



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 16, 2012

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Rachel Buerkle, ENV
Jacquie Hale, DPH
Shamica Jackson, PUC
Rebekah Krell, ART
Sheila Layton, JUV
Brent Lewis, DHR

Subject: Personal Services Contracts Approval Request

This report contains eleven (11) 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*
\$74,306,800	\$2,600,603	\$686,864,317

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12

POSTING FOR

4/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4113-11/12	82	Public Health	Regular	\$50,000,000	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Admin Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the Community Health Authority, is a government entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions, 2) manages participant fee billing and collection, 3) receives utilization data and develops utilization reports, 4) communicates program information to participants, 5) handles external communications and outreach activities, 8) manages participation of employers and employees, 9) coordinates chronic care management/health promotion services, 10) oversees customer service, and 11) provides other administrative functions. SFHP provides similar services for SFPATH, a federally supported healthcare program for low-income adults which the Department launched in July 2011 as required under California's 1115 Medicaid Waiver.	7/1/2012 - 6/30/2014
4114-11/12	40	Public Utilities Commission	Regular	\$500,000	Specialized professional services to provide expert risk assessment related to naturally occurring asbestos (NOA) on the Calaveras Dam Replacement Project (CDRP) in Alameda County, CA. Services to include critical review of air monitoring data collected during construction and to make recommendations for modifications to the air monitoring methodology and/or other actions based on results.	4/16/2012 - 4/16/2016

Total Amount - Regular: \$53,106,800

POSTING FOR

4/16/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4108-11/12	28	Art Commission	Regular	\$1,646,800	Design, fabricate and install artwork for San Francisco International Airport for new SFO construction in Terminal 3, (Boarding Areas E and F), and the new Control Tower building.	5/1/2012 - 6/30/2015
4109-11/12	22	Environment	Regular	\$60,000	The Contractor must implement an educational campaign directed to motorcycle owners in San Francisco and must perform the following functions: 1) identify local venues, events, forums and networks conducive to reaching motorcyclists, 2) Inform DIYers of the requirement to recycle used motor oil and filters, 3) Provide specific information on disposal options, 4) Develop an incentives program to encourage proper disposal, 5) Organize and conduct person-to-person outreach and education based on demonstrated behavior change strategies, 6) Create advertisements in media that may include online sites, print and and/or broadcast media, 7) Provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.	5/1/2012 - 12/31/2012
4110-11/12	33	Human Resources	Regular	\$200,000	Contractor will provide technical consulting services necessary to 1) analyze the physical ability requirements for Q-2 Police Officer; 2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; 3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.	2/15/2012 - 12/31/2014
4111-11/12	33	Human Resources	Regular	\$400,000	Contractor will provide web-based computer software licenses and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code section 129501.1.	6/1/2012 - 5/31/2018
4112-11/12	12	Juvenile Court	Regular	\$300,000	This one-time contract, with ongoing hosting services, will seek to develop and implement a web-based case management software to assist Probation Officers in assessing and monitoring youthful offenders.	5/15/2012 - 5/14/2014

POSTING FOR

4/16/2012

**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
4106-09/10	27	Airport Commission	Regular	\$5,000,000	\$7,400,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.	6/1/2010	2/1/2017
4008-09/10	40	Public Utilities Commission	Regular	\$300,000	\$600,000	This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.	7/20/2009	7/1/2015
4054-08/09	40	Public Utilities Commission	Regular	\$15,000,000	\$29,700,000	This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped, hence construction would be delayed or, if environmental permits were not obtained, disallowed.	3/31/2009	3/30/2018

POSTING FOR

4/16/2012

**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
4067-09/10	40	Public Utilities Commission	Regular	\$900,000	\$1,150,000	An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale customers.	12/8/2009	4/30/2021

Sum of Modified Amounts: \$21,200,000

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

Rachel Buerkle
Department of the Environment
11 Grove Street
San Francisco, CA 94102

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

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

Rebekah Krell
Art Commission
25 Van Ness, Suite 345
San Francisco, CA 94102

Sheila Layton
Juvenile Probation
375 Woodside Avenue
San Francisco, CA 94127

Brent Lewis
Department of Human Resources
1 South Van Ness, 4th Floor
San Francisco, CA 94103

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/13/2012

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Artist design, fabrication and installation of artwork for San Francisco International Airport

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$1,646,800 PSC DURATION: May 1, 2012-June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Design, fabricate and install artwork for San Francisco International Airport for new SFO construction in Terminal 3, (Boarding Areas E and F,) and the new Control Tower building.

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): The most recent PSC approval for artist services for the Airport was 4111-07/08, \$4,000,000 for the remodel of Terminal 2.

D. Will the contract(s) be renewed: No. New artists are selected for each project.

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 Portin Signature of person mailing/faxing form, 3/13/12 Date

Local 1021 Union Name, Susan Portin Signature of person mailing/faxing form, 3/13/12 Date

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

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

PSC# 4108-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 3/13/12 MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional fine artist whose artwork is judged to have outstanding aesthetic merit and whose experience and expertise, and artistic practice is judged to be a good fit for the Airport by the project selection panel.

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:

Possibly. Artist will work in their studio with special art materials or the work may be fabricated by an a subcontractor with specialized equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Fine 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. It is in the City's best interest to obtain art from a wide variety of artists working in varied media and styles. A different artist is selected for each project.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

252-4665

Print or Type Name

Telephone Number

San Francisco Arts Commission
25 Van Ness, Suite 345, San Francisco,
CA 94102

Address

Ryan, Maria

From: Pontious, Susan
Sent: Wednesday, March 14, 2012 12:46 PM
To: Local 21 (L21PSCReview@ifpte21.org); ed.warshauer@seiu1021.org;
brook.demmerle@seiu1021.org; Pattie Tamura (pattie.tamura@seiu1021.org); DHR-
PSCCoordinator, DHR
Subject: PSC form for Art at SFO; T-3 and Control Tower bldg. (revised distribution)
Attachments: SFA Terminal 3; control tower.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>

Ryan, Maria

From: Pontious, Susan
Sent: Wednesday, March 14, 2012 2:45 PM
To: pattie.tamura@seiu1021.org
Cc: Ryan, Maria
Subject: PSC form: SFO art at Control Tower; T-3
Attachments: SFA Terminal 3; control tower.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>

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Susan Pontious
Program Director
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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:

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: Design, fabricate, transport and install artworks at San Francisco International Airport
FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$4,000,000 PSC DURATION: 3/1/08-7/31/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contracts for multiple artists to design, fabricate, transport and install artworks at San Francisco International Airport as part of the capital projects at the Airport, including the renovation of Terminal 2, and the construction of the Terminal 3/International Terminal Secure Connector.

B. Explain why this service is necessary and the consequences of denial: City Administrative code requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Airport from complying with this ordinance. This work is being funded under art enrichment funds generated from the Terminal 2 renovation and the construction of the Terminal 3/International Terminal capital improvement projects.

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):
Artists are contracted on an as needed basis in response to opportunities that arise due to new construction at the Airport. The most recent Civil Service approval was for design, fabrication and installation of artwork for the Airport Master Plan projects, including the building of the new International Terminal under PSC #4045-03/04.

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 790</u> Union Name	<u>Susan Pontbion</u> Signature of person mailing / faxing form	<u>2/12/08</u> Date
<u>Local 21</u> Union Name	<u>Susan Pontbion</u> Signature of person mailing / faxing form	<u>2/12/08</u> Date

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

PSC# 4111-07/08 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: — COPY —

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts and Airport commissions to enter into contracts to design, fabricate, transport and install artworks at San Francisco International Airport. These artists must have their designs approved by the Arts Commission as required by City Charter.

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.

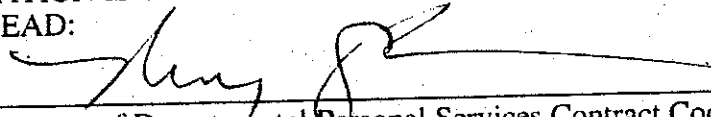
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: There is no Civil Service classification for fine artist. Contractors must be the professional fine artists who have been selected by an independent selection panel and judged by both the Arts Commission and the Airport Commission as being appropriate for the unique requirements of this site.

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. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 5. <u>ADDITIONAL INFORMATION</u> (if "yes", attach explanation) | | <u>X</u> |
| A. Will the contractor directly supervise City and County employees? | | <u>X</u> |
| 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. | | <u>X</u> |
| C. Are there legal mandates requiring the use of contractual services? | | <u>X</u> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | | <u>X</u> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? (The Arts Commission). | | <u>X</u> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | | <u>X</u> |

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



Signature of Departmental Personal Services Contract Coordinator

Nancy Gonchar 252-2584
Print or Type Name Telephone Number

25 Van Ness Ave., Suite 240
San Francisco, CA 94102
Address

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts and Airport commissions to enter into contracts to design, fabricate, transport and install artworks at San Francisco International Airport. These artists must have their designs approved by the Arts Commission as required by City Charter.

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: There is no Civil Service classification for fine artist. Contractors must be the professional fine artists who have been selected by an independent selection panel and judged by both the Arts Commission and the Airport Commission as being appropriate for the unique requirements of this site.

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. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

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

- 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.

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? (The Arts Commission). 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 252-2584
Print or Type Name Telephone Number

25 Van Ness Ave., Suite 240

San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/17/12 - revised

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Do-It-Yourselfer Motorcycle Outreach and Behavior Change Services

FUNDING SOURCE: CalRecycle funds grant to the Department

PSC AMOUNT: \$60,000 PSC DURATION: 5/1/12 - 12/31/12

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: See Attachment
B. Explain why this service is necessary and the consequences of denial: See Attachment
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Service has not been provided in the past.
D. Will the contract(s) be renewed. Possibly, if it is successful and additional funding can be obtained.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for Local 21 and Local 1021 with handwritten signatures and dates.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4109-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received original 2/10/12 Received revision 2/17/12

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A Specify required skills and/or expertise: See Attachment
- B Which, if any, civil service class normally performs this work? See Attachment
- C Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
See Attachment

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A Explain why civil service classes are not applicable:

No Civil Service position exists that requires existing specific knowledge on motorcyclist behaviors necessary to perform these duties.

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.

The contractor will make presentations to City personnel on the most successful incentives for effecting behavior change among such a specialized target population. Approximately 15 City staff, including outreach personnel, supervisors, and managers will receive 4 hours of training.

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? Not Known

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

Rachelle Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

355-3704

Print or Type Name

Telephone Number

Department of the Environment

11 Grove St. San Francisco, CA 94102

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Used Motor Oil Recycling Program provides collection and educational outreach programs to residents who change their own motor oil (DIYers) to ensure that they recycle their used motor oil and oil filters. Motorcycle owners in other jurisdictions have been identified through surveys as a sub-group of motorists who are also DIYers. The Contractor must implement an educational campaign directed to motorcycle owners in San Francisco and must perform the following functions:

- Identify local venues, events, forums and networks conducive to reaching motorcyclists
- Inform DIYers of the requirement to recycle used motor oil and filters
- Provide specific information on disposal options
- Develop an incentives program to encourage proper disposal
- Organize and conduct person-to-person outreach and education based on demonstrated behavior change strategies
- Create advertisements in media that may include online sites, print and/or broadcast media
- Provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.

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

The Used Motor Oil Recycling Program must provide effective used motor oil disposal programs targeted at all DIYer populations with aim of avoid illegal dumping on City streets, storm drains and San Francisco Bay. State law requires proper disposal. The Department of the Environment's Residential Toxics Reduction Program is charged with providing City residents with safe household hazardous waste disposal services. While considerable time is spent organizing outreach programs and events for motorists, motorcyclists have not received attention due to their highly dispersed nature.

Consequences of denying the contract are: Current inability to implement a motorcycle outreach program will result in incomplete coverage of the DIYer population. This poses a serious risk to state's surface and other waterways. Because motorcyclist DIYers are a highly dispersed, hard to reach population, an intensive, highly targeted campaign must be implemented. This will aid in keeping toxic contamination away from water supplies and result in reducing exposure to hazardous waste.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

Specify required skills and/or expertise:

Must have demonstrated specialized knowledge of motorcyclist practices, maintenance and incentives for behavior change. Must have demonstrated expertise in motorcyclist behaviors and promotion of behavior change in the area of hazardous motorcycle waste disposal, with specific knowledge in used motor oil and filter disposal. Contractor must have technical experience in conducting specialized behavior surveys, person-to-person public education and behavior change strategies in the area of proper disposal of used motor oil and filters. Contractor is required to have a strong public education experience and background working with DIYers.

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

A 1312, Public Information Officer performs some of these duties: developing programs of public information and education. But this service also requires a specialized knowledge of used motor oil disposal and recycling options and a specific knowledge of how to reach the target population of motorcycle owners who change their own oil. This is a new audience and target population for SFE. No other programs have conducted outreach with motorcyclists.

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

Contractor will provide any necessary materials, incentives and supporting web-based tools for behavior assessments needed to conduct successful outreach and education among motorcyclists.

Ryan, Maria

From: Buerkle, Rachel
Sent: Friday, February 17, 2012 1:56 PM
To: Ryan, Maria
Cc: Knowles, Cynthia
Subject: FW: PSC for Outreach to Motorcyclists
Attachments: Motorcycle Outreach PSC 2.17.12.pdf; Motorcycle Outreach PSC 2.17.12.doc

Maria:

Attached is the updated PSC form, per our earlier emails. Below is the verification of its having been sent to the unions.

Thanks for your help.

Rachel C. Buerkle
Sr. Administrative Analyst
SFEnvironment
415-355-3704
Rachel.Buerkle@sfgov.org

From: Rachel [mailto:RCBuerkle@yahoo.com]
Sent: Friday, February 17, 2012 1:54 PM
To: 'Pattie.tamura@seiu1021.org'; 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'L21PSCReview@ifpte21.org'
Subject: FW: PSC for Outreach to Motorcyclists

Attached is an up dated copy of this PSC. Since the earliest it could be heard by the Commission is 4/16, we have changed the start/stop dates.

Again, let me know if anything else is needed.

Rachel C. Buerkle
Sr. Administrative Analyst
SFEnvironment
415-355-3704
Rachel.Buerkle@sfgov.org

From: Buerkle, Rachel
Sent: Friday, February 10, 2012 2:53 PM
To: 'Pattie.tamura@seiu1021.org'; 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC for Outreach to Motorcyclists

Please let me know if you need anything further.

Rachel C. Buerkle
Sr. Administrative Analyst
SFEnvironment
415-355-3704
Rachel.Buerkle@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 15, 2012

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Technical support services for the development of Q-2 Police Officer job analysis and physical ability test

FUNDING SOURCE: Departmental Work Order

PSC AMOUNT: \$200,000 PSC DURATION: 02/15/12 to 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide technical consulting services necessary to (1) analyze the physical ability requirements for Q-2 Police Officer; (2) review the design and content of the current Q-2 physical ability examination, and revise it if necessary, based on those requirements to ensure the selection procedure is valid, and; (3) recommend a passing point on the physical ability examination component to ensure that it is valid and defensible.

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

The Civil Rights Acts of 1964 and 1991 and the Americans with Disabilities Act of 1990 require that job applicants be tested in relation to the physical demands of the relevant job. The Federal Uniform Guidelines on Employee Selection Procedures (UGESP) also require that jobs be carefully analyzed in accordance with "professionally accepted methods". To have a reasonable chance of prevailing in a legal challenge of a physical testing program, an agency must comply with the UGESP.

The current Q-2 physical ability examination was developed based on a job analysis that was completed approximately 12 years ago. Given its age, the job analysis should be updated to ensure that Q-2 physical ability examination, and its associated passing point, is still valid. This will mitigate the risk of protests and litigation.

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 under PSC # 2032-95/96 - no record available onk

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 Signature of person mailing/faxing form Date 2/16/12 onk

Union Name Signature of person mailing/faxing form Date

RFP sent to L21 Union Name, on January 22, 2010 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 2/16/12 onk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise is needed with respect to the design of physical ability tests and the establishment of passing points for such tests to screen/rank applicants interested in uniformed, public safety classifications. This includes expertise in statistics, psychometrics, job analysis, validation studies and passing point studies. Expertise should be at a level where the consultant has provided expert testimony in court and successfully defended physical ability examinations for public safety titles.

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

Personnel Analysts (1246, 1244 and 1241) are responsible for conducting job analysis and developing examinations.

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:

While Personnel Analysts (1246, 1244 and 1241) may develop examinations with respect to a wide variety of examination formats (e.g., written, oral, performance, etc.), they are less likely to develop physical ability, fitness or aptitude examinations (e.g., measuring physical constructs such as muscular strength, flexibility, agility, endurance, etc.). This is because the majority of jobs do not have physical requirements involving life and safety issues that warrant testing. Also, the measurement of physical abilities and/or fitness is a domain unto itself which often requires specialized knowledge involving the study and measurement of human motion and movement, physical traits, etc. such as biomechanics and kinesiology. Since physical ability tests can have adverse impact on females and therefore are vulnerable to Title VII challenges, validating the test's passing point is essential to its defense. Empirical data from a criterion study can provide the strongest evidence for defending a passing point, yet most Personnel Analysts have never conducted a criterion study. Further, most Analysts have no experience defending personnel selection instruments in court.

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

The work is intermittent and of short duration. Expert consultants must serve jurisdictions all over the US to establish and maintain their national reputation, which is critical when testifying in discrimination lawsuits. It would not be practical or cost-effective to establish a new Civil Service class to perform this 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?

<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? *An RFP will be processed to select the contractor.*

<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

Brent Lewis

557-4944

Print or Type Name

Telephone Number

1 South Van Ness Avenue, 4th Floor

San Francisco, CA 94103

Ryan, Maria

From: Lewis, Brent
Sent: Thursday, February 16, 2012 1:22 PM
To: L21PSCReview@ifpte21.org
Cc: Ryan, Maria; DHR-PSCCoordinator, DHR; Johnson, Dave
Subject: L21 PSC Review - Q-2 Police Office job analysis
Attachments: DHR_PSC Form Q2_2-15-12.pdf

Hi,

Attached for your review is a PSC providing for the support services for the development of the Q-2 Police Officer job analysis and physical ability test.

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 7, 2012

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: On-line Harassment Prevention Training

FUNDING SOURCE: General Fund and Departmental Work Orders

Original Amount: \$ 400,000 PSC DURATION: 6/1/2012 - 5/31/2018
Total Amount \$ 400,000 Total PSC Duration 6/1/2012 - 5/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provides web-based computer software licenses and software support for a proprietary training program for City supervisors and managers that meet the requirements of California Government Code Section 12950.1.

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

Government Code Section 12950.1 requires supervisory employees to complete harassment prevention training every 2 years, and newly hired supervisory employees to complete training within 6 months. In addition to flexibility in scheduling the training, the web-based training program also provides an effective method for the City to comply with the Code. Denial of this modification would affect the City's ability to comply with the Code in a timely manner.

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):

Service was previously approved as PSC# 4159-06/07, approved 5/21/2007.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/2/12
Union Name Signature of person mailing/faxing form Date
RFP sent to N/A, on Union Name Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE Received 2/7/12 cmk
PSC# 4111-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have knowledge of the requirements of Government Code Section 12950.1; experience and expertise in adult learning programs; technical expertise to track time and establish bookmarks to save an individual participant's place in the training; ability to build interactive hypothetical scenarios; ability to print a certificate of completion when the training is completed; ability to develop a reporting mechanism to track participation, compliance, and customize reporting; and ability to develop a notification and reminder follow-up system to participants.

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

Civil Service Class 1232, Training Officer; and 1237, Training Coordinator would normally provide training, but lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231, Senior EEO Specialist, would normally provide this training.

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

Yes. The Contractor hosts the on-line training program.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable as it is not within their area of expertise to create and provide a web-based computer training program, and the 1232 and 1237 Classes lack the subject matter expertise to develop and deliver the training. Civil Service Class 1231 is mostly involved with investigations of EEO complaints, reasonable accommodation issues, and mediation.

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

No. Civil Service Classes already exist to provide training to City staff. This service provides for an efficient method to provide required training to supervisors and managers to meet State-mandated training requirements on an as-needed basis and on 24/7 work schedules.

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

<u>Yes</u>	<u>No</u>
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A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees? Yes No

- Describe the training and indicate approximate number of hours. *3-hour training sessions every 2 years.*
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. *All supervisors, managers, Commission members, Board members, and anyone who directs the work of others. The City will have approximately 19,600 users.*

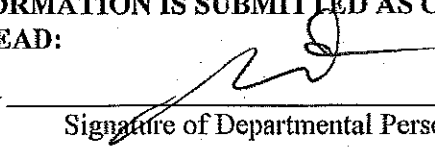
C. Are there legal mandates requiring the use of contractual services? Yes No

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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



 Signature of Departmental Personal Services Contract Coordinator

Brent Lewis (415) 557-4994

 Print or Type Name Telephone Number

1 South Van Ness Ave., 4th Floor
San Francisco, CA 94103

 Address

Ryan, Maria

From: Lewis, Brent
Sent: Tuesday, February 07, 2012 12:36 PM
To: L21PSC Review
Cc: DHR-PSCCoordinator, DHR
Subject: RE: DHR PSC - Online Harassment Training
Attachments: DHR-PSC_ Harassment Prevention Training, 2-07-12.pdf

Attached is the PDF:

Thanks,

Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944

From: Lewis, Brent
Sent: Tuesday, February 07, 2012 12:35 PM
To: 'L21PSC Review'
Cc: DHR-PSCCoordinator, DHR
Subject: DHR PSC - Online Harassment Training

Hello,

Please review the attached PSC for professional services to provide web-based computer software licenses and software support for a proprietary training program.

Thanks,

Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/7/2012

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 12

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

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

TYPE OF SERVICE: Development and Implementation of Case Management System Software

FUNDING SOURCE: General Fund, supplemented with grant funding.

PSC AMOUNT: \$300,000 PSC DURATION: May 15, 2012 to May 14, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This one-time contract, with ongoing hosting services, will seek to develop and implement a web-based case management software to assist Probation Officers in assessing and monitoring youthful offenders.

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

This service is necessary to be able to house and communicate information about youthful offenders in an organized and efficient way for Juvenile Probation personnel and outside stakeholders (such as Adult Probation or others in the law enforcement community). The consequences of denial are continued difficulty for Probation Officers to accurately assess cases and risks, develop case plans and track progress due to a lack of information across Departments. Further, the Department risks lack of compliance with funding streams and disallowance due to lack of information accuracy and consistency.

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: For hosting services only.

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

Local 21 Peter Udovch [Signature] 2/7/12
Union Name Signature of person emailing form Date

Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4112-11/12

Received 2/7/12 [Signature]

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Web-based case management system development.

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

1070 IS Project Director, 1054 IS Business Analyst - Principal, 1053 IS Business Analyst - Senior, 1052 IS Business Analyst, 1042 IS Engineer - Journey, 1043 IS Engineer - Senior, 1044 IS Engineer - Principal

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

Contractor will provide software not currently possessed by the City. The vendor will provide proprietary software and assist in customizing and installing it for the Juvenile Probation Department business needs.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The software is intended to be proprietary off-the-shelf, with customization to fit the Department's specifications. The proprietary nature of the software means that the vendor will have the most expertise in this software and ability to customize it for Juvenile Probation Department business needs. Current classifications do not have this expertise or level of knowledge of the software.

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

No. This project is temporary in nature for implementation of the system. Ongoing work to maintain the system will be performed by civil service classifications.

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

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

Unknown; training hours will be part of negotiations with the contractor.

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

IT staff will be trained, along with administrative staff, Probation Officers, and Supervising Probation Officers (approximately 75-100 people).

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:

Peter Udovch

Signature of Departmental Personal Services Contract Coordinator

Peter Udovch

415-753-7627

Print or Type Name

Telephone Number

375 Woodside Avenue
San Francisco, CA 94127

Address

Ryan, Maria

From: Peter.Udovch@sfgov.org
Sent: Tuesday, February 07, 2012 12:14 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; McGuire, Catherine; Layton, Sheila
Subject: Required 30 day Notice on Non-Prop J Contracts and Grants
Attachments: Case Management System PSC 1 2-7-12.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required notice as dictated in paragraph 101 of the Collective Agreement between the City and County of San Francisco and Local 21 dated July 1, 2006 to June 30, 2012.

Please let me know if you have any questions.

Sincerely,

(See attached file: Case Management System PSC 1 2-7-12.pdf)

Peter Udovch
Juvenile Probation Department
(415) 753-7627 Telephone
(415) 753-7566 Fax

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2012

DEPARTMENT NAME: Public Health

DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care Security Ordinance) and SF PATH to provide access to healthcare for uninsured adults in San Francisco

FUNDING SOURCE: General Funds/Federal Reimbursement under California 1115 Medicaid Waiver

PSC AMOUNT: \$50,000,000

PSC DURATION: 7/1/2012 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (4) communicates program information to participants, (5) handles external communications and outreach activities, (6) conducts provider network development and communication, (7) ensures reimbursement to non-DPH health care providers in network, (8) manages participation of employers and employees, (9) coordinates chronic care management/health promotion services, (10) oversees customer service and (11) provides other administrative functions. SFHP provides similar services for SF PATH, a federally-supported health care program for low-income adults which the Department launched in July 2011 as required under California's 1115 Medicaid Waiver.

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

Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two programs.

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

Under contract PSC 4168-09/10

D. Will the contract(s) be renewed: Yes, if funding is available and there is continued need.

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. Row 1: IFPTE Local 24, Jacquie Hale, February 6, 2012. Row 2: SEIU, Jacquie Hale, 2/6/12.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Received 3/9/12 [Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. Vendor also has to have access to a comprehensive, integrated medical system, which includes primary care, hospitalization, specialty care, mental health, urgent care, health education and preventive care programs.

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

If this work were not required by a third party vendor under the Health Security Ordinance, current classifications that might perform the work would be: 2903 Registration Worker, 2908 Eligibility Worker (SEIU L1021); 1053 IS Business Analyst-Senior; 1054 IS Business Analyst-Principal (IFPTE L21).

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:

SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). SFHP serves as the entity to which covered employers under HSF provide their contributions, and it has not only DPH as a key provider (through SFGH and DPH clinics), but also a significant network of community-based providers.

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

Not at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Print or Type Name

554-2609

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 11, 2010

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Healthy San Francisco (SF Health Care Security Ordinance) third party vendor administrative and other services to provide access to healthcare for uninsured adults in SF

FUNDING SOURCE: General Fund

PSC AMOUNT: \$50,000,000 PSC DURATION: 07/01/10 -- 06/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (4) communicates program information to participants, (5) handles external communications and outreach activities, (6) conducts provider network development and communication, (7) ensures reimbursement to non-DPH health care providers in network, (8) manages participation of employers and employees, (9) coordinates chronic care management/health promotion services, (10) oversees customer service and (11) provides other administrative functions.

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

Healthy San Francisco is an innovative program that provides universal, comprehensive, affordable health care to uninsured adults irrespective of the person's income level, employment status, immigration status or pre-existing medical conditions. It integrates public and private providers into a single system to provide universal care without relying on a health insurance product. If denied, continued successful operation of HSF will be jeopardized, resulting in reduced access to care to almost 52,000 uninsured adult San Francisco residents currently participating in the program.

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#4168-07/08

D. Will the contract(s) be renewed:

Yes, as funding is available.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include SEIU Local 1021 and IFPTE Local 21, both signed by Jacquie Hale on May 11, 2010.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4168-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: approved 6/21/10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts and experience in related outreach and communications. Vendor also has to have access to a comprehensive, integrated medical system, which includes primary care, hospitalization, specialty care, mental health, urgent care, health education and preventive care programs.

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

If this work were not required by a third party vendor under the Health Security Ordinance, current classifications that might perform the work would be: 2903 Registration Worker, 2908 Eligibility Worker (SEIU L1021); 1053 IS Business Analyst-Senior, 1054 IS Business Analyst-Principal (IFPTE L21).

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:

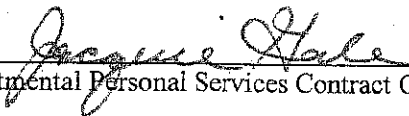
SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids/Young Adults and Healthy Workers programs. Its information systems have been adapted to provide employer interfaces for HSF. SFHP serves as the entity to which covered employers under HSF provide their contributions, and it encompass not only DPH as a key provider (through SFGH and DPH clinics), but also a significant network of community-based providers.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Not at this time.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input 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? San Francisco Community Health Authority | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

415-554-2609
Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102
Address

Ryan, Maria

From: Kelly Jackson <Kelly.Jackson@sfdph.org>
Sent: Friday, March 09, 2012 3:53 PM
To: DHR-PSCCoordinator, DHR
Cc: Jacquie Hale
Subject: PSC Approval request for the April 16th meeting
Attachments: PSC Approval packet for DHR.pdf

Attached please find the following PSC request for the April 16, 2012 meeting.
(See attached file: PSC Approval packet for DHR.pdf)

Kelly Jackson, MPA
Contract Analyst
Office of Contract Management and Compliance Department of Public Health City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Jackson@SFDPH.org

Kelly Jackson/DPH/SFGOV
02/06/2012 12:05 PM

To atonnison@ifpte21.org, pcovington@ifpte21.org
cc Pattie.tamura@seiu1021.org, ed.warshauer@seiu1021.org,
Brook.Demmerle@seiu1021.org
bcc
Subject Personal Services Contract Summary for TPA Healthy San
Francisco

Dear Union Representatives,

Attached is the Personal Services Contract Summary for Third Party Administration for Healthy San Francisco for your review to be calendared for approval for April 2, 2012.



TPA Healthy San Francisco PSC.pdf

Thank you,

Kelly Jackson, MPA
Contract Analyst
Office of Contract Management and Compliance
Department of Public Health
City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Jackson@SFDPH.org

Kelly Jackson/DPH/SFGOV
02/06/2012 12:17 PM

To L21PSCReview@ifpte21.org
cc
bcc

Subject PSC Review for Healthy San Francisco- Third Party
Administration

Dear Union Representatives,

Attached is the Personal Services Contract Summary for "Third Party Administration for Healthy San Francisco" for your review to be calendared for approval for April 2, 2012.



TPA Healthy San Francisco PSC.pdf

Thanks-

Kelly Jackson, MPA
Contract Analyst
Office of Contract Management and Compliance
Department of Public Health
City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Jackson@SFDPH.org

San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Jackson@SFDPH.org

----- Forwarded by Kelly Jackson/DPH/SFGOV on 02/08/2012 09:48 AM -----



L21PSC Review
<L21PSCReview@ifpte21.org>
02/08/2012 09:10 AM

To Kelly Jackson <Kelly.Jackson@sfdph.org>
cc. Joe Brenner <jebrenner@ifpte21.org>, Sharon Jenkins <sjenkins@ifpte21.org>, Alexander Tonisson <atonisson@ifpte21.org>, Pam Covington <pcovington@ifpte21.org>
Subject PSC-Public Health - Healthy San Francisco- Third Party Administration \$50M/2y r

Kelly,

We have a few questions.

1. Of the \$50 million, how much is General Fund money?
2. Who on the DPH will oversee this project? What job class? Is the position - PCS, PEX, or TEX?

Larry Wong
L21 PSC Reviewer

From: Kelly Jackson [Kelly.Jackson@sfdph.org]
Sent: Monday, February 06, 2012 12:17 PM
To: L21PSC Review
Subject: PSC Review for Healthy San Francisco- Third Party Administration

Dear Union Representatives,

Attached is the Personal Services Contract Summary for "Third Party Administration for Healthy San Francisco" for your review to be calendared for approval for April 2, 2012.

Thanks-

Kelly Jackson, MPA
Contract Analyst
Office of Contract Management and Compliance
Department of Public Health
City and County of San Francisco
101 Grove St., Room 307
San Francisco, CA 94102
Phone: 415-554-2612
Fax: 415-554-2555
Kelly.Jackson@SFDPH.org[attachment "DPW PSC \$50M TPA Healthy San Francisco.pdf" deleted by Tangerine Brigham/DPH/SFGOV]



Tangerine
Brigham/DPH/SFGOV
02/08/2012 10:36 AM

To Kelly Jackson/DPH/SFGOV@SFGOV
cc
bcc

Subject Re: Fw: PSC-Public Health - Healthy San Francisco- Third
Party Administration \$50M/2yr

Hi Kelly

1. Of the \$50 million, how much is General Fund money? The initial outlay is \$50 million in general fund with federal reimbursement available to cover a portion of the third-party administrative costs incurred for the SF PATH program. The estimated federal reimbursement for SF PATH program is \$1.8 million over the two year period. Federal reimbursement is made available to the Department after the Department has incurred the expenditure and has submitted the required claiming to the federal government through the State. The federal reimbursement is 50 cents on the dollar (i.e., the Department will get reimbursed 50% of its costs).

2. Who on the DPH will oversee this project? Tangerine Brigham, Deputy Director of Health and Director of Healthy San Francisco What job class? 0955 Is the position - PCS, PEX, or TEX? PCS

Thanks
Tangerine

Tangerine M. Brigham
Deputy Director of Health
Director of Healthy San Francisco
San Francisco Department of Public Health
101 Grove Street
Room 310
San Francisco, California 94102
415.554.2779
415.554.2811 (telecopy)
tangerine.brigham@sfdph.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/16/2012 (30-day union notice)
03/21/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Specialized Asbestos Risk Assessment and Technical Advisory Services (CS-237)

FUNDING SOURCE: Water System Improvement Program Bond Funds

PSC AMOUNT: \$500,000 PSC DURATION: 04/16/2012 to 04/16/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Specialized professional services to provide expert risk assessment related to naturally occurring asbestos (NOA) on the Calaveras Dam Replacement Project (CDRP) in Alameda County, CA. Services to include critical review of air monitoring data collected during construction and to make recommendations for modifications to the air monitoring methodology and/or other actions based on results.

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

During the design phase of the Calaveras Reservoir project, the geotechnical investigations revealed that naturally occurring asbestos (NOA) exists at the project site at greater concentrations and areal extent than previously known. The SFPUC has developed a Comprehensive Air Monitoring Program (CAMP) for the project to monitor and help control airborne NOA levels during Calaveras construction. Now that the construction phase of the project has initiated, expert review of NOA monitoring data and timely recommendations and advice related to health-based risk assessment is needed during construction over the next 4 years. The consequence of denial would mean that the SFPUC would not have the expert services available during construction, severely increasing our liability by limiting our ability to make informed and proactive decisions at significant financial risk to the SFPUC.

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 were provided in the past under Department of Public Works (PSC # 4098-02/03) during the design phase of the project.

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

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

MEA/L856

Union Name

Shamica Jackson

Signature of person mailing/faxing form

02/16/2012 (30-day union notice)
03/21/2012 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4114-11/12

STAFF ANALYSIS/RECOMMENDATION:

Received 3/24/12
mk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

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

See Supplemental Attachment A.

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

Yes, a significant part of the work involves specialized computer modeling for NOA risk assessment. Dr. Berman has developed proprietary programs for this work.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no specific civil service classifications for NOA risk assessment work. The CCSF job classifications stated above that may have some NOA and/or risk assessment does not typically include conducting risk assessments. The CCSF (including CCSF-PUC) industrial hygiene resources are very limited; and as a result, there are not adequate resources to dedicate to a single, large, ongoing project such as the CDRP.

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

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

Address

Supplemental Attachment A:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialty expertise and experience in construction compliance related to naturally occurring asbestos (NOA), including specialized technical expertise in risk assessment related to naturally occurring asbestos. The services will include providing review of NOA monitoring data and expert advice to the SFPUC to make modifications, as appropriate, to the Comprehensive Air Monitoring Program (CAMP) developed for the Calaveras Dam Replacement Project.

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

There are no CCSF job classifications that have the degree of NOA risk assessment expertise which is required for the CDRP. The CCSF job classifications that may have some NOA and/or risk assessment expertise include the Health & Safety Program Manager (0932 - Manager IV classification) and the 6139-Senior Industrial Hygienist. However, the work performed by these classifications does not typically include conducting risk assessments. The CCSF (including CCSF-PUC) industrial hygiene resources are very limited; and as a result, there are not adequate resources to dedicate to a single, large, ongoing project such as the CDRP.

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Wednesday, March 21, 2012 11:15 AM
To: 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; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Rebecca@sfmea.com; jlanthier@ibt856.org
Subject: CS-237, PSC Summary Form (Initial Request)
Attachments: CS-237 PSC Form TO DHR 03212012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-237, Specialized Asbestos Risk Assessment and Technical Advisory Services, initial request for \$500,000 and duration to April 16, 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 March 16, 2012.**
4. For **April 16, 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

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**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION No. 1 [PSC #4106-09/10]

TYPE OF SERVICE: Professional Project Management and Construction Management Services for Various Projects

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$ 2,400,000 Original PSC DURATION: 6/1/10 - 6/30/15
Proposed Modification: \$ 5,000,000 Modification PSC Duration: 4/16/12 - 2/1/17
TOTAL PSC AMOUNT: \$ 7,400,000 TOTAL PSC DURATION: 6/1/10 - 2/1/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.

Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.

B. Explain why this service is necessary and the consequences of denial: The Airport is an ever-evolving site and requires an upgrade of its facilities and renovation of the passenger terminals to improve operational efficiency, improve safety/security, and meet forecasted demand. Services are needed to ensure proper and timely development of the projects. If these services are not approved, the Airport would be unable to appropriately manage and oversee the work of the design-build contractor. Denial will cause project delays, which will affect customer service, delay the implementation of the Transportation Security Administration (TSA) security measures, and result in lost revenues.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The services have been previously provided under PSC #4106-09/10.

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

Received 3/20/12
cmk

PSC # 4106-09/10

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;
Building Inspectors

Cynthia P. Anub

February 17, 2012

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE, Local 21

on January 19, 2010

Cynthia P. Anub

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4106-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Project and construction management skills with specialized experience in large airport projects and specific expertise in Airport development and construction, including special knowledge and skills required to construct and commission an airport terminal and all of its assets and special operating systems.

B. **Which, if any, civil service class normally performs this work?** Architectural (5268), Building Inspector (63xx series), and engineering (52xx series) classes exist but their expertise is not applicable to Airport terminal or Airport asset projects. City Project Managers (55xx series) with the appropriate expertise in managing terminal construction and systems commissioning at the Airport will supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** The existing architectural, building inspector, and engineering classifications do not have the required expertise and specialized skills related to airport terminal development and construction. Staff does not have knowledge in airport's air-side and land-side operations, development and maintenance, and preparing commissioning services essential for an operating airport with critical construction schedules. We have a new Memorandum of Understanding (MOU) with DPW (see attached) which now provides for one DPW 5265- Architectural Associate I and one 6333- Senior Building Inspector to work on the Terminal 3, Boarding Area E Improvements Project. Upon expiration of the MOU, the Airport intends to request a modification and extend its duration.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling terminal airport projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

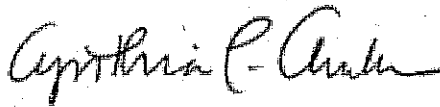
5. ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

- B. Will the contractor train City and County employees?
 - 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?
- D. Are there federal or state grant requirements regarding the use of contractual services?
- E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 10-0157 to issue an RFP for these services.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the current work under this approval has been performed by PGH Wong.

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

Per our conference call with Local 21, attached please find information requested:

A) PGH Wong's original contract:

- Staffing plan (see attached)
- Original contract \$1,757,250
- Contract contingency \$642,750
- Original PSC \$2,400,000

B) PGH Wong's contract Mod 1:

- Staffing plan (see attached)
- Contract modification \$5,223,000
- Contract contingency \$2,177,000
- PSC Mod 1 \$7,000,000

C) Boarding Area E (BAE) existing square footage: 48,000 sf

D) Boarding Area E (BAE) building addition to accommodate required hold room area and concessions: 18,700 sf

E) Boarding Area E (BAE) new proposed footprint: 66,700 sf

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Tuesday, March 20, 2012 5:24 PM
To: DHR-PSCCoordinator, DHR
Cc: Mosqueda, Judi; Claudia Luquin; Rayca, Geri
Subject: PSC-SFO Professional Project Management and Construction Management Services for Various Projects
Attachments: PSC 4106-09_10 Form 1 RFQ PM_CM Mod 1 120320 .docx; PSC 4106-09_10 Form 1 RFQ PM_CM Mod 1 120320.pdf; L21 request PGH Wong Staffing Plan and costs.pdf; PSC 4106-09_10 Form 1 PM_CM.pdf; 10-0157.pdf; PSC Design-Build BAE FY 2011 DPW BA E MOU.pdf; L21 request for add. info 4106-09_10 .pdf

Maria,

Attached is SFO's PSC for Modification 1 to Professional Project Management and Construction Management Services for Various Projects. I have attached the various communications with the Unions and I hope it is clear.

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

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

From: Cynthia Avakian
Sent: Wednesday, March 07, 2012 7:30 PM
To: 'Larry Wong'; L21PSC Review
Cc: Ging Louie; Joe Brenner; Judi Mosqueda; Claudia Luquin; Geri Rayca
Subject: RE: PSC-SFO Professional Project Mgmt. & Const Mgmt. Services Various Projects - \$5M MOD/ \$7.4M Total

Larry,

I will set up the conference call for 2:15 PM on 3/14. The dial in instructions will be in a separate email message.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Wednesday, March 07, 2012 9:26 AM
To: Cynthia Avakian; L21PSC Review
Cc: Ging Louie; Joe Brenner; Judi Mosqueda; Claudia Luquin; Geri Rayca
Subject: RE: PSC-SFO Professional Project Mgmt & Const Mgmt Services Various Projects - \$5M MOD/ \$7.4M Total

3/14 -- 2:15pm or 2:30pm is best.
3/15 -- will be in staff meeting; Noon is best

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

From: Cynthia Avakian
Sent: Thursday, March 01, 2012 1:17 PM
To: 'L21PSC Review'; Larry Wong; cdrescher@nccrc.org; coleson@nccrc.org
Cc: Ging Louie; Joe Brenner; Judi Mosqueda; Claudia Luquin; Geri Rayca
Subject: RE: PSC-SFO Professional Project Mgmt & Const Mgmt Services Various Projects - \$5M MOD/ \$7.4M Total

Larry,

Let me know if either the following dates/times work for a conference call on this topic:

3/14 – 2PM
3/15 – 11AM

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Thursday, March 01, 2012 10:46 AM
To: Cynthia Avakian; Larry Wong; cdrescher@nccrc.org; coleson@nccrc.org
Cc: Ging Louie; Joe Brenner; Judi Mosqueda; Claudia Luquin; Kristen Schilling
Subject: PSC-SFO Professional Project Mgmt & Const Mgmt Services Various Projects - \$5M MOD/ \$7.4M Total

Local #21 request a meeting to discuss this modification. Since this modification will expand the value of the PSC, what knowledge transfer does the Airport plan in expanding with "more" knowledge transfer and job training/sharing?

FYI - MOU applies for the original \$2.4M original PSC. The modification is twice the size of the original PSC.

Larry Wong
L21 PSC Review
(415) 864-2100

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, February 17, 2012 8:11 PM
To: L21PSC Review; Larry Wong; cdrescher@nccrc.org; coleson@nccrc.org
Cc: Ging Louie; Joe Brenner; Judi Mosqueda; Claudia Luquin; Kristen Schilling
Subject: PSC-SFO MODIFICATION Professional Project Management and Construction Management Services for Various Projects

All,

Attached is the SFO's DRAFT MODIFICATION to PSC 4106-09/10 Professional Project Management and Construction Management Services for Various Projects as well as the original 4106-09/10.

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: 03/21/2012
03/26/2012 (Revision II)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4008-09/10)

TYPE OF SERVICE: Technical Services to Biofuel Program for program development of waste resources utilization (CS-989)

FUNDING SOURCE: Sewer Operating Funds

Table with 4 columns: Amount, Fund Source, PSC Duration, and Modification details. Rows include Original Amount, Modification No. 1, Modification No. 2, and Total Amount.

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: See Supplemental Attachment A.

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

L21 Union Name Shamica Jackson Signature of person mailing/faxing form 03/21/2012 03/26/2012 (Revision II) Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4008 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

original received 3/21/12
Revision II received 3/26/12
[Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience in developing waste cooking oil programs for the purpose of conversion into biodiesel. Thorough understanding of Federal and State taxes, tolling agreements and variances pertaining to use of alternative road fuels.

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

5602 Utility Specialist. In 2009, 3 additional classes were listed in this submission: 5646 Environmental Program Manager I, 5133 Environmental Program Manager II, 9398 Manager, Regulatory and Environmental Affairs. However, 5646 is now inactive, and 5133 and 9398 have been eliminated in 2010.

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:

Knowledge of residuals to biofuels requires very specific expertise. No civil service class has the breadth and depth of specifically applicable experience and qualifications to fulfill the needs of this alternative fuel project.

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

No, we have to complete the pilot program to make this determination.

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 No. 12-0039.**

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

Supplemental Attachment A

1B.

This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy Rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 12-0039

WHEREAS, On October 27, 2009, by Resolution No. 09-0171, this Commission awarded Agreement No. CS-989, Biofuel Technical Assistance, and authorized the General Manager of the San Francisco Public Utilities Commission (SFPUC) to negotiate and execute a professional services agreement in the amount of \$300,000, and within the term of forty months to end March 1, 2013, with Biofuel Recycling Cooperative; and

WHEREAS, The SFPUC has since expanded its biofuel programs beyond "SFGreasecycle" to pursue recovery and utilization of restaurant trap grease, food waste and other residuals that can be converted into biofuels; and

WHEREAS, The services of a qualified Contractor are necessary to provide specialized technical expertise to supplement SFPUC staff in development of waste resources program using waste vegetable oil, brown grease, clarifier scum, and food waste; and

WHEREAS, Authorization to approve Amendment No. 1 is being requested for \$300,000 to pursue recovery and utilization of other wastewater residuals that can be converted into biofuels; provide specialized technical expertise to supplement SFPUC staff in development of resource recovery programs using waste restaurant trap waste, brown grease, clarifier scum, and food waste, increasing the total not-to-exceed agreement amount to \$600,000 and extending the agreement term by two (2) years and four (4) months for a total agreement duration of five (5) years and eight (8) months; and

WHEREAS, A Human Rights Commission (HRC) sub-consulting goal of 5% Local Business Enterprise (LBE) participation of the total value of services to be provided would continue for this agreement; and

WHEREAS, Funds for this Amendment No. 1 to the agreement will be available at the time of award of the amendment to the agreement from the Wastewater Enterprise FOG Biofuel Program Operating Budget; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No. 1 to Wastewater Enterprise FOG Biofuel Program-funded Agreement No. CS-989, Amended Biofuel Technical Assistance, with Biofuel Recycling Cooperative, to continue providing technical support to the SFPUC Biofuel program established to collect and transfer waste cooking oil and grease for conversion to biodiesel for use in the SFPUC fleet as well as recover other organic residuals such as restaurant trap grease and food waste, and authorizes the General Manager of the San Francisco Public Utilities Commission to execute this amendment, increasing the agreement by \$300,000, for a total agreement amount of \$600,000, and extend the agreement duration by two (2) years and four (4) months, for a total agreement duration of five (5) years and eight (8) months.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ March 13, 2012



Secretary, Public Utilities Commission



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: December 7, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4008-09/10</u>	CSC Approval Date (Original):	<u>07/20/2009</u>
Description of Service(s):	(1) Provide a Program Development Plan for SFGreasecycle; (2) research established and effective uses of "tolling agreements" which are competitively bid contracts providing waste vegetable oil (WVO) to biodiesel conversion services; (3) assist the SFPUC in executing a six-month "tolling agreement" with a biodiesel manufacturer; (4) research Legal and Regulatory Compliance necessary for the SFPUC to use SFPUC-produced biodiesel in the SFPUC's Fleet; (5) prepare procedures and manuals relating to SFGreasecycle settling and filtration processes (6) Assist SFPUC Staff in Transfer Station site development and possible relocation; (7) Assist SFPUC Staff in further developing the SFGreasecycle Residential Oil Collection Program; (8) Analyze and report on the use of Brown Grease and Segregated Clarifier Scum to increase methane production at the Southeast Treatment Plant. (CS-989).		
Original Approved Amount:	<u>\$ 300,000</u>	Original Approved Duration:	<u>07/20/09 to 12/31/12</u>
Modification One Amount:	<u>\$ 0</u>	Modification of Duration:	<u>12/09/11 to 03/01/13</u>
Total Amount as Modified:	<u>\$ 300,000</u>	Total Duration as Modified:	<u>07/20/09 to 03/01/13</u>

Reason for the modification:

This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 12 / 9 / 11

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

Edwin M. Lee
Mayor

Francesca Viator
President

Anson Moran
Vice President

Ann Moller Caen
Commissioner

Art Torres
Commissioner

Vince Courtney
Commissioner

Ed Harrington
General Manager

DEC 07 2011




Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, March 26, 2012 5:55 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; vince@liuna261.org; Degrafinried, Alaric
Subject: RE: CS-989, PSC Summary Form (Modification Request)-Revision II Section 3B & Corrected Modifications Amounts & Dates
Attachments: CS-989 PSC Summary Form to DHR 03262012-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-989, Technical Services to Biofuel Program for program development of waste resources utilization, modification request for \$300,000 and duration to July 1, 2015.**
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.**
4. For **April 16, 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

From: Jackson, Shamica
Sent: Monday, March 26, 2012 1:20 PM
To: '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; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; vince@liuna261.org; Degrafinried, Alaric
Subject: RE: CS-989, PSC Summary Form (Modification Request)-Revised Section 3B

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-989, Technical Services to Biofuel Program** for program development of waste resources utilization, modification request for **\$300,000** and duration to July 1, 2015.
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.**
4. For **April 16, 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

From: Jackson, Shamica
Sent: Wednesday, March 21, 2012 5:25 PM
To: '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; Birrer, Joe; 'Byrne, Ed'; 'Chan, Norman'; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; 'Rivera, Patrick'; 'Wang, Jane'; vince@liuna261.org; Degrafinried, Alaric
Subject: CS-989, PSC Summary Form (Modification Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-989, Technical Services to Biofuel Program** for program development of waste resources utilization, modification request for **\$300,000** and duration to July 1, 2015.
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.**
4. For **April 16, 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@sfgwater.org

 Please consider the environment before printing this email



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/21/2012 (to DHR)
03/26/2012 (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# 4054-08/09)

TYPE OF SERVICE: As-needed Environmental Services for the SFPUC (CS-242)
FUNDING SOURCE: Water System Improvement Program (WSIP) Projects and Non-WSIP Capital Projects

Original Amount: \$ 9,900,000 (CS-954) (CSC) PSC Duration: 3/31/2009 to 3/30/2014
Mod. One Amt. \$ 4,800,000 (CS-954) (DHR) PSC Duration Mod. One: 8/10/2011 to 3/30/2014
Mod. Two Amt. \$15,000,000 (CS-242) (CSC) PSC Duration Mod. Two: 5/01/2012 to 3/30/2018
Total Amount \$29,700,000 Total PSC Duration: 3/31/2009 to 3/30/2018

1. DESCRIPTION OF WORK:

A. Concise description of work: For the SFPUC Water System Improvement Program (WSIP), Sewer System Improvement Program (SSIP), Hetch Hetchy Water and Power Improvement Program (HHIP), and other capital projects, contract work consists of as-needed environmental tasks such as providing specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits.

B. Explain why this service is necessary and the consequences of denial: This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped; hence construction would be delayed or, if environmental permits were not obtained, disallowed.

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 specialized services have been available through three as-needed CS-954 contracts (PSC #4054-08/09).

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):

Local 21 Shamica Jackson 03/21/2012 (to DHR)
Union Name Signature of person mailing/faxing form 03/26/2012 (to DHR-Revised)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4054-08/09

Original received 3/21/12
Revision received 3/26/12
mk

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



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

A. **Specify required skills and/or expertise:** Detailed knowledge of California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) statutes, regulations, and guidance; natural resource policy, planning, and management; comprehensive expertise in environmental disciplines (e.g., biology, geology, hydrology, natural resource economics etc.); survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and report writing skills.

B. **Which, if any, civil service class normally performs this work?** The classes 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review) produce CEQA-related documentation; classes 5620 (Regulatory Specialist), 5602 (Utility Specialist) provide limited permit-related documentation; however, the services required for this work necessitate specialized technical environmental expertise not commonly associated with the aforementioned classes. Other specialized environmental expertise needed by the CIP program (such as hydrogeology, paleontology, climatology, natural resource economics special-status species protocol surveys, etc.) is not available by known City staff.

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

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

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

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 class due to the specialized nature of the many environmental services required, combined with recognition that these services are required "as-needed" rather than on a consistent, 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? Yes. SFPUC Resolution #09-0054.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Shamica Gordon

Signature of Departmental Personal Services Contract Coordinator

Shamica

415-554-0727

Print or Type Name

Telephone

1155 Market St., 9th Floor, San Francisco, CA 94103

**Supplemental Attachment A****4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

A. Explain why civil service classes are not applicable: While classes 5298, 5299, 5620, and 5602 produce environmental-related documentation, these classes do not have certain specialized training and expertise to do the work necessitated by multidisciplinary environmental. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, geology, hydrology, natural resource economics etc.) and the in-depth knowledge of certain environmental planning, review and management activities (for example, environmental analysis of water supply options, permitting related to endangered species, wetlands, etc.). Specialized expertise is most often required for short time periods, rather than on a consistent, full-time basis. In addition, the SFPUC Bureau of Environmental Management and Planning Dept. Environmental Review Division have offered jobs to every qualified applicant; they remain difficult to find and in short supply. Further, SFPUC management is concerned that any additional environmental staff hired during the current high-volume work period would need to be laid off as the volume steadily diminishes.

**SFPUC Bureau of Environmental Management
Project Staffing Plan
Calendar Years 2012 - 2016**

March 26, 2012

WSIP Projects

Bioregional Habitat Reserve Program (CUW38802)
Calaveras Dam Replacement (CUW37401)
Crystal Springs Pipeline No. 2 Replacement (CUW37801)
Lower Crystal Springs Dam Improvements (CUW35401)
Peninsula Pipelines Seismic Upgrade (CUW36702)
Regional Groundwater Storage and Recovery (CUW30103)
Rehabilitation of Existing San Joaquin Pipelines (CUW37302)
San Antonio Backup Pipeline (CUW37403)
San Francisco Eastside Recycled Water (CUW30205)
San Francisco Groundwater Supply (CUW30102)
San Francisco Westside Recycled Water (CUW30201)
San Joaquin Pipeline System (CUW37301)
Seismic Upgrade of BDPL Nos. 3 & 4 (CUW35302)
Upper Alameda Creek Filter Gallery (CUW35201)

Non-WSIP Projects

Central Bayside Improvements
Southeast Plant Improvements
Mountain Tunnel Rehab (CUH975WC2)
Priest Reservoir
Geary Road Bridge Replacement (CUW26403)
Sunol Corporation Yard
San Joaquin Valley Communication System Upgrade
HHIP Road Improvements
AWSS Pump Station 1 Sediment Removal
Moccasin Facilities Upgrade
Town of Sunol Fire Suppression System
Millbrae Corporation Yard Improvement
1550 Evans Avenue
Water Enterprise projects
Wastewater Enterprise projects
Wastewater Grants
Watershed/LID
Upper Tuolumne River Ecosystem Project



MEMORANDUM

DATE: August 4, 2011
 TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: David E. Scott, PSC Coordinator
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4054-08/09</u>	CSC Approval Date:	<u>11/03/2008</u>
Description of Service(s):	Contract work consists of as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services; analysis, research, reports, studies and recommendations; and preparing regulatory documents/permits. (CS-954 A-C)		
Original Approved Amount:	<u>\$9,900,000</u>	Original Approved Duration:	<u>3/31/09 ^{orig} 11/03/2008 to 03/30/2014</u>
Modification One Amount:	<u>\$4,800,000</u>	Modification of Duration:	<u>08/10/2011 to 03/30/2014</u> <i>no change</i>
Total Amount as Modified:	<u>\$14,700,000</u>	Total Duration as Modified:	<u>11/03/2008 to 03/30/2014</u>

Reason for the modification:

The additional capacity and term is being requested to provide additional environmental services for 15 additional WSIP and non-WSIP projects, including but not limited to the Calaveras Dam Replacement, the Regional Groundwater Study, And the San Antonio Backup Pipeline.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 8/5/11

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

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager



PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0054

WHEREAS, The SFPUC needs the assistance of qualified environmental firms to prepare documents required by the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and federal and state resource agency permit applications; and

WHEREAS, It is necessary to procure the services of qualified consulting firms to provide specialized environmental analysis services to supplement San Francisco Planning Department and SFPUC staff; and

WHEREAS, The estimated cost of services is \$9,900,000; and

WHEREAS, The proposal was advertised on January 15, 2009; and

WHEREAS, Services are anticipated to begin in May 2009 and end in May 2014, and the duration of this agreement is five (5) years; and

WHEREAS, SFPUC staff and HRC review of the proposals resulted in the selection of ESA+Orion (joint venture), RMC Water and Environment, and URS Corporation as the three (3) best qualified consulting firms; and

WHEREAS, A Human Rights Commission (HRC) subconsulting goal of 13% LBE participation (of the total value of services to be provided) has been established for this agreement; and

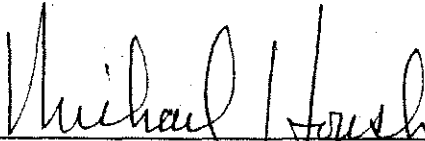
WHEREAS, Failure to reach successful agreement on contract terms and conditions within thirty (30) days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, The three firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the proposer to obtain compliance certification from HRC may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from WSIP projects as well as from certain non-WSIP projects; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of ESA+Orion (joint venture), RMC Water and Environment, and URS Corporation; awards Water Enterprise Water System Improvement Program (WSIP)-funded / Wastewater Enterprise 5-Year CIP-funded Agreement Nos. CS-954A to ESA+Orion, CS-954B to URS Corporation and CS-954C to RMC Water and Environment, respectively, for As-needed Environmental Services, to provide specialized environmental analysis services; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute three professional services agreements with ESA+Orion (joint venture), RMC Water and Environment, and URS Corporation each for an amount not to exceed \$3,300,000 each, for a total agreement amount of \$9,900,000 and each with a duration of five (5) years, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *April 17, 2009*



Secretary, Public Utilities Commission

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, March 26, 2012 1:09 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; vince@liuna261.org; Degrafinried, Alaric
Subject: RE: CS-242, PSC Summary Form (Modification Request)-Revised (Section 1B)
Attachments: CS-242 PSC Summary Form to DHR 03262012-Revised.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-242, As-needed Environmental Services for the SFPUC, modification request for \$15,000,000 and duration to March 30, 2018.**
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.**
4. For **April 16, 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**

From: Jackson, Shamica
Sent: Wednesday, March 21, 2012 3:55 PM
To: '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; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; vince@liuna261.org; Degrafinried, Alaric
Subject: CS-242, PSC Summary Form (Modification Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-242, As-needed Environmental Services for the SFPUC, modification request for \$15,000,000 and duration to March 30, 2018.**
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.**
4. For **April 16, 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@sfgwater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/21/2012 (to DHR)

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# 4067-09/10)

TYPE OF SERVICE: Specialty contractor to apply aquatic algacide in local source water reservoirs (CS-238)
 FUNDING SOURCE: Water Enterprise WTR0502 - BDK

ORIGINAL PSC AMOUNT:	<u>\$150,000</u>	(CS-952)	ORIGINAL PSC DURATION	<u>12/08/2009 – 02/26/2011</u>
1st Modification (DHR Approval):	<u>\$100,000</u>	CS-952	MODIFIED 1 PSC DURATION:	<u>02/27/2011 – 02/26/2012</u>
2 nd Modification (DHR Approval):	<u>\$0</u>	(CS-952)	MODIFIED 2 PSC DURATION:	<u>02/26/2012 – 08/26/2012</u>
3 rd Modification : (CSC)	<u>\$900,000</u>	(CS-238)	MODIFIED 3 PSC DURATION:	<u>04/16/2012 – 04/30/2021</u>
TOTAL PSC AMOUNT:	<u>\$1,150,000</u>		TOTAL PSC DURATION:	<u>12/08/2009 – 04/30/2021</u>

1. DESCRIPTION OF WORK:

A. Concise description of work:

An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical.

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

Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale 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 is currently being provided by PSC No. 4067-09/10 (CS-952).

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):

L261 Shamica Jackson 03/21/2012 (to DHR)
 Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4067-09/10

*Received 3/21/12
 CLK*

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Applicators are required by State law to have possession of a California Department of Pesticide Regulation Applicator's License.

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

- **7215: General Laborer Supervisor I**
- **7514: General Laborer**

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

If yes, explain:

Yes – Specialty chemical induction equipment will be used to disperse chemical from a contractor-owned vessel.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No current classification requires the California Department of Pesticide Regulation Applicator Licenses needed to perform the work.

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

No – The work, although requiring specialty licensing, is only periodic and may not always be required.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

YES NO

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

YES NO

B. Will the contractor train City & County employees?

YES NO

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

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

(415) 554-0727
Telephone

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

Address



MEMORANDUM

DATE: January 25, 2012
TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. *Shamica Jackson*)
FROM: Shamica Jackson, PSC Coordinator
 San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4067-09/10 **CSC Approval Date:** 5/17/2012

Description of Service(s): An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. The Contractor provides labor, technical advice, written pest control recommendations, a precision application inductor systems and GPS tracking equipment for the specified reservoir treatment at the application rate specified by the SFPUC. The Contractor also documents the aquatic algacide treatment through the use of GPS data collection equipment to record the path of the treatment boats across the treatment areas within the specified reservoir. Although, the City has provided the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. (CS-952)

Original Approved Amount:	\$250,000	Original Approved Duration:	12/8/2009-2/26/2012
Modification One Amount:	\$0	Modification One Duration:	1/27/2012-8/26/2012
Total Amount as Modified:	\$250,000	Total Duration as Modified:	12/8/2009-8/26/2012

Reason for the modification:
 This modification request will extend the existing contract duration by six (6) months with no increase in the contract value.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 1/26/12

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

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vinca Courtney
Commissioner
- Ed Harrington
General Manager



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/21/2012 (to DHR)

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# 4067-09/10)

TYPE OF SERVICE: Specialty contractor to apply aquatic algaecide in local source water reservoirs (CS-238)
 FUNDING SOURCE: Water Enterprise WTR0502 - BDK

ORIGINAL PSC AMOUNT: (CSC)	<u>\$150,000</u>	(CS-952)	ORIGINAL PSC DURATION	<u>12/08/2009 - 02/26/2011</u>
1st Modification (DHR Approval):	<u>\$100,000</u>	CS-952	MODIFIED 1 PSC DURATION:	<u>02/27/2011 - 02/26/2012</u>
2nd Modification (DHR Approval):	<u>\$0</u>	(CS-952)	MODIFIED 2 PSC DURATION:	<u>02/26/2012 - 08/26/2012</u>
3rd Modification : (CSC)	<u>\$900,000</u>	(CS-238)	MODIFIED 3 PSC DURATION:	<u>04/16/2012 - 04/30/2021</u>
TOTAL PSC AMOUNT:	<u>\$1,150,000</u>		TOTAL PSC DURATION:	<u>12/08/2009 - 04/30/2021</u>

1. DESCRIPTION OF WORK:

A. Concise description of work:

An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. Although, the City provides the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical.

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

Denial of this request will prohibit the Water Supply and Treatment Division of the PUC from controlling algal growth in its local source water reservoirs. This could lead to a violation of governmental resource agency regulations and potential water delivery shortages to the City and over 40 wholesale 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 is currently being provided by PSC No. 4067-09/10 (CS-952).

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):

L261
Union Name

Shamica Jackson
Signature of person mailing/faxing form

03/21/2012 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Applicators are required by State law to have possession of a California Department of Pesticide Regulation Applicator's License.

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

- **7215: General Laborer Supervisor I**
- **7514: General Laborer**

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

If yes, explain:

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A. Explain why civil service classes are not applicable:

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

No – The work, although requiring specialty licensing, is only periodic and may not always be required.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

YES NO

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

YES NO

B. Will the contractor train City & County employees?

YES NO

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

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

(415) 554-0727
Telephone

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

Address



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: January 25, 2012
TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. *Shamica Jackson*)
FROM: Shamica Jackson, PSC Coordinator
 San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4067-09/10 **CSC Approval Date:** 5/17/2012

Description of Service(s): An outside specialty contractor was hired to treat the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth. The Contractor provides labor, technical advice, written pest control recommendations, a precision application inductor systems and GPS tracking equipment for the specified reservoir treatment at the application rate specified by the SFPUC. The Contractor also documents the aquatic algacide treatment through the use of GPS data collection equipment to record the path of the treatment boats across the treatment areas within the specified reservoir. Although, the City has provided the chemical for the treatment, the contractor has provided the expert labor and all specialty equipment to disperse the chemical. (CS-952)

Original Approved Amount:	\$250,000	Original Approved Duration:	12/8/2009-2/26/2012
Modification One Amount:	\$0	Modification One Duration:	1/27/2012-8/26/2012
Total Amount as Modified:	\$250,000	Total Duration as Modified:	12/8/2009-8/26/2012

Reason for the modification:

This modification request will extend the existing contract duration by six (6) months with no increase in the contract value.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 1/26/12

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

- Edwin M. Lee
Mayor
- Francesca Vietor
President
- Anson Moran
Vice President
- Ann Miller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager



Ryan, Maria

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Wednesday, March 21, 2012 3:18 PM
To: 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; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; vince@liuna261.org; Degrafinried, Alaric
Subject: CS-238, PSC Summary Form (Modification Request)
Attachments: CS-238 PSC Summary Form to DHR 03212012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-238, Specialty contractor to apply aquatic algaecide in local source water reservoirs, modification request for \$900,000 and duration to April 30, 2021.**
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.**
4. For **April 16, 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

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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
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