



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 7, 2012

To: The Honorable Civil Service Commission

Through: Micki Callahan (Micki Callahan for)
Human Resources Director

From: Sheila Arcelona, DAT
Parveen Boparai, MTA
Rachel Buerkle, ENV
Lavena Holmes, PRT
Shamica Jackson, PUC
Rebekah Krell, ART

Subject: Personal Services Contracts Approval Request

This report contains 13 (thirteen) 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*
\$41,250,280	\$2,914,228	\$728,500,388

*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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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
5/7/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4116-11/12	28	Art Commission	Regular	\$192,780	Contract for artist to design, fabricate, transport, and install artwork for Daggett Park.	3/1/2012 - 12/31/2015
4117-11/12	22	Environment	Regular	\$150,000	To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.	7/1/2012 - 9/30/2013
4118-11/12	35	Municipal Transportation Agency	Regular	\$400,000	Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of 3 full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, which adversely affect job performance.	3/15/2012 - 3/31/2013
4119-11/12	35	Municipal Transportation Agency	Regular	\$32,500,000	The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.	10/1/2012 - 9/30/2017
4120-11/12	39	Port Commission	Regular	\$4,500,000	The Port intends to issue a Request of Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements for the Port's aging infrastructure.	7/1/2012 - 6/30/2016
4121-11/12	40	Public Utilities Commission	Regular	\$400,000	Provide file conversation/file relocation services between San Francisco Public Utilities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.	5/7/2012 - 12/31/2012

Total Amount - Regular: \$38,142,780

POSTING FOR

5/7/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
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Total Amount - Regular: \$38,142,780

POSTING FOR
5/7/2012

**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
4111-10/11	04	District Attorney	Regular	\$72,500	\$145,000	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	7/1/2011 - 6/30/2013
4017-10/11	22	Environment	Regular	\$105,000	\$180,000	The GreenFinancesSF program still has funds available to continue the program. In order to continue the program, the Department needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled. GreenFinancesSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills.	7/1/2010 - 12/31/2018
4068-08/09	27	Airport Commission	Regular	\$750,000	\$2,150,000	The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting; program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special; tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	12/22/2008 - 12/31/2016

POSTING FOR
5/7/2012

**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
4086-10/11	28	Art Commission	Regular	\$1,000,000	\$1,500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art, de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and other large scale projects, including transporting, storing, framing and installing major art program at PUC Headquarters. The Arts Commission will also be installing monumentally scaled artwork at the Public Safety Building and General Hospital, to name a few.	1/6/2011 - 1/1/2015
4046-11/12	40	Public Utilities Commission	Regular	\$50,000	\$400,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	10/1/2011 - 4/1/2015
4097-08/09	40	Public Utilities Commission	Regular	\$950,000	\$46,260,900	SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continued to build on a highly successful, grant funded regional partnership a utility company. For the first time, the partners are collaborating with a utility company to offer customers a joint rebate in order to streamline the process for the customer and in order to capitalize on the joint marketing capacities of the water and energy utilities. The contract is being modified to accommodate the increased demand for the program. This modification is necessary because washing machine rebates are a fundamental component of the SFPUC's water conservation program and replacing older models with efficient ones is essential to the program's ability to meet long term demand reduction goals. The greater Bay Area region received a grant from the CA Dept of Water resources to implement this program and the SFPUC expects to receive \$630,000 of this funding.	2/13/2008 - 12/31/2020

POSTING FOR

5/7/2012

**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
4102-09/10	40	Public Utilities Commission	Regular	\$150,000	\$225,000	Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification and identifying and sorting Polychaeta to families as needed. 2. Performing quality control (QC) on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences. 3. Performing taxonomic identification on samples as needed. 4. Providing training to identify freshwater aquatic invertebrates as needed. This modification is necessary because marine invertebrate taxonomy is a requirement of the Oceanside WPCP NPDES discharge permit and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the STPUC's watershed lakes and streams. Training of in-house staff on freshwater taxonomy is an as-needed task, last provided by a training workshop in 2005.	6/27/2007 - 7/30/2022

Sum of Modified Amounts: **\$3,077,500**

Sheila Arcelona
District Attorney's Office
850 Bryant St., Rm 322
San Francisco, CA 94110

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128

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

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

Lavena Holmes
Port
Pier 1 – The Embarcadero
San Francisco, CA 94111

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 23, 2012 (original), 4/6/12 Revised

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 artwork for Daggett Park

FUNDING SOURCE: In-Kind Agreement

PSC AMOUNT: \$192,780 PSC DURATION: 3/1/2012 - 12/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contract for artist to design, fabricate, transport and install artwork for Daggett Park.

B. Explain why this service is necessary and the consequences of denial: This is a specialized service only available from a qualified artist. Denial would prohibit the inclusion of an art enrichment opportunity within the park's public right of way.

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): Contracts for an artist to design, fabricate, transport and install an artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 4062-10/11, 4104-10/11, and 4009-08/09.

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 1021 Union Name Signature of person mailing/faxing form Date 2/23/12

Local 21 Union Name Signature of person mailing/faxing form Date 2/23/12

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

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

PSC# 4116-11/12 STAFF ANALYSIS/RECOMMENDATION:

original received 4/4/12 Revision received 4/6/12 cmk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design, fabricate, transport and install artwork at Daggett Park. This artist must have their design 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. Contractor must be a professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of the site.

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


No. Each art enrichment 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? Yes No
- B. Will the contractor train City and County employees? Yes No
 - Describe the training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number 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

Rebekah Krell 252-4665
Print or Type Name Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 941102
Address

Ryan, Maria

From: Davies, Marcus
Sent: Wednesday, April 04, 2012 10:16 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: PSC-Arts Comm Daggett Park Artwork - \$192+K
Attachments: PSC Form.doc

Please see the response from Local 21 below.

Marcus Davies | San Francisco Arts Commission
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
415-252-4656 | marcus.davies@sfgov.org

From: L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]
Sent: Thursday, March 01, 2012 10:22 AM
To: Davies, Marcus
Subject: FW: PSC-Arts Comm Daggett Park Artwork - \$192+K

Local #21 has no comments at this time. We will contact you if there are any further questions.

Larry Wong
L21 PSC Reviewer
(415) 864-2100

From: L21PSC Review
Sent: Thursday, March 01, 2012 10:20 AM
To: Jason Gee
Subject: PSC-Arts Comm Daggett Park Artwork - \$192+K

tracking

From: Davies, Marcus [marcus.davies@sfgov.org]
Sent: Thursday, February 23, 2012 4:30 PM
To: L21PSC Review; ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org; pattie.tamura@seiu1021.org; rebecca@sfmea.com
Subject: Arts Commission PSC Form Submittal

Please see the attached.

Marcus Davies | San Francisco Arts Commission
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
415-252-4656 | marcus.davies@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

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 the Public Safety Building.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$ 2,624,000 PSC DURATION: 5-1-2011 through 6-1-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Police and Fire Departments from complying with this ordinance. This work is being funded under art enrichment funds generated from the construction of the new Public Safety Building 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):

The most recent Civil Service approval was for design, fabrication and installation of artwork for the General Hospital Acute Care Unit projects under PSC# 4090-08/09 on FEBRUARY 2, 2009.

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 1021 Union Name [Signature] Signature of person mailing/faxing form 3-15-2011 Date
Local 21 Union Name [Signature] Signature of person mailing/faxing form 3-15-2011 Date

RFP sent to Union Name on Date Signature

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

PSC# 4104-10/11 STAFF ANALYSIS/RECOMMENDATION:

- COPY -

MAR 15 2011

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 Commission to enter into contracts to design, fabricate, transport and install artworks at the Public Safety Building. These artists must have their design 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 artists. Contractors must be the professional fine artists who have been selected by and independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.

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)

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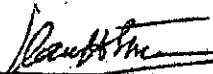
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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

Kan Htun

Print or Type Name

252-4604

Telephone Number

25 Van Ness Ave, Suite 240

San Francisco, CA 941102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/08/12

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: Refuse Rate Adjustment Application Analysis

FUNDING SOURCE: Solid Waste Impound Account Funds, Department of the Environment

PSC AMOUNT: \$150,000 PSC DURATION: 7/01/12 - 9/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2012 and September of 2014. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.

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

This service is designed to provide the City and County of San Francisco (CCSF) and residential garbage ratepayers with independent analyses and assessments throughout the refuse rate process. If denied, CCSF and residential ratepayers will not be able to properly evaluate the refuse rate application.

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 work was conducted in 2005-2006 under Civil Service Approval No. 4032-05/06.

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 3/8/12
Local 1021 Union Name Signature of person mailing/faxing form Date 3/8/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4117-11/12

STAFF ANALYSIS/RECOMMENDATION:

Received 3/9/12 mk

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A Specify required skills and/or expertise: Knowledge of San Francisco refuse and recycling regulations, policies, programs and rate setting procedures. Specialized financial analysis and auditing experience, and ability to provide expert testimony at hearings. Understanding of complex and industry relevant analytical principals and processes. Ability to conduct targeted, industry specific surveys and use modeling tools.
- B Which, if any, civil service class normally performs this work? No class specifically performs this kind of work, although recycling staff (classes 5638, 5640, 5642, and 5644) have knowledge of the refuse and recycling regulations, policies, programs and rate setting procedures.
- C Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A Explain why civil service classes are not applicable: The process requires expertise the City lacks, large amounts of work under very tight deadlines, and third party analysis and testimony. The Department of the Environment and Public Works receive funding or services through the refuse rate process. Therefore, an independent contractor is more appropriate to fulfill this function.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, this is a short term project, from September 2012 through September 2013.

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. | | |
| <p>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.</p> | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input type="checkbox"/> |

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

Rachel C. Buerkle

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

Print or Type Name

355-3704

Telephone Number

Department of the Environment
11 Grove St. San Francisco, CA 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

October 6, 2005

NOTICE OF CIVIL SERVICE COMMISSION ACTION

LINDA RICHARDSON
PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4030-05/06
THROUGH 4032-05/06 AND 4070-04/05.**

THOMAS T. NG
VICE PRESIDENT

At its meeting of October 3, 2005 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
COMMISSIONER

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

DONALD A. CASPER
COMMISSIONER

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

MORGAN R. GORRONS
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Philip Ginsburg, Human Resources Director
- Ed Harrington, Controller
- Elizabeth Jacobi, Department of Human Resources
- Kerry Ko, Department of Human Resources
- Naomi Little, Office of Contract Administration
- John Marquez, Airport Commission
- Joe Salem, Department of the Environment
- Commission File
- Chron

POSTING FOR

October 3, 2005

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of work	Type of Approval	Duration
4030-05/06	Human Resources	\$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	Regular	8/31/2008
4031-05/06	Airport Commission	\$75,000	Will oversee the design, acquisition, installation, and testing process of a new comprehensive and enhanced aircraft noise management system.	Regular	6/30/2006
4032-05/06	Environment	\$150,000	Will provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006.	Regular	5/31/2006

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/08/2005

DEPARTMENT NAME Department of the 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: Refuse Rate Adjustment Application Analysis

FUNDING SOURCE: Solid Waste Impound Account Funds, Department of the Environment

PSC AMOUNT: \$150,000

PSC DURATION : September 19, 2005 - May 31, 2006

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide financial and other analysis of the refuse rate application and related projects as needed during the rate process which will take place between September of 2005 and May of 2006. This will include general financial analysis of the rate adjustment application to determine if costs are reasonable and appropriate, performing various rate-related surveys, preparing estimates of effects on rates and miscellaneous preparation and follow-up work.

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

This service is designed to provide the City and County of San Francisco (CCSF) and residential garbage ratepayers with independent analyses and assessments throughout the refuse rate process. If denied, CCSF and residential ratepayers will not be able to properly evaluate the refuse rate application.

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 work was conducted approximately 5-6 years ago, but the Department of the Environment was not a part of that process as it is unclear which department handled the process. We therefore have no available information regarding past Civil Service Approval.

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

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4032-05/66
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION: 0010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge of San Francisco refuse and recycling regulations, policies, programs and rate setting procedures. Specialized financial analysis and auditing experience, and ability to provide expert testimony at hearings. Understanding of complex and industry relevant analytical principals and processes. Ability to conduct targeted, industry specific surveys and use modeling tools.

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

N

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 process requires expertise the City lacks, large amounts of work under very tight deadlines, and third party analysis and testimony. The Department of the Environment and Public Works receive funding or services through the refuse rate process. Therefore, an independent contractor is more appropriate to fulfill this function.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, this is a short term project, from September 2005 through May 2006.

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 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?

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

Address

Ryan, Maria

From: Buerkle, Rachel
Sent: Friday, March 09, 2012 11:39 AM
To: DHR-PSCCoordinator, DHR
Subject: FW: PSC for Refuse Rate Analysis
Attachments: Refuse Rate Analysis 3.8.12.pdf; Refuse Rate Analysis 4032-05.06.pdf; PSC1 rate adjustment application analysis 08.18.05.doc

Maria:

Attached is our PSC form for the above, plus a copy of the approval from 2005/06. I don't have a copy of the signed application from last time, so I am attaching a copy of the unsigned version.

Below is verifications that notice was sent to the unions.

Let me know if there is anything else needed.

Thanks.

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

From: Buerkle, Rachel
Sent: Friday, March 09, 2012 11:20 AM
To: 'Pattie.tamura@seiu1021.org'; 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC for Refuse Rate Analysis

Attached for your review is the PSC form for the above. Please let me know if you need anything else on this.

Thanks for your help.

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

Ryan, Maria

From: Buerkle, Rachel
Sent: Wednesday, March 21, 2012 1:06 PM
To: DHR-PSCCoordinator, DHR
Subject: FW: PSC for Refuse Rate Analysis
Attachments: Refus Rate Analysis 3.8.12.pdf

See below. I have added them to my list. Thanks for the info.

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

From: Buerkle, Rachel
Sent: Wednesday, March 21, 2012 1:02 PM
To: 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Subject: FW: PSC for Refuse Rate Analysis

DHR just let me know that I am supposed to be sending these to you as well. Please excuse my oversight.

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

From: Buerkle, Rachel
Sent: Friday, March 09, 2012 11:20 AM
To: 'Pattie.tamura@seiu1021.org'; 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'
Subject: PSC for Refuse Rate Analysis

Attached for your review is the PSC form for the above. Please let me know if you need anything else on this.

Thanks for your help.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2012 (Reissued March 8, 2012)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Professional Service – Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$400,000.00

PSC DURATION: March 15, 2012 – March 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service, work-site based, Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The contractor will also manage San Francisco Municipal Transportation Agency's (SFMTA) Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries of fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency that establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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

This service was provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was PSC #4013-08/09.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE L21 & SEIU L1021 Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> - revision Date
TWU L250-A (9163) & (7410) Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> - revision Date
UAPD Union Name	<i>Cynthia Sanada</i> Signature of person mailing / faxing form	<u>3/8/12</u> revision Date

RFP sent to _____ on _____ original sent 3/7/12
Union Name Date Signature *mk*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4118-11/12

SFMTA approved
Original received 3/7/12 3-8-12
Revision received 3/8/12
mk

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Clinicians with specialized in Employee Assistance Programs related to the Transportation Industry Substance Abuse Programs.

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

2574 Clinical Psychologist; 2920 Medical Social Worker; and 2220 Physician.

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:

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Medical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's specializing in the Transportation Industry Substance Abuse Programs.

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

No. These classifications already exist. Additionally, these services are provided by specialty on an as-needed basis.

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

Yes No

A. Will the contractor directly supervise City and County employees? (X) ()
Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants.

B. Will the contractor train City and County employees? (X) ()
Contractor will provide training to Peer Assistance: (2) 9163 Transit Operators; (1) 7410 Automotive Service Worker.

C. Are there legal mandates requiring the use of contractual services? (X) ()
Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ()
Service is being provided by Claremont Behavioral Services, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, March 08, 2012 3:31 PM
To: al@uapd.com; pat@uapd.com
Cc: Ellison, Donald; Patel, Ashish; Aseron, Lome; DHR-PSCCoordinator, DHR; Boparai, Parveen
Subject: PSC Reissued: SFMTA EAP - UAPD notice
Attachments: 20120308152317214.pdf

Please review. I made changes to just the first 2 pages.

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

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, March 08, 2012 3:26 PM
To: 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org';
'brook.demmerle@seiu1021.org'
Cc: Ellison, Donald; Patel, Ashish; Aseron, Lome; DHR-PSCCoordinator, DHR; Boparai, Parveen
Subject: PSC Reissued: SFMTA EAP - SEIU notice
Attachments: 20120308145915436.pdf

For your review.

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

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, March 08, 2012 3:25 PM
To: 'Ewilliams@twusf.org'; 'bbroughton@twusf.org'
Cc: Ellison, Donald; Patel, Ashish; Aseron, Lome; DHR-PSCCoordinator, DHR; Boparai, Parveen
Subject: Reissued PSC: SFMTA EAP - TWU notice
Attachments: 20120308145830443.pdf

For your Information.

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

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, March 08, 2012 3:23 PM
To: 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org; 'kbyrne@ifpte21.org'
Cc: Ellison, Donald; Patel, Ashish; Aseron, Lome; DHR-PSCCoordinator, DHR; Boparai, Parveen
Subject: Reissued PSC: SFMTA EAP - Local 21 notice
Attachments: 20120308145736513.pdf

For your review.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/16/08

DEPARTMENT NAME: SF Municipal Transportation Agency DEPARTMENT NUMBER: 35 & 36

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

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

TYPE OF SERVICE: Professional Service - Employee Assistance Programs

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$1,000,000.00 PSC DURATION: 08/30/08 - 08/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants, and up to 8 volunteer Peer Assistants. The Proposer will also manage SFMTA's Trauma Response Program for SFMTA employees involved in on-the-job critical incidents, such as an accident in a Muni vehicle that results in serious injuries or fatalities; crisis support and counseling for assaults and threats. The program is designed to assist in the identification and resolution of productivity problems associated with employees impaired by personal concerns, including but limited to health, family, financial, alcohol, drug, legal, emotional, stress or other personal concerns which adversely affect job performance.

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

This service is necessary due to the Memorandum Of Understanding between The Transport Workers' Union and the San Francisco Municipal Transportation Agency (SFMTA), (07/01/04 - 06/30/08), which establishes the need for Employee Assistance Programs (EAP) and Peer Assistant Programs (PAP).

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

This service was provided in the past through a professional service contract with Claremont Behavioral Services, Inc. The most recent contract for EAP & PAP was approved by PSC #4042/05/06 on 10/17/08.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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

Local 250-A Union Name, Signature of person mailing / faxing form, Date 7/17/08

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-08/09 SFMTA Approved

STAFF ANALYSIS/RECOMMENDATION: 7-16-08
CIVIL SERVICE COMMISSION ACTION: PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed Clinicians.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

It would be too costly to maintain licensed clinicians: Psychologist, Psychiatrist, Licensed Clinical Social Worker (LCSW), Marriage Family Therapist (MFT), Licensed Marriage Family Therapist (LMFT), Ph.D's and MD's.

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

No. It would be too costly to create new classifications and recruit licensed clinicians to perform these services.

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

Yes No

A. Will the contractor directly supervise City and County employees? (X) ()
Contractor will provide clinical supervision of three (3) full-time paid Peer Assistants and up to eight (8) volunteer Peer Assistants.

B. Will the contractor train City and County employees? (X) ()
Contractor will provide training to Peer Assistance: (2) 9163 Transit Operators; (1) 7410 Automotive Service Worker.

C. Are there legal mandates requiring the use of contractual services? (X) ()
Pursuant to the Memorandum of Understanding between TWU Local 250A and SFMTA.

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? (X) ()
Contracting of these service was approved at the SFMTA Board of Directors meeting of June 17, 2008 - Resolution No. 08-096.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (X) ()
Service is being provided by Claremont Behavioral Services, Inc.

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 554-4160
Telephone Number

Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, San Francisco, CA 94102
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-096

WHEREAS, Article 32 of the current Memorandum of Understanding between the Transport Worker's Union, Local 250-A and the San Francisco Municipal Transportation Agency ("SFMTA") requires the Agency to provide Employee Assistance and Peer Assistance Programs; and,

WHEREAS, Through its Trauma Response Program, the SFMTA provides trauma counseling services to SFMTA employees involved in serious accidents, as well as employees subjected to assaults and threats, which has reduced absenteeism and workers' compensation costs; and,

WHEREAS, The contract with Claremont Behavioral Services, Inc., the current provider for these professional services, expires on June 30, 2008; now therefore be it,

RESOLVED, That the Municipal Transportation Agency Board authorizes the Executive Director/CEO to issue a Request For Proposals to solicit proposals from qualified firms to manage and provide clinical supervision for the San Francisco Municipal Transportation Agency's Employee Assistance, Peer Assistance, and Trauma Response Programs for a contract amount not to exceed \$1,000,000 and for a term of three years with a one year extension at the SFMTA's sole discretion.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of JUN 17 2008.


Secretary, Municipal Transportation Agency Board

placed on the report list for that day and shall be assigned work by the Dispatcher.

ARTICLE 26. ALCOHOL AND DRUG REHABILITATION EMPLOYEE ASSISTANCE PROGRAM

Section 26.1 Employee Assistance Program

303. FOR INFORMATIONAL PURPOSES ONLY: Unit members are eligible to participate in the City-wide Employee Assistance Program made available by the Health Service System.

Section 26.2 Confidentiality

304. Participation in the EAP shall be confidential and shall be conducted in accordance with DOT and DHHS standards.

Section 26.3 Continuation of Peer Assistance System

305. No later than September 1, 2011, the parties agree to meet and confer with all affected Unions about whether or not to reduce the staffing level for the Peer Assistance System described in this Article.

306. SFMTA offers the Operators the following Employee Assistance program for the term of the Agreement:

Section 26.4 Overview of EAP Program

307. This Employee Assistance Program ("EAP") shall cover employees only, and is designed to assist employees, in consultation with their families where clinically appropriate, with problems that may affect their ability to perform their jobs. The EAP shall offer counseling services, including assessment, referral, and follow-up services.

308. EAP's offer assistance by helping employees assess and identify problems arising from a variety of personal areas.

309. EAP's assist employees by referring them to services which lead to solutions.

310. EAP's provide training and consultation services to management and union leadership regarding assisting troubled employees.

311. The primary goal of the EAP will be to maintain employee's ability to be fully productive on the job. EAP's help employees, management, and supervisors maintain a high level of service by:

312. Motivating employees to help;

Memorandum of Understanding Between
Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
July 1, 2011 – June 30, 2014

313. Helping supervisors identify troubled employees with job performance problems that may be related to personal problems;
314. Assessing employees with alcohol abuse, drug abuse, family problems, depression, stress and other problems that can result in performance problems;
315. Providing easily accessible quality helping services which include short-term problem-solving and referrals to more intensive care;
316. Providing crisis intervention services;
317. Providing follow-up assistance to support and guide employees through the resolution of their problems; and by
318. Acting as an education and training resource.
319. Employees shall be able to access the EAP through calling directly (self-referral), through the Peer Assistants, or through a supervisory referral based on job performance. Participation in the EAP is voluntary.
320. Establishing a voluntary EAP to compliment the mandatory testing program is intended to encourage employees to seek treatment early and on their own. The EAP will assist employees in obtaining information, guidance, and counseling to help them handle their problems before they become a drug testing or disciplinary issue.
321. An outside vendor has been selected and will perform the following duties:
322. Maintain toll-free telephone access for referrals and respond to calls in no more than sixty (60) seconds.
323. Provide union/management consultation relative to the development and integration of organizational policies and procedures necessary for effective Employee Assistance Program implementation.
324. Orient employees regarding the purpose, scope, nature and use of the Employee Assistance Program.
325. Train Union (including Division Chairpersons and any other Union officials), supervisory and management staff to develop the knowledge and skills necessary to effectively utilize the program in the performance of their responsibilities.
326. Provide direct one-to-one counseling utilizing licensed professional staff for crisis management and to identify and evaluate personal concerns among Employer's employees and/or their immediate dependents. Such direct counseling shall provide for three (3) sessions per family per year.

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Fees for any counseling sessions exceeding three (3) will become the financial responsibility of the employee and/or dependent, unless otherwise arranged for by the employer. For non-urgent situations, an appointment will be offered within seventy-two (72) hours of request. For urgent situations, an appointment will be offered on the same day as the request for service.

327. Provide legal consultation, medical advice, financial consultation; one (1) consultation per incident is provided for each service, up to three (3) incidents per service, per year.
328. Provide referral services to professional community resources for treatment and/or assistance, as may be appropriate.
329. Provide continuing liaison and contact, when appropriate, between the employee, treatment agent or agency, and Employer to determine case status.
330. Provide monthly statistical evaluation of program activity, and other reports, as needed.
331. Send its principal or his designated representative to monthly meetings of the Municipal Railway Improvement Fund Board of Trustees, and any other meetings as reasonably required.
332. Assess all employees involved in Critical Incidents (e.g., on the job assaults, threats and/or accidents) that occur while on duty.
333. Provide up to three (3) counseling visits per employee involved in a Critical Incident.
334. Develop Critical Incident Program Policies and Procedures.
335. Provide Critical Incident Case management, including:
 - (a) Determination regarding an employee's ability to perform duties, including coordination with management and union personnel for employees who require time off work as a result of a Critical Incident;
 - (b) Assisting employees in securing additional counseling visits beyond the three (3) Critical Incident/trauma response visits described above, when necessary.

Section 26.5 Organization

1. The Joint Labor-Management Committee:

336. a. Membership and Meetings: Five (5) Committee members and two (2) alternate members to be appointed by the Unions. Five (5) Committee members to be appointed by SFMTA.

337. If MUNI chooses to appoint less than five persons, it shall still have voting strength equal to that of the Unions. On the matters that come before the Committee, MUNI shall have one vote and the Unions shall have one vote. The vote of each side shall be controlled by the votes of the Committee members present for each respective side.

338. The Committee shall elect from its ranks a Chairperson and a Co-Chair, one of whom shall be a MUNI appointee and the other the Unions' appointee. The Chair shall be held by one side for a year, then relinquished to the other side for the next year. Either MUNI or the Unions may replace their named Chair or Co-Chair at any time. The Chair shall preside over meetings of the Committee. In the absence of the Chair, the Co-Chair shall so preside. The Executive Director/CEO or his/her designee shall provide staff support to the Committee as appropriate.

339. A quorum for the transaction of business by the Committee shall consist of three (3) Union Committee members and a majority of MUNI appointed Committee members.

340. b. Functions: To receive and review information regarding the Substance Abuse and Peer Assistance Programs.

341. c. Consolidation of Committees: The parties to this Agreement and to the Agreement concerning drug and alcohol testing and EAP between TWU Local 250A and MUNI may elect to combine the joint labor-management committee established here and in the Local 250A Agreement.

2. Substance Abuse Program:

342. The Executive Director/CEO or his/her designee will manage all aspects of the FTA-mandated Substance Abuse Program. He/she shall have appointing and removal authority over all personnel working for the Substance Abuse Program personnel, and shall be responsible for the supervision of the SAP.

3. EAP Services:
343. The SFMTA and the Unions have concluded that it is in the best interests of all concerned to establish a uniform EAP Program for all employees. On this basis, the parties agree that the SFMTA Improvement Fund shall engage an outside contractor to provide these services.
4. The Peer Assistance System:
- a. Structure:
344. The outside contractor selected to provide EAP services shall also be directly responsible for the clinical and administrative management of the Peer Assistance Program. This Program shall be established on a 24-hour, seven-day a week basis. The peer assistants shall provide coverage during regular business hours (Monday - Friday, 8:30 a.m. - 5:00 p.m.) for all SFMTA worksites or sections. A system-wide EAP crisis hotline shall be established. Night, weekend and holiday crisis coverage shall be provided by one of the peer assistants and shall be rotated among the peer assistants, who shall be available on a pager. The full compensation of the Peer Assistant providing such night, weekend and holiday coverage shall be pager pay. Pager pay will not be provided for regular daily coverage.
- b. Peer Assistance Oversight Committee:
345. This Committee, composed of one representative from Locals 250A, 200, 6, 790 and 1414, shall be responsible for trouble-shooting and making decisions on program operations.
- c. MIF Liaison:
346. The MIF Liaison shall be an individual designated by the Executive Director/CEO or his/her designee to serve as SFMTA's emissary in matters such as labor relations and administrative issues.
- d. Qualifications:
347. A SFMTA employee who has previous counseling experience or is interested in peer counseling and is willing to make a two year commitment to pursue training and

education toward certification as a drug and alcohol counselor

OR

348. A SFMTA employee who was a former substance abuser who has been clean and sober for a least two years and who continues to participate in a twelve step program

OR

349. A SFMTA employee who has had experience with family members' substance abuse and who has participated in a self-help group for co-dependency

AND

350. A SFMTA employee who is respected by their peers, the union, and the management

AND

351. A SFMTA employee who is committed to the goals of the Peer Assistance Program

e. Duties:

352. Assist employees in accessing the Voluntary Substance Abuse Program and EAP.
353. Provide on-going support and case management for clients in the Voluntary Substance Abuse Program.
354. Abide by state and federal confidentiality laws.
355. Publicize the EAP verbally and through distribution of literature.
356. Provide employees with information regarding the EAP and Voluntary Substance Abuse programs and create a forum for employees to discuss their concerns.
357. Assist in publication of Voluntary Substance Abuse Program newsletter.
358. Seek out opportunities to participate in training programs to further develop knowledge and skills.

Memorandum of Understanding Between
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July 1, 2011 – June 30, 2014

359. Develop and implement new ideas to increase utilization and maximize the effectiveness of the EAP and Voluntary Substance Abuse Programs.
360. Develop and maintain a professional environment in which to interact with clients.
361. Develop a group of volunteers in the divisions to support the goals of the EAP and Voluntary Substance Abuse Programs.
362. Assist in education and training sessions for new and existing employees.
363. Keep accurate records of client contacts and promotional activities.
- f. Staffing:
364. There shall be a clinician employed by the outside contractor for EAP Services who will be on-site a minimum of 20 hours a week. The clinician shall report directly to the outside contractor, Peer Assistance Oversight Committee and the MIF liaison. There shall be three (3) full-time Peer Assistants reporting to the outside contractor.
- g. Volunteer Peer Assistants:
365. 1. Up to eight (8) Volunteer Peer Assistants.
366. 2. Assist peer assistants upon request during their off-duty time.
367. 3. They shall participate in designated training.
368. 4. Their activities shall be within the limits of their training.
369. 5. Volunteer peer assistants will receive no compensation for their services.
- h. Functions:
370. The outside contractor, in consultation with the Peer Assistance Oversight Committee, shall develop procedures for the Peer Assistance Program.
- i. Civil Service Commission Approval:

Memorandum of Understanding Between
 Transport Workers Union, Local 250-A (9163) and Municipal Transportation Agency
 July 1, 2011 – June 30, 2014

371. The use of peer assistants shall be subject to the approval of the Civil Service Commission.

Section 26.6 Pay Status During Voluntary Self-Referral Treatment

(Voluntary Substance Abuse Program)

372. An employee who has a drug and/or alcohol abuse problem and has not been selected for drug and/or alcohol testing can voluntarily refer him/herself to the EAP for treatment. The EAP will evaluate the employee and make a specific determination of appropriate treatment. An employee who has completed two rehabilitation programs may not elect further rehabilitation under this program.

373. In the case of the up to two voluntary, employee-initiated referrals, SFMTA will pay the employee the difference between his/her SDI benefits, use of accrued paid leaves, and any catastrophic illness benefits, and the employee's regular hourly base pay, for up to the eight hours per day for full-time employees and up to three hours per day for Part-Time employees, up to a maximum of 21 work days during a five-year period. This provision shall not apply in the event the employee does not receive SDI benefit payments or during the follow-up period established by the SAP after a positive test.

Section 26.7. Non-Paid Status During Treatment After Positive Test

374. After receiving a positive drug or alcohol test result, an employee who is not terminated, and who participation in the EAP will be in a non-pay status during any absence for evaluation or treatment, while participating in a rehabilitation program.

Section 26.8 Education and Training

375. The foundation of this Program is education and voluntary compliance. It is recognized that alcohol and chemical dependency may make voluntary cessation of use difficult, and one of the Program's principal aims is to make voluntary steps toward ending substance abuse easily available.
376. The outside contractor shall review and develop on-going educational and training information on the adverse consequences of substance abuse and the responsibility to avoid being under the influence of alcohol or chemicals at work. Certain training required by the DOT Regulations shall be the responsibility of the Substance Abuse Program.

Section 26.9. Special Provisions

377. Any proposed discipline resulting from the FTA Drug and alcohol testing program shall be in accordance with the SFMTA Substance Abuse Policy And Procedures Handbook (June 2010). The SFMTA recognizes the rights of employees and/or the Union, to challenge such discipline pursuant to Article 19 and 22. The Executive Director/CEO or his/her designee will act in a fair and equitable manner, and shall prescribe that no personnel hired, contracted, selected or directly involved in the drug and alcohol testing program shall propose or render discipline.
378. If there is any conflict between this Article and the SFMTA Substance Abuse Policy And Procedures Handbook, the SFMTA Policy and Procedures shall prevail. SFMTA shall not make any changes to the Handbook on matters that are mandatory subjects of bargaining without first providing the Union with notice and an opportunity to bargain, and completing any required bargaining process.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 6, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER 68

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

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Vendor Managed Inventory (VMI) Services

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$32,500,000.00

PSC DURATION: October 1, 2012 – September 30, 2017

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The contractor will provide a Vendor Managed Inventory (VMI) Services two-year pilot program to manage, support staff, and supply parts for its Rail Fleet maintenance program. Four materials storerooms are operated in support of the Rail Fleet: Green, Muni Metro East (MME), Cable Car, and Overhead Lines. The San Francisco Municipal Transportation Agency (SFMTA) has developed the following objectives for management of parts for the Rail Fleet only that consists of 151 Breda LRVs, 39 historic streetcars, and 31 cable cars: Supply vehicle parts on a cost-effective and efficient basis, providing inventory planning and automated replenishment of spare parts, with strict performance guidelines requiring defined response times and fill rates; Ensure parts provided allow SFMTA to meet its objectives in terms of reliability (i.e., Mean Distance Between Failures MDBF, service interruptions); and ensure SFMTA safety standards are met in any program activity.

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

This service represents an effort to enhance the reliability of the fleet by streamlining the parts acquisition and inventory management process. Fleet operations are impacted by financial limitations, e.g. cash flow, other agency priorities, and difficulty locating critical parts in a timely manner. This service will allow the parts acquisition and inventory processes to be protected by external influences, and additionally provide parts accessibility and improved pricing opportunities through economies of scale. If denied, funding, cash flow issues, and subsequent potential delays in receipts of needed parts, will continue to negatively impact Muni transportation reliability and service, as well as place SFMTA safety standards at risk.

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:

If the pilot program is successful, SFMTA may extend the contract for up to three additional years.

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

IFPTE Local 21 Cynthia Sanchez 3/6/12
Union Name Signature of person mailing / faxing form Date

Union Name Signature of person mailing / faxing form Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved
3-6-12

PSC# 4119-11/12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 3/6/12
MK

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

A. Specify required skills and/or expertise:

The contractor will have the ability to supply critical parts to Rail Maintenance yards within a 24-hour delivery turnaround from point of demand via documented contractual agreements. They are required to possess documented four years of experience in VMI services for Rail fleets; and expertise in complex supply chain management.

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

1950 Assistant Purchaser, 1952 Purchaser, 1942 Materials Coordinator, 5241 Engineer, and 5212 Principal Engineer.

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

Yes. Contractor will provide state of the art inventory management systems, including data storage, vending machinery, to facilitate accurate and timely parts management.

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

A. Explain why civil service classes are not applicable:

Civil service classes do not have the resources available to provide timely logistical support to rail fleet. The requirement is one of systems rather than simply positions.

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

No, classifications already exist. VMI services will provide support by working in conjunction with SFMTA employees to fulfill product requests.

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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? (X) ()

The SFMTA will seek both the SFMTA Board & Board of Supervisors approval.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

One South Van Ness Avenue, 7th Fl. San Francisco, CA 94103
Address

Ryan, Maria

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Tuesday, March 06, 2012 11:59 AM
To: 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org; 'kbyrne@ifpte21.org'
Cc: DHR-PSCCoordinator, DHR; Carmen, Angela; Patel, Ashish; Aseron, Lome; Boparai, Parveen
Subject: Vendor Managed Inventory Services
Attachments: 20120306114935843.pdf

To whom it may concern:

For your review.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2012

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As-Needed Engineering & Related Services

FUNDING SOURCE: Port Operating, Capital Budget and Bond Program

PSC AMOUNT: \$4,500,000.00 PSC DURATION: 07/01/2012 - 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port intends to issue a Request for Qualifications to establish a pool of three (3) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually Maritime related for maintenance and improvements of the Port's aging infrastructure.

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

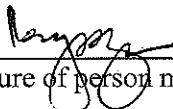
These services are necessary because although the Port's Engineering Division provides multi-disciplinary engineering services to all Port Divisions, at times, the required services exceed the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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 been provided in the past under PSC #4101-08/09.

D. Will the contract(s) be renewed: The RFQ will provide a one-year option to renew.

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

<u>IFPTE, Local 21</u>		<u>03/07/2012</u>
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4120-11/12

Received 3/7/12
mjk

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license (as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, project management, special testing and inspections; etc.

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

- 5203 Assistant Engineer (Local 21)
- 5207 Associate Engineer (Local 21)
- 5211 Engineer/Architect/Landscape Architect Senior (Local 21)
- 5218 Structural Engineer (Local 21)
- ... and various classes in the Engineering and Architectural Assistant and Associate series.
- 5241 Engineer (Local 21)
- 5268 Architect (Local 21)
- 5274 Landscape Architect (Local 21)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
None anticipated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

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

It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

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

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?

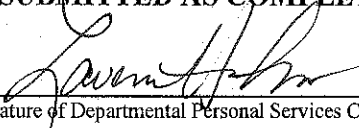
D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service? **Under previous PSCs and pending March 13, 2012 action at the Port Commission. Resolution No. 12-21**

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? This will be a competitive procurement and thus unknown.

	Yes	No
A.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	<input 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

Lavena Holmes

Print or Type Name

(415) 274-0305

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

**PORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. 12-21

WHEREAS, The Port of San Francisco's Engineering Division must often respond to requests for essential services that require resources beyond those available to the Port and other City departments; and

WHEREAS, the Port is anticipating an increase in the need for engineering and related professional services based upon the requirements of the Port's Ten Year Capital Plan; and

WHEREAS, Port staff has managed engineering resource demands through three existing "as-needed" engineering and related professional services contracts to augment staffing of important projects; and

WHEREAS, the Port's as-needed architectural and engineering services contracts have provided a timely and cost-effective vehicle for the provision of professional services, but those contract terms are scheduled to expire June 30, 2013 and further services are needed; and

WHEREAS, Port staff intend to obtain approval from the Civil Service Commission on May 7, 2012, authorizing the Port to contract out engineering and related professional services on an as-needed basis; and

WHEREAS, Port staff are drafting a Request for Qualifications (RFQ) to solicit as-needed engineering and related professional services as outlined in the staff memorandum accompanying this resolution; and

WHEREAS, in the RFQ solicitation, staff will incorporate a 22% subconsulting goal for Local Business Enterprises as recommended by the Human Rights Commission (HRC); now, therefore be it

RESOLVED, that the San Francisco Port Commission hereby authorizes Port staff to advertise a Request for Qualifications for three engineering and related professional services contracts for as-needed services, each in an amount not to exceed \$1,500,000, with a term of three years, and an option to extend the term for one additional year in the Port's sole discretion, subject to approval of the Civil Service Commission.

I hereby certify that the foregoing resolution was adopted by the Port Commission at its meeting of March 13, 2012.



Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 4, 2009

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: As-Needed Engineering & Related Services

FUNDING SOURCE: Port Operating, Capital Budget and Bond Program

PSC AMOUNT: \$4,500,000 PSC DURATION: 7/1/09 - 6/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Port intends to issue a Request for Qualifications to establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

B. Explain why this service is necessary and the consequences of denial: These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceed the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

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 been provided in the past under PSC #4021-05/06

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 2/5/09

RFP sent to IFPTE, Local 21 Union Name on February 20, 2009 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# 4101-08/09 approved 3/2/09 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license(as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, project management, special testing and inspections; etc.

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

5207 Associate Engineer; 5218 Structural Engineer; 5241 Engineer; 5211 Senior Engineer; 5268 Architect, 5274 Landscape Architect and various classes in the engineering and architectural assistant and associate series.

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

None anticipated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

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

It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

This will be a competitive procurement and thus unknown.

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

Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

415-274-0421

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4098-08/09 THROUGH 4113-08/09; 4068-07/08; 4172-07/08 AND 4114-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Antita Sanchez
ANTITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Kahala Drain, Children & Families Commission
- Jacque Hale, Department of Public Health
- Lavena Holmes-Williams, San Francisco Port
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Communications Department
- Julian Low, Mayor's Office of Business & Economic Development
- Joan Lubamersky, Administrative Services
- Christine Martin, Department of Technology
- Mary Ng, Department of Human Resources
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

**POSTING FOR
March 02, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contact Amount	Description of work	Duration
4098-08109	35	San Francisco Municipal Transportation Agency	Regular	\$99,000.00	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	30-Mar-12
4099-08109	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	15-Nov-09
4100-08109	35	San Francisco Municipal Transportation Agency	Regular	\$3,000,000.00	Will provide as-needed specialized professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	01-Mar-14
4101-08109	39	Port of San Francisco	Regular	\$4,500,000.00	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	30-Jun-14
4102-08109	40	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	01-Aug-12
4103-08109	40	San Francisco Public Utilities Commission	Regular	\$14,000,000.00	Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	31-Jul-14
4104-08109	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	31-Dec-10
4105-08109	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate (non tax-exempt) commercial paper ("CP") program.	01-Apr-14
4106-08109	64	Children and Families Commission	Regular	\$600,000.00	Will provide materials, training, and support to parents and preschool, classroom staff to effect early literacy and family engagement, cognitive and language skills.	01-Aug-12
4107-08109	70	GSA-Medical Examiner	Regular	\$100,000.00	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	01-Jan-12
4108-08109	75	Department of Technology	Regular	\$1,725,000.00	Will provide enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers.	01-Mar-12
4109-08109	75	Department of Technology	Regular	\$435,000.00	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	01-Mar-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/22/2012 (30-day notice)
03/29/2012 (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: File Conversion/File Relocation Services for 525 Golden Gate (CS-244)

FUNDING SOURCE: Operations and Maintenance Budget

PSC AMOUNT: \$400,000 PSC DURATION: 05/07/2012 to 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide file conversation/file relocation services between San Francisco Public Unities Commission (SFPUC) staff, contractors, vendors, etc. for the SFPUC's move to its new headquarters at 525 Golden Gate Avenue.

B. Explain why this service is necessary and the consequences of denial: SFPUC's new administrative building, located at 525 Golden Gate Avenue, will have considerably less file storage space than what currently exists at 1145/1155 Market St. Therefore, the SFPUC needs to hire a consultant to plan and execute a file conversion strategy for SFPUC. Denial of this service would result in a delay of the SFPUC's move to its new headquarters and associated costs for the continued lease of office space at 1145 and 1155 Market St.

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 never previously provided.

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

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

L21 Shamica Jackson 02/22/2012 (30-day notice)
Union Name Signature of person mailing/faxing form 03/29/2012 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4121-11/12

STAFF ANALYSIS/RECOMMENDATION:

received 3/29/12
CMR

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
 Required expertise consists of experience in file management, space planning, and relocation of large organizations.

B. Which, if any, civil service class normally performs this work?
 There is no civil service class that normally performs this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

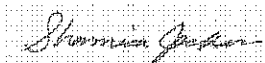
A. Explain why civil service classes are not applicable:
 Classes specializing in coordinating large-scale organization moves are not currently available in civil service.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 It would not be practical to adopt a new civil service class to perform this work because this work is specialized, is short-term, and not a re-occurring need.

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

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



 Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
 Print or Type Name

415-554-0727
 Telephone Number


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

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Thursday, March 29, 2012 3:51 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; 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; Degrafinried, Alaric
Subject: CS-244, PSC Summary Form (Initial Request)
Attachments: CS-244 DRAFT PSC TO DHR 03292012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-244, File Conversion/File Relocation Services for 525 Golden Gate, initial request for \$400,000 and duration to December 31, 2012.**
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 22, 2012.**
4. For **May 7, 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: April 5, 2012

DEPARTMENT NAME: District Attorney DEPARTMENT NUMBER 04

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4111-10/11)

TYPE OF SERVICE: First Offender Prostitution & Early Intervention Prostitution Program

FUNDING SOURCE: Special Fund

PSC AMOUNT: \$ 72,500 PSC DURATION: July 1, 2011-June 30, 2012
Modification Amount: \$ 72,500 PSC DURATION: July 1, 2012-June 30, 2013
Total Amount: \$145,000

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.

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

This modification is to extend the grant period and add funding for continuation of the same services. By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class.

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

This service has been provided in the past through the services of this vendor through 4111-10/11 on June 6, 2011.

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

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [4-5-12] 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# 4111-10/11 STAFF ANALYSIS/RECOMMENDATION:

Received 4/5/12 cmk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for johns while providing a social support network for program participants.

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

None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, using peer educators from the community.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<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? SAGE Project, Inc.	<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

Sheila Arcelona

415-734-3018

Print or Type Name

Telephone Number

850 Bryant St., Rm. 322
San Francisco, CA 94110

Address

Ryan, Maria

From: Sheila.Arcelona@sfgov.org
Sent: Thursday, April 05, 2012 5:57 PM
To: ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org;
pattie.tamura@seiu1021.org; DHR-PSCCoordinator, DHR
Subject: PSC Modification Request
Attachments: DAT PSC Modification Submittal.PDF

Please find attached a PSC Modification Request.
Thank you.

(See attached file: DAT PSC Modification Submittal.PDF)

Sheila Arcelona
Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
Fax: (415) 553-9700

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 11, 2012

DEPARTMENT NAME: Environment DEPARTMENT NUMBER 22

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

TYPE OF REQUEST: [] INITIAL REQUEST X MODIFICATION (PSC# 4017-10/11)

TYPE OF SERVICE: Program Administration, Special Tax Administration - GreenFinanceSF

FUNDING SOURCE: American Recovery and Reinvestment Act - EECBG

PSC AMOUNT: \$75,000 PSC DURATION: July 1, 2010 - December 31, 2018
Modification 1: \$105,000 No Change
New Total: \$180,000 July 1, 2010 - December 31, 2018

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... This service was not provided prior to the approval of Civil Service Approval 4017-10/11, approved 8/2/10.
D. Will the contract be renewed? No. If the program were to continue beyond the currently approved date, another RFP would be issued.

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 4/11/12
Local 1021 Union Name Signature of person mailing/faxing form Date 4/11/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4017-10/11

STAFF ANALYSIS/RECOMMENDATION:

Received 4/11/12 MKR

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise.

Support development of a Property Assessed Clean Energy (PACE) program designed to address the particularities of creating a renewable energy and energy efficiency program through a Mello-Roos special tax district; develop a roadmap for implementation, including district formation documents, special tax district administration, and link with complimentary energy programs and funding resources; program administration including specialized marketing, property title screening, customer service; offer financing alternatives that eliminate the City's financial liability with interim financing and bond placement.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain.
Yes, contractor has developed software applications and a turnkey website to manage the required information.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable.

Due to the multitude and diverse range of very of specific tasks (application processing, loan origination, technical energy program specification development and coordination, internet/web technology, marketing & communications) that need to be performed concurrently in a compressed period of time, we believe that civil service classes either existing or newly created to perform these functions could not meet program deadlines.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
The work required by this contract is seen by the City as highly specialized so that it would not be realistic to adopt a new civil service class that could cover many diverse areas of expertise.

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?

o Describe the training and indicate approximate number of hours.

X

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

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

X

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

X

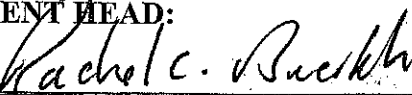
E. Has a board or commission determined that contracting is the most effective way to provide this service?

X

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

X

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



Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle
Print or Type Name

355-3704
Telephone Number

Department of the Environment
11 Grove Street, San Francisco, Ca 94102

Department of the Environment

PSC1 submission for:

Program Administration, Special Tax Administration – GreenFinanceSF

Q. 1A Concise description of proposed work

GreenFinanceSF is a City sponsored Clean Energy Loan Program (“PACE” program) which will allow property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The City will facilitate the project funding for each project through proceeds derived from the sale of special tax bonds or other borrowings secured by a special tax levy on participating landowners’ property tax bill.

The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services, including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).

Q. 1B Explain why this service is necessary and the consequences of denial:

The contract is necessary to operate the GreenFinanceSF Program, and to fulfill Board of Supervisors approved resolutions and ordinances that establish the “San Francisco Sustainable Financing” special tax district to support voluntary assessment contracts entered by private property owners to finance the costs of energy efficiency, water conservation, and renewable energy improvements on residential and nonresidential properties. Not implementing the administrative services portion would mean that the Department would not be compliance with Board of Supervisors direction.

The Green FinanceSF program still has funds available to continue the program. In order to continue the program, the Department of the Environment needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled

Ryan, Maria

From: Buerkle, Rachel
Sent: Wednesday, April 11, 2012 4:46 PM
To: DHR-PSCCoordinator, DHR
Subject: FW: PSC for review: Modification to 4017-11/12 GreenFinanceSF
Attachments: GreenFinanceSF PSC 4017.11.12 MOD 4.11.12.pdf; GreenFinanceSF PSC 4017.11.12 August 2010.pdf; GreenFinancingSF BOS Resolution 8-10.pdf

Maria:

See below for union notification. Thanks very much for your help.

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

From: Buerkle, Rachel
Sent: Wednesday, April 11, 2012 4:45 PM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'
Subject: PSC for review: Modification to 4017-11/12 GreenFinanceSF

Please see the attached request for modification of the 4017-11/12 approval.

Also attached is a copy of the original submission and approval, and a copy of the BOS Resolution 8-10, which approved the provision of administrative services for this program by Renewable Funding, LLC.

Please let me know if you have any questions. Thank you.

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

1 [Resolution approving administrative terms and conditions for San Francisco Sustainable
2 Financing Program.]

3 **Resolution approving administrative terms and conditions for the San Francisco**
4 **Sustainable Financing Program; identifying the San Francisco Department of the**
5 **Environment or its City agency designee as the Program Administrator for the City;**
6 **setting reporting requirements; authorizing the execution of an administrative services**
7 **agreement; and related matters.**

8 WHEREAS, Under Ordinance Nos. 196-08 and 216-09 (together, the "Enabling
9 Ordinance") the Board of Supervisors (the "Board of Supervisors") of the City and County of
10 San Francisco (the "City") has adopted the San Francisco Special Tax Financing Law, an
11 ordinance providing authority for the establishment of a unique type of Mello-Roos special tax
12 district to finance energy efficiency, renewable energy, water conservation and water pollution
13 control improvements to privately-owned real property; and,

14 WHEREAS, The Enabling Ordinance provides that such a district may be formed with
15 no participating properties at its formation, with special taxes to be paid only by those property
16 owners electing to join the district in order to finance a qualifying retrofit project; and,

17 WHEREAS, By its Resolution Nos. 464-09 and 465-09, respectively, the Board of
18 Supervisors has adopted a resolution of intention to establish City and County of San
19 Francisco Special Tax District No. 2009-1 (San Francisco Sustainable Financing) (the
20 "Special Tax District"), along with a resolution of intention for such Special Tax District to incur
21 bonded indebtedness; and,

22 WHEREAS, This Resolution has been submitted for consideration in connection with
23 several pieces of legislation that, if approved, together would authorize the formation of the
24 Special Tax District for the purpose of financing approved projects (together, the "District
25 Formation Legislation"); and,

1 WHEREAS, On January 30, 2009 the Controller's Office of Public Finance issued a
2 request for proposals (the "RFP") in respect of administrative and financial services in support
3 of the implementation and operation of the Special Tax District; and,

4 WHEREAS, Renewable Funding LLC ("Renewable Funding") was selected as the
5 highest ranked proposer under the RFP; and,

6 WHEREAS, Renewable Funding and City staff have negotiated a form of
7 administration services agreement relating to the Special Tax District, which is on file with the
8 Clerk of the Board of Supervisors in File No. 091452 (the "Administration Services
9 Agreement"); and

10 This Board of Supervisors now wishes to establish administrative terms and conditions
11 and related processes to implement and operate the proposed Special Tax District and its
12 financing structure; now, therefore, be it

13 RESOLVED, That, upon due approval of the District Formation Legislation this Board
14 of Supervisors hereby directs the establishment of the San Francisco Sustainable Financing
15 Program (the "Program"), and that such program shall be implemented and operated
16 according to the terms and conditions set forth in this Resolution; and be it

17 FURTHER RESOLVED That the Program shall be administered on behalf of the City
18 by the San Francisco Department of the Environment, or such other City agency as the
19 Executive Director of the San Francisco Department of the Environment shall designate (the
20 "Administrator"); and, be it

21 FURTHER RESOLVED That the Administrator shall establish and publish terms and
22 conditions for City property owners to apply for Program financing and, if approved, to opt into
23 the Special Tax District, approve the levy of the special tax, and obtain such financing, and at
24 a minimum such terms and conditions shall include the following:
25

1 Supervisors endorses the concept of loading order, where cost effective energy
2 efficiency measures are pursued in advance of or in conjunction with more costly
3 renewable energy projects.

4 g. Regulatory compliance. The Administrator should develop Program terms
5 that assist in ensuring that all improvements are installed and constructed in
6 accordance with applicable laws and regulations; and be it

7 FURTHER RESOLVED, That the Administrator shall publish and file with the Clerk of
8 the Board of Supervisors an initial status report on the progress of the program not more than
9 six months from the date the Program first accepts applications, with further annual reports on
10 the Program's performance to be so published and filed on or around the anniversary of such
11 date, and such reports shall include, at a minimum:

- 12 a. Total dollar amount and number of projects financed;
- 13 b. A projection of future financing demand;
- 14 c. Program costs, including funds drawn from state or federal grant sources;
- 15 d. Program funding capacity under existing financial agreements;
- 16 e. Current list of eligible projects;
- 17 f. A description of emerging technologies or transaction types that appear to be
18 likely to grow in the coming year based on Program experience; and
19 Recommendations for changes to the Program legal or administrative
20 structure, if any.

1 a. Application procedures. These procedures shall include a funding reservation
2 system along the lines of that employed by the GoSolarSF program.

3 b. Financial terms. These terms should include a clear statement of the
4 effective interest cost of a project financing as well as related costs to be paid by
5 borrower, such as application and other administrative fees.

6 c. Property eligibility criteria. These criteria shall be established as a means to
7 demonstrate the ability of the subject property to secure the repayment obligation
8 associated with the proposed retrofit project. At minimum these criteria shall include
9 some demonstration that the property's value exceeds the aggregate total of all private
10 debt secured by the property plus the principal amount of the proposed special tax
11 financing.

12 d. Project eligibility criteria. These criteria shall be established to identify
13 whether a proposed project or group of projects is of a size and character appropriate
14 in relation to the size of and approved funding source for the Program.

15 e. List of eligible improvements. The Administrator shall develop a list of
16 improvements that are eligible for Program financing. The initial list should build off of
17 the projects eligible for funding from existing state and federal grant programs, with
18 new improvements to be added upon a demonstration of numerous successful
19 applications providing cost-effective energy or water savings.

20 f. Energy and water rating requirements. In accordance with the state and
21 federal policies relative to retrofits in general and property tax lien financing programs
22 in particular, the program shall include a strategy to encourage energy and/or water
23 audits, ratings or similar systematic analysis as a prerequisite to financing approval, as
24 well as the translation of such analyses to desired outcomes in terms of the
25 implementation of energy and water efficiency retrofits. In particular this Board of

1 FURTHER RESOLVED That the Administration Services Agreement between the City
2 and Renewable Funding, LLC, is hereby approved, together with such additions or changes
3 as are approved.

4
5
6 APPROVED AS TO FORM:

7 DENNIS J. HERRERA
8 City Attorney

9 By: 

10 MARK D. BLAKE
11 Deputy City Attorney



City and County of San Francisco
Tails
Resolution

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

File Number: 091452

Date Passed: January 12, 2010

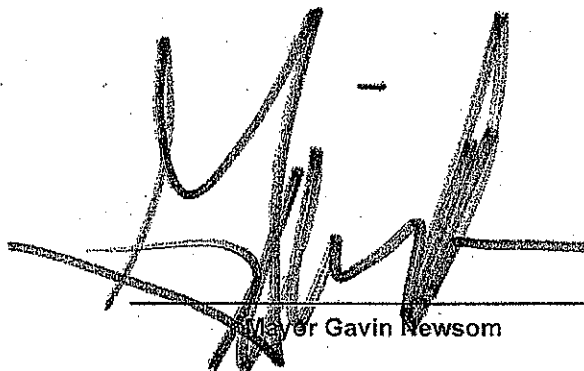

Resolution approving administrative terms and conditions for the San Francisco Sustainable Financing Program; identifying the San Francisco Department of the Environment or its City agency designee as the Program Administrator for the City; setting reporting requirements; authorizing the execution of an administrative services agreement; and related matters.

January 12, 2010 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell and Mirkarimi
Excused: 1 - Alioto-Pier

File No. 091452

I hereby certify that the foregoing Resolution was ADOPTED on 1/12/2010 by the Board of Supervisors of the City and County of San Francisco.


Gavin Newsom
Angela Calvillo
Clerk of the Board

1-22-10
Date Approved

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 2, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION [PSC # 4068-08/09]

TYPE OF SERVICE: Consulting Services Related to Airport's Noise Insulation Program

FUNDING SOURCE: Airport Operating Funds and FAA Grant Funds

Original PSC Amount:	\$500,000	Original PSC Duration:	12/22/08 – 12/21/11
Modification #1:	\$450,000	Mod. #1 PSC Duration:	-N.A.-
Admin. Mod. #2:	\$450,000	Mod. #2 PSC Duration:	12/22/11 – 6/30/12
Proposed Mod. #3:	\$750,000	Mod. #3 PSC Duration:	7/1/12 – 12/31/16
TOTAL PSC AMOUNT:	\$2,150,000	TOTAL PSC AMOUNT:	12/22/08 – 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Since the 1980s, SFO has successfully implemented a Noise Insulation Program (NIP) to comply with the State of California Department of Transportation requirements related to mitigation of aircraft noise in the vicinity of the Airport, and to meet commitments with the County of San Mateo. The Airport needs to continue the NIP, and this requires the support of a specialized Noise Insulation consultant, particularly on tasks such as: assistance understanding changes in requirements by the California Department of Transportation; assistance in preparation of grant applications to obtain FAA funding for the NIP, since 80% of the work is eligible for FAA grants; review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation; coordination of aircraft noise easement acquisition & recording; coordination of insulation design and construction; handling of inquiries from property owners regarding eligibility for insulation.

B. Explain why this service is necessary and the consequences of denial: Work is needed to ensure that Airport continues to meet its commitments with the County of San Mateo regarding mitigation of aircraft noise. Accordingly, SFO must continue to: administer and manage existing noise abatement programs, rules, regulations and procedures; work with the County and local communities to monitor new developments in the noise impact area to identify new incompatible land uses; and eliminate incompatible land uses through acoustic treatment of eligible units and/or acquisition of new easements.

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 most recently under PSC # 4068-08/09.

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

PSC # 4068 - 08/09

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 and SEIU
Local 1021

Agatha P. Clark

March 2, 2012

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4068 - 08/09
STAFF ANALYSIS/RECOMMENDATION:

Received 4/11/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.

B. **Which, if any, civil service class normally performs this work?** None. Airport staff in the following classifications may provide coordination with the consultant: 5264 Airport Noise Abatement Specialist and 5271 Senior Noise Abatement Specialist; however these positions are responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns and not the coordination with the acquisition of easements and insulation improvements to residential properties.

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:** Different, specialized services requiring diverse, expert knowledge will be required on an as-needed basis. Need professionals with experience in administration and management of aircraft noise insulation programs, particularly related to commercial airports in California; professionals should be intimately familiar with the State of California Noise Standards for Airports.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. Project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

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 (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?

No, however, approximately 80% of the cost may be reimbursed by FAA grants.
Contractor must perform work in accordance with requirements established by the FAA.

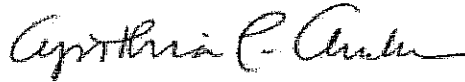
E. Has a board or commission determined that contracting is the most effective way

to provide this service? No, however, Airport Commission has approved Resolution #11-0222 for this service.

F. Will the proposed work be completed by a contractor that has a current personal

services contract with your department? The Airport conducted an RFQ and C Kell Smith and Associates was the top ranked firm.

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

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 12, 2008

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Consulting services related to Airport's Noise Insulation Program

FUNDING SOURCE: Airport Funds and FAA Grant Funds

PSC AMOUNT: \$500,000 PSC DURATION: 12/22/08 - 12/21/11 (3 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFO is seeking a qualified consultant for support on the Noise Insulation Program; particularly on tasks such as: review of County records and updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisitions and recording; coordination of noise insulation design and construction work; handling inquires from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for FAA grant reimbursements.

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

This service is necessary to ensure that the Airport continues to meet all requirements set forth under the California Code of Regulations, Title 21, Chapter 2.5, Subchapter 6, Section 5012 on Noise Standards.

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):

To date, administration and management of noise insulation work and easement acquisition have been the responsibility of the County of San Mateo and the various cities in the noise-impacted areas. However, for future phases of the Airport's Noise Insulation Program, the cities and County of San Mateo are relinquishing their role, and SFO will have to coordinate these activities.

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

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

SEIU Local 1021 Cynthia P. Avakian 11/12/08
Union Name Signature of person mailing/faxing form Date

RFP sent to: Union Name On Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4068-08/09 approved 12/15/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Successful experience in administration and management of aircraft noise insulation programs in communities near commercial airports in the United States, particularly in California, including coordination of design and construction of noise insulation improvements, experience on acquisition of aircraft noise easements, and solid understanding of the State of California Noise Standards for Airports.

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

None. Airport staff in the following classifications may provide coordination with the consultant: 5264 Airport Noise Abatement Specialist and 5271 Senior Noise Abatement Specialist; however these positions are responsible for the daily operation and maintenance of the Airport's noise monitoring system, flight tracking system and responding to citizen's concerns and not the coordination with the acquisition of easements and insulation improvements to residential properties.

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:

Different, specialized services requiring diverse, expert knowledge will be required on an as-needed basis. Need professionals with experience in administration and management of aircraft noise insulation programs, particularly related to commercial airports in California; professionals should also be intimately familiar with the State of California Noise Standards for Airports.

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

No. This project requires work on an "as-needed basis" as requests are made from homeowners in the impacted areas.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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

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

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

Approximately 80% of the cost may be reimbursed by Federal Aviation Administration grants. Contractor must perform work in accordance with requirements established by the FAA.

E. Has a board or commission determined that contracting is the most effective way to provide this service? (See Airport Commission Resolution #08-0119.)

<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:

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator
Cynthia P. Avakian (650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 11-0222

AWARD OF CONTRACT NO. 9108 FOR NOISE INSULATION CONSULTING SERVICES TO
C. KELL-SMITH & ASSOCIATES WITH AN INITIAL FUNDING NOT-TO-EXCEED \$750,000.

- WHEREAS, on April 5, 2011, through Resolution No. 11-0099, the Airport Commission authorized the Airport to prepare and issue a Request for Qualifications ("RFQ") to select a qualified consultant to provide support services to the Airport for its Noise Insulation Program ("NIP"); and,
- WHEREAS, the Airport issued the RFQ on June 2, 2011; and,
- WHEREAS, two submittals were received by the July 29, 2011 deadline; and,
- WHEREAS, these submittals were evaluated by a selection panel based on the predetermined criteria stated in the RFQ; and,
- WHEREAS, the submittal by C. Kell-Smith & Associates met all the RFQ requirements and received the highest total combined score; now, therefore be it
- RESOLVED, that the Airport Commission awards Contract No. 9108 for Noise Insulation Consulting Services to C. Kell-Smith & Associates for a period of three years with two one-year options exercisable at the sole discretion of the Commission, in an initial amount not-to-exceed seven hundred fifty thousand dollars (\$750,000) to cover consulting fees related to administration of the NIP, including project management, identification of units eligible for noise insulation improvements, outreach to the community, assistance in preparation of grant applications and securing reimbursements of FAA grants, architectural design, acoustical engineering, mechanical engineering related to design of ventilation and other mechanical upgrades on eligible units, evaluation of hazardous materials and recommendations for proper disposal, assistance in construction management and other related services; and, be it further
- RESOLVED, that staff is directed to return to the Airport Commission to request approval of additional funding required for this contract for subsequent phases of the NIP.

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

OCT 04 2011

JEAN CARANO

Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, April 11, 2012 11:20 AM
To: DHR-PSCCoordinator, DHR
Subject: SFO - PSC 4068-08/09 Mod 3 Consulting Services Related to Airport's Noise Insulation Program
Attachments: PSC 4068-08_09 Form 1 Mod 3 NIP Final .docx; PSC 4068-08_09 Form 1 Mod 3 NIP Final.pdf; PSC 4068-08_09 Form 1 RFQ Noise Ins Cons.pdf; PSC 4068-08_09 Form 1 Mod 1 NIP 2011.pdf; PSC 4068-08_09 Form 1 Mod 2 NIP 2011.pdf; 11-0222.pdf

Maria,

Attached is SFO's PSC 4068-08/09 Modification 3 Consulting Services Related to Airport's Noise Insulation Program. I have attached the prior approvals as well as the email communications with the Unions.

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: Tuesday, April 10, 2012 3:59 PM
To: 'L21PSC Review'; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: RE: PSC-SFO Airport Noise Insulation Program-\$750K/4yrs

Larry,

As we stated below, the Airport issued an RFQ on June 2, 2011 and received 2 SOQs. The SOQs were scored by subject matter experts and selected C Kell Smith.

Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Tuesday, April 10, 2012 11:18 AM
To: Cynthia Avakian; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: RE: PSC-SFO Airport Noise Insulation Program-\$750K/4yrs

Is there any reason why not a new RFP?

Larry Wong
L231 PSC Reviewer

From: Cynthia Avakian [Cynthia.Avakian@flysfso.com]
Sent: Tuesday, April 10, 2012 10:27 AM
To: L21PSC Review; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: RE: PSC-SFO Airport Noise Insulation Program-\$750K/4yrs

All,

Let me know if anyone has further questions about this PSC.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Thursday, April 05, 2012 2:33 PM
To: 'L21PSC Review'; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: RE: PSC-SFO Airport Noise Insulation Program-\$750K/4yrs

Larry,

The Airport issued an RFQ on June 2, 2011 (attached) and received 2 SOQs. The SOQs were scored by subject matter experts and selected C Kell Smith.

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

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

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Thursday, April 05, 2012 2:25 PM
To: Cynthia Avakian; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: PSC-SFO Airport Noise Insulation Program-\$750K/4yrs

Cynthia,

L21 has a few questions.

1. Is it the same vendor since 2008? Name of current vendor
2. Is it about time for a new RFP?
3. If not, why not?

Larry Wong
L21 PSC Review

From: Cynthia Avakian [Cynthia.Avakian@flysfso.com]
Sent: Wednesday, April 04, 2012 2:21 PM
To: L21PSC Review; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: RE: SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program

All,

Just checking back to see if anyone has any questions on this PSC since we are planning to submit this paperwork for the May 7th Civil Service Commission meeting. The original and prior modifications were attached to the 3/2/12 email.

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

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

From: Cynthia Avakian
Sent: Wednesday, March 21, 2012 1:07 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: 'jtanner940@aol.com'; 'pattie.tamura@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'; 'Ed.Warshauer@seiu1021.org'; Ging Louie (glouie@ifpte21.org); Joe Brenner; G Fries
Subject: RE: SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program

Larry,

Let me know if Local 21 has further questions on this one.

Thanks,

Cynthia
Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Tuesday, March 13, 2012 11:20 AM
To: 'L21PSC Review'
Subject: RE: SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program

C Kell Smith. It should be listed on the PSC Form 1.
Thanks,

Cynthia
Phone: (650) 821-2014

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Tuesday, March 13, 2012 11:13 AM
To: Cynthia Avakian
Subject: RE: SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program

Who is the current contractor vendor?

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Friday, March 02, 2012 2:40 PM
To: L21PSC Review; Larry Wong; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org
Cc: Ging Louie; Joe Brenner; G Fries
Subject: SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program

All,

Attached is the SFO's DRAFT MODIFICATION#3 to PSC 4068-08/09 Consulting services related to Airport's Noise Insulation Program as well as the original PSC and the Administrative Modification.

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: 4-02-11

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4086-10/11)

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant funds

PSC AMOUNT: \$500,000 original PSC DURATION: 1/6/11-1/1/13; original dates \$1,000,000 modification #1 1/6/11-1/1/15extended dates \$1,500,000 Total amount

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation and installation of artworks including those of monumental scale, design and fabrication of framing, pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and other large scale projects including transporting, storing, framing and installing major art program at PUC Headquarters. The Arts Commission will also be installing monumentally scaled artwork at the Public Safety Building and General Hospital, to name a few upcoming projects.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103), and the City has over 3,000 art objects in its inventory. In addition, Section 3.19 of the Administrative code establishes the art enrichment program. If approval is denied, the SFAC will be unable to fulfill its responsibilities under both of these mandate. PSC amount needs to be increased to accommodate additional work for PUC, PSB and SFGH described above.

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 Arts Commission has historically contracted for these services. Most recent CSC approval was granted under CSC #4083-09/10, 4096-07/08.

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

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

Local 1021 Union Name Signature of person mailing/faxing form Date 4/2/12
Local 21 Union Name Signature of person mailing/faxing form Date 4/2/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-10/11

STAFF ANALYSIS/RECOMMENDATION:

Received 4/2/12 [initials]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Must have shop facilities for some construction and/or assemblage of bases, cases and framing. Some jobs will require a general contractor's license. Must carry fine arts insurance to cover loss or damage to artwork.

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

None

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

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Art handler is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, equipment, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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

No. These services are of short duration and contracted for on an as needed basis

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

Yes No

- A. Will the contractor directly supervise City and County employees? Yes No
- B. Will the contractor train City and County employees? Yes No
 - Describe the training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number 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

Rebekah Krell

242-4665

Print or Type Name

Telephone Number

San Francisco Arts Commission

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

Address

March 21, 2011 Regular Meeting

MINUTES Regular Meeting March 21, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrone	Not Present (Notified absence)
Commissioner Mary Y. Jung	Not Present (Notified absence)
Commissioner Lisa Seitz Gruwell	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of February 25, 2011

Action: Approve. (Vote of 3 to 0)

Regular Meeting of March 7, 2011

Action: Approve. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report given.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report given.

0075-11-8

**Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4086-10/11	Art Commission	\$500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center Plaza for return to China.	Regular	01/01/13
4087-10/11	Mayor's Office of Housing	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.	Regular	03/31/14
4088-10/11	Mayor's Office of Housing	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	Regular	11/30/15
4089-10/11 <i>Postpone to meeting of 4/4/11</i>	Municipal Transportation Agency	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer	Regular	07/31/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/12/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4046-11/12)

TYPE OF SERVICE: Consulting Services for Power Regulatory Compliance Training (CS-220)

FUNDING SOURCE: Hetch Hetchy Water Power Repair & Replacement, CUH976

Original Amount: \$350,000 PSC Duration: 10/01/2011 to 09/30/2013
Modification Amount \$50,000 PSC Duration: 05/07/2012 to 04/01/2015
Total Amount \$400,000 Total PSC Duration: 10/01/2011 to 04/01/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation and Evaluation (ADDIE).

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

This modification is necessary because it will align CSC authority with the terms of the final, negotiated, sole source contract. HHWP was required to become registered as a Transmission Owner and Transmission Operator with NERC on July 15, 2011. To become compliant and avoid financial penalties, HHWP must develop a comprehensive training program for the powerhouse operators. Penalties vary from \$1,000 to \$1,000,000 per day.

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 not necessary in the past, as this is a new regulatory requirement.

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

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

L21 Shamica Jackson 04/12/2012
Union Name Signature of person mailing/faxing form Date
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4046-11/12
STAFF ANALYSIS/RECOMMENDATION:

Received 4/12/12
MK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Power regulatory compliance. Must have experience implementing a training program using a Systematic Approach to Training (SAT) process for PER-002 and PER-005. In addition, must have tools available for the client to track training for auditing with NERC and Western Electricity Coordinating Council Inc. (WECC).

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

5602 (Utility Specialist) with NERC certification. HHWP has this classification and the position will be updating the program, once developed, as new regulatory requirements are put in place.

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

Yes. The contractor will provide a tracking/audit compliance tool for the City to monitor the system operator training program per the WECC/NERC requirements. Tool capability to include job task list, learning objectives and training materials, training records, evidence of an annual training program evaluation, upload capability to NERC and audit/compliance tracking for WECC/NERC on-site audit.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

HHWP has insufficient resources to perform the gap analysis and develop the initial program to meet the requirements. HHWP more than likely has sufficient staffing for maintaining the program once it is established.

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

No. The civil service class 5602 (Utility Specialist) already exists.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

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

- 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.

Approximately 10 hours of training for the 5602 (Utility Specialist) NERC certification.

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/09/2011

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: Consulting Services for Power Regulatory Compliance Training

FUNDING SOURCE: HHWP R&R, CUH976

SC AMOUNT: \$350,000 PSC DURATION: 10/01/2011 to 09/30/2013

DESCRIPTION OF WORK

A. Concise description of proposed work: develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements.

B. Explain why this service is necessary and the consequences of denial: HHWP was required to become registered as a Transmission Owner and Transmission Operator with NERC on July 15, 2011. To become compliant and avoid financial penalties, HHWP must develop a comprehensive training program for the powerhouse operators.

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 not necessary in the past, this is a new regulatory requirement

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

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: L21, David E. Scott, 08/10/2011.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# AFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
 Over regulatory compliance. Must have experience implementing a training program using a Systematic Approach to Training (SAT) process for PER-002 and PER-005. In addition, must have tools available for the client to track training or auditing with NERC and Western Electricity Coordinating Council Inc. (WECC).

B. Which, if any, civil service class normally performs this work?
 502 (Utility Specialist) with NERC certification. HHWP has this classification and the position will be updating the program, once developed, as new regulatory requirements are put in place.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes. The contractor will provide a tracking/audit compliance tool for the City to monitor the system operator training program per the WECC/NERC requirements. Tool capability to include job task list, learning objectives and training materials, training records, evidence of an annual training program evaluation, upload capability to NERC and audit/compliance tracking for WECC/NERC on-site audit.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
 HHWP has insufficient resources to perform the gap analysis and develop the initial program to meet the requirements. HHWP more than likely has sufficient staffing for maintaining the program once it is established.

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

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 checked="" type="checkbox"/>	<input 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. 100 hours of training on the tool for the 5602, NERC certified City employee		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

David E. Scott

Signature of Departmental Personal Services Contract Coordinator

David E. Scott

415-554-4672

Print or Type Name

Telephone Number

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

Address

**MINUTES
Regular Meeting
October 17, 2011**

**2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place**

CALL TO ORDER

2:03 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Kate Favetti	Present
Commissioner Mary Jung	Present

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

§ Steve Zeltzer, Member of United Public Workers for Action raised the issue as to why the Civil Service Commission hearings are not broadcast. He feels that this Commission is too important to the well being of the City and County of San Francisco and its citizens. The Commission is responsible for millions of dollars and the public needs to be aware of what goes on at the meetings.

He also raised the issue of discrimination against Municipal Transportation Agency (MTA) employees who filed Sunshine Ordinance complaints because the MTA failed to provide documentation.

§ Kevin Hughes, IBEW Local 6 Business Agent corrected the record on a statement he made at the meeting of October 3, 2011 that the MTA did not respond to being available for the October 3, 2011 meeting.

APPROVAL OF MINUTES

Regular Meeting of October 3, 2011

Action: Adopted. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

No report given.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report given.

0273-11-8

**Review of request for approval of proposed personal services contracts.
(Item No. 7)**

4045-11/12	Public Utilities Commission	\$96,500	The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.	Regular	08/31/16
4046-11/12	Public Utilities Commission	\$350,000	Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).	Regular	09/30/13
4047-11/12	Recreation & Park Department	\$295,000	This PSC is a continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple options and coordination through the design phase with RPD and DPW staff.	Regular	12/31/12
4048-11/12	Fire Department	\$100,000	The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	Regular	06/30/15

Speakers:

Cynthia Avakian, Airport Commission and Lily Lee, Airport Commission and Steve Zeltzer spoke on PSC #4040-11/12.
 Pamela Levin, Department of Building Inspection spoke on PSC #4044-11/12.

Action:

- (1) Adopted the report; Approved the request for PSC #4040-11/12 on the condition that the Airport Commission submit an annual report to the Commission on the status of the ongoing work. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Thursday, April 12, 2012 3:22 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; Degrafinried, Alaric
Subject: CS-220, PSC Summary Form (Modification Request)
Attachments: CS-220_4046-11_12 PSC Mod 1 to DHR 04122012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-220, Consulting Services for Power Regulatory Compliance Training, modification request for \$50,000 and duration to April 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 **May 7, 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: 04/04/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Rebate processing and program marketing (CS-931/CS-222)

FUNDING SOURCE: Water Conservation Operating Funds

Table with 4 columns: Description, Amount, PSC Duration, and End Date. Rows include Original Amount, Modification Amount 1-5, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC has partnered with a utility company to market and process regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership a utility company.

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

See Supplemental Attachment A.

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

These services are currently being provided under PSC No. 4097-08/09 (Formerly PSC No. 3090-07/08-expedited approval). This modification was previously scheduled for approval on November 21, 2011. The item was not approved when two (2) Commissioners recused themselves from voting on the item.

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

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

L21/L1021

Union Name

Shamica Jackson

Signature of person mailing/faxing form

04/04/2012

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4097-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Received 4/4/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

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

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

Yes No

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?

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

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

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:

1. DESCRIPTION OF WORK

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

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

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0029

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

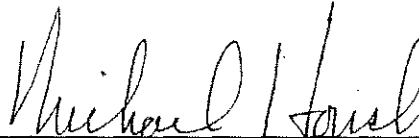
WHEREAS, Zone 7 Water Agency (Zone 7) is the Contracting Agency responsible for signing the grant agreement with DWR and disbursing grant funds to grant participants in accordance with the Grant Agreement; and

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

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

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

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



Secretary, Public Utilities Commission



MEMORANDUM

DATE: November 29, 2011
 TO: Maria Ryan, DHR-PSC Coordinator
 Department of Human Resources (Dept. 32)
 FROM: Shamica Jackson, PSC Coordinator *Shamica Jackson*
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No:	<u>4097-08/09</u>	Approval Date:	<u>09/20/2010</u>
Description of Service(s):	SFPUC has partnered with PG&E to market and process regional water and energy washing machine rebate program. The program includes multiple Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership. The contract is being requested to accommodate the increased customer demand for the program. (CS-222)		
Original Approved Amount:	<u>\$46,000</u> <u>(3090-07/08)</u>	Original Approved Duration:	<u>02/13/2008 to 02/13/2009</u>
Modification One Amount:	<u>\$525,000</u>	Modification One of Duration:	<u>02/14/2009 to 06/30/2010</u>
Modification Two Amount:	<u>\$749,900</u>	Modification Two of Duration:	<u>07/01/2010 to 12/31/2010</u>
Modification Three Amount:	<u>\$1,400,000</u>	Modification Three of Duration:	<u>09/20/2010 to 06/30/2012</u>
Modification Four Amount:	<u>\$950,000</u>	Modification Four of Duration:	<u>11/30/2011 to 12/31/2013</u>
Total Amount as Modified:	<u>\$3,670,900</u>	Total Duration as Modified:	<u>02/13/2008 to 12/31/2013</u>

Reason for the modification:

The PUC proposes to execute a new contract that will extend this very popular rebate program, simplify the rebate procedures, and more efficiently integrate regular changes in appliance models and manufacturers.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 11/30/11

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

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



Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Wednesday, April 04, 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; 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; Degrafinried, Alaric
Subject: CS-222, PSC Summary Form (Modification Request)
Attachments: CS-222_Mod 5 to PSC 4097-0809 to DHR 04042012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-222, Washer Rebate Program Processing & Marketing, modification request for \$950,000** and duration to **December 31, 2020**.
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 **May 7, 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: 04/04/2012

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# 4102-09/10)

TYPE OF SERVICE: Taxonomy Consulting Services (CS-877 and CS-253)

FUNDING SOURCE: Water Enterprise Operating Fund

Table with 4 rows: Original Amount (\$45,000), Modification One Amount (\$30,000), Modification Two Amount (\$150,000), Total Amount (\$225,000). Includes PSC Duration and Total PSC Duration columns.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups... 2. Performing quality control (QC) on staff taxonomists... 3. Performing taxonomic identification on samples as needed. 4. Providing training to identify freshwater aquatic invertebrates as needed.

B. Explain why this service is necessary and the consequences of denial: This modification is necessary because marine invertebrate taxonomy is a requirement of the Oceanside WPCP NPDES discharge permit and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the SFPUC's watershed lakes and streams.

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 being provided via PSC No. 4102-09/10 (CS-877).

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

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

L21 Shamica Jackson 04/04/2012
Union Name Signature of person mailing/faxing form Date

PSC# 4102-09/10 FOR DEPARTMENT OF HUMAN RESOURCES USE
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION: Received 4/4/12

D. SCOTT



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Marine and freshwater invertebrate taxonomy.

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

- 2483 Biologist I/II

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because in-house staff does not have the necessary training to identify watershed benthic samples.

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

It would not be practical to adopt civil service classes because this work is not continuous, but is only needed during a short sampling period once a year.

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

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

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

	X
--	---

B. Will the contractor train City and County employees?

X	
---	--

- Describe the training and indicate approximate number of hours.

The training was provided in the form of an 8 hour workshop and provision of species identification sheets was provided in 2005 and future training needs will be determined by requirements in pending regulatory permits and agreements for SFPUC Watersheds.

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

Five (5) to eight (8) Biologists will be trained.

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

	X
--	---

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

	X
--	---

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

	X
--	---

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

X	
---	--

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

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

FILE COPY

Jackson, Shamica

From: Jackson, Shamica
Sent: Wednesday, February 17, 2010 2:33 PM
To: 'Byrne, Ed'; 'Divine, Peg'; 'Eavis, Ernie'; Elwin, Harvey; Isen, Carol; 'Jindal, Roop'; Lee, Tedman C; Sadden, Brian; Wang, Jane; Baker, Deborah; 'Bowman, Lora'; 'Brenner, Joe'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Prentiss; 'Jackson, Shamica'; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; 'Madison, Ulysses'; 'McGee, Bonita'; 'Morrison, Emily'; Ng, Mary; Rockett, Brigitte; Scott, David E; 'Spearman, Andre'; 'Wong, Larry'; Yun, Pauson
Subject: CS-877, PSC Summary Form (Modification No. 1)
Importance: High
Attachments: CS-877 PSC Summary Form to DHR 021710.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-877, Taxonomy Consulting Services, modification request for \$30,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **March 15, 2010 Commission Meeting at 2:00 PM, City Hall Room 400.**

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/12/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER 40

TYPE OF APPROVAL: [] EXPEDITED [] CONTINUING

[x] REGULAR (OMIT POSTING) [] ANNUAL

TYPE OF REQUEST:

[] INITIAL REQUEST [x] MODIFICATION (PSC# 3126-06/07)

TYPE OF SERVICE: Taxonomy Consulting Services (CS-877)

FUNDING SOURCE: Water Enterprise Operating Fund

Original Amount: \$45,000

PSC Duration: 06/27/2007 to 07/30/2010

Modification Amount \$30,000

PSC Duration: 08/01/2010 to 07/30/2012

Total Amount \$75,000

Total PSC Duration: 06/27/2007 to 07/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification. 2. Performing quality control on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences. 3. Performing taxonomic identification on samples as needed. 4. Providing training to identify freshwater aquatic invertebrates as needed.

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

This service is necessary because marine and freshwater invertebrate taxonomy is essential for assessing the biological integrity of the SFPUC's watershed lakes and streams. Sorting of benthic samples and having taxonomic QC performed by an independent professional avoids any potential perception of malfeasance and helps to keep the laboratory up to date with new developments.

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

This service has been provided in the past via PSC No. 3126-06/07 (CS-877).

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

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

02/17/2010

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

AFF ANALYSIS/RECOMMENDATION:

TL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
marine and freshwater invertebrate taxonomy.

B. Which, if any, civil service class normally performs this work?
2483 Biologist I/II

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Civil service classes are not applicable because in-house staff does not have the necessary training to identify watershed benthic samples.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical to adopt civil service classes because this work is not continuous, but is only needed for a short period once per year.

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

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

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

The training will be between eight (8) and sixteen (16) hours on freshwater invertebrate taxonomy workshops regarding voucher sheets, identification keys, and voucher specimens.

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

Five (5) to eight (8) Biologists will be trained.

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

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

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

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

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

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

Shamica Jackson
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MINUTES

Regular Meeting
March 15, 2010

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:19 p.m.

ROLL CALL

President Morgan R. Gorrondo	Present
Vice President E. Dennis Normandy	Present (Left at 3:25 p.m. Missed Item #s 8-19)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrondo presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

- (1) Daniel Boreen requested to see the viewing file.
- (2) Steve Pitocchi, SEIU Local 1021 requested that PSC #s 4092-09/10, 4096-09/10, 4097-09/10, 4100-09/10 and 4103-09/10 be severed.
- (3) Wesley Wakeford, Attorney for Stephen Kloster commented on Item #12 and urged the Commission to objectively review all materials submitted.

APPROVAL OF MINUTES

Regular Meeting of February 1, 2010

March 1, 2010: Postpone to the meeting of March 15, 2010.

Action: Approve. (Vote of 4 to 0)

Regular Meeting of March 1, 2010

Action: Approve. (Vote of 4 to 0)

4102-09/10	Public Utilities Commission	Increase Amount \$30,000 New Amount \$75,000	Contract work consists of the following: 1. Sorting benthic invertebrate samples into major taxonomic groups in preparation for identification; 2. Performing quality control on staff taxonomists by re-identifying random samples and working with staff taxonomists to resolve differences; 3. Performing taxonomic identification on samples as needed; 4. Providing training to identify freshwater aquatic invertebrates as needed.	Modification	07/30/12
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Speakers:

Lt. Joe Reilly, San Francisco Police Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4103-09/10.
 Rob Dudgeon, Emergency Management spoke on PSC #4105-09/10.
 Cynthia Avakian and Geri Rayca, Airport Commission spoke on PSC #4106-09/10.

Action:

- (1) Approve request for proposed personal services contract 4103-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the San Francisco Police Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0099-10-1

Municipal Transportation Agency's Report on Appointments Exempt from Civil Service under Charter Section 10.104.16 through 10.104.18. (Item No. 8)

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: None.

Action: Accept and file the report. (Vote of 3 to 0)

0100-10-1

Municipal Transportation Agency's Report on Provisional Appointments. (Item No. 9)

March 1, 2010: Postpone to the meeting of March 15, 2010.

Speakers: None.

Action: Accept and file the report. (Vote of 3 to 0)

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Wednesday, April 04, 2012 1:48 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; Degrafinried, Alaric
Subject: CS-877, PSC Summary Form (Modification Request)
Attachments: CS-877 (CS-253) PSC Form to DHR 04042012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-877, Taxonomy Consulting Services, modification request for \$150,000 and duration to July 30, 2022.**
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 **May 7, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
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San Francisco, CA 94103
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fax: 415-554-3225
email: sjackson@sfwater.org

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