff in developing renewable project design and construction specifications, RFP documentation, technology evaluations and other related services, thereby providing “hands on” training of City employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? 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

Lee Okumoto (415) 551-4589

Print or Type Name Telephone

1145 Market Street, 9th Floor

San Francisco, CA 94103

Address

# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0057

WHEREAS, Section 6.61(B) of the San Francisco Administrative Code requires that, prior to seeking a request for qualifications and then requesting proposals from qualified private entities ("design-builders") for design-build construction the Commission shall determine that a design-build program is necessary or appropriate to achieve anticipated cost savings or time efficiencies, or both, and that such a process is in the public's best interest; and

WHEREAS, Due to the unique complexities of the design and construction required for Agreement No. DB-118, Sustainable Civic Center District: Solar Photovoltaic Renewable Energy Plants at City Hall and Davies Symphony Hall, Power Enterprise's Energy Generation Group has determined that using a Design Build Agreement (DBA) project delivery method approach for procurement of both design and construction services will achieve cost savings and time efficiencies, and is in the best interests of the SFPUC; and

WHEREAS, Construction work will not be authorized until environmental review of the project is complete and this Commission awards the Agreement; and

WHEREAS, It is necessary to procure the services of a qualified firm to provide specialized design build services to supplement SFPUC staff; and

WHEREAS, The cost of the design-build agreement is for an amount up to \$4,000,000; and

WHEREAS, The estimated contract duration is one (1) year from NTP to completion; and

WHEREAS, HRC subcontracting goals of 8% LBE participation was established for this design-build contract; and

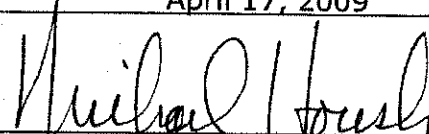
WHEREAS, Failure to reach successful agreement on contract terms and conditions within 60 days of the date of the Commission award may result in award of the contract to the next lowest, responsible and responsive bidder, or re-bidding of the contract at the discretion of the City; and

WHEREAS, Funds for this contract will be available from CUH988 in FY 2009-2010, DB-117 - Sustainable Civic Center District: Solar Photovoltaic Renewable Energy Plants at City Hall and Davies Symphony Hall; now therefore, be it

RESOLVED, That this Commission hereby authorizes the General Manager of the San Francisco Public Utilities Commission to prequalify prospective design builders and then advertise to request proposals consistent with the requirements of Section 6.61 of the San Francisco Administrative Code for DB-118, Sustainable Civic Center District: Solar Photovoltaic Renewable Energy Plants at City Hall and Davies Symphony Hall, a design-build agreement (DBA) to construct two non-penetrating solar photovoltaic (PV) systems at City Hall (approximately 100 kW) and Davies Symphony Hall (approximately 214 kW) for an amount up to \$4,000,000; receive proposals for said design-build agreement; conduct a selection process to identify the best qualified firm to provide design build services; negotiate a design-build agreement; and return to the Commission for authorization to award the design build contract and to execute any necessary agreements permitting installation on City Hall and Davies Symphony Hall.

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

April 17, 2009



Secretary, Public Utilities Commission



## CS-167, PSC Summary Form (Initial Request)

Jackson, Shamica

to:

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

11/08/2011 05:33 PM

Hide Details

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

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

1 Attachment



CS-167 PSC FORM TO DHR 11082011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-167, Comprehensive Technical Services For Renewable & Advanced Generation Systems**, initial request for **\$9,000,000**.

2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.

3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on June 18 2011.**

4. For **December 5, 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@sfwater.org](mailto:sjackson@sfwater.org)

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 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: As - Needed Surveying Services

FUNDING SOURCE: Project funds from interdepartmental work orders

PSC AMOUNT: \$1,200,000.00 PSC DURATION: 01/02/2012 - 01/02/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:  
*As needed land surveying duties such as a single, 2-person or 3-person crew to assist with topographic, boundary and construction surveys, photogrammetric work, laser 3D scanner field and office assistance and training, Autocad Civil 3D drafting, help with special projects (monumentation, GIS mapping, GPS network, etc.). BSM - Surveying Services anticipate awarding up to 12 as-needed contracts, each not to exceed 5 years.*

B. Explain why this service is necessary and the consequences of denial:  
*Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project delays that could increase survey costs. Delays can also jeopardize or increase cost of projects. At present, the City does not own laser scanning equipment. A project that requires scanning must be provided by an outside service provider.*

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):  
*Individual City Departments, BOE, Department of Recreation and Park, MTA, PUC have contracted with outside surveyors and engineers. By our direct contracting outside service providers, we can eliminate unnecessary cost, duplication of work, providing efficient service and a product that meets client needs.*

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

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

Local 21 Carina Cortez 10/21/11  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-11/12  
STAFF ANALYSIS/RECOMMENDATION:

OCT 21 2011

CIVIL SERVICE COMMISSION ACTION:





3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Various levels of expertise depending on specific project. Expected needs include chain person, instrument person, licensed land surveyor, persons with experience in laser scanning, GPS, GIS and Autocad Civil 3D drafting.

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

Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I).

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

Yes, they will supply additional surveying equipment (total stations, differential levels, GPS receivers, etc) and a laser 3D scanner. The city does not currently possess a laser scanner.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Excessive fluctuating workloads. Services are needed to assist DPW-BSM on difficult or unique projects that require specialized expertise and skills. We anticipate that we will need additional assistance to meet scheduling demands when the workload exceeds department resources.

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

No, incoming survey work tends to fluctuate so there are times when we need to hire extra help to accommodate the overload. We do not want to turn work away due to lack of manpower. Also we often have large projects that are time sensitive requiring additional survey crews.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

- Describe the training and indicate approximate number of hours.

Anticipate CADD training for new releases of software.

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

All levels: Civil Services Classifications: 5216(Chief Surveyor), 5314(Surveyor Associate), 5312(Surveyor Assistant II), 5310 (Surveyor Assistant I) may require training. Anticipated training: 100 hours total.

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

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



**FW: PSC-DPW As-Needed Surveying Services \$1.2M/4 years**

Carlos, Carina to: DHR-PSCCoordinator

Cc: "Choy, Gordon", "Kim, Sung", "Delavega, Rochelle"

11/03/2011 03:48 PM

1 attachment



Department of Public Works - Memo to DHR 2-22-11.pdf

Hi Maria,

Is it possible to calendar this PSC for the December 5, 2011 CSC meeting, since L21 has reviewed the PSC and has no objections?

Thank you,

Carina

---

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

**From:** Storrs, Bruce  
**Sent:** Thursday, November 03, 2011 3:18 PM  
**To:** L21PSC Review; Carlos, Carina  
**Cc:** Choy, Gordon; Kim, Sung; Joe Brenner; Ging Louie  
**Subject:** RE: PSC-DPW As-Needed Surveying Services \$1.2M/4 years

Thank you very much for your support, I assure you that if anything, this will enable increased staff levels and increased staff security.

Once again, thank you.



**Bruce R. Storrs P.L.S.**  
City and County Surveyor

**City and County of San Francisco  
Department of Public Works  
Bureau of Street-Use and Mapping**

[bruce.storrs@sfdpw.org](mailto:bruce.storrs@sfdpw.org)  
[www.sfdpw.org](http://www.sfdpw.org)

**Main Line: (415) 554-5827  
Direct Line: (415) 554.5833  
Fax: (415) 554-5324**

**From:** L21PSC Review [mailto:L21PSCReview@ifpte21.org]  
**Sent:** Thursday, November 03, 2011 3:13 PM  
**To:** Storrs, Bruce; Carlos, Carina  
**Cc:** Choy, Gordon; Kim, Sung; Joe Brenner; Ging Louie  
**Subject:** RE: PSC-DPW As-Needed Surveying Services \$1.2M/4 years

Bruce,

Thanks for the quick response.

→ Local #21 has no objection to this PSC.

Larry Wong  
L21 PSC Reviewer

**From:** Storrs, Bruce [Bruce.Storrs@sfdpw.org]  
**Sent:** Thursday, November 03, 2011 11:24 AM  
**To:** L21PSC Review; Carlos, Carina; Ging Louie  
**Cc:** Choy, Gordon; Kim, Sung; Ging Louie; Joe Brenner; Wong, Alan (PUC); crisdelapaz@netscape.net  
**Subject:** RE: PSC-DPW As-Needed Surveying Services \$1.2M/4 years

1. What is the current staffing level at DPWWH-BSM? How many 5216? 5314? 5312? 5310?

2-5216's  
3-5314's  
2-5312's  
8-5310's

2. Why can DPW personnel perform chain person and/or instrument person work in indicated Paragraph #3A?

Do you mean why can't DPW perform the work??? DPW can perform the work, this PSC is specifically for the possibility of an "overflow" of work.

3. What is the required for laser scanning? Where does the Calif Professional Code requires licensed person for laser scanning?

I'm not sure what you are asking in the first part of #3....."What is the required for laser scanning?", please clarify.

Where does the Calif Professional Code requires licensed person for laser scanning?

8701. "Professional land surveyor" refers to one who practices or

offers to practice land surveying. Whenever reference is made to a land surveyor by any statute, it shall be construed as referring to a professional land surveyor.

8704. Any person practices land surveying when he professes to be a land surveyor or is in responsible charge of land surveying work.

8708. In order to safeguard property and public welfare, no person shall practice land surveying unless appropriately licensed or specifically exempted from licensure under this chapter, and only persons licensed under this chapter shall be entitled to take and use the titles "licensed land surveyor," "professional land surveyor," or "land surveyor," or any combination of these words, phrases, or abbreviations thereof.

I consider that the majority of the applications of the laser scanner will qualify as Land Surveying.

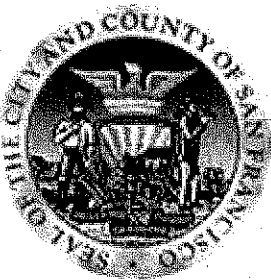
4. How much is a laser scanner?

The laser scanner that we are interested in, including software and training is about \$200,000

5. If DPW personnel lacks training in laser scanner, what is the training program for DPW Surveying Team?

See answer to #4 above. FYI, we have already begun training present staff in the operations and post processing of the scanner and its associated data.

I look forward to speaking with you in person, thank you



**Bruce R. Storrs P.L.S.**  
City and County Surveyor

**City and County of San Francisco  
Department of Public Works  
Bureau of Street-Use and Mapping**

[bruce.storrs@sfdpw.org](mailto:bruce.storrs@sfdpw.org)  
[www.sfdpw.org](http://www.sfdpw.org)

**Main Line: (415) 554-5827  
Direct Line: (415) 554.5833  
Fax: (415) 554-5324**

**From:** L21PSC Review [mailto:L21PSCReview@ifpte21.org]  
**Sent:** Wednesday, November 02, 2011 3:59 PM  
**To:** Carlos, Carina; Ging Louie  
**Cc:** Tan, Sherry; Hanley, Robert; Lopes, Marilyn; Storrs, Bruce; Choy, Gordon; Kim, Sung; Ging Louie; Joe Brenner; Wong, Alan (PUC); crisdalapaz@netscape.net  
**Subject:** PSC-DPW As-Needed Surveying Services \$1.2M/4 years

Local #21 has several questions concerning this PSC.

1. What is the current staffing level at DPWWH-BSM? How many 5216? 5314? 5312? 5310?
2. Why can DPW personnel perform chain person and/or instrument person work in indicated Paragraph #3A?
3. What is the required for laser scanning? Where does the Calif Professional Code requires licensed person for laser scanning?
4. How much is a laser scanner?
5. If DPW personnel lacks training in laser scanner, what is the training program for DPW Surveying Team?

Larry Wong  
L21 PSC Reviewer  
(415) 902-2936 cell phone

**From:** Carlos, Carina [Carina.Carlos@sfdpw.org]  
**Sent:** Friday, October 21, 2011 3:50 PM  
**To:** Ging Louie; L21PSC Review  
**Cc:** Tan, Sherry; Hanley, Robert; Lopes, Marilyn; Storrs, Bruce; Choy, Gordon; Kim, Sung  
**Subject:** PSC for As-Needed Surveying Services  
Good afternoon,

Attached is the PSC for As-Needed Surveying Services. The Contract manager is Sherry Tan, and she can be contacted at (415) 554-5804.

---

Thank you,

Carina

---

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103



**PSC for As-Needed Surveying Services**

Carlos, Carina to: DHR-PSCCoordinator

10/21/2011 03:56 PM

Cc: "Wong, Tammy", "Tan, Sherry", "Hanley, Robert", "Lopes, Marilyn",  
"Storrs, Bruce", "Choy, Gordon", "Kim, Sung"

From: "Carlos, Carina" <Carina.Carlos@sfdpw.org>  
To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>  
Cc: "Wong, Tammy" <Tammy.Wong@sfdpw.org>, "Tan, Sherry" <Sherry.Tan@sfdpw.org>,  
"Hanley, Robert" <Robert.Hanley@sfdpw.org>, "Lopes, Marilyn" <Marilyn.Lopes@sfdpw.org>,  
"Storrs, Bruce" <Bruce.Storrs@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>

2 attachments



As-Needed Surveying Services PSC 10-21-11.pdf CSC PSC Form 1\_completed 10 21 11.doc

Good afternoon,

Attached are the following documents related to the PSC for As-Needed Surveying Services:

1. PDF of PSC Form 1 dated 10/21/2011
2. Word version of PSC Form 1 dated 10/21/2011
3. Email notification sent to Union

Thank you,

Carina

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

----- Message from "Carlos, Carina" <Carina.Carlos@sfdpw.org> on Fri, 21 Oct 2011 15:50:33 -0700 -----

To: "Ging Louie (glouie@ifpte21.org)" <glouie@ifpte21.org>, "L21PSCReview@ifpte21.org" <L21PSCReview@ifpte21.org>,  
"Tan, Sherry" <Sherry.Tan@sfdpw.org>, "Hanley, Robert" <Robert.Hanley@sfdpw.org>, "Lopes, M  
cc: <Marilyn.Lopes@sfdpw.org>, "Storrs, Bruce" <Bruce.Storrs@sfdpw.org>, "Choy, Gordon" <Gordon.Choy@sfdpw.org>,  
<Sung.Kim@sfdpw.org>

**Subject:** PSC for As-Needed Surveying Services

Good afternoon,

Attached is the PSC for As-Needed Surveying Services. The Contract manager is Sherry Tan, and she can be contacted at (415) 554-5804.

Thank you,

Carina

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: OCT 03 2011

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 82

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #4064-07/08)

TYPE OF SERVICE: Clinical and Financial software implementation & support assistance.

FUNDING SOURCE: General Funds, Grants

PSC AMOUNT: \$2,000,000 PSC DURATION: 1/1/2008 - 12/31/2013
Modification Amount \$850,000 PSC Duration: 12/1/2011 - 12/31/2018
Total Amount \$2,850,000 Total PSC Duration: 1/1/2008 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This modification will provide the One-Time installation and on-going support of new system modules funded by a major grant from the Mental Health Services Administration (MHSA) relating to client access to electronic medical records as well as additional application enhancements required to be in compliance with Federal ARRA and HITECH Meaningful Use of Electronic Medical Records Mandates.

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

These services are necessary because the software is proprietary to the vendor. Denial will result in an inability to replace this system with a new up to date and flexible system. Loss of billing functionality will result in loss of approximately \$150 million annually for mental health and substance abuse billing for approximately 35,000 clients per year.

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):

Under contract PSC 4064-07/08.

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 procedure):

[X] Local 21 Jacquie Hale OCT 03 2011
Union Name Signature of person mailing/faxing form Date
[X] DPG = Local 21 Jacquie Hale OCT 03 2011
Union Name Signature of person mailing/faxing form Date
RFQ/P sent to Local 21, on 11/14/2005
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4064-07/08

NOV 09 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



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

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

Knowledge of the technical aspects of the new AVATAR system and implementation experience regarding AVATAR. Ability to bring these new applications to full production status in all parts of Community Behavioral Health and train the CCSF/DPH information systems, clinical and administrative staff to utilize and operationally support these systems.

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

IS Administrators (1021, 1022, 1023, 1024), IS Business Analysts (1051, 1052, 1053, 1054), IS Programmer Analysts (1062, 1063, 1064), and IS Project Director, (1070) IS Manager (1071).

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

Yes. The contractor will provide the proprietary software for local application components to be installed on City owned machines, in City owned facilities as well as the proprietary software and required hardware for use of the proprietary software hosted by the contractor and accessed via the Internet in a hybrid Application Service Provider (ASP) and locally hosted deployment configuration.

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

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

Civil service classes are not applicable due to the proprietary nature of the chosen information systems, and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables due to the DPH-specific customization needs.

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

No. Current classifications are appropriate for this work after the projects are implemented and training has been given.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

Extensive technical and functional training will be provided to DPH IS Business Analysts, Programmers, Administrators and Managers on all systems, as well as to physicians, nurses, business and fiscal staff for appropriate applications. Each classification will receive approximately 4 to 8 hours of training as the systems are installed and implemented. It is intended that CCSF employees will be fully responsible for ongoing support of all applications once these are brought to full production status. CCSF staff will be fully engaged in all aspects of implementation and fully involved in all aspects of this process.

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

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

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

Signature of Departmental Personal Services Contract Coordinator

*Jacquie Hale*

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

**DATA PROCESSING GUILD  
CONTRACTS INFORMATION REQUEST FORM**

Your Guild contact is: Joe Brenner Phone: 415-864-2100

Contract Contact:	Dave Counter
Contractor:	Netsmart Technologies
Initial Cost:	\$2,000,000 (Professional Services)
Term:	01/1/2008-12/31/2013
New Amount:	\$2,850,000
New Term:	01/1/2008 - 12/31/2018

Please answer the questions that apply completely. Incomplete answers will not be processed, and a recommendation to hold the particular contract may be issued. You may use additional paper to expand your answers.

Respond to the marked questions only: 1[ ] 2[ ] 3[ ] 4[ ] 5[ ] 6[ ]  
7[ ] 8[ ] 9[ ] 10[ ] 11[ ] 12[ ]

1. Does contractor hold other CCSF contracts? Yes  No   
If yes, please specify them:
  
2. Is contractor a former CCSF employee? Yes  No
  
3. Does contractor have a CCSF employee as partner or shareholder?  
Yes  No  If yes, please list such employee(s) with CCSF positions.
  
4. State name and role of all consultants working under this contract:  
*Assigned Project Manager: John Fitzgerald, Project Executive-West Coast Operations  
As well as the Netsmart Implementation Team – (as needed)*
  
5. How long has this contractor been working with CCSF?  
*Three years.*

\*\*\*\*\* YOU MUST ANSWER THE QUESTIONS ON THE NEXT PAGE OF THIS FORM \*\*\*\*\*

**DATA PROCESSING GUILD**

6. What are the hourly rates being paid on this contract?

*Hourly rates for professional services are paid at \$200.00 per hour.*

7. Do you anticipate renewal of this contract in next fiscal year?

Yes [] No [] If yes, please specify reasons:

*The proposed agreement will be effective in FY 2011-2012. For projects of this scope and complexity the Department enters into multi-year agreements in order to achieve optimal system effectiveness and operational continuity. Ongoing System Maintenance and support will be required during the term for the life of the system.*

8. Do you anticipate modification to this contract for additional monies in this fiscal year?

Yes [] No [] If yes, please specify reasons:

9. Is this an on-going maintenance contract? Yes [] No []

If yes, please specify plans (if any) to replace contractor with CCSF employees.

*This is an Agreement for the technical support of a new Billing and Clinical System for the Community Health Services Division of the Department. The agreement provides for the initial implementation and ongoing maintenance, and as-needed/intermittent training and professional support services.*

10. List CCSF employees who will be trained under this contract. What type of training will they be receiving?

*CCSF classes to be trained include DPH IT Business Analysts, Programmers, System Administrators, and Managers. Program staff includes DPH Physicians, Nurses, Clinicians and Fiscal support staff. CCSF staff will receive extensive training in the technical and functional aspects of the systems. In addition to training classes, DPH IT and program staff will work closely with the Netsmart team in all phases of the implementation. It is intended that CCSF staff will assume full responsibility for ongoing support of the system upon live activities of new system applications and support.*

11. List unique skills of contractor that are not possessed by the CCSF data processing employees:

*Contractor has the proprietary software and implementation experience for the Netsmart AVATAR suite of products required to bring new applications to full production status in the Department of Public Health Community Behavioral Health Services Division. In addition, the Contractor will provide facilities and hardware to remotely host the transactional application in a protected a Data center in the ASP deployment configuration.*

12. If you are recruiting CCSF staff to work with contractors, please specify your hiring plan and timetable to fill positions:

*All positions related to work with the contractor have been filled and are on-going.*

\*\*\*\* YOU MUST RETURN THE QUESTIONNAIRE IN [ ] DAYS TO YOUR GUILD CONTACT \*\*\*\*

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 27, 2007

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 82

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

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

TYPE OF SERVICE: Clinical and Financial software implementation & support assistance.

FUNDING SOURCE: General Funds, Grants

PSC AMOUNT: \$2,000,000 PSC DURATION: 1/1/2008 - 12/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The proposed professional services will provide software programming, technical implementation and system administration training support to Department Information Technology staff for the implementation of the new Community Behavioral Health Services (CBHS) Billing and Clinical Application. Replacement of the CBHS billing application and related managed care system require development of San Francisco-specific models and extensive data conversion to meet the CBHS goal of a fully integrated information system that combines the functionality of the billing information system with that of an electronic clinical patient record to optimize efficiency and eliminate redundancy in operations and data entry. Significant application-specific technical functionality is needed to provide interoperability with State and local systems.

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

These services are necessary because the software is proprietary to the vendor. The current billing information system is over 20 years old. It is built on outdated and rigid hardware and operating systems that are no longer supportable through any vendor. Denial will result in an inability to replace this system with a new up to date and flexible system. Loss of billing functionality will result in loss of approximately \$150 million annually for mental health and substance abuse billing for approximately 35,000 clients per year. This project provides for replacement and enhancement of the CBHS billing information system and those collateral systems used to manage registration, eligibility, provider entities, scheduling, claims, billing and managed care operations as well as adding the clinical record system that will provide for efficiencies and continuity in patient care and billing and quality patient care documentation compliance. The clinical module will facilitate clinical management, medication management, and review of diagnostic testing from diverse locations. This program will provide reporting capacity to satisfy utilization review, outcomes analysis, and other quality management standards as well as tracking case management across the entire array of DPH treatment modalities.

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

This is a new project that will replace the existing billing system currently used by the Department.

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 procedure):

[X] Local 21 Jacquie Hale SEP 13 2007
Union Name Signature of person mailing/faxing form Date
[X] DPG Jacquie Hale SEP 13 2007
Union Name Signature of person mailing/faxing form Date
RFQ/P sent to Local 21, on 11/14/2005
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4064-07/08

STAFF ANALYSIS/RECOMMENDATION: DEC 03 2007

CIVIL SERVICE COMMISSION ACTION: Approved

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

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

Knowledge of the technical aspects of the new AVATAR system and implementation experience regarding AVATAR. Ability to bring these new applications to full production status in all parts of Community Behavioral Health and train the CCSF/DPH information systems, clinical and administrative staff to utilize and operationally support these systems.

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

IS Administrators (1021, 1022, 1023, 1024), IS Business Analysts (1051, 1052, 1053, 1054), IS Programmer Analysts (1062, 1063, 1064), and IS Project Director, (1070) IS Manager (1071).

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

Yes. The contractor will provide the proprietary software for local application components to be installed on City owned machines, in City owned facilities as well as the proprietary software and required hardware for use of the proprietary software hosted by the contractor and accessed via the Internet in a hybrid Application Service Provider (ASP) and locally hosted deployment configuration.

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

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

Civil service classes are not applicable due to the proprietary nature of the chosen information systems, and the specific knowledge required to bring this new technology to full production status in the DPH environment. It is also necessary to augment existing DPH information systems positions with contractual support services to complete the healthcare business project deliverables due to the DPH-specific customization needs.

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

No. Current classifications are appropriate for this work after the projects are implemented and training has been given.

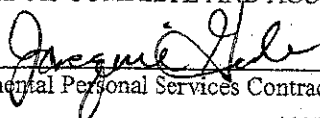
**5. ADDITIONAL INFORMATION (if "yes," attach explanation)**

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                                     |                                     |

Extensive technical and functional training will be provided to DPH IS Business Analysts, Programmers, Administrators and Managers on all systems, as well as to physicians, nurses, business and fiscal staff for appropriate applications. Each classification will receive approximately 4 to 8 hours of training as the systems are installed and implemented. It is intended that CCSF employees will be fully responsible for ongoing support of all applications once these are brought to full production status. CCSF staff will be fully engaged in all aspects of implementation and fully involved in all aspects of this process.

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? <i>No. The vendor for the services was the successful respondent to RFQ/P 26-2005 and is a new vendor to the Department and the City.</i> | <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  
**Jacquie Hale** (415) 554-2609  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

101 Grove Street, Room 307  
 San Francisco, CA 94102

**DATA PROCESSING GUILD  
CONTRACTS INFORMATION REQUEST FORM**

Your Guild contact is: Crisis Romero Phone: 415-864-2100

Contract Contact: Dave Counter  
Contractor: Netsmart Technologies  
Cost: \$2,000,000 (Professional Services)  
Term: 01/1/2008-12/31/2013

Please answer the questions that apply completely. Incomplete answers will not be processed, and a recommendation to hold the particular contract may be issued. You may use additional paper to expand your answers.

Respond to the marked questions only: 1[ ] 2[ ] 3[ ] 4[ ] 5[ ] 6[ ]  
7[ ] 8[ ] 9[ ] 10[ ] 11[ ] 12[ ]

1. Does contractor hold other CCSF contracts? Yes  No   
If yes, please specify them:
  
2. Is contractor a former CCSF employee? Yes  No
  
3. Does contractor have a CCSF employee as partner or shareholder?  
Yes  No . If yes, please list such employee(s) with CCSF positions.
  
4. State name and role of all consultants working under this contract:  
*Assigned Project Manager: John Fitzgerald, Project Executive-West Coast Operations  
As well as the Netsmart Implementation Team - (as needed)*
  
5. How long has this contractor been working with CCSF?  
*The Vendor is new to the City.*

\*\*\*\* YOU MUST ANSWER THE QUESTIONS ON THE NEXT PAGE OF THIS FORM \*\*\*\*

DATA PROCESSING GUILD

6. What are the hourly rates being paid on this contract?

*Hourly rates for professional services are paid at \$200.00 per hour.*

7. Do you anticipate renewal of this contract in next fiscal year?

Yes [] No [] If yes, please specify reasons:

*The proposed agreement will be effective January 1, 2008. For projects of this scope and complexity the Department enters into multi-year agreements in order to achieve optimal system effectiveness and operational continuity. Ongoing System Maintenance and support will be required after the initial five-year term for the life of the system.*

8. Do you anticipate modification to this contract for additional monies in this fiscal year?

Yes [] No [] If yes, please specify reasons:

9. Is this an on-going maintenance contract? Yes [] No []

If yes, please specify plans (if any) to replace contractor with CCSF employees.

*This is an Agreement for the installation of a new Billing and Clinical System for the Community Health Services Division of the Department. The agreement provides for the initial implementation and ongoing maintenance, and as-needed/intermittent training and professional support services.*

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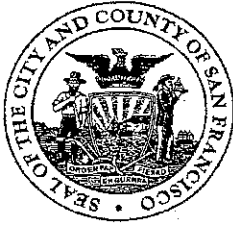
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*All positions related to work with the contractors have been filled and are on-going.*

\*\*\*\* YOU MUST RETURN THE QUESTIONNAIRE IN [ ] DAYS TO YOUR GUILD CONTACT \*\*\*\*



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

December 6, 2007

GAVIN NEWSOM  
MAYOR

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

ALICIA D. BECERRIL  
PRESIDENT

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

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONS  
COMMISSIONER

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

THOMAS T. NG  
COMMISSIONER

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

YU-YEE WU  
COMMISSIONER

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

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



POSTIN, OR  
December 03, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

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

**POSTING FOR**  
December 03, 2007

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT**

PSC No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of Work	Duration
4029-05/06	27	Airport Commission	Regular	\$12,000,000.00	\$14,000,000.00	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects.	31-Dec-12
4086-03/04	40	San Francisco Public Utilities Commission	Regular	\$1,607,582.00	\$3,357,582.00	Will provide environmental document scoping, environmental background studies, alternatives analysis; preparation of draft environmental documents; Public review of draft environmental document, response to public comments	31-Dec-09

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

11/09/2011 11:12 AM

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Attached please find an item for the December 5, 2011 meeting.

----- Forwarded by Robert Longhitano/DPH/SFGOV on 11/09/2011 11:09 AM -----

Robert  
Longhitano/DPH/SFGOV  
10/03/2011 10:19 AM

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

**VIA EMAIL ONLY**

**TO: Alex Tonnison, IFPTE, Local 21  
Pam Covington, IFPTE, Local 21  
Joe Brenner, IFPTE, Local 21  
Local21pscreview**

**FROM: Jacquie Hale, Director of Contract Management and Compliance**

**DATE: October 3, 2011**

**SUBJECT: Union Notification of PSC Summary to DHR**

Attached is the following personal services contract summary with attached Data Processing Guild form, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of December 5, 2011.

1. Clinical and Financial software implementation & support assistance.

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The PDF file for the item listed above is attached to this email.



PSC 4064 0708 Modification.pdf