



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: January 9, 2012
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director

From: Cynthia Avakian, AIR
 Parveen Boparai, MTA
 Lavena Holmes, PRT
 Shamica Jackson, PUC
 Rebekah Krill, ART
 William Lee, DEM
 Jeannie Wong, CON
 Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains thirteen (13) 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*
\$83,375,805	\$1,332,333	\$387,587,774

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11

POSTING FOR

1/9/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4069-11/12	27	Airport Commission	Regular	\$100,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system, which standard maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation, and/or reconnection of new or recovered buoys.	1/3/2012 - 12/31/2016
4070-11/12	27	Airport Commission	Regular	\$68,000,000	This request is for design-build services, separate from the design and integration services approved under PSC#4099-09/10 on June 6, 2011. The Airport's design consultant, approved under PSC#4099-09/10, will prepare bridging documents for the build request for proposal. The select design-build contractor under this request will prepare the final design, as the Engineer of Record for the following tasks: (1) International Terminal and Terminal 3 Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program; (2) International Terminal - Baggage Handling System Improvements; (3) Terminal 3 Boarding Area E and F BHS Transfer Lines.	1/3/2012 - 1/3/2015
4071-11/12	28	Art Commission	Regular	\$132,000	Artist will provide design development and construction documents and fabricate artwork designed for Municipal Railway Maintenance Facility at Islais Creek.	12/1/2011 - 11/30/2014
4072-11/12	77	Emergency Management	Regular	\$800,000	The contractor will assist Bay Area counties and cities with an evaluation and gap analysis of the UASI Region's Public Information and Warning capabilities and systems with an emphasis on access and functional needs populations. The Contractor will deliver a five year strategic plan (including a sustainability component) of messaging, response and performance standards as well as policies and protocols for appropriate general and specific messaging to effectively communicate with first responders/providers and the public.	11/1/2011 - 3/31/2013
4073-11/12	35	Municipal Transportation Agency	Regular	\$900,000	The contractor will remove asbestos from the electrical controllers taken from fifteen (15) Milan Street Cars and then rebuild them.	12/1/2011 - 11/30/2016
4074-11/12	39	Port Commission	Regular	\$375,000	The Contractor shall provide all services, labor, materials, and equipment necessary to provide hazardous waste packaging, removal, transportation and disposal-related tasks. Critical is the ability for the contractor to provide service with little notice, e.g. 24 hours, 72 hours, etc.	1/1/2012 - 12/31/2014

POSTING FOR

1/9/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4075-11/12	40	Public Utilities Commission	Regular	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	3/1/2012 - 8/1/2016

Total Amount - Regular: \$71,807,000

POSTING FOR

1/9/2012

**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
3052-09/10	09	Controller	Regular	\$75,525	\$123,000	The City seeks Hostbridge software development and training services to (1) integrate the city's financial accounting and management information system (FAMIS) managed by the Controller's Office with SPPUC's web-based MAXIMO purchase order web service and SPPUC's web-based online invoice processing system (SOLIS), as a pilot project, as well as (2) develop and train additional City department staff on other potential interfaces between FAMIS and City department systems to integrate and reconcile data.	1/1/2010 - 1/11/2016
4098-08/09	35	Municipal Transportation Agency	Regular	\$181,280	\$280,280	Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the SF Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCIV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.	3/30/2009 - 6/30/2013
4037-08/09	38	Police	Regular	\$100,000	\$264,000	Recycling and shredding of Confidential Documents.	2/1/2009 - 1/31/2014
4072-06/07	40	Public Utilities Commission	Regular	\$850,000	\$1,850,000	Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.	5/1/2007 - 3/13/2017
4073-06/07	40	Public Utilities Commission	Regular	\$1,362,000	\$2,612,000	Legislative representation and advocacy before Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	5/1/2007 - 3/13/2017

POSTING FOR

1/9/2012

**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
4162-08/09	40	Public Utilities Commission	Regular	\$9,000,000	\$18,000,000	Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.	9/1/2009	1/1/2017

Sum of Modified Amounts: \$11,568,805

Cynthia Avakian
Airport Commission
Contracts Administration Unit
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Municipal Transportation Agency
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San Francisco, CA 94103

Lavena Holmes
Port Commission
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Shamica Jackson
Public Utilities Commission
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San Francisco, CA 94103

Rebekah Krell
Art Commission
25 Van Ness, Suite 345
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William Lee
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Shawn Wallace
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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 MODIFICATION

TYPE OF SERVICE: Maintenance of Water Perimeter Security Zone

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$100,000 PSC DURATION: 1/3/2012-12/31/2016

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system, which standard maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation, and/or reconnection of new or recovered buoys.

B. **Explain why this service is necessary and the consequences of denial:** To provide visual barrier and deterrent to Airport's Water Perimeter Security Zone for vessels traversing bay waters. This service also provides the 200 foot security demarcation point for responding security personnel to approach intruding vessels. Not maintaining buoy system for visual barrier and deterrent would significantly reduce the Airport's ability to respond to a threat.

C. **Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):**
The services have been previously provided through a contract, most recently under PSC # 3051-10/11.

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):

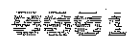
Local 21, Local 34, SEIU *Christina P. ...* October 21, 2011
1021
Union Name Signature of person mailing/faxing form Date

RFP sent to: _____ on Late December 2011 _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4069-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Duties include: 1) ability to operate a work skiff (boat with outboard motor) in navigable water and maintain buoy assemblies above and underwater; 2) ability to dive using surface supplied breathing apparatus; and 3) familiarity with CAL OSHA regulations related to diving.

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

The following classifications may perform a part of this work: Class 9330 Pile Worker, Class 9332 Piledriver Supervisor I, and Class 9355 Wharfinger I may assist a diver and/or operate a skiff but do not have the expertise in underwater repair of buoys which are part of a water perimeter security system.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a couple of people for short periods of time.

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

No, the amount of work required is anticipated to require no more than six eight hour work days per year.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution #11-0205 to issue a RFP for this service.

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The Airport is preparing an RFP and the results of that process is not known at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0205

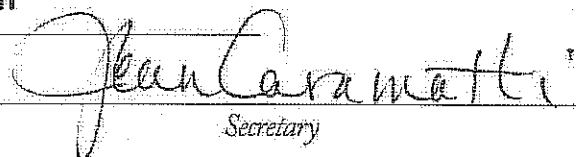
RESOLUTION AUTHORIZING AIRPORT STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR MAINTENANCE OF THE AIRPORT'S WATER PERIMETER SECURITY BUOY SYSTEM, AND TO ENTER INTO NEGOTIATIONS WITH THE TOP RANKED PROPOSER

- WHEREAS, the current SFO Water Perimeter Security Zone incorporates 25 buoys, along with anchoring hardware, located 200 feet from the Airport's perimeter which act as the delineation point for the Airport's restricted area and the public waterways; and
- WHEREAS, constantly shifting tidal currents and a harsh maritime environment create significant stress on the current buoy system subjecting each part of every buoy and anchoring hardware to constant varying forces such as gyration, corrosion, tidal currents, and sunlight; and
- WHEREAS, it is necessary to conduct routine maintenance of the SFO Water Perimeter Security Zone to ensure that all pieces of this security zone function as intended; and
- WHEREAS, the Airport purchased the original supply and installation of its buoy system through a blanket purchase order process in July 2004; and
- WHEREAS, in April 2008, the Airport entered into a formal maintenance and repair agreement with Underwater Resources, Inc. for period of two (2) years; and
- WHEREAS, on January 11, 2011, proposals were accepted for the maintenance of the system with the award going to DRS Marine, Inc. for a period of one (1) year; and
- WHEREAS, effective January 31, 2012, the current contract with DRS Marine, Inc. will expire and there will be no means for the Airport to provide for regular maintenance on the current SFO Water Perimeter Security Zone system and/or address any possible emergency situations; now, therefore be it
- RESOLVED, that the Commission authorizes Airport staff to issue an RFP for maintenance and repairs to the SFO Water Perimeter Security Zone and authorizes staff to conduct negotiations with the highest ranked proposer and, should the staff be unable to successfully conclude negotiations, staff is authorized to commence negotiations with the next highest ranked proposer for an initial three-year term with three one-year renewal options exercisable at the sole discretion of the Commission. The source of funds is within the existing Aviation Security budget and the initial three year award shall not exceed \$60,000. Staff will return to the Commission to award the contract to the successful proposer.

Thereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of

SEP 06 2011


Secretary

Cynthia Avakian

From: Cynthia Avakian
Sent: Friday, October 21, 2011 8:59 PM
To: Larry Wong; L21PSC Review; jtanner940@aol.com; Pat Karinen
Cc: Ging Louie; Joe Brenner; Liam O'Byrne; pattie.tamura@seiu1021.org; margot.reed@seiu1021.org
Subject: Dept 27 - SFO PSC Maintenance of Water Perimeter Security Zone
Attachments: PSC Form 1 RFP for Buoy Maintenance.pdf; 11-0205.pdf; PSC 3051-10_11 DRS Marine Form 1.pdf

All,

Attached is the SFO's DRAFT PSC Maintenance of Water Perimeter Security Zone as well as PSC 3051-10/11. We will send you the notice of the RFP as soon as it is posted.

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/27/2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Maintenance of Buoys for Water Perimeter Security Zone

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$40,000 PSC DURATION: 2/10/11 - 2/9/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system.

B. Explain why this service is necessary and the consequences of denial: To provide visual barrier and deterrent to Airport's Water Perimeter Security Zone for vessels traversing bay waters.

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 include Local 21, Local 34, and SEIU 1021.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE JAN 27 2011

PSC # 3051-10/11

Approval Date: 2/1/11

By: [Signature] FOR Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Duties include: 1) ability to operate a work skiff (boat with outboard motor) in navigable water and maintain buoy assemblies above and underwater; 2) ability to dive using surface supplied breathing apparatus; and 3) familiarity with CAL OSHA regulations related to diving.

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

The following classifications may perform a part of this work: Class 9330 Pile Worker, Class 9332 Piledriver Supervisor I, and Class 9355 Wharfinger I may assist a diver and/or operate a skiff but do not have the expertise in underwater repair of buoys which are part of a water perimeter security system.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable as the work is intermittent and entails a couple of people for short periods of time.

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

No, since this work is performed twice a year for a short period of time.

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

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

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

B. Will the contractor train City and County employees?

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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C. Are there legal mandates requiring the use of contractual services?

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

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

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

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

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

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 MODIFICATION

TYPE OF SERVICE: Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

FUNDING SOURCE: Airport Capital and Federal Transportation Security Administration Funds

TOTAL PSC AMOUNT: \$68,000,000

TOTAL PSC DURATION: 1/3/2012 – 1/3/2015

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** This request is for design-build services, separate from the design and integration services approved under PSC #4099-09/10 on June 6, 2011. The Airport's design consultant, approved under PSC #4099-09/10, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor under this request will prepare the final design, as the Engineer of Record for the following tasks:

International Terminal and Terminal 3, Boarding Area F - Checked Baggage Inspection System (CBIS) Modernization Program: Design-build services required for the TSA's CBIS modernization program to replace security screening and associated baggage handling system (BHS) equipment that is obsolete or beyond its useful life.

International Terminal - Baggage Handling System Improvements: Design-build services required for the Airport's International Terminal BHS improvements project to replace BHS equipment that is obsolete and beyond its useful life.

Terminal 3 Boarding Area E and F BHS Transfer Lines: Design-build services required for new BHS transfer lines connecting the Boarding Area E and F BHS and CBIS. The transfer lines are necessary to provide for increasing BHS and CBIS capacity and flexibility requirements.

B. **Explain why this service is necessary and the consequences of denial:** The TSA initiated a Recapitalization Program for the purpose of funding the modernization of the TSA's CBIS equipment and associated BHS equipment. The International Terminal and Terminal 3, Boarding Area F CBIS is obsolete and at the end of its service life. The Airport has executed Other Transaction Agreements with the TSA for 90% reimbursement of design and construction costs under the TSA's Recapitalization Program. The CBIS has insufficient capacity and reliability to support Airport checked baggage operations, and TSA requires new equipment to reduce maintenance. All of this requires BHS design-build services.

The International Terminal BHS, outside the TSA's CBIS area, has insufficient capacity and reliability for the twenty five airlines that occupy the facility. This includes BHS mechanical, electrical and controls equipment that are beyond their service life, and must be replaced to maintain operations. This project is

PSC # 4070 - 11/12

integrated with the International Terminal CBIS Modernization Program and must be performed under the same design-build contract.


Aircraft gate allocations assigned under the terms of the Airport's Lease and Use Agreement with the airlines have resulted in new requirements for increased BHS and CBIS capacity and flexibility. New transfer line conveyors and controls are required between the Terminal 3, Boarding Areas E and F BHS and CBIS to maintain operations. This project is integrated with the Terminal 3, Boarding Area F CBIS Modernization Program and must be performed under the same design-build contract.

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):

Related design and integration services have been previously provided through a contract under PSC # 4099-09/10. The baggage handling systems have been performed under design-build contracts.

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

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

IFPTE Local 21		October 21, 2011
Union Name	Signature of person mailing/faxing form	Date

RFP sent to: IFPTE Local 21 on December 8, 2011 _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4070-11/12
 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Baggage Handling Systems design, construction and integration is unique to this specialized industry. Design requires a combination of specialized expertise in baggage handling conveyor systems, programmable logic controls, electronics, motor controls, and TSA explosives detection systems. The design and construction must meet TSA certification standards and testing to be licensed for operation.

B. Which, if any, civil service class normally performs this work? There are no current civil service classes that can design baggage handling systems. However, civil service classes participate in Airport baggage handling systems in capacities such as building electrical power and infrastructure design. A project manager II and IV (5504 and 5508 class) will be managing this project.

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



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

A. **Explain why civil service classes are not applicable:** There are currently no civil service classes which have the technical expertise in the design, programming, and integration of these specialized Airport operating systems.

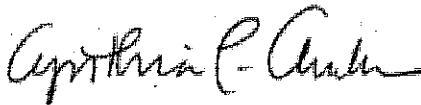
B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No, because once the baggage handling system are designed, built and integrated, the service is no longer required.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolutions #11-0200 and #11-0223 to issue a RFQ/P for 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? A RFQ/P has been issued and the results of that process are not known at this time.	<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.

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: Cynthia Avakian
Sent: Thursday, December 08, 2011 7:14 AM
To: Cynthia Avakian
Subject: FW: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements
Attachments: RFP 9024 A (dh 041211)KlandTREdit.pdf; Appendix E - Division 1 Cover Sheet r2.pdf

From: Cynthia Avakian
Sent: Thursday, December 08, 2011 7:11 AM
To: 'Larry Wong'; L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Ging Louie (glouie@ifpte21.org); Joe Brenner
Subject: RE: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

Larry,

Here is the portion of the RFQ with the scope of work. If you want the entire RFQ (since it quite lengthy), let me know.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, December 07, 2011 8:56 PM
To: 'Larry Wong'
Subject: RE: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

Larry,

Let me know what is it you are really looking for since I don't have the PSCs by Airport Division. If I gave you copies of all PSCs related to baggage handling system improvements would that help Local 21 to make a determination since I can do that?

Hopefully the DHR system will be in place and L21 will be able to search all of this soon. Let me know.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [mailto:lwong@ifpte21.org]
Sent: Thursday, November 03, 2011 1:43 PM
To: Cynthia Avakian
Subject: RE: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

Cynthia,

OK. Now, I understand.

Let start with the Design and Construction Group PSC for now.

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

From: Cynthia Avakian [Cynthia.Avakian@flysf.com]
Sent: Wednesday, November 02, 2011 4:03 PM
To: Larry Wong
Subject: RE: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

No, Geri just handles the Design and Construction PSCs. You asked for all PSCs.

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Tuesday, October 25, 2011 1:39 PM
To: Cynthia Avakian; Larry Wong
Cc: Tom Rodrigues; Ging Louie; Joe Brenner; Geri Rayca
Subject: PSC-SFO Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

Hi Cynthia,

Before L21 provides comment on this PSC, could you take a moment at provide a listing summary of "ALL" PSCs/Contracts that Airport has to date?

I know this PSC appears similar to the 4099-09/10 for the similar overall work; but this PSC is a Design-Built while the 4099-09/10 is the consultant for bridging documents.

Larry Wong
L21 PSC Reviewer

From: Cynthia Avakian [Cynthia.Avakian@flysf.com]
Sent: Friday, October 21, 2011 6:39 PM
To: Larry Wong; L21PSC Review
Cc: Tom Rodrigues; Ging Louie; Joe Brenner; Geri Rayca
Subject: Dept 27 - SFO PSC Design-Build Services for Checked Baggage Inspection System (CBIS) Modernization Program and Baggage Handling System Improvements

Larry,

Attached is the SFO's DRAFT PSC Design-Build Services for Checked Baggage Inspection System as well as PSC 4099-09/10 which was approved on June 6, 2011 for the Design and Integration Services related to this Design-Build request. We will send you the notice of the RFP as soon as it is posted (estimated for next week).

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

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

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0200

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS AND A REQUEST FOR PROPOSALS FOR DESIGN-BUILD SERVICES FOR CONTRACT NO. 9024.A, INTERNATIONAL TERMINAL AND BOARDING AREA F CHECKED BAGGAGE INSPECTION SYSTEM MODERNIZATION PROGRAM AND INTERNATIONAL TERMINAL BAGGAGE HANDLING SYSTEM IMPROVEMENT PROJECT CONSTRUCTION

- WHEREAS, the TSA initiated a Recapitalization Program for the purpose of funding the modernization of the TSA's Explosive Detection Systems (EDS) equipment within airport bag room Checked Baggage Inspection Systems (CBIS); and
- WHEREAS, both the International Terminal and Boarding Area F EDS equipment isare at the end of its service life, and the CBIS areas are obsolete; and
- WHEREAS, on August 16, 2011, by Resolution No. 11-0177, the Commission authorized the Director to execute an OTA with the TSA for 90% reimbursement of construction costs, including CM support services during construction, for the International Terminal and Boarding Area F Checked Baggage Inspection System Modernization Program (Program) under the TSA's Recapitalization Program, in an amount not to exceed \$40,456,890; and
- WHEREAS, the Airport will pay for 10% of the construction cost and CM support of the Modernization Program from FY 11/12 capital funds, in the amount of \$4,495,210, and the total construction cost and CM support for the Modernization Program is not to exceed \$44,952,100; and
- WHEREAS, the estimated construction cost of the Program is 41,000,000; and
- WHEREAS, the Airport has budgeted for International Terminal Baggage Handling System (BHS) Improvements outside the CBIS area under the Airport's capital plan to replace equipment and systems that are beyond their useful life and that impact the reliability of the BHS; and
- WHEREAS, the Airport's BHS Improvements are integrated with the TSA Program and should be installed concurrently by the same contractor to avoid coordination, phasing, and scope-gap issues; and
- WHEREAS, the estimated construction cost for the Airport's BHS improvements is \$18,334,000; and
- WHEREAS, the total estimated construction cost for Contract 9024.A, including the Modernization Program and the Airport's BHS improvements is \$59,344,000; and
- WHEREAS, the duration of the proposed contract is 30 months; and
- WHEREAS, a design-build approach is necessary to achieve cost savings and time efficiencies, making it in the public's best interest to contract for the proposed work under a design-build approach; and
- WHEREAS, the contract will be on an actual-cost-plus-fixed-fee basis, in accordance with Federal Acquisition Regulations (FAR); and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

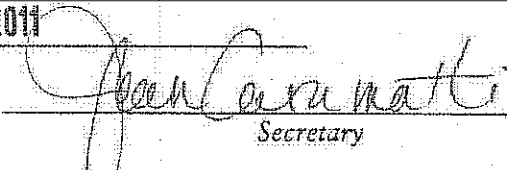
RESOLUTION NO. 11-0200

- WHEREAS, a qualified evaluation team will be established to review the contractors' proposals and to determine which proposal provides the best value to the Airport in accordance with FAR requirements; and
- WHEREAS, based on the scores provided by the evaluation team, staff will rank the firms, and return to the Commission with a recommendation to award a contract to the highest scoring design-build firm; and
- WHEREAS, due to the federal funding component for these services, staff will work with Airport Small Business Affairs personnel to develop a small business program for these services to engage the participation of local, small, and disadvantaged businesses; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposals for design-build services for Contract No. 9024.A, International Terminal and Boarding Area F Checked Baggage Inspection System Modernization Program and International Terminal Baggage Handling System Improvement Project construction.

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

at its meeting of

SEP 06 2011


Secretary

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0223

AUTHORIZATION TO AMEND THE REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL FOR CONTRACT NO. 9024.A, INTERNATIONAL TERMINAL AND BOARDING AREA F CHECKED BAGGAGE INSPECTION SYSTEM MODERNIZATION PROGRAM, AND THE INTERNATIONAL TERMINAL BAGGAGE HANDLING SYSTEM IMPROVEMENT PROJECT

- WHEREAS, the TSA initiated a Recapitalization Program for the purpose of funding the modernization of the TSA's Explosive Detection Systems (EDS) equipment within airport bag room Checked Baggage Inspection Systems (CBIS); and
- WHEREAS, both the International Terminal and Boarding Area F EDS equipment is at the end of its service life and the CBIS areas are obsolete; and
- WHEREAS, on August 16, 2011, by Resolution No. 11-0177, the Commission authorized the Director to execute an OTA with the TSA for 90% reimbursement of construction costs, including CM support services during construction, for the International Terminal and Boarding Area F Checked Baggage Inspection System Modernization Program (Modernization Program) under the TSA's Recapitalization Program, in an amount not to exceed \$40,456,890; and
- WHEREAS, the Airport will pay for 10% of the construction cost and CM support of the Program from FY 11/12 capital funds, in the amount of \$4,495,210, and the total construction cost and CM support for the Program is in the amount of \$44,952,100; and
- WHEREAS, the estimated construction cost of the Modernization Program is in the amount of \$41,000,000; and
- WHEREAS, the Airport has budgeted for International Terminal Baggage Handling System (BHS) Improvements outside the CBIS area under the Airport's capital plan to replace equipment and systems that are beyond their useful life and impact the reliability of the BHS; and
- WHEREAS, the estimated construction cost for the Airport's BHS Improvements is in the amount of \$18,344,000; and
- WHEREAS, the total estimated construction cost for Contract 9024.A, including the Modernization Program, and the Airport's BHS Improvements is in the amount of \$59,344,000; and
- WHEREAS, on September 6, 2011, by Resolution No. 11-0200 the Commission authorized the Director to issue a RFQ and RFP for design-build services for Contract No. 9024.A; and
- WHEREAS, the Airport has determined that baggage handling system transfer line conveyors are required to allow for airline flexibility to direct bags from all Terminal 3 ticket counters to Boarding Area E and F; and
- WHEREAS, the baggage transfer line conveyors are integrated with the Boarding Area F elements of the Modernization Program, and should be installed concurrently, and by the same contractor to avoid coordination, phasing and scope gap issues; and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0223

- WHEREAS, the Airport has budgeted for the baggage transfer conveyors under the Airport's Capital Plan, and the estimated construction cost is in the amount of \$5,000,000; and
- WHEREAS, the revised total construction cost estimate for Contract 9024.A, including the Modernization Program, the Airport's BHS Improvements, and the baggage transfer conveyors, is in the amount of \$64,344,000; and
- WHEREAS, the duration of the contract is proposed to increase from 30 to 36 months to accommodate the additional scope; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing the Director to amend the Request for Qualifications and Request for Proposal for Contract No. 9024.A, International Terminal and Boarding Area F Checked Baggage Inspection System Modernization Program, and the International Terminal Baggage Handling System Improvement Project construction to include the Boarding Area E and F baggage transfer conveyors, and to increase the duration of the proposed contract to 36 months.

Page 2 of 2

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

OCT 04 2011

at its meeting of

Jean Gangmat

Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/4/11

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Artist design, fabrication of artwork

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$132,000 PSC DURATION: 12/1/11-11/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Artist will provide design development and construction documents and fabricate artwork designed for Municipal Railway Maintenance Facility at Islais Creek.

B. Explain why this service is necessary and the consequences of denial: City administrative code section 3.19 requires 2% of capital improvement construction cost be allocated to art enrichment. Denial would prohibit fulfillment of this requirement.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was originally approved under PSC# 3008-08/09 (7/22/2008) but the term has expired and the scope has increased due to additional elements being added to the artist's contract.

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

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

Local 21 Union Name Susan Pondous Signature of person mailing/faxing form 11/7/11 Date
Local 1021 Union Name Susan Pondous Signature of person mailing/faxing form 11/7/11 Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4071-11/12 STAFF ANALYSIS/RECOMMENDATION:

NOV 07 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional artist whose work a selection panel convened specifically for this project determined was most appropriate for the site.

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

None. Artist is not a Civil Service classification

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

no

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Artist is not a civil service classification.

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

No. Every project opportunity calls for a different set of skills and approach to the site. The City seeks to develop a collection of artworks that are diverse in their style, media, and artists represented.

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

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

Yes No

B. Will the contractor train City and County employees?

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

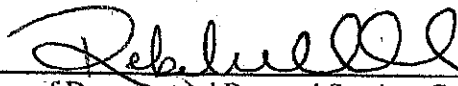
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell
Print or Type Name

252-4665
Telephone Number

San Francisco Arts Commission
25 Van Ness, #345, San Francisco,
CA 94102
Address

Transmission Report

Date/Time
Local ID 1

11-07-2011
415 252 2595

05:08:03 p.m.

Transmit Header Text
Local Name 1

SF Art Commission

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

City and County of San Francisco.

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/4/11
 DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Artist design, fabrication of artwork
 FUNDING SOURCE: Art Enrichment
 PSC AMOUNT: \$132,000 PSC DURATION: 12/1/11-11/30/14

I. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Artist will provide design development and construction documents and fabricate artwork designed for Municipal Highway Maintenance Facility at Islais Creek.
- B. Explain why this service is necessary and the consequences of denial:
 City administrative code section 3.19 requires 2% of capital improvement construction cost be allocated to art enrichment. Denial would prohibit fulfillment of this requirement.
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
This service was originally approved under PSC# 3008-08/09 (7/22/2008) but the term has expired and the scope has increased due to additional elements being added to the artist's contract.

- D. Will the contract(s) be renewed:
 No
2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

<u>Local 21</u>	<u><i>Susan Pond</i></u>	<u>11/7/11</u>
Union Name	Signature of person mailing/faxing form	Date
<u>Local 1021</u>	<u><i>Susan Pond</i></u>	<u>11/7/11</u>
Union Name	Signature of person mailing/faxing form	Date
R/P sent to _____ on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
 STAFF ANALYSIS/RECOMMENDATION:

 CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

Total Pages Scanned : 2

Total Pages Confirmed : 2

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	764	4154316241	05:07:05 p.m. 11-07-2011	00:00:23	2/2	1	EC	H5	CP26400

Abbreviations:

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

Pontious, Susan

From: Pontious, Susan
Sent: Monday, November 07, 2011 5:04 PM
To: Local 21 (L21PSCReview@ifpte21.org)
Subject: PSC for Artist design/fabrication of artwork for MUNI
Attachments: Islais Creek.pdf

Susan Pontious
Program Director
Civic Art Collection and Public Art Program
San Francisco Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94102
Phone: 415-252-2587 FAX: 415-252-2595
Website: <http://www.sfartscommission.org>
e-newsletter: <http://sfartscommission.org/newsletter>
Twitter: <http://www.twitter.com/SFAC>
Facebook: <http://www.facebook.com/sfartscommission>
YouTube: <http://www.youtube.com/ArtsCommission>
Flickr: <http://www.flickr.com/photos/sfac>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 9, 2008

DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Art Enrichment for Islais Creek Muni Maintenance and Operations Facility

FUNDING SOURCE: Direct Charge (Work Authorization)

PSC AMOUNT: \$45,000 PSC DURATION: July 8, 2008 – July 8, 2011

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:
Artist will fabricate, deliver, and install an artwork for the Islais Creek Muni Maintenance and Operations Facility.
- B. Explain why this service is necessary and the consequences of denial:
Art enrichment is mandated by City Ordinance – Administrative Code 3.19. The artist has completed the design of the artwork and is ready to proceed with its fabrication and installation.
- 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. Each art enrichment project is a separate specialized and unique service.
- D. Will the contract(s) be renewed:
No.

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

<u>SEIU Local 1021</u> Union Name	<u>Mary Lou</u> Signature of person mailing / faxing form	<u>7/15/08</u> Date
<u>I.F.P.T.E Local 21</u> Union Name	<u>Mary Lou</u> Signature of person mailing / faxing form	<u>7/15/08</u> Date

RFP sent to N/A, on _____, _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2008-08109
STAFF ANALYSIS/RECOMMENDATION:

Approved
Sm

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1
8 JUL 21 PM 12:11
OFFICE OF
HUMAN RESOURCES

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience designing and fabricating artwork.

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

None. Artists are not a civil service classification.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service classification for artists. Services required are unique and short term. An independent selection panel reviews slides, materials and presentation of a specific proposal to determine selection of an artist for the art project, and evaluates the quality, skill, and originality reflected in past work.

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

No. Each project is unique and requires different skills, as determined by an independent selection panel

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

Yes

No

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

X

B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., 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

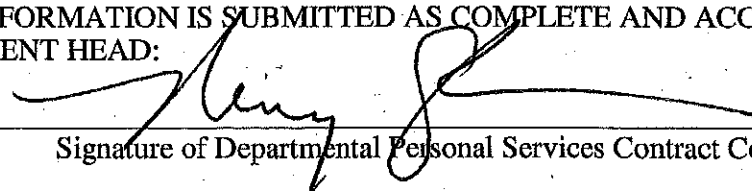
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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:



Signature of Departmental Personal Services Contract Coordinator

Nancy Gonchar
Print or Type Name

252-2584
Telephone Number

25 Van Ness Ave., Suite 240

San Francisco, CA 94102
Address



RE: PSC for Artist design/fabrication for MUNI

Larry Wong

to:

Pontious, Susan

11/10/2011 03:21 PM

Cc:

"Ryan, Maria", Joe Brenner

Hide Details

From: Larry Wong <lwong@ifpte21.org>

To: "Pontious, Susan" <susan.pontious@sfgov.org>

Cc: "Ryan, Maria" <maria.ryan@sfgov.org>, Joe Brenner <jebrenner@ifpte21.org>

Local #21 has no objection to this PSC.

Larry Wong

Local #21

(415) 864-2100 X-225

Professional Advancement thru Collective Bargaining

From: Pontious, Susan [susan.pontious@sfgov.org]

Sent: Tuesday, November 08, 2011 3:42 PM

To: Larry Wong; ed.warshauer@seiu1021.org

Cc: Ryan, Maria

Subject: FW: PSC for Artist design/fabrication for MUNI

Dear Ed and Larry;

At Maria Ryan's suggestion, I am requesting that Local 21 and SEIU waive their 30 day review requirement for the attached PSC. This PSC is for an artist to design and fabricate an artwork for the MUNI Maintenance Facility at Islais Creek as part of the city's art enrichment ordinance, which requires 2% of the construction cost of city capital projects be dedicated to art enhancement

Since artist is not a civil service position, we would appreciate your help in expediting the CSC approval process. If you have any questions, please do not hesitate to contact me. Thank you!

Susan Pontious

Program Director

Civic Art Collection and Public Art Program

San Francisco Arts Commission

25 Van Ness, Suite 345

San Francisco, CA 94102

Phone: 415-252-2587 FAX: 415-252-2595

Website: <http://www.sfartscommission.org>
e-newsletter: <http://sfartscommission.org/newsletter>
Twitter: <http://www.twitter.com/SFAC>
Facebook: <http://www.facebook.com/sfartscommission>
YouTube: <http://www.youtube.com/ArtsCommission>
Flickr: <http://www.flickr.com/photos/sfac>

From: Maria.Ryan@sfgov.org [mailto:Maria.Ryan@sfgov.org]
Sent: Tuesday, November 08, 2011 8:53 AM
To: Pontious, Susan
Cc: Krell, Rebekah
Subject: Re: PSC for Artist design/fabrication for MUNI

Hi, Susan.

As this PSC is over \$50,000, the 30-day notice period is in effect, and expires on 12/7. After that point I could begin my review. The CSC has not yet determined 2012 hearing dates, and therefore I cannot tell you the meeting date this would be for, most likely early January.

As the work is not normally performed by SEIU, nor Local 21, you should contact the unions and ask them to waive the notice period. You should try to speak to Larry Wong at Local 21 lwong@ifpte21.org, as he seems to be the staff most responsive to responding back on PSCs. At SEIU, try to reach Ed Warshauer: ed.warshauer@seiu1021.org. He has communicated with me via email and has been fairly responsive.

If you can get them to waive the period, and send me some communication to that effect, by next Tuesday 11/15, then your PSC will be included in the posting on 11/18 for the December 5th CSC meeting.

Sincerely,

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

From: "Pontious, Susan" <susan.pontious@sfgov.org>
To: "Ryan, Maria" <maria.ryan@sfgov.org>
Date: 11/07/2011 05:56 PM
Subject: PSC for Artist design/fabrication for MUNI

Maria;
Attached is the PSC for artist design and fabrication services for an artwork at the MUNI Maintenance Facility at Islais Creek, as well as documentation of notification of the Unions. Please let me know if there is anything else you need.

Susan Pontious
Program Director
Civic Art Collection and Public Art Program
San Francisco Arts Commission

25 Van Ness, Suite 345

San Francisco, CA 94102

Phone: 415-252-2587 FAX: 415-252-2595

Website: <http://www.sfartscommission.org>

e-newsletter: <http://sfartscommission.org/newsletter>

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

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

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

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

[attachment "Islais Creek.pdf" deleted by Maria Ryan/DHR/SFGOV] [attachment "Islais creek Union notification.pdf" deleted by Maria Ryan/DHR/SFGOV]

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/18/2011

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consultant for regional catastrophic event planning pertaining to Public Information and Warning

FUNDING SOURCE: Homeland Security Grant Funding- Urban Areas Security Initiative Grant

PSC AMOUNT: \$800,000 PSC DURATION: 11/1/2011-3/31/2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The contractor will assist Bay Area counties and cities with an evaluation and gap analysis of the UASI Region's Public Information and Warning capabilities and systems with an emphasis on access and functional needs populations. The Contractor will deliver a five year strategic plan (including a sustainability component) of messaging, response and performance standards as well as policies and protocols for appropriate general and specific messaging to effectively communicate with first responders/providers and the public..
B. Explain why this service is necessary and the consequences of denial: In a catastrophic event, timely and effective communication through appropriate and coordinated messaging is paramount. This proposed contract will identify the current state of Public Information and Warning response resources and develop a strategic plan for developing capabilities in counties and jurisdictions in the 12-county UASI area. Denial of these services will prevent the region from completing plans for effective communications during a catastrophic event.
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): Not Applicable.
D. Will the contract(s) be renewed: No.

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

Local 21 Union Name Signature of person mailing/faxing form Date 11/22/11
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

NOV 22 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Extensive expertise and knowledge in regional Public Information and Warning planning and project management. This project requires facilitation of multiple government agencies and jurisdictions in a capabilities assessment and in developing a five year strategic plan for Public Information and Warning.
- B. Which, if any, civil service class normally performs this work? Civil service Class 5291 – Planner III is the classification that can perform the work, as noted below in 4A
- 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 contract service is a regional planning project, involving 12 Bay Area counties, and requires extensive Public Information planning experience with a preference for a neutral organization not affiliated with any of the participating jurisdictions.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, this project is not a continuing function. A neutral, non-affiliated, organization to facilitate stakeholder participation, and assist participating jurisdictions in assessing their own capabilities and developing a regional strategic plan within a tight time frame is needed.

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

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

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

William Lee

Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 705-8507

Print or Type Name

Telephone Number

Department of Emergency Management

Division of Emergency Services

1011 Turk Street
San Francisco, CA 94102



PSC FORM 1 - DEM UASI

Kim-Molina, Mikyung

to:

L21PSCReview@ifpte21.org

11/22/2011 11:31 AM

Cc:

"Levarado, Tristan", "Ryan, Maria"

Hide Details

From: "Kim-Molina, Mikyung" <mikyung.kim-molina@sfgov.org>

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

Cc: "Levarado, Tristan" <tristan.levarado@sfgov.org>, "Ryan, Maria" <maria.ryan@sfgov.org>

History: This message has been replied to.

1 Attachment



PSC FORM 1 DEM UASI.PDF

Hello,

Attached is a PSC FORM 1. Please let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)



RE: PSC FORM 1 - DEM UASI

Larry Wong to: Kim-Molina, Mikyung, L21PSC Review
Cc: "Levarado, Tristan", "Ryan, Maria" , Joe Brenner

12/01/2011 04:03 PM

Local #21 has no objection to this PSC.

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

From: Kim-Molina, Mikyung [mikyung.kim-molina@sfgov.org]
Sent: Thursday, December 01, 2011 2:49 PM
To: L21PSC Review
Cc: Levarado, Tristan; Ryan, Maria; Joe Brenner; Larry Wong
Subject: RE: PSC FORM 1 - DEM UASI

Hello Larry - My responses are below in bold.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Thursday, December 01, 2011 11:24 AM
To: Kim-Molina, Mikyung
Cc: Levarado, Tristan; Ryan, Maria; Joe Brenner; Larry Wong
Subject: RE: PSC FORM 1 - DEM UASI

Hi Mikyung,

Few questions..

1. Is Bay Area USAI a city agency and under which department?

Bay Area UASI is part of the City's Department of Emergency Management (DEM).

2. Upon completion of this PSC in 2013, will there be a need for renewal?

There will be no need for a renewal. The service is to conduct a gaps analysis and develop a strategic plan - once this is completed the service is done.

3. If there is a renewal possible, can there be in-house training?

No renewal.

4. If there is no renewal at end of 2013, would like letter stating so unless DEM contacts Local #21 first prior to preparing renewal or modification to PSC. (Paragraph 1A is insufficient)

We will notify Local #21 first before preparing a renewal or a modification to the PSC.

Larry Wong
L21 PSC Reviewer

From: Kim-Molina, Mikyung [mikyung.kim-molina@sfgov.org]
Sent: Tuesday, November 22, 2011 11:31 AM
To: L21PSC Review
Cc: Levarado, Tristan; Ryan, Maria
Subject: PSC FORM 1 - DEM UASI
Hello,

Attached is a PSC FORM 1. Please let me know if you have any questions.

Mikyung Kim-Molina
Grants Management Analyst
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA 94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 26, 2011 Reissued October 27, 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: Asbestos Removal and Rebuild of Electrical Controller

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: \$900,000.00

PSC DURATION: December 1, 2011 – November 30, 1016

1. **DESCRIPTION OF WORK**

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

The contractor will remove asbestos from the electrical controllers taken from fifteen (15) Milan Street Cars and then rebuild them.

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

The Milan Street Cars were placed into service in San Francisco 12 years ago in 1999. The electrical controllers contain asbestos and during their tenure with SFMTA, they have never been overhauled. The San Francisco Municipal Transportation Agency (SFMTA) does not have a dedicated program for abating hazardous materials such as asbestos. These historical street car units are beginning to fail and maintenance estimates that they are in need of rebuilding to keep our service delivery to the public dependable. Denial of this service will result in the Milan Street Cars being placed out of service due to mechanical /electrical needs and safety concerns.

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

This service has not been provided in the past.

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

No.

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

<u>IBEW, Local 6</u> Union Name	<u><i>Cynthia Daniels</i></u> Signature of person mailing / faxing form	<u>10/31/11</u> Date
<u>IFPTE, Local 21</u> Union Name	<u><i>Cynthia Daniels</i></u> Signature of person mailing / faxing form	<u>10/31/11</u> Date

RFP sent to _____ on _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved
10-31-11

PSC# 4073-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

OCT 31 2011

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- (1) Removal, handling and proper disposal of asbestos and hazardous materials.
- (2) Re-engineering vintage replacement parts.
- (3) Rebuild of K35KK Controller.

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

Classifications 7319 Electric Motor Repairer and 7371 Electrical Transit System Mechanic perform work of this nature, but SFMTA positions do not possess the specialized expertise in rebuilding controls for vintage street cars plus work with asbestos removal on such equipment.

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

Yes, we do not have a facility to handle asbestos abatement.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

More than one discipline is involved in this rebuild or re-manufacturing process:

- (1) Asbestos abatement; (2) component tear down; (3) re-engineering & performance testing;
- (4) Re-manufacturing or rebuild of vintage equipment; and (5) installation and/or assembly and performance testing.

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

No. This work is being done only on an as needed basis.

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

	<u>Yes</u>	<u>No</u>
--	------------	-----------

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103-4471
Address



Asbestos Removal and Rebuild of Electrical Controller - Reissue

Hamada, Cynthia to: L21PSCReview, atonisson

10/31/2011 12:42 PM

Cc: "DHR-PSCCoordinator", "Johnson, Karl", "Manning, Luther"

1 attachment



20111031121515232.pdf

FYI.

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
 Joël Ramos | Director
 Edward D. Reiskin | Director of Transportation

FAX/SCAN

DATE:	October 31, 2011		
FROM:	Cynthia Hamada/Betsy Moy <i>only</i>	TO:	Alex Tonisson and IFPTE, Local 21
PHONE:	(415) 701-5381	FAX:	(415) 864-2166
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary Asbestos Removal and Rebuild of Electrical Controller - Reissue			
COMMENTS: Modified classifications in Item 3.B. Any questions regarding this PSC should be directed to Karl Johnson at (415) 337-4752 (office) or (415) 298-0158, or karl.johnson@sfmta.com. Thank you, Cynthia			

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

* * * Communication Result Report (Oct. 31. 2011 12:15PM) * * *

33

Date/Time: Oct. 31. 2011 12:14PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
4506	Memory TX	98615752	P. 3	OK	

Reason for error

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

MTA San Francisco Municipal Transportation Agency

FAX

Gloria Kuo | Mayor
 Tom Bates | Chairman
 Amy Cho | Vice Chairman
 Laura Gallego | Boarder
 Cary Hildner | Director
 William Nichols | Director
 Russ Orr | Director
 Jeff Parker | Director
 Harvey R. Kopp | Director of Transportation

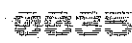
DATE: October 31, 2011			
FROM: Cynthia Hamada/Betsy Moy	TO: Kevin Hughes	(415) 881-6752	
PHONE: (415) 701-6391	FAX: (415) 208-0754		
FAX: (415) 701-5397	PHONE:		

SUBJECT: Personal Services Contract Summary
Asbestos Removal and Rebuild of Electrical Controler - Released

COMMENTS:
Modified classifications in item 3.B.
Any questions regarding this PSC should be directed to Karl Johnson at (415) 337-4762 (office) or (415) 208-0158, or karl.johnson@sfmta.com.
Thank you,
Cynthia

NO. OF PAGES (including fax cover): 2

San Francisco Municipal Transportation Agency
 455 Golden Gate Avenue, 5th Floor, San Francisco, CA 94142 | Tel: 415-701-6333 | Fax: 415-201-1450 | www.sfmta.com



PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 9, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Hazardous Waste Removal Contract

FUNDING SOURCE: Port Operating/Project Fund

PSC AMOUNT: \$375,000.00 PSC DURATION: January 1, 2012 - December 31, 2014 (3 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor shall provide all services, labor, materials, and equipment necessary to provide hazardous waste packaging, removal, transportation and disposal-related tasks. Critical is the ability for the contractor to provide service with little notice, e.g. 24 hrs., 72 hrs., etc.

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

The Port property is extensive and open and subject to the abandonment of hazardous wastes. For purposes of safety and regulatory compliance, the Port requires very timely transportation and disposal services of these materials. Without this service the Port is likely to incur repeated notices of violations for failure to manage these materials in a timely way that protects public health and the SF Bay.

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

This service has been provided using administrative work orders to other departments for use of their contractors. This process has proven to be too lengthy to satisfy regulatory and safety requirements. We have done work through purchases orders but OCA has requested that we process a PSC because the work requires special expertise.

D. Will the contract(s) be renewed:

This will be an ongoing need, therefore, the contract will need to be renewed and rebid on an ongoing basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Includes handwritten entries for IFPTE, Local 21 and dates 11/10/2011 and 11/09/2011.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Because the work involves hazardous material handling or work in and around potentially hazardous or environmentally sensitive areas, it requires highly trained workers capable of working in hazardous environments in compliance with 29CFR 1910.120. It will also require to abate asbestos, lead and mold, profile hazardous wastes, provide routine and emergency hazardous waste removal, transportation and disposal and recycling. This will also require firms that are state certified asbestos contractors and certified lead workers.

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

- 6130 – Safety Analyst (IFPTE, L21)
- 6138 – Industrial Hygienist (IFPTE, L21)

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

Yes, they will provide supplies such as steel and poly drums, absorbent, packaging materials, and other material handling equipment, safety equipment and transportation vehicles.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is specialty work that is highly regulated and with significant risks. The safe performance of this work is dependent upon extensive training and regular opportunities to utilize the training.

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

It would not be practical to adopt a new civil service class. This is specialty work that is highly regulated. The safe performance of this work is dependent upon extensive training and regular opportunities to utilize the training. The Port's need is sporadic and infrequent enough that a new civil service class is not required, nor is it reasonable to accept the liabilities of the work.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

<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

Lavena Holmes

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 – The Embarcadero

San Francisco, CA 94111

Address



Regular PSC - Hazardous Waste Removal Contract
Lorceli Braganza to: kcarter@ifpte21.org, L21PSCReview
Cc: Lavena Holmes, DHR-PSCCoordinator

11/10/2011 03:03 PM

For your review... please see attached REGULAR Personal Services Contract Summary for:

Type of Service: **Hazardous Waste Removal Contract**

in PDF version. Please let me know if you have any questions or concerns.



PSC Hazardous Waste Removal Contract.pdf

Thank you,

Lbraganza

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583



Regular PSC Summary - Hazardous Waste Removal Contract (Revised)

Lorceli Braganza to: DHR-PSCCoordinator

11/10/2011 03:07 PM

Cc: Lavena Holmes

For CSC review and posting... please see attached REGULAR Personal Services Contract Summary for:

Type of Service: **Hazardous Waste Removal Contract**

in PDF and Word version. Original PSC Summary is being sent via inter-office mail today.

Please let me know if you have any questions or concerns.

Notice to Union: **November 11, 2011**



PSC Hazardous Waste Removal Contract.pdf PSC Hazardous Waste Removal Contract.doc

Thank you,

Lbraganza

Human Resources

Port of San Francisco

Work: 415-274-0424

Fax: 415-274-0583

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/04/2011 (30-day Union Notice)
12/07/2011 (to DHR)
12/13/2011 (to DHR)-Revised

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Outreach and Marketing Services, Power Enterprise (CS-227)

FUNDING SOURCE: Hetch Hetchy Power

PSC AMOUNT: \$ 1,500,000 PSC DURATION: 03/01/2012 - 08/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

CleanPowerSF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising and more to educate customers and support customer retention.

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

Customers will have the opportunity to opt-out of CleanPowerSF and stay with PG&E. We also expect PG&E to compete fiercely and encourage customers to opt-out. Without customers, CleanPowerSF will not meet its goals. That's why CleanPowerSF needs an aggressive outreach/marketing program to educate and retain customers.

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):

L21 Shamica Jackson 11/04/2011 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
12/07/2011 (to DHR)
12/13/2011 (to DHR)-Revised

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

CleanPowerSF needs marketing and advertising experts seasoned in persuasion strategies in order to educate and retain customers. Experts must excel at implementing those strategies through varying mediums, which could include T.V. advertising, door-to-door outreach, mail, internet advertising and more.

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

The 5408 civil service class has on occasion planned and implemented limited, low-budget public education campaigns. However, no civil service class can fully replace or substitute for a professional advertiser.

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 outreach/public education campaign for CleanPowerSF will require skilled experts that can write television scripts, determine adequate lighting for television commercial productions, buy online advertising space (Facebook + Google) and much more. No civil service class can adequately perform all of these functions.

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

No, it would not be practical to adopt a new civil service class. This intense customer education and retention program will cease once the program is established.

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

Yes No

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

B. Will the contractor train City and County employees?

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

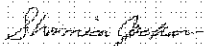
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



RE: CS-227, PSC Summary Form (Initial Request)- Revised

Jackson, Shamica

to:

Jackson, Shamica, 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, DHR, 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
12/13/2011 12:00 PM

Hide Details

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

To: "Jackson, Shamica" <SJackson@sfwater.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, <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" <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" <tclee@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-227 PSC FORM TO DHR 12132011-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-227, Outreach and Marketing Services, Power Enterprise, initial request for \$1,500,000 and duration to August 1, 2016**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on December 4, 2011. Local 21 approved this to go forward on December 7, 2011**
4. For **January 9, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

 Please consider the environment before printing this email

From: Jackson, Shamica
Sent: Wednesday, December 07, 2011 5:56 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; 1021@seiu.org; 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
Subject: CS-227, PSC Summary Form (Initial Request)
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-227, Outreach and Marketing Services, Power Enterprise, initial request for \$1,500,000 and duration to August 1, 2016**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on December 4, 2011. Local 21 approved this to go forward on December 7, 2011**

4. For **January 9, 2012** 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-227 draft PSC to Unions for review

Jackson, Shamica to: Jackson, Prentiss, Isen, Carol,
DHR-PSCCoordinator, Degrafinried,
Alaric, L21PSCReview, Louie, Ging,

11/04/2011 05:11 PM

1 attachment



CS-227 DRAFT PSC FORM TO UNIONS 11042011.doc

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: 11/30/11

DEPARTMENT NAME: Controller DEPARTMENT NUMBER 09

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3052-09/10)

TYPE OF SERVICE: Hostbridge Software Development and Training Services

FUNDING SOURCE: San Francisco Public Utilities Commission (SFPUC)

Original Amount: \$ 47,475 PSC Duration: January 11, 2010 - January 11, 2014
Modification Amount \$ 75,525 PSC Duration: January 12, 2014 - January 11, 2016
Total Amount \$ 123,000 Total PSC Duration: January 11, 2010 - January 11, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The City seeks Hostbridge software development and training services to (1) integrate the City's financial accounting and management information system (FAMIS) managed by the Controller's Office with SFPUC's web-based MAXIMO purchase order web service and SFPUC's web-based online invoice processing system (SOLIS), as a pilot project, as well as (2) develop and train additional City department staff on other potential interfaces between FAMIS and City department systems to integrate and reconcile data.

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

Due to differing individual department needs, the City is unable to upgrade FAMIS to include the functionality provided by systems developed and used by other City departments, including SFPUC. This project provides a cost-effective method to: (1) allow an interface between systems to extend FAMIS' useful life; (2) reduce duplication of City employee effort in inputting, maintaining, and reconciling data in FAMIS and other City department systems; (3) allow the integration of referenced systems without affecting FAMIS transactions or security; and (4) allow the Controller's Office to manage and control the increased traffic to FAMIS. Without the interface development services, duplicate data-entry will be required and reconciliation of information between systems will be difficult.

The training will allow City staff to develop and maintain integration modules themselves. Without access to training services, the cost to the City will be higher from potentially relying on additional external consulting services or result in the City's inability to develop or maintain interface development using our own staff.

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

This service has been provided under PSC#3052-09/10.

D. Will the contract(s) be renewed: The contract may be amended to allow other City departments access to software development, training or consulting assistance using Hostbridge.

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

SEIU Local 1021, MEA Union Name Signature of person mailing/faxing form Date 11/30/11

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 11/30/11

RFP sent to N/A Union Name , on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3052-09/10 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provide HostBridge Process Automation software development (coding) and employee training/knowledge transfer, requires expert technical knowledge of the Hostbridge product including XML and Javascript programming knowledge, functional specification writing, design specification writing, and extensive prior experience with teaching users how to use the product.

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

1070 IS Project Director, 106x series IS Programmer Analysts, 105x series IS Business Analysts.

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:

This is a short-term, highly specialized service requiring expertise with the Hostbridge Process Automation product and the ability to train City staff in its use.

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

No, the work is short-term and highly specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

The onsite classes will train staff to use the components of HostBridge to build web services and Excel-based services to and from legacy applications. There was an initial 32 hours of onsite training, with additional training to be provided on an as-needed basis.

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

IT and accounting staff with IT experience from City Departments will receive training in the use of the HostBridge tools. Number of staff to be trained is approximately 12, with the potential for more.

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

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

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

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

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

Jeannie Wong

Signature of Departmental Personal Services Contract Coordinator

Jeannie Wong

(415) 554-7604

Print or Type Name

Telephone Number

1 Dr Carlton B Goodlett Pl, Rm 388

San Francisco, CA 94102

Address



PSC Modification for PSC#3052-09/10: HostBridge contract - increase for training

Steve W Lee to: staff, L21PSCReview, pattie.tamura,
ed.warshauer, brook.demmerle
Cc: DHR-PSCCoordinator, Annette Reardon

12/02/2011 09:38 AM

Union notification for PSC Modification for 3052-09/10, Hostbridge Software Development and Training Services

Attached below for your review is a PSC Modification for 3052-09/10, Hostbridge Software Development and Training Services.

The modification increases the contract amount by \$75,525 for a new total of \$123,000 and also extends the term of the contract from January 11, 2014 to January 11, 2016 (an increase of 2 years).

The purpose of the modification is to accomodate as-needed training for City staff by Hostbridge over the next 4 years.



CSC_PSC_Summary_Mod_3052_09_10_FINAL.pdf

Please let me know if you have any questions or comments.

Thank you!

Sincerely,

Steve W. Lee
Controller's Office
San Francisco City Hall
steve.w.lee@sfgov.org
(415) 554-7591

Controller's Intranet Page: <http://conpolicy>
Controller's Public Page: <http://www.sfcontroller.org>



Fw: PSC Modification for PSC#3052-09/10: HostBridge contract - increase for training

Steve W Lee to: DHR-PSCCoordinator
Cc: Jeannie Wong, Maria Ryan

12/09/2011 02:22 PM

Hi Maria,

Apologies for not CC'ing you on the PSC submission to MEA. The email notification is below, dated 12/2/11.

Steve W. Lee
Controller's Office
San Francisco City Hall
steve.w.lee@sfgov.org
(415) 554-7591

Controller's Intranet Page: <http://conpolicy>
Controller's Public Page: <http://www.sfcontroller.org>

----- Forwarded by Steve W Lee/CON/SFGOV on 12/09/2011 02:21 PM -----



Steve W Lee/CON/SFGOV

12/02/2011 10:10 AM

To staff@sfmea.com

cc

Subject PSC Modification for PSC#3052-09/10: HostBridge contract - increase for training

Union notification for PSC Modification for 3052-09/10, Hostbridge Software Development and Training Services

Attached below for your review is a PSC Modification for 3052-09/10, Hostbridge Software Development and Training Services.

The modification increases the contract amount by \$75,525 for a new total of \$123,000 and also extends the term of the contract from January 11, 2014 to January 11, 2016 (an increase of 2 years).

The purpose of the modification is to accomodate as-needed training for City staff by Hostbridge over the next 4 years.



CSC_PSC_Summary_Mod_3052_09_10_FINAL.pdf

Please let me know if you have any questions or comments.

Thank you!

Sincerely,

Steve W. Lee
Controller's Office
San Francisco City Hall

steve.w.lee@sfgov.org
(415) 554-7591

Controller's Intranet Page: <http://conpolicy>
Controller's Public Page: <http://www.sfcontroller.org>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 30, 2011 Reissued December 9, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

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

() CONTINUING () ANNUAL

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC#4098-08/09)

TYPE OF SERVICE: Development of Request for Proposal (RFP) and Project Oversight of Installation of Security Cameras in MUNI's Subway Stations.

FUNDING SOURCE: Security Grant from Transportation Security Administration (TSA)

PSC AMOUNT: \$ 99,000.00
MODIFICATION: \$181,280.00
TOTAL: \$280,280.00

PSC DURATION: 03/30/09- 03/30/12
PSC DURATION: 11/19/09- 06/30/13
PSC DURATION: 11/19/09- 06/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the S.F. Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.

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

This service is necessary and serves the subway system and its perimeter that we learned is owned and maintained by BART. This is a critical infrastructure enhancement that would provide a higher level of security at various SFMTA facilities and on revenue vehicles. The Department of Homeland Security (DHS), through the TSA, has made it a national priority to upgrade the security structures and programs of major public transit agencies as part of its ongoing efforts to mitigate anti-terror activities. Consequences of denial would make SFMTA facilities and employees more vulnerable to potential terrorist acts. The SFMTA could also lose the funding for this project. Additionally, denial of the contract modification will affect the SFMTA's ability to monitor and secure its underground subway system thereby impacting passenger safety and security.

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

This service was previously approved by the Civil Service Commission (PSC# 4098-08/09).

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

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 12/9/11
MEA Union Name Signature of person mailing / faxing form Date 12/9/11

Originally sent 11/30/11

RFP sent to Union Name, on Date, Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
PSC# 4098-08/09

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

12-9-11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Five (5) or more years of the required skills below are needed:

- Creating and implementing a Master Plan for multiple CCTV projects;
- Developing engineering drawings using CAD technology;
- Developing detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments;
- Developing project RFPs for a broad range of high technology video installation platforms.

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

Although civil service classes 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II, and 9180 Manager VI Municipal Transportation Agency can develop the RFP, these classes do not possess the requisite skills/experience of detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments and for a broad range of high technology video installation platforms.

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 scope of this service requires specialized and extensive knowledge and expertise in the field of security systems.

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

No. This is a one-time, specialized project. It would not be practical to adopt a new civil service class.

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?
<i>SFMTA Board Resolutions No. 09-179 approved October 20, 2009.</i> | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes,
<i>Alta Consulting Services Inc.</i> | (X) | () |

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

Parveen Bopari

Signature of Departmental Personal Services Contract Coordinator

Parveen Bopari
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103
Address

4098-08109
3/2/09

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

Revised

DATE: February 10, 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: Development of Request for Proposal (RFP) and Project Oversight of Installation of Security Cameras in MUNI's Subway Stations.

FUNDING SOURCE: Security Grant from Transportation Security Administration (TSA)

PSC AMOUNT: \$99,000.00

PSC DURATION: 03/30/2009 - 03/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities. The contractor will draft technical specifications for the system, as well as, generate associated technical documentation and program write-up. In addition, the contractor will assist with system design and installation specifications and act as the Project Manager during the installation of the system.

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

This is a critical infrastructure enhancement that would provide a higher level of security at various SFMTA facilities and on revenue vehicles. The Department of Homeland Security (DHS), through the TSA, has made it a national priority to upgrade the security structures and programs of major public transit agencies as part of its ongoing efforts to mitigate anti-terror activities. Consequences of denial would make SFMTA facilities and employees more vulnerable to potential terrorist acts. The SFMTA could also lose the funding for this project.


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

This service has not been provided in the past.

D. Will the contract(s) be renewed:

Yes, the contract may be renewed.

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

<u>Local 21</u> Union Name	 Signature of person mailing/faxing form	<u>2/10/09</u> Date
_____ Union Name	_____ Signature of person mailing / faxing form	_____ Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

SFMTA approved

- COPY -

STAFF ANALYSIS/RECOMMENDATION:

2-10-09

CIVIL SERVICE COMMISSION ACTION:

PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Three (3) or more years of the required skills below are needed:

- Creating and implementing a Master Plan for multiple CCTV projects;
- Developing engineering drawings using CAD technology;
- Developing detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments;
- Developing project RFPs for a broad range of high technology video installation platforms.

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

Although civil service classes 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II, and 9180 Manager VI Municipal Transportation Agency can do RFP, these classes do not possess the requisite skills/experience of detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments and for a broad range of high technology video installation platforms.

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:

This project requires specialized skills in the area of modern video technology, such as video analytics, lighting and system integration. There is no one single civil service classification that possesses the training and expertise that is needed to perform the analysis, specifications and implementation for this project.

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

No, it would be too costly and time-consuming to undertake such a task.

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?	()	(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

415-554-4160
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Ave, Room 320 San Francisco, CA 94102

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-179

WHEREAS, The federal Department of Homeland Security has created the Transit Security Grant Program (TSGP) to create a sustainable effort in the protection of regional transit systems' critical infrastructure from terrorism; and,

WHEREAS, On October 21, 2008, SFMTA received a letter awarding FY 2006 TSGP grant funds, a large portion of which are intended for the planning and installation of Closed Circuit Television (CCTV) cameras and equipment in the subway; and

WHEREAS, Given that TSGP funds cannot be used for in-house staff costs, SFMTA therefore must rely on outside consultants to review the security needs, evaluate technologies, recommend the design specifications and installation requirements, and assist with project oversight for the installation contractor; and

WHEREAS, The SFMTA issued a Request for Proposals on February 10, 2009, inviting firms with expertise in the design and installation of CCTV systems to submit proposals to provide this technical assistance; and

WHEREAS, Five proposals were received and the top three proposals were reviewed by a panel of SFMTA senior executives; and

WHEREAS, The evaluation panel selected Alta Consulting Services, Inc., 2107 N. 1st Street, Suite 470, San Jose, CA 95131, as the highest-ranked proposer; and

WHEREAS, The SFMTA has successfully negotiated contract terms and conditions with Alta Consulting Services; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the SFMTA, through its Executive Director/CEO (or his designee), to execute Contract No. SFMTA 2008/09-18, Closed Circuit TV System Technical Installation Project, with Alta Consulting Services, Inc., to provide technical assistance and develop a master plan for a closed circuit television camera system in the subway, and provide project oversight during the installation of cameras and related security equipment; in an amount not to exceed \$230,030, and for a term of three years, with two one-year options to extend the term at the sole discretion of the SFMTA.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of OCT 20 2009

R. Boomer

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency



RFP and Project Oversight of Installation of Security Cameras

Hamada, Cynthia to: glouie, atonisson, L21PSCReview

11/30/2011 04:16 PM

Cc: "DHR-PSCCoordinator", "Boparai, Parveen", "Nguyen, Ha"

1 attachment



20111130155024293.pdf

For your review.

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

* * * Communication Result Report (Nov. 30. 2011 3:50PM) * * *

1)
2)

Date/Time: Nov. 30. 2011 3:49PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4760 Memory TX	99897077	P. 6	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 2) No answer
- E. 3) Exceeded max. E-mail size

- E. 4) Busy
- E. 5) No facsimile connection

MTA Municipal Transportation Agency

FAX

Edwin Lee | Mayor
 Eric Schmidt | Chairman
 Joyce Lee | Vice Chairman
 Louis Bickel | Director
 David S. Johnson | Director
 Michael H. Miller | Director
 Bruce S. O'Brien | Director
 Jeff S. Sorenson | Director
 Edward B. Padden | Director of Transportation

DATE:	November 30, 2011		
FROM:	Cynthia Hamada <i>CH</i> / Beley Moy	TO:	Robecca Rhine MEA
PHONE:	(415) 701-5381	FAX:	(415) 988-7077
FAX:	(415) 701-5397	PHONE:	

SUBJECT: Personal Services Contract Summary
RFP and Project Oversight of Installation of Security Cameras in Muni's Subway Stations

COMMENTS:
Any questions regarding this PSC should be directed to Ha Nguyen at (415) 701-4266 (office) or email her at Ha.Nguyen@sfmta.com.

Thank you,
Cynthia

NO. OF PAGES (Excluding fax cover): 5

San Francisco Municipal Transportation Agency
 One South Van Ness Avenue, Suite 611, San Francisco, CA 94103 | Tel: 415.701.6000 | Fax: 415.701.4439 | www.sfmta.com



**RFP and Project Oversight of Installation of Security Cameras in Subway
Stations - Reissued**

Hamada, Cynthia to: L21PSCReview, glouie, atonisson
Cc: "Nguyen, Ha", "DHR-PSCCoordinator", "Boparai, Parveen"

12/09/2011 05:34 PM

From: "Hamada, Cynthia" <Cynthia.Hamada@sfmta.com>
To: <L21PSCReview@ifpte21.org>, <glouie@ifpte21.org>, <atonisson@ifpte21.org>
Cc: "Nguyen, Ha" <Ha.Nguyen@sfmta.com>, "DHR-PSCCoordinator"
<DHR-PSCCoordinator@sfgov.org>, "Boparai, Parveen" <Parveen.Boparai@sfmta.com>

1 attachment



20111209162100924.pdf

For your review.

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

* * * Communication Result Report (Dec. 9. 2011 4:22PM) * * *

13
2)

Date/Time: Dec. 9. 2011 4:20PM

File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
4809	Memory TX	99897077	P. 6	OK	

Reason for error

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

MTA Municipal Transportation Agency

Esah M. Idris
 En Hsin | Director
 Joy Lee | Vice President
 Gene Eickes | Director
 Cliff Williams | Director
 Hilda Hirsch | Director
 Bruce Gao | Director
 Jia Evans | Director
 Blake B. McKee | Director of Negotiation

FAX

DATE:	November 30, 2011 <i>Received 12/9/11</i>		
FROM:	Cynthia Hamada <i>CH</i> Betsy Moy	TO:	Rebecca Rhine MEA
PHONE:	(415) 701-5381	FAX:	(415) 889-7077
FAX:	(415) 701-5397	PHONE:	

SUBJECT: Personal Services Contract Summary
RFP and Project Oversight of Installation of Security Cameras in Muni's Subway Stations

COMMENTS:
Any questions regarding this PSC should be directed to Ha Nguyen at (415) 701-4296 (office) or email her at Ha.Nguyen@sfmta.com.

Thank you,
Cynthia

NO. OF PAGES (Excluding fax cover): 5

San Francisco Municipal Transportation Agency
One South Van Ness Avenue, Second Fl. San Francisco, CA 94103 | Tel: 415.701.5500 | Fax: 415.701.4100 | www.sfmta.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11-8-11

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4037-08/09)

TYPE OF SERVICE: Confidential Document Destruction

FUNDING SOURCE: General Fund

Table with 4 columns: Amount, Description, PSC Duration, Total PSC Duration. Rows include Original Amount (\$110,000), Modification Amount (\$54,000, \$100,000, \$264,000), and PSC Durations (2-1-09 - 1-31-2014).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Recycling and Shredding of Confidential Documents.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because if it were not performed through a PSC, then two full time Police Officers would have to perform the functions, thus taking them away from their patrol duties.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service is currently being performed under PSC 4037-08/09.

D. Will the contract(s) be renewed: Unknown at this time.

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

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037-08/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in confidential document shredding, recycling and the security measures involved in performing such a service.

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

No Civil Service Classification performs this work.

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

Yes, the contractor uses his own facility and equipment to perform the service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a specialized service that no Civil Service Classification performs.

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

No it would not be practical due to the immediate need and due to the fact that the amount of work varies from month to month.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

San Francisco, Ca. 94103

Address



PSC

Tuesday, November 8, 2011 7:44 AM

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

To: "pattie tamura" <pattie.tamura@seiu1021.org>, "ed warshauer" <ed.warshauer@seiu1021.org>, "Brook Demmerle" <Brook.Demmerle@seiu1021.org>

1 File (107KB)



Confident...

See attached PSC.

Thanks
Shawn

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



EDWIN M. LEE
MAYOR

**POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO**

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: July 7, 2011
TO: Maria Ryan, PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4037- 08/09 Approval Date: October 6, 2008

Description of Service(s): Recycling and Shredding of the Police Departments Confidential Documents.

Original Approved Amount:	<u>\$110,000</u>	Original Approved Duration:	<u>2-1-09 – 1-31-14</u>
Modification Amount:	<u>\$ 54,000</u>	Modification of Duration:	<u>none</u>
Total Amount as Modified:	<u>\$164,000</u>	Total Duration as Modified:	<u>2-1-09 – 1-31-14</u>

Reason for the modification:

Money is being added to the contract to cover the cost of more than anticipated shredding of confidential documents due to the turnover of employees and the re locating of several Investigative units.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 7/18/11

By: Micki Callahan
FOR Micki Callahan, Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8-22-08

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

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

TYPE OF REQUEST: X INITIAL REQUEST MODIFICATION (PSC#)
Confidential Document Destruction

TYPE OF SERVICE: General Fund

FUNDING SOURCE: \$ 110,000.00 PSC DURATION: 2-1-09 - 1-31-2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Recycling and Shredding of Confidential Documents.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because if it were not performed through a PSC, then two full time Police Officers would have to perform the functions, thus taking them away from their patrol duties.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number. This service was provided through PSC # 3104-06/07

D. Will the contract(s) be renewed: No, the service is currently being put out to bid.

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

Local 790, 1021 Union Name Signature of person mailing / faxing form Date 8-25-08

Local 21 Union Name Signature of person mailing / faxing form Date 8-25-08

RFP sent to Union Name, on 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. Expertise in confidential document shredding.
- B. Which, if any, civil service class normally performs this work? .None
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the contractor will use his own facilities and equipment to perform these services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: This is a specialized service, and there is no civil service classification that performs this service.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain: No it would not be practical because of the immediate need.

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

- | | Yes | No |
|---|--------------------------|----|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | X |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | X |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | 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? Service is currently out to bid. | | X |

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

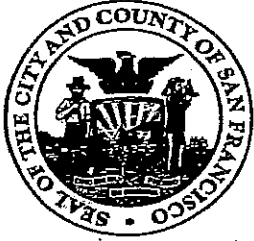
Shawn J. Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

October 9, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4031-08/09 THROUGH 4042-08/9 AND 4014-05/06.

At its meeting of October 6, 2008 the Civil Service Commission had for its consideration the above matter.

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.*

It was the decision of the Commission to:

- (1) Withdraw PSC #4033-08/09 at the request of the San Francisco Fire Department.
- (2) Postpone PSC #4039-08/09 to the meeting of October 20, 2008 at the request of the Public Utilities Commission.
- (3) Adopt the Human Resources Director's report on PSC #4031-08/09 subject to the condition that the Department of Children, Youth & Their Families meet with IFPTE Local 21 and discuss with Local 21 the possible use of certain classifications to perform part of the evaluation services and that such discussions take place in good faith on all sides. Notify the offices of the Controller and the Purchaser.
- (4) Adopt the Human Resources Director's report on PSC #4035-08/09 subject to the condition that 1) The Municipal Transportation Agency meet and discuss with IFPTE Local 21 the utilization of existing classifications to perform part of the work and that such discussions take place in good faith on all sides; 2) Should civil service classifications be identified which can perform some portion of the work, the work which is contracted out be adjusted accordingly, and; 3) Within thirty (30) days, both the Municipal Transportation Agency and IFPTE Local 21 report to the Commission the progress of the discussions.
- (5) Adopt the Human Resources Director's report on PSC #4036-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 1; Vice President Gorrondo dissents.) Continue to the meeting of October 20, 2008. (Three (3) votes are needed for Commission action.)
- (6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

POSTING FOR
October 06, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4031-08/09	23	Department of Children, Youth & Their Families	Regular	\$75,000.00	Will evaluate \$7.7 million dollars in grants to 41 community based organizations funded to provide violence prevention and intervention.	31-Oct-09
4032-08/09	28	Arts Commission	Regular	\$262,206.00	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.	30-Jun-09
4033-08/09	31	Fire Department	Regular	\$460,600.00	Will perform physical fitness evaluations on uniformed Fire Department personnel including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing.	30-Jun-10
4034-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$300,000.00	Will provide professional services to prepare technical specifications and Unit Price Books containing 60,000-100,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system.	30-Sep-11
4035-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$456,250.00	Will provide replacement of database; the Section's existing fare media sales and cash fare processing system, with Quickbooks Enterprise Solutions.	30-Apr-10
4036-08/09	38	Police	Regular	\$100,000.00	Will provide an objective, comprehensive review of the patrol special program within San Francisco and the operation of similar programs in other jurisdictions.	31-Oct-08
4037-08/09	38	Police	Regular	\$110,000.00	Will provide recycling and shredding of Confidential Documents.	31-Jan-14
4038-08/09	40	San Francisco Public Utilities Commission	Regular	\$600,000.00	Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies.	31-Dec-09
4039-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will provide a public participation program through which interested SF residents and businesses can be involved in the decision making process for the development of a Sewer System Master Plan (SSMP) and Wastewater Capital Improvement Program (CIP).	28-Feb-10
4040-08/09	42	Recreation and Park Department	Regular	\$1,000,000.00	Will provide JOC implementation services including program development and procurement support.	30-Jun-13
4041-08/09	75	Dept. of Telecommunications and Information Services	Regular	\$2,801,284.00	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-08
4042-08/09	77	Dept. of Emergency Management	Regular	\$162,000.00	Will implement the 3rd phase in the development of a web-based, shelter database system. Expanded functionality will include the addition of a mapping component to the current database system.	31-Dec-10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/07/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4072-06/07)

TYPE OF SERVICE: State Legislative Representation and Advocacy Services (CS - 231)

FUNDING SOURCE: General Manager's Office Operating Budget

Table with 4 columns: Amount, PSC Duration, Total PSC Duration, and values like \$1,000,000, 05/01/2007 to 05/01/2012, etc.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.

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

A lobbyist can ably perform services in legislative representation and advocacy before the state legislature in areas of water, wastewater, and natural resources. If these services are denied, the SFPUC may risk the loss of critical funding opportunities.

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

This service has been provided in the past via PSC No. 4072-06/07 (CS-850).

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):

L21 Union Name, Shamica Jackson Signature of person mailing/faxing form, 12/07/2011 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072 - 06/07

STAFF ANALYSIS/RECOMMENDATION:

DEC 07 2011

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with members of the Legislature, jurisdictional committees and appropriate government agencies.

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

None.

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

Yes, an office in Sacramento.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No civil service class has the specific qualifications and the work must be preformed in Sacramento, CA.

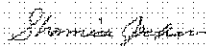
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (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? SFPUC Resolution Nos. 07-0010 and 10-0016.	<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

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/16/06

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

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

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

TYPE OF SERVICE: CS-850, Professional Services – State Legislative Advocacy and Representation

FUNDING SOURCE: General Manager’s Office Operating Budget

PSC AMOUNT: \$1,000,000 PSC DURATION: March 1, 2007 to March 1, 2012

1. DESCRIPTION OF WORK:

A. Concise description of work: Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.

B. Explain why this service is necessary and the consequences of denial: A lobbyist can ably perform services in legislative representation and advocacy before Congress in areas of water, wastewater, and natural resources. If these services are denied, the SFPUC may risk the loss of critical funding opportunities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
PSC# 4077-004/05

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):

<u>Local 21</u>	<u>James A. Howells</u>	<u>October 20, 2006</u>
Union Name	Signature of person mailing/faxing form	Date

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

RFP sent to _____ on _____ Signature _____
Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-06/07

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with key members of the Legislature, jurisdictional committees and appropriate government agencies.

B. Which, if any, civil service class normally performs this work? None

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

If yes, explain: Yes, an office in Sacramento.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service class has the specific qualifications and the work must be performed in Sacramento, CA.

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

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Resolution 03-0245.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Signature of Departmental Personal Services Contract Coordinator

Connie Chang
Print or Type Name

(415) 554-3497
Telephone

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

Address

PUBLIC UTILITIES COMMISSION

CS 850

City and County of San Francisco

RESOLUTION NO. 07-0010

WHEREAS, The San Francisco Public Utilities Commission benefits from legislative representation and advocacy service before the California State Legislature and state agencies in the areas of water, energy, wastewater, and natural resources; and

WHEREAS, It is necessary to procure the services of a qualified and registered lobbyist to supplement Government Affairs staff; and

WHEREAS, The estimated cost of services is not to exceed \$200,000 annually; and

WHEREAS, Funds for this agreement will be available at the time of award from the General Manager's Budget; and

WHEREAS, Services are anticipated to begin in March 2007 and end in March 2010 with the option to renew until 2012 with Commission approval; now, therefore be it

RESOLVED, That this Commission hereby authorizes the General Manager, San Francisco Public Utilities Commission to approve the selection of Edelstein and Gilbert for Agreement No. CS-850, Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission, for an amount not to exceed \$200,000 per year for three years with an option to extend the agreement for two additional years at the Commission's discretion, and authorize the General Manager, San Francisco Public Utilities Commission to negotiate and execute a professional services agreement.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of January 9, 2007



Secretary, Public Utilities Commission

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 10-0016

WHEREAS, On January 9, 2007, this Commission awarded Agreement No. CS-850, State Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission (SFPUC), and authorized the General Manager of the SFPUC to negotiate and execute a professional services agreement, in an amount not to exceed \$200,000 per year, and with a term of three (3) years, concluding on March 9, 2010, with an option to extend the agreement for two (2) additional years at the Commission's discretion, with Edelstein, Gilbert, Robson and Smith; and

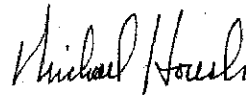
WHEREAS, Amendment No. 1 is being requested to extend the agreement term by two (2) years to March 9, 2012, in order to conduct state legislation and advocacy services on behalf of the SFPUC; and

WHEREAS, A Human Rights Commission (HRC) sub consulting goal of 15% Local Business Enterprise (LBE) participation (of the total value of services to be provided) has been established for this agreement; and

WHEREAS, Funds for this agreement are available from Strategic Planning Legislative Affairs Index Code Designation; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No. 1 to Government Affairs Funded Agreement No. CS-850, State Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission (SFPUC), with Edelstein, Gilbert, Robson and Smith to provide state legislative representation and advocacy services for the SFPUC and authorize the General Manager of the San Francisco Public Utilities Commission to execute this amendment extending the time of this agreement for two (2) years.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *February 9, 2010*



Secretary, Public Utilities Commission



CS-231, PSC Summary Form (Modification 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
12/07/2011 02:08 PM

Hide Details

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

To: "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sflight.com>, "Chan, Norman" <Norman.Chan@sflight.com>, "Divine, Peg" <Peg.Divine@sflight.com>, "Elwin, Harvey" <HELwin@sflower.org>, "How, Kathryn" <KHow@sflower.org>, "Isen, Carol" <CIsen@sflower.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tclee@sflower.org>, "Rivera, Patrick" <Patrick.Rivera@sflight.com>, "Wang, Jane" <Jane.Wang@sflight.com>, "1021" <1021@seiu.org>, "Baker, Deborah" <Deborah.Baker@sflight.com>, "Bowman, Lora" <lbowman@sflower.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@sflight.com>, "Domingo, Kofo" <KDomingo@sflower.org>, "Jackson, Prentiss" <PJackson@sflower.org>, "Jackson, Shamica" <sjackson@sflower.org>, "Jenkins, Sharon" <sjenkins@ifpte21.org>, "Jones, LaWan" <LJones@sflower.org>, "Kyaun, Florence" <FKyaun@sflower.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Lee, Tedman C" <tclee@sflower.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <bmcgee@sflower.org>, "Scott, David E" <DEScott@sflower.org>, "Tamura, Pattie" <pattie.tamura@seiu1021.org>, "Warshauer, Ed" <Ed.Warshauer@seiu1021.org>, "Wong, Larry" <lwwong@ifpte21.org>, "Yun, Pauson" <PYun@sflower.org>

1 Attachment



CS-231, PSC Form State to DHR 12072011.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-231, State Legislative Representation and Advocacy Services, PSC 4072-06/07 modification request for \$850,000 and duration to March 13, 2017**.

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

3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC by the Civil Service Commission.**

4. For **January 9, 2012** 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/07/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4073-06/07)

TYPE OF SERVICE: Federal Legislative Representation and Advocacy Services (CS - 232)

FUNDING SOURCE: General Manager's Office Operating Budget

Original Amount: \$1,250,000 PSC Duration: 05/01/2007 to 05/01/2012
Modification Amount \$1,362,000 PSC Duration: 03/13/2012 to 03/13/2017
Total Amount \$2,612,000 Total PSC Duration: 05/01/2007 to 03/13/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Legislative representation and advocacy before the Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.

B. Explain why this service is necessary and the consequences of denial: A lobbyist can ably perform services in legislative representation and advocacy before Congress in areas of water, wastewater, and natural resources. If these services are denied, the San Francisco Public Utilities Commission (SFPUC) may risk the loss of critical funding opportunities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided in the past via PSC No. 4073-06/07 (CS-851).

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):

L21 Shamica Jackson 12/07/2011
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4073-06/07

DEC 07 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with members of Congress, jurisdictional committees and appropriate government agencies.

B. Which, if any, civil service class normally performs this work?
None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, an office in Washington DC.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
No class has the specific qualifications and the work must be preformed in Washington DC.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because the work has to be performed in Washington DC.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? **SFPUC Resolution Nos. 07-0020 and 10-0017.**

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

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/16/06

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

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

TYPE OF SERVICE: CS-850, Professional Services - State Legislative Advocacy and Representation
FUNDING SOURCE: General Manager's Office Operating Budget
PSC AMOUNT: \$1,000,000 PSC DURATION: March 1, 2007 to March 1, 2012

1. DESCRIPTION OF WORK:

A. Concise description of work: Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.

B. Explain why this service is necessary and the consequences of denial: A lobbyist can ably perform services in legislative representation and advocacy before Congress in areas of water, wastewater, and natural resources. If these services are denied, the SFPUC may risk the loss of critical funding opportunities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
PSC# 4077-004/05

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 James A. Howells October 20, 2006
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date
RFP sent to on.
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Seven (7) years of lobbyist experience specializing in the areas of water, wastewater, energy and natural resources; expert knowledge of relevant legislation and initiatives that directly or indirectly affect the SFPUC; and established relations with key members of the Legislature, jurisdictional committees and appropriate government agencies.

B. Which, if any, civil service class normally performs this work? None

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service class has the specific qualifications and the work must be preformed in Sacramento, CA.

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

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Resolution 03-0245.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Signature of Departmental Personal Services Contract Coordinator

Connie Chang	(415) 554-3497
Print or Type Name	Telephone

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

Address

PUBLIC UTILITIES COMMISSION

CS 850

City and County of San Francisco

RESOLUTION NO. 07-0010

WHEREAS, The San Francisco Public Utilities Commission benefits from legislative representation and advocacy service before the California State Legislature and state agencies in the areas of water, energy, wastewater, and natural resources; and

WHEREAS, It is necessary to procure the services of a qualified and registered lobbyist to supplement Government Affairs staff; and

WHEREAS, The estimated cost of services is not to exceed \$200,000 annually; and

WHEREAS, Funds for this agreement will be available at the time of award from the General Manager's Budget; and

WHEREAS, Services are anticipated to begin in March 2007 and end in March 2010 with the option to renew until 2012 with Commission approval; now, therefore be it

RESOLVED, That this Commission hereby authorizes the General Manager, San Francisco Public Utilities Commission to approve the selection of Edelstein and Gilbert for Agreement No. CS-850, Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission, for an amount not to exceed \$200,000 per year for three years with an option to extend the agreement for two additional years at the Commission's discretion, and authorize the General Manager, San Francisco Public Utilities Commission to negotiate and execute a professional services agreement.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of January 9, 2007



Secretary, Public Utilities Commission

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 10-0016

WHEREAS, On January 9, 2007, this Commission awarded Agreement No. CS-850, State Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission (SFPUC), and authorized the General Manager of the SFPUC to negotiate and execute a professional services agreement, in an amount not to exceed \$200,000 per year, and with a term of three (3) years, concluding on March 9, 2010, with an option to extend the agreement for two (2) additional years at the Commission's discretion, with Edelstein, Gilbert, Robson and Smith; and

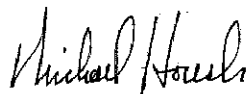
WHEREAS, Amendment No. 1 is being requested to extend the agreement term by two (2) years to March 9, 2012, in order to conduct state legislation and advocacy services on behalf of the SFPUC; and

WHEREAS, A Human Rights Commission (HRC) sub consulting goal of 15% Local Business Enterprise (LBE) participation (of the total value of services to be provided) has been established for this agreement; and

WHEREAS, Funds for this agreement are available from Strategic Planning Legislative Affairs Index Code Designation; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No. 1 to Government Affairs Funded Agreement No. CS-850, State Legislative Representation and Advocacy Services for the San Francisco Public Utilities Commission (SFPUC), with Edelstein, Gilbert, Robson and Smith to provide state legislative representation and advocacy services for the SFPUC and authorize the General Manager of the San Francisco Public Utilities Commission to execute this amendment extending the time of this agreement for two (2) years.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *February 9, 2010*



Secretary, Public Utilities Commission



CS-232, PSC Summary Form (Modification 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
12/07/2011 02:25 PM

Hide Details

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

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

1 Attachment



CS-232, PSC Form Federal to DHR 12072011.pdf


1. For **Engineering Resources Committee:**
Attached for your review is the PSC1, Summary Form for **CS-232, Federal Legislative Representation and Advocacy Services, PSC 4073-06/07 modification request for \$1,362,000 and duration to March 13, 2017.**

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

3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC by the Civil Service Commission.**

4. For **January 9, 2012** 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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/07/2011 (30-day Union Notice)
12/07/2011 (to DHR)
12/13/2011 (to DHR) Revised

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4162-08/09)

TYPE OF SERVICE: Specialized and Technical As-Needed Services, Water Enterprise (CS-229)

FUNDING SOURCE: SFPUC Water Enterprise, Capital and Operating Budgets

Original Amount: \$9,000,000 PSC Duration: 09/01/2009 to 09/01/2014
Modification Amount: \$9,000,000 PSC Duration: 01/09/2012 to 01/01/2017
Total Amount: \$18,000,000 Total Duration: 09/01/2009 to 01/01/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

See Supplemental Attachment A:

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Water Quality, Hazardous Materials, Waste, Health and Safety Services, The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties.

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

These services were previously provided under PSC 4162-08/09 (CS-971).

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 11/07/2011 (30-day Union Notice) 12/07/2011 (to DHR) 12/13/2011 (to DHR) Revised Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4162-08/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized and technical skills related to water utility operations and management including hydrologic modeling, hydroelectric systems expertise, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

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

Regulatory Specialist (5620), Utility Specialist (5602), Water Operations Analyst (5148), can perform some of these types of duties on a limited basis. For example, studies involving naturally occurring asbestos on SFPUC land require extensive expertise and depth of knowledge in that particular element. Our civil service classes do not cover this expertise, but our employees work closely with contractors to apply their knowledge to SFPUC operations.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, highly specialized, and may require a third party to maintain transparency with the public. Referring to the example in 3B above, it would not be practical for the City to permanently hire the technically-specialized experts regarding naturally occurring asbestos to do one-time studies. However, those studies are necessary in order to meet regulatory requirements and protect worker

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

No, it would not be practical to adopt a new civil service class to perform this work because it is as-needed for short-term, technical and highly specialized work.

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

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

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

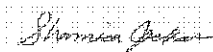
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; and enterprise operations and management services. The SFPUC is requesting a modification of the existing PSC for CS-971 due to its anticipation of additional work required. The additional work anticipated stems from continuing Federal and State environmental and regulatory agency reporting requirements, ongoing studies and implementation planning to meet the requirements of the Water System Improvement Program, and additional short term, technical, highly specialized tasks.

Jackson, Shamica

From: Jackson, Shamica
Sent: Wednesday, May 27, 2009 1:21 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; 'kohair@iuoe-local39.org'
Subject: CS-971, PSC Summary Form-Revised
Importance: High
Attachments: CS-971, PSC Summary Form Revised to DHR 052709.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-971, Specialized & Technical As-Needed Services, Water Enterprise, 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. For **June 15, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.**

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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

MODE = MEMORY TRANSMISSION

START=MAY-27 07:00

END=MAY-27 07:02

FILE NO.=576

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***** -CONTRACT SERVICE- ***** 415 5543225- *****



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



Contract Administration Bureau
 by V. Fine, Director
 1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4803 • Fax (415) 554-3225

- GAVIN NEWSOM
MAYOR
- ANN MOLLER CAEN
PRESIDENT
- F.J. CROWLEY
VICE PRESIDENT
- FRANCESCA VITOR
COMMISSIONER
- ED HARRINGTON
GENERAL MANAGER

Date 5/27/2009

To Kevin O'Hair

Department Local 39

Phone No. 415-861-1135 Fax No. 415-861-5264

From Shamira Jackson, SFPUC-Contracts

Phone No. 415-554-0727 Fax No. (415) 554-3225

Number of pages including cover sheet 4

Hard copy to follow Yes No

Urgent For Review Please comment Please reply

Message CS-971 PSC Summary Form

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/19/2009
05/26/2009 (revised)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Specialized and Technical As-Needed Services, Water Enterprise (CS-971)

FUNDING SOURCE: SFPUC Water Enterprise, Capital and Operating Budgets

PSC AMOUNT: \$9,000,000 PSC DURATION: 09/01/2009 to 09/01/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and management services.

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

Federal and State Environmental and Regulatory Agencies require reporting and compliance in numerous areas including Hazardous Materials, Waste, Health and Safety Services. The as-needed services provided by these contracts include, but are not limited to: Occupational Safety & Health Administration (OSHA) policies and procedures interpretation and compliance, hazardous materials and waste management and planning; soils and ground water sampling and testing, regulatory agency liaison services, and code of safe practices development. Denial of these contracted services will lead to fines from the regulatory agencies and other civil penalties.

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):

Specialized and technical as-needed services have been provided in the past by PSC #4003-06/07.

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

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

L21
L39

Shamica Jackson

[Handwritten Signature]

05/20/2009
05/27/2009 (revised)

Union Name

Signature of person mailing/faxing form

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized and technical skills related to water utility operations and management including specially licensed biologists and surveyors, hydroelectric systems expertise, hydrologic modeling, regulatory compliance, laboratory services, water quality studies, process optimization, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

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

Regulatory Specialist (5620), Utility Specialist (5602), Water Operations Analyst (5148), Biologist III (2484) can perform some of these types of duties on a limited basis.

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the work is short term, technical and highly specialized.

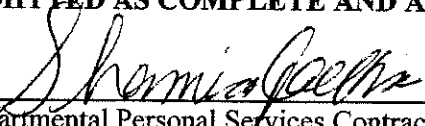
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

o. It would not be practical to adopt a new civil service class to perform this work because it is as-needed for short term, technical and highly specialized work.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10-02-07

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

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# 4003-06/07)

TYPE OF SERVICE: Specialized and Technical As-Needed Services (CS-837)

FUNDING SOURCE: SFPUC Water Enterprise, Capital and Operating Budgets

PSC AMOUNT: Original Amount: \$6,400,000	PSC DURATION: Orig. Duration: 9/12/2006 – 9/30/2011
Modification: \$3,200,000	Modification: 10/5/2007-9/30/2011
Total Amount: \$9,600,000	Total Duration: 9/12/2006 – 9/30/2011

1. DESCRIPTION OF WORK:

A. Concise description of work: Four as-needed consultants will assist SFPUC staff by providing services in the areas of water supply, treatment, and handling; water quality; watershed and right-of-way management; construction management; corrosion control; management improvement; asset management; specialized technical operations and maintenance; security, control and emergency response; environmental and regulatory compliance, hazardous materials and waste; customer service; and health and safety services.

B. Explain why this service is necessary and the consequences of denial: Short-term, specialized assistance is necessary for Water Enterprise staff to efficiently perform its required functions, and to comply with regulatory requirements. Denial will result in expensive and time-consuming inefficiency, and will possibly lead to regulatory violations resulting in fines or other civil penalties.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service is currently provided under PSC Number 4003-06/07.

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

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

<u>Local 21</u>	<u>Shamica L. Jackson</u>	<u>10/5/2007</u>
	Signature of person mailing/faxing form	Date

<u>Union Name</u>	<u>Signature of person mailing/faxing form</u>	<u>Date</u>
-------------------	--	-------------

RFP sent to Union Name on 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: Specialized and technical skills required include regulatory compliance, hazardous waste expertise, laboratory services, construction management, surveying, process optimization, financial management, risk assessment, business planning, sustainability analysis, asset management, performance assessment and health and safety services.

B. Which, if any, civil service class normally performs this work? The following civil service classes may perform some of the general type of studies and services: 5620 (Regulatory Specialist), 5602 (Utility Specialist), 5148 (Water Operations Analyst), 1052 (Business Analyst), 2482 (Water Quality Tech III), 2484 (Biologist III), and 5241 (Engineer). While background in these service areas possessed by these classifications is helpful and utilized in scoping and oversight of the consultant efforts, the degree of technical specialization required to deliver these projects is not commonly associated with the aforementioned classes. These classifications are generalists, typically without the necessary specialized expertise and some cross-disciplines needed to perform the work.

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

If yes, explain: The consultant must provide necessary licenses, specialized equipment, and extensive experience in multiple professional fields.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: While some civil services classes obviously provide general knowledge in the contract service areas, as listed above, applicable civil service classifications do not exist for much of the required work at the specialized level necessary. Many of these consultants possess special licenses for biological surveys or specialize in specific water quality constituents.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No. Tasks under this contract will be irregular, short term, one time only and will involve many different areas of professional expertise. It would be impractical for the City to hire the many varied, and very expensive, specialized and technical skills and professional experience required in this contract on a permanent, full-time 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? 12/15/03 #03-245	<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 checked="" type="checkbox"/>	<input type="checkbox"/>

Yes. Contractor is performing work under the current personal services contract number for this amendment.

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

Signature of Departmental Personal Services Contract Coordinator

Connie Chang (415) 554-3497
Print or Type Name Telephone

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

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

July 22, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBER 4162-08/09.**


At its meeting of July 20, 2009 the Civil Service Commission had for its consideration the above matter.

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. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Office of Contract Administration.

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.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Brigitte Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
June 15, 2009

→ July 20, 2009 meeting

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of work	Duration
41019-08/09	6	Sheriff Department	Annual	\$200,000.00	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	30-Jun-10
41020-08/09	6	Sheriff's Department	Annual	\$800,000.00	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	30-Jun-10
41158-08/09	27	Airport Commission	Regular	\$375,000.00	Will provide ongoing representation of the Airport before the California State Legislature and Executive Administration to identify and advocate for or against legislation and regulatory matters that impact the Airport.	30-Jun-14
41159-08/09	28	Arts Commission	Regular	\$100,000.00	Will provide four to five professional artists or artist teams to create a temporary public art project that includes a rotating poster series with auxiliary public programming for the Arts Commission's Art on Market Street Program.	20-Dec-10
41160-08/09	31	Fire Department	Regular	\$223,491.00	Provide proprietary preventive and corrective maintenance and repair services for the Fire Trainer T-1000 Fire Simulator.	30-Jun-12
41161-08/09	40	San Francisco Public Utilities Commission	Regular	\$3,000,000.00	Will provide preliminary engineering design and cost estimates with additional environmental and permitting support services for a Newark to San Francisco submarine High Voltage Direct Current (HVDC) power cable.	15-Jul-12
41162-08/09	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. services.	01-Sep-14
41163-08/09	77	Department of Emergency Management	Regular	\$250,000.00	Will provide services, including project management and installation services for the procurement and installation of microwave communications equipment to finish the partially constructed system for the Bay Area Regional Interoperable Communication System.	30-Jun-12
41164-08/09	81	Public Health	Regular	\$4,500,000.00	Will provide custom fitting, modifications, and custom manufacturing of orthotics and prosthetics for patients of San Francisco General Hospital, Laguna Honda Hospital, Jail Health Services, and other clients of the Community Health network.	30-Jun-18
41165-08/09	90	Public Works	Regular	\$1,000,000.00	Will provide services necessary to provide a turnkey solution for the receipt, warehousing, delivery, placement and installation of Furniture, Fixtures and Equipment (FF&E) in the newly constructed Laguna Honda Hospital buildings.	01-Jan-11



30 DAY NOTICE PRIOR TO DHR: CS-229 draft PSC to Unions for review

Jackson, Shamica to: DHR-PSCCoordinator, Degrafinried,
Alaric, L21PSCReview, Louie, Ging,

11/07/2011 11:47 AM

From: "Jackson, Shamica" <SJackson@sflower.org>
To: "Jackson, Prentiss" <PJackson@sflower.org>, "Isen, Carol" <CIsen@sflower.org>,
"DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Degrafinried, Alaric"
<ADegrafinried@sflower.org>, "L21PSCReview" <L21PSCReview@ifpte21.org>, "Louie,

1 attachment



CS-229 DRAFT PSC FORM TO UNIONS 11072011.DOC

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@sflower.org
P Please consider the environment before printing this email



RE: CS-229, PSC Summary Form (Modification Request)-Revised

Jackson, Shamica

to:

Jackson, Shamica, 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
12/13/2011 11:52 AM

Hide Details

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

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

1 Attachment



CS-229 PSC FORM TO DHR 12132011-Revised.pdf

1. For Engineering Resources Committee:

Attached for your review is the PSC1, Summary Form for **CS-229, Specialized and Technical As-Needed Services, Water Enterprise, modification request for \$9,000,000 and duration to January 1, 2017**

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 December 7, 2011. Local 21 will meet with SFPUC staff on December 21, 2011.**

4. For **January 9, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

 Please consider the environment before printing this email

From: Jackson, Shamica

Sent: Wednesday, December 07, 2011 6:10 PM

To: Birrer, Joe; 'Byrne, Ed'; 'Chan, Norman'; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; 'Rivera, Patrick'; 'Wang, Jane'; '1021@seiu.org'; '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

Subject: CS-229, PSC Summary Form (Initial Request)

Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-229, Specialized and Technical As-Needed Services, Water Enterprise, initial request for \$9,000,000 and duration to January 1, 2017**

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 December 7, 2011. Local 21 will meet with SFPUC staff on December 21,**

2011.

4. For **January 9, 2012** 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

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email: sjackson@sfgwater.org

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