



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: June 18, 2012  
 To: The Honorable Civil Service Commission  
 Through: Micki Callahan  
 Human Resources Director *Micki Callahan*  
 From: Derik Aoki, CFC  
 Cynthia Avakian, AIR  
 Parveen Boparai, MTA  
 Rachel Buerkle, ENV  
 Thomas DiSanto, CPC  
 Shamica Jackson, PUC  
 William Lee, DEM

**Subject: Personal Services Contracts Approval Request**

This report contains eleven (11) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2011-2012	Total for FY 2011-2012
\$39,922,690	\$3,265,432	\$811,524,882

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- PSC #4003-11/12 for \$500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC#4053-11/12 for \$3.4million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC#4060-11/12 for \$500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC#4097-08/09 for \$2.2million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC#4075-11/12 for \$1.5million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12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

6/18/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4133-11/12	27	Airport Commission	Regular	\$18,000,000	Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff. The cost of maintaining the equipment and software is shared by the Airlines and the Airport Commission. In 2007, the Civil Service Commission approved PSC 4034-05/06 for the maintenance of the Common Use Terminal Equipment Maintenance for the International Terminal; however, the new Terminal 2 and consolidation of systems in Terminal 1 and 3 have increased the scope of the maintenance and support. The work under this request includes maintenance and support of the Integrated Electronic Systems, Network Monitoring and Help Desk Services; and as-needed Patron Assistance.	7/1/2012 - 12/31/2022
4134-11/12	64	Children & Families Commission	Regular	\$70,000	The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks. Network Monitoring and Help Desk Services provided outside of normal airport business hours, 365 days per year. Patron Assistance is a service to patrons with special needs from the main terminal complex to outlying facilities, including rental car and long term parking, which is not provided for by the Airlines.	8/1/2012 - 12/31/2016
4135-11/12	77	Emergency Management	Regular	\$200,000	The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.	7/1/2012 - 4/30/2014
4136-11/12	22	Environment	Regular	\$59,190	The contractor will manage, organize, and administer regional catastrophic planning, training, and exercise efforts in the Bay Area as established by the Bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.	5/1/2012 - 12/31/2012
4137-11/12	35	Municipal Transportation Agency	Regular	\$120,000	Administer the California Green Business Network's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.	7/1/2012 - 9/30/2017

**POSTING FOR**

6/18/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4138-11/12	29	City Planning	Regular	\$1,100,000	Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP) consisting of two interrelated policy initiatives by the City and County of San Francisco. This initiative concerns a funding program for addressing the citywide transportation system performance impacts of additional housing and jobs generated by new development. The City would fund these improvements by adopting the proposed Transportation Sustainability Fee (TSF), a new development fee based on motorized trips.	6/22/2012 - 12/31/2014
4139-11/12	40	Public Utilities Commission	Regular	\$600,000	The consultant would prepare CEQA documents in conjunction with the San Francisco Planning Department, assist the SFPUC in environmental permit preparation and acquisition (if necessary), develop any necessary background reports in support of the above, and provide environmental expertise as necessary during the various project phases for the Auxiliary Water Supply System (AWSS) program.	7/31/2012 - 7/30/2016
4140-11/12	40	Public Utilities Commission	Regular	\$1,500,000	The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.	9/1/2013 - 9/30/2015
4141-11/12	40	Public Utilities Commission	Regular	\$8,000,000	Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.	7/1/2012 - 2/1/2017

**Total Amount - Regular: \$29,649,190**

POSTING FOR

6/18/2012

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
4098-10/11	27	Airport Commission	Regular	\$10,200,000	\$13,000,000	Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA navigational-aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.	4/18/2011 - 6/30/2016
3103-09/10	40	Public Utilities Commission	Regular	\$73,500	\$98,000	The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.	7/30/2010 - 7/31/2015

Sum of Modified Amounts: \$10,273,500

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1 South Van Ness, 7<sup>th</sup> Fl.  
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Department of the Environment  
11 Grove Street  
San Francisco, CA 94102

Thomas DiSanto  
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1650 Mission Street, Ste. 400  
San Francisco, CA 94103

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

William Lee  
Department of Emergency Management  
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San Francisco, CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 2012

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: International Terminal Equipment Maintenance and Operating Support

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$18,000,000 PSC DURATION: 7/1/2012 - 12/31/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Maintenance and support for the operation of integrated electronic and computer systems used by all of the Airport tenant airlines and the Airport Commission staff.

The Integrated Electronic Systems include: proprietary systems for flight information, Common Use Passenger Processing, and Common Use Self Service Kiosks.

B. Explain why this service is necessary and the consequences of denial: The equipment, which includes self-service kiosks for customers and Airline staff, is essential for the operation of SFO.

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):

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

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

IFPTE Local 21, Electrical Workers Local 6, SEIU 1021

Union Name

Signature of person mailing/faxing form

Signature of person mailing/faxing form

April 23, 2012

Date

RFP sent to: Union Name

on Date

Signature

PSC # 4133-11/12

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

Received 5/23/12  
MKE

PSC # 4133-11/12  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Extensive knowledge and experience with the installation, configuration, maintenance, troubleshooting upgrading and support of common use terminal equipment systems and associated peripherals.

B. **Which, if any, civil service class normally performs this work?** If the City had access to the integration software codes, portions of the work could be performed by: 1021-1023 IS Administrator series, 1041-1043 IS Engineer series, 1061-1063 IS Programmer Analyst series, 1070 IS Project Director and 1071 IS Manager. Since the system and the equipment are proprietary, no civil service classification can perform this work.

The network monitoring and help desk services are required 24 hours per day 365 days per year to dispatch appropriate services required to maintain Airport operations. Over the next 12 to 24 months, the Airport is planning to either bring the Network Monitoring and Help Desk services in-house or prepare a separate RFP to address this work. In July 2011 during the prior approval, the Airport transferred the maintenance of approximately 800 electronic displays to 7318 Electronic Maintenance Technicians and 7345 Electricians. Patron Assistance could possibly be performed by 2586 Health Worker II.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**  
Yes, the contractor will provide access to the proprietary software codes and the specialized equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** The common use equipment and integration software codes are proprietary, so civil service classes are not applicable. Please see the answer to Question 3.B. above.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**  
No. Please see the answer to Question 3.B.

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?

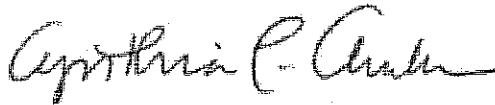
<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0064 for the approval of the Agreement to SFOTEC.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The current contractor, SFOTEC, will continue to provide these needed services, if approved.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 12-0064

**APPROVAL OF THE INTERNATIONAL TERMINAL EQUIPMENT MAINTENANCE  
AND OPERATING AGREEMENT WITH SFOTEC FOR MAINTENANCE,  
OPERATION, AND USE OF AIRPORT-OWNED EQUIPMENT**

**WHEREAS,** By Resolution Nos. 00-0337 and 05-0138, dated September 19, 2000 and August 2, 2005, respectively, the City and County of San Francisco, acting by and through the Airport Commission ("City"), entered into equipment maintenance and operating agreements with San Francisco Terminal Equipment Company, LLC ("SFOTEC") for the maintenance, operation, and use of certain Airport-owned air carrier equipment ("Equipment") for the handling of flights and passengers in the International Terminal; and

**WHEREAS,** By Resolution No. 11-0096, dated April 5, 2011, the current International Terminal Equipment Maintenance and Operating Agreement was extended for one (1) year and will expire on June 30, 2012; and

**WHEREAS,** SFOTEC desires to continue to maintain, operate, and use the Equipment and the City desires to have SFOTEC continue to maintain, operate, and use the Equipment; and

**WHEREAS,** the City and SFOTEC have negotiated a new International Terminal Equipment Maintenance and Operating Agreement to maintain, operate, and use the Equipment under the following terms and conditions:

- **Term.** Nine (9) years, commencing July 1, 2012 and terminating June 30, 2021, with a one (1) year option to be exercised at the Airport's sole discretion commencing July 1, 2021 and terminating June 30, 2022;
- **Equipment Use Fee.** The Agreement provides for SFOTEC to pay an Equipment Use Fee that allows the Airport to recover the cost of procurement and/or installation of additional Equipment for common use in the IT on a straight-line basis over the useful life of each such piece of Equipment;
- **Maintenance, Operation, Refurbishment, and Repair of Equipment.** SFOTEC shall, at SFOTEC's cost, operate, maintain, refurbish, and repair all Equipment in accordance with the Agreement;

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12-0064

- **Airport Oversight of Maintenance and Repair.** SFOTEC's operator and vendor selection, scope of work, and performance standards are subject to review and approval by the Airport;
- **Equipment Replacement.** In the event any Equipment is near or at the end of its useful life, is unrepairable, or is in such disrepair that it would be economically unreasonable to repair, the Airport and SFOTEC will agree upon a program to either refurbish or replace the Equipment;
- **Airport Use of SFOTEC Vendor Services.** Under limited circumstances, the Airport may utilize SFOTEC to perform services and reimburse SFOTEC for such services;

now, therefore, be it

**RESOLVED,** that this Commission hereby approves and authorizes the Airport Director to execute that certain International Terminal Equipment Maintenance and Operating Agreement with San Francisco Terminal Equipment Company, LLC, on the terms described herein; and be it further

**RESOLVED,** that the Commission Secretary is hereby directed to request approval of said Agreement by Resolution of the Board of Supervisors pursuant to Section 9.118 of the Charter of the City and County of San Francisco.

Page 2 of 2

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

*at its meeting of*

**MAR 20 2012**

  
Secretary





3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Extensive knowledge and experience with the installation, configuration, maintenance, troubleshooting upgrading and support of common use terminal equipment (CUTE) systems and associated peripherals. The proprietary CUTE operating system in use at the Airport requires use of technicians and engineers from the manufacturer.

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

If the City had access to the integration software codes, portions of the work can be performed by: 1021-1023 IS Administrator series, 1041-1043 IS Engineer series, 1061-1063 IS Programmer Analyst series, 1070 IS Project Director and 1071 IS Manager. Since the system and the equipment are proprietary, no civil service classification can perform this work.

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

Yes, the contractor will provide access to the proprietary software codes and the specialized equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The common use equipment and integration software codes are proprietary, so civil service classes are not applicable.

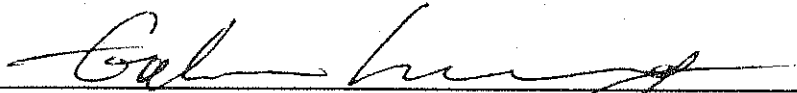
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Please see the answer to Question 3.B.

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

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.  |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (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"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #05-0138   | <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? The current contractor, SFOTEC, will continue to provide these needed services. | <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

Galen W.M. Leung

Print or Type Name

(650) 821-2012

Telephone Number

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

Address

## Ryan, Maria

---

**From:** Cynthia Avakian <Cynthia.Avakian@flysfo.com>  
**Sent:** Wednesday, May 23, 2012 4:59 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** Barber, Dave; Alley, Gerry  
**Subject:** PSC-SFO International Terminal Equipment Maintenance and Operating Support  
**Attachments:** PSC Form 1 SFOTEC FINAL 120523.pdf; PSC Form 1 SFOTEC FINAL 120523 .docx; 12-0064.pdf; PSC 4034-05\_06 CUTE Form 1 2007.pdf

Maria,

Attached are the PSC-SFO International Terminal Equipment Maintenance and Operating Support documents for the June 18<sup>th</sup> Civil Service Commission meeting.

Please let me know if you have further questions or need anything else from me. Thanks,

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

---

**From:** Cynthia Avakian  
**Sent:** Thursday, May 17, 2012 5:02 PM  
**To:** L21PSC Review <[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)> ([L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)); [lwong@ifpte21.org](mailto:lwong@ifpte21.org)  
**Cc:** Alexander Tonisson ([atonisson@ifpte21.org](mailto:atonisson@ifpte21.org)); Pam Covington; Joe Brenner; Dave Barber; Gerry Alley  
**Subject:** FW: PSC-SFO Terminal Equipment Maintenance and Operating Support \$18M/10 yrs

Larry,

The Airport's responses to Local 21's questions are below in red/bold.

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

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

---

**From:** L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]  
**Sent:** Wednesday, May 09, 2012 11:36 AM  
**To:** Cynthia Avakian  
**Cc:** Alexander Tonisson; Pam Covington; Joe Brenner  
**Subject:** FW: PSC-SFO Terminal Equipment Maintenance and Operating Support \$18M/10 yrs

Cynthia,

L21 have a few questions.

1. For the previous PSC 4034/05-06, what was the actual contract betw SFO and the vendor?  
[Airport's response: **Equipment Maintenance and Operating Agreement**]
2. For the previous PSC 4034/05-06, what was the duration?  
[Airport's response: **11/1/05 – 6/30/12**]
3. From proposed PSC, "The new Terminal T2 and the conslidation of Terminal T1 and T3 have increased the scope of the maintenance and support", how many City IT positions have been increased in the same time period? Please provide information by positions and FY.  
[Airport's response: **In July 2011, the Airport has added 3 7318 Electronic Maintenance Technicians and has one more open 7318 requisition and 8 more 7345 Electricians, but not all of these people work full time on this project.**]

Thanks,

Larry Wong  
L21 PSC Reviewer

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Monday, April 23, 2012 7:13 PM  
**To:** L21PSC Review; jtanner940@aol.com; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; Ed.Warshauer@seiu1021.org; khughes@ibew6.org; Larry Wong  
**Cc:** Ging Louie; Joe Brenner; Dave Barber; Gerry Alley; Lisa Randall  
**Subject:** PSC - SFO International Terminal Equipment Maintenance and Operating Support

All,

Attached is the DRAFT PSC for SFO International Terminal Equipment Maintenance and Operating Support as well as the most recent PSC 4034-05/06.

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

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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 19, 2012

DEPARTMENT NAME: Children and Families Commission DEPARTMENT NUMBER 64

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

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

TYPE OF SERVICE: Annual Fiscal Audit

FUNDING SOURCE: Prop H Funding

PSC AMOUNT: \$70,000 PSC DURATION: August 2012 - December 2016

I. DESCRIPTION OF WORK

A Concise description of proposed work:

The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.

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

As a Prop 10 county commission, the San Francisco Children and Families Commission is required by law to complete an annual financial statement audit by October 15 each year. State legislation passed in 2005, SB35 and AB109, also requires each county commission to complete an annual expanded audit in conjunction with the financial statement audit.

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):

Children and Families Commission contracted with Macias Gini & O'Connell in FY2007-08-FY2011-12 (PSC#3154-07/08) for audit services. The audit provided opinions for the basic financial statements in conformity with the accounting principles. The audit included a test of accounting records of the Commission and Families Program and evaluation of the Commission complacence with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of Commission, program evaluation, salaries and benefits policies. The auditor also prepared the fiscal portion of the annual report.

D. Will the contract(s) be renewed:

Yes, contract renewal and award amounts are subject to First 5 San Francisco continued availability of funds.

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 Derik Aoki 4/19/2012
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4134-16/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 4/19/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must demonstrate the capacity and capability to complete a fiscal audit and must be able to provide CPA credentials and certificate. Agency must have adequate organizational capacity and track record to complete fiscal audits, with special emphasis on prior audits for Prop 10 county commissions and/or the City and County of San Francisco.

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

Classification 1684-Auditor III, 1686 Auditor II, and 1805 Performance Analyst

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 City and County of San Francisco Controller's Office (City Services Auditor or CSA) performed CFC's financial statement audits prior to fiscal year 2007-08. In 2007, CFC was informed that CSA could no longer perform the financial statement audit. The Controller's Office recommended that CFC retain the services of an outside audit firm to perform the audit.

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

No

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

Yes No

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

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? See attached Minutes March 2012.

F. Will the proposed work be completed by a contractor that has a current personal services Contract with your department? This contract is out to bid. The current contractor will apply, but other agencies will also apply.

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

Signature of Departmental Personal Services Contract Coordinator

Derik Aoki

415-557-9912

Print or Type Name

Telephone Number

1390 Market Street, Ste. 318

San Francisco, CA 94102

Address

## ***Health and Safety Code Section***

### **PROPOSITION 10 STATUTES**

**Includes Amendments to the California Children and Families Act**

**CALIFORNIA CODES**

**As of January 1, 2006**

**HEALTH AND SAFETY CODE**

**130150.**

(a) On or before October 15 of each year, each county commission shall conduct an audit of, and issue a written report on the implementation and performance of, its functions during the preceding fiscal year, including, at a minimum, the manner in which funds were expended, the progress toward, and the achievement of, program goals and objectives, and information on the programs funded and populations served for all programs. On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.

**I. ROLL CALL**

Commissioner Giraudo called the meeting to order at 2:09 pm.

**Present:** Suzanne Giraudo, Mary Hansell and Maria Su

**Absent:** Linda Asato

**II. GENERAL PUBLIC COMMENT**

There was no general public comment.

**III. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE RFQ FOR TRAINING AND COORDINATION OF FAMILY SERVING AGENCIES**

Staff presented the RFQ for Training and Coordination of Family Serving Agencies. This RFQ combines funds from DCYF, HAS and First 5 San Francisco. The awarded grantee will provide networking and coordination opportunities, training and technical assistance, family support principles and Five Protective Factors training and assessment, and revenue generation and sustainability plan implementation. Currently, the San Francisco Family Support Network is funded to do this work.

The following clarifications and recommendations were made:

- There were a few cut and paste issues and typos that will be fixed for the final version.
- The RFQ introduction is focused mainly on linking to the strategic plan goal of school readiness which may be confusing for readers and should be moved possibly to the scope of work or the end of the document. Since this is a field building type grant, the applicant should be able to develop the field so that the providers can meet the strategic plan goals.
- This RFQ is focused more on family economic success, case management, and family support standards training for grantees. Evidence-based training models, like Triple P, will be administered through other funded projects.

There was no further discussion and a motion to approve the RFQ for Training and Coordination of Family Serving Agencies with amendments was made by Commissioner Hansell and seconded by Commissioner Su.

The motion carried unanimously and was approved at 2:39 pm.

There was no public comment.

**IV. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE RFQ FOR FINANCIAL AND EXPANDED AUDIT SERVICES**

Staff presented the RFQ for Financial and Expanded Audit Services. Each Commission is required to file an annual audit with the state. This RFQ is to identify an independent firm for up to four years to provide this audit service.

There was no further discussion and a motion to approve the RFQ for Financial and Expanded Audit Services was made by Commissioner Hansell and seconded by Commissioner Su.

The motion carried unanimously and was approved at 2:43 pm.

There was no public comment.

**V. ADJOURNMENT**

Meeting was adjourned at 2:44 pm.

**Ryan, Maria**

---

**From:** Derik Aoki <derik@first5sf.org>  
**Sent:** Thursday, April 19, 2012 5:13 PM  
**To:** L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR  
**Cc:** Derik Aoki  
**Subject:** Personal service Contract Notice  
**Attachments:** PSC Summary - Audit ver 3.pdf; PSC - Legal Requirement.pdf; PCS Summary - attachment 032812mf.pdf

Dear Local 21:

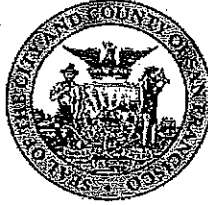
Attached is a personal service contract summary to identify an auditor for the Children and Families Commission.

Please let me know if you have any questions. I can be reached at 557-9912.

d.



Suzanne Graudo, Commission Chair  
 Psychologist Clinical Director  
 California Pacific Medical Center  
 Laurel Kloomok, Executive Director



COMMISSIONERS:  
 Linda Asato, Executive Director  
 California Child Care Resource & Referral Network  
 Mary Hansell, Director  
 Maternal, Child and Adolescent Health  
 Department of Public Health, Community Programs  
 Eric Mar, Supervisor, District 1  
 San Francisco Board of Supervisors  
 Lynn Merz, Executive Director  
 Mimi and Peter Haas Fund  
 Betty Robinson-Harris, Chair  
 Child Development Committee  
 School Improvement Committee/ER&D  
 Michele Rutherford, Program Manager  
 Child Care Policy & Planning  
 Department of Human Services  
 Maria Su, Director  
 Department of Children, Youth and Their Families

Date: April 15, 2012

To: Maria Ryan, DHR - PSC Coordinator

From: Laurel Kloomok, Executive Director *Laurel Kloomok*

Re: Amend Term of Existing PSC for Audit Services

PSC NO: 3154 - 07/08

Date: June 6, 2011

**Description of Service:**

The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.

Current Approved Amount	\$65,000.00	Current Approved Term	July 1, 2008 - December 1, 2012
Modification Three - Amount Change	\$0	Modification Three - Term Change	July 1, 2008 - July 31, 2012
Total Amount as Modified	\$65,000.00	Total Term as Modified	July 1, 2008 - July 31, 2012

**Reason for Modification:**

First 5 San Francisco has completed audit activities with the current contractor covering fy 10-11 activities. These services were covered by the current PSC 3154-07/08. The grant is nearly fully expended and additional services are not expected. We are currently re-bidding the contract and wish the identified service provider to start in August 2012. To avoid overlapping PSCs for the same service, we are requesting to shorten the existing contract.

Attach: Current PSC Summary

For Department of Human Resources Use

DHR Action:  Approved

Approved Date: 4/17/12

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 28, 2011

DEPARTMENT NAME: Children and Families Commission DEPARTMENT NUMBER 64

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 3154-07/08 )

TYPE OF SERVICE: Annual Fiscal Audit

FUNDING SOURCE: Prop H Funding

Table with 2 columns: PSC AMOUNT and PSC DURATION. Rows include individual PSC amounts and durations, and a Total AMOUNT of \$65,600 with a Total Duration of July 1, 2008 - November 1, 2012.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The audit will provide opinions as to whether the Commission's basic financial statements are fairly presented, in all materials respects, in conformity with the accounting principles generally accepted in the United States of America (GAAP), and certain laws and regulations under the Children and Families Program, issued by the State Controllers Office. The audit will include testing of accounting records of the Commission and an evaluation of the Commission's compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of the Commission, program evaluation, salaries and benefits policies. The auditor will also prepare the fiscal portion of the annual report.

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

As a Prop 10 county commission, the San Francisco Children and Families Commission is required by law to complete an annual financial statement audit by October 15, 2009. State legislation passed in 2006, SB35 and AB109, also requires each county commission to complete an annual expanded audit in conjunction with the financial statement audit.

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):

Children and Families Commission contracted with Maolas Gini & O'Connell in FY2007-08-FY2011-12 (PSC#3154-07/08) for audit services. The audit provided opinions for the basic financial statements in conformity with the accounting principles. The audit included a test of accounting records of the Commission and evaluation of the Commission compliance with the following requirements: contracting and procurement, administrative costs, conflicts of interest, County ordinance, long-range financial plans, financial conditions of Commission, program evaluation; salaries and benefits policies. The auditor also prepared the fiscal portion of the annual report.

D. Will the contract(s) be renewed:

Yes, contract renewal and award amounts are subject to First 5 San Francisco continued availability of funds.

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

Local Union 21 Union Name Kahala Drain Signature of person mailing/faxing form 4/28/11 Date

RFP sent to Union Name, on Date, Signature

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

PSC# 3154-07/08 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

MAY 02 2011





3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must demonstrate the capacity and capability to complete a fiscal audit and must be able to provide CPA credentials and certificate. Agency must have adequate organizational capacity and track record to complete fiscal audits, with special emphasis on prior audits for Prop 10 county commissions and/or the City and County of San Francisco.

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

Classification 1684-Auditor III, 1686 Auditor II, and 1805 Performance Analyst

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 City and County of San Francisco Controller's Office (City Services Auditor or CSA) performed CFC's financial statement audits prior to fiscal year 2007-08. In 2007, CFC was informed that CSA could no longer perform the financial statement audit. The Controller's Office recommended that CFC retain the services of an outside audit firm to perform the audit.

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

No

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Kahala Drain

*Kahala Drain*

Signature of Departmental Personal Services Contract Coordinator

Kahala Drain

415-934-4849

Print or Type Name

Telephone Number

1390 Market Street, Ste. 318

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/18/2012

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Regional Catastrophic Planning Services for Bay Area UASI

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

PSC AMOUNT: \$200,000 PSC DURATION: 7/1/12-4/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will manage, organize, and administer regional catastrophic planning, training and exercise efforts in the Bay Area as established by the Bay Area UASI Approval Authority, through benchmarking, capabilities assessment and a series of public outreach.

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

The Bay Area Urban Area Security Initiative (UASI) is the local entity comprised of the twelve counties and three cities within those counties that receive federal funding for combating terrorism in the US. UASI grants provide funding to address the unique multi-disciplinary planning, operations, equipment, training and exercise needs of high-threat, high-density urban areas. Funding is disbursed by an Approval Authority, which includes representatives from the cities of San Jose, San Francisco and Oakland, and the counties of Santa Clara, San Francisco, Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Cruz, and San Mateo. Day-to-day management of UASI activities is provided by a Management Team. The Management Team is led by a General Manager, selected by the Approval Authority, who supervises approximately fifteen personnel from a variety of disciplines who have program and project management responsibilities for all UASI funded projects. Representatives on the Management Team come from the core city and county agencies with regional-based experience, and act as liaisons to the fiscal and administrative contacts in various jurisdictions. The unique aspect of the work requirements necessitate a focused management of UASI investment projects, which may only come from vast experience dealing with the entire bay area region. Denial of this service may create a partial representation in the management team and also hamper acquiring the necessary regional experience.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Not Applicable.

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

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 4/19/12

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4135-11/12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Received 4/19/12 CNK



## Ryan, Maria

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**From:** Kim-Molina, Mikyung  
**Sent:** Tuesday, April 24, 2012 8:51 AM  
**To:** DHR-PSCCoordinator, DHR  
**Subject:** FW: PSC Form 1 - Catastrophic Planning DEM  
**Attachments:** PSC FORM 1 - Catastrophic Planning DEM.pdf

Hello María – Per your request, attached is the e-mail I sent to the Union. In the future I'll make it a practice to cc "DHR PSC Coordinator" on my notices to the Union.

---

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

---

**From:** Kim-Molina, Mikyung  
**Sent:** Thursday, April 19, 2012 9:56 AM  
**To:** 'L21PSC Review'  
**Subject:** PSC Form 1 - Catastrophic Planning DEM

Hello – Attached is a PSC Form 1. Please let me know if you have any questions.

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 20, 2012

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: Database Management and Green Business Training

FUNDING SOURCE: Grant Funds

PSC AMOUNT: \$59,190 PSC DURATION: May 1, 2012 - December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Administer the California Green Business Network's online Green Business database, including everyday database management, web based and in person trainings and support for new users of online database, customer service to all coordinator users, and oversight of bug fixes and necessary updates to the system.

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

The online Green Business database is used by the SF Green Business Program and by green business programs around the state of California, providing significant benefits to our comprehensive collective network. Over 2,500 businesses and 16 jurisdictions use the database for their respective green business programs and processes. Management and technical assistance is slated to move to the City of Santa Cruz for 2013. As the network, the number of businesses, and number of new jurisdiction users have grown, as well as a corresponding functionality redesign of the database in 2011, it has been an overwhelming task to support and assist all 2,500 businesses and 16 jurisdictions, that cannot be properly administered without full time service levels. Denial would mean the whole network of businesses and programs would be unsupported and additional jurisdictions that are being added to the network would have to be put on hold. This would greatly hinder businesses' and their efforts to green their spaces, practices, purchasing, and policies.

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 has been an on-going part time service since the development of the first database system provided through the auspices of the regional network.

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 Rachel C. Bueh Signature of person mailing/faxing form 4/20/12 Date
Local 1021 Union Name Rachel C. Bueh Signature of person mailing/faxing form 4/20/12 Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4136-11/12

STAFF ANALYSIS/RECOMMENDATION:

Received 4/23/12 CWK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience working on large online network projects with multiple stakeholders and inputs, must have knowledge and experience of the green business process utilized by the California network, experience training diverse groups of stakeholders on the functionality of the green business database as well as how the database can be used for individual green business programs, have the technological capabilities to interface with green business database online system, experience with environmental metrics and data tracking, professional telephone customer service with knowledge of local SF Bay area and California green business programs, capacity to respond quickly and professionally to database users' requests, and willingness to establish ongoing relationship to provide maintenance and feature upgrades as necessary

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

1051, 1052, 1053, 1054 Business Analyst and 1062, 1063, 1064 Programmer Analyst

SFE reached out to DT multiple times to discuss potential services. At this time, DT is unable to provide the database management services required for necessary trainings, daily customer service support, and additional system fixes.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work requires additional skills and experiences of technical capabilities combined with database management experience and the user service knowledge to work with diverse stakeholders, jurisdictions, and perform trainings that are not available in one current civil service class.

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

No, because the contract is slated to move to a different jurisdiction starting 2013. Also because of the special designed system that is used by a group of California green business programs that needs specific knowledge and work to be done for multiple stakeholders, it would not be cost effective to operate and manage such a database internally for such a short period of time. The funding is not sufficient to support a staff person.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not Known

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

**Ryan, Maria**

---

**From:** Buerkle, Rachel  
**Sent:** Monday, April 23, 2012 2:44 PM  
**To:** DHR-PSCCoordinator, DHR  
**Subject:** FW: PSC for Green Business Database Management  
**Attachments:** Green Buseinss Database Mgmt PSC 4.20.12.pdf

Maria:

Attached is submitted for calendaring. Let me know if you have questions or concerns.

Thanks very much.

Rachel C. Buerkle  
Sr. Administrative Analyst  
SFEnvironment  
415-355-3704  
[Rachel.Buerkle@sfgov.org](mailto:Rachel.Buerkle@sfgov.org)

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**From:** Buerkle, Rachel  
**Sent:** Monday, April 23, 2012 2:41 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'pattie.tamura@seiu1021.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'  
**Subject:** PSC for Green Business Database Management

Attached PSC for your review.

Please let me know if you need any further information.

Rachel C. Buerkle  
Sr. Administrative Analyst  
SFEnvironment  
415-355-3704  
[Rachel.Buerkle@sfgov.org](mailto:Rachel.Buerkle@sfgov.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 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: Consultant for Indirect Cost Allocation Plan

FUNDING SOURCE: Operating Funds, Federal Grant Funds & State Grant Funds

PSC AMOUNT: \$120,000.00

PSC DURATION: July 1, 2012 - September 30, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the SFMTA in developing, preparing, and updating Indirect Cost Allocation Plans based on the Federal Office of Management and Budget (OMB) 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87).

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

A plan is required to be able to recover indirect costs from Federal, State & Local grants. The SFMTA could lose grant funds for non-compliance with the requirements of OMB, 2 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB A-87) if an Indirect Cost Allocation Plan is not prepared.

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

This service was provided through PSC# 3002-11/12 (Approved on July 7, 2011).

D. Will the contract(s) be renewed:

Yes, this study is required to be conducted annually to determine reimbursement rates based on prior Fiscal Year's actual expenditures.

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 4/20/12

RFP sent to Union Name on Date Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approve
PSC# 4137-11/12 Received 4/20/12 4-20-12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION: mr



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Contractor must have knowledge, skills and ability to develop and prepare a Cost Allocation Plan according to the requirements of the Office of Management & Budget (OMB) , 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans.

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

There are no Civil Services classes that perform this type of work or have the expertise in Federal and State regulations required to do this kind of work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The scope of this service requires specialized software applications; expertise and familiarity with the requirements of various grantors (i.e., FTA, Caltrans, SFCTA); familiarity with industry standards; and specialized knowledge regarding Federal, State and Local administrative rules, including Office of Management & Budget (OMB) , 2 CFR Part 225 – Cost Principles for State, Local and Indian Tribal Governments (OMB A-87), Central Services Cost Allocation Plans.

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

No, this service is required only 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)
C. Are there legal mandates requiring the use of contractual services?	( )	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	( )	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	(X)

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

(415) 701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 6, 2011

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

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

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST ( ) MODIFICATION (\_\_\_\_\_)

TYPE OF SERVICE: Professional Services for Cost Allocation Plan (CAP) Report

FUNDING SOURCE: SFMTA Operating Funds

PSC AMOUNT: \$50,000.00

PSC DURATION: July 1, 2011 - December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide professional consulting services to the San Francisco Municipal Transportation Agency (SFMTA) to assist the agency in developing and preparing a Cost Allocation Plan (CAP) as updated by the Office of Management and Budget (OMB) Circular A-87 (now 2 CFR 225) Central Service Cost Allocation Plans. Contractor will also perform a CAP study to identify the indirect costs incurred in support of various federal grants and capital projects administered by the SFMTA for fiscal years 08/09 through 12/13 based on actual financial data from FY06/07 to FY10/11.

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

The CAP is required by the Federal Transit Administration (FTA) and to recover indirect costs from Federal and State grants. The SFMTA could lose Federal grant funds for non-compliance with the requirements of OMB Circular A-87 (now 2 CFR 225) if the Cost Allocation Plan is not performed.

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. Previous Cost Allocation Plans was provided by MGT of America under PSC No. 3027-08/09, approved on 9/16/08.

D. Will the contract(s) be renewed:

Yes, this study is required to be conducted annually to determine CAP reimbursement rates based on prior Fiscal Year's actual expenditures.

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 7-6-11

RFP sent to Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3002-11/12

SFMTA approved 7-6-11

Approval Date: 7/7/11

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have knowledge, skills and ability to develop and prepare a Cost Allocation Plan according to the requirements of the Office of Management & Budget (OMB) Circular A-87, Central Service Cost Allocation Plans. Knowledge of related applicable Federal Administrative Rules with relationship to State requirements.

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

There are no civil service classes that can perform this type of work or have the expertise in Federal & State regulations required to do this kind of work.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The scope of this service requires expertise and familiarity with the requirements of the FTA's requirements and guidelines for CAP preparation.

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

No, this service is required only once a year to be performed by a contractor familiar with the FTA's requirements and guidelines for CAP preparation.

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

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

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

(415) 701-5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Ave. S. F. CA 94103  
Address

**Ryan, Maria**

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Friday, April 20, 2012 4:11 PM  
**To:** 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR; Florence, Paula; Navarro, Tess; Xie, Winnie; Webster, Monique; Bower, Derek; Boparai, Parveen  
**Subject:** PSC - Consultant for Indirect Cost Allocation Plan  
**Attachments:** 20120420155934227.pdf

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

This E-mail was sent from "ELR-MFD3035" (Aficio MP C2800).

Scan Date: 04.20.2012 15:59:34 (-0400)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 23, 2012 (Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: Environmental Impact Analysis and Transportation Impact Study on transportation Sustainability Program

FUNDING SOURCE: General fund

PSC AMOUNT: 1,100,000.00 PSC DURATION: June 1, 2012 - December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Transportation Impact Study (TIS) and a citywide programmatic Environmental Impact Report (EIR) for the Transportation Sustainability Program (TSP)...

B. Explain why this service is necessary and the consequence of denial: The service is necessary because the City does not have the staffing to perform the service in-house...

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): Services similar in scope have been provided through a personal services contract, PSC #4029-07/08.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 4/23/12

[ ] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138-11/12 STAFF ANALYSIS/RECOMMENDATION:

Received 5/23/12 mjk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

(Rev01)

A. Specify required skills and/or expertise:

Experience in environmental analysis in accordance with CEQA. Expertise in transportation impact analysis including impacts to multiple travel modes. Expertise in environmental analysis of complex transit system components. Experience in the preparation and publication of environmental studies and reports. Previous experience in, and familiarity with, environmental and transportation impact studies particular to San Francisco.

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

Services would normally be provided by a 5299 Planner IV – Environmental Review combined with scientific knowledge and skills in transportation analysis.

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:

Services are required for this one-time project only. The Planning Department lacks the staff resources to fully perform the range of planning and review tasks needed for this project, which is highly specialized.

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

No. This is a one-time, technically specific and deadline driven project.

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 numbers to be trained.

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

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

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

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

SBJ/EF

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

**ATTACHMENT**

DATE: April 23, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Environmental Impact Analysis and Transportation Impact Study on Transpiration Sustainability Program

1.B Explain why this service is necessary and the consequence of denial (Continued):  
of funding for transportation infrastructure and service improvements throughout the City. The consequences of denial would be the inability of the City to implement this vital program.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 4, 2007

(Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower

FUNDING SOURCE: \$250,000 Fed. thru Transbay Joint Powers Authority and \$400,000 from Private Developers

PSC AMOUNT: \$650,000 PSC DURATION: October 1, 2007 - June 30, 2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Completion of environmental analysis for the Transit Center District Plan and the Transit Tower in San Francisco. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority ("TJPA") is serving as the project sponsor for the proposed Transit Tower project. The objective of the environmental analysis services is to prepare an environmental impact report (EIR) that satisfies the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements. The contractor will work under the direction of the Planning Department's Major Environmental Analysis (MEA) section.

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

These services are necessary to provide required technical and scientific studies related to the downtown Transit Center District Plan and Transit Tower. Denial would result in the denial of entitlements required for the Transit Tower, and Board of Supervisors' inability to adopt the General Plan, Planning Code, and zoning map amendments for the Transit Center District Plan.

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):

Services similar in scope have been provided through a personal services contract, PSC #4054-04/05.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 09-04-2007
[ ] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4029-07/08 STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

(Rev01)

A. Specify required skills and/or expertise:

Recent experience in, and thorough knowledge of, major environmental analysis, legislation and local, State and Federal laws pertaining to large scale developments including, but not limited to, CEQA Guidelines (including recently added scientific "greenhouse gas" studies), San Francisco Administrative Code Chapter 31 and all other applicable local, State, and Federal regulatory requirements. Services also require related geo-technical engineering skills.

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

Services would normally be provided by a 5299 Planner IV - Environmental Review combined with scientific knowledge and skills for new CEQA greenhouse gas study requirements, and a portion of 5218 Structural Engineer geo-technical skills.

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:

Services are required for this one-time project only. The Planning Department does not have staff available with required knowledge and expertise to assign these services. Current staff does not possess the newly added greenhouse gas study/modeling expertise as part of the CEQA requirements, or other expertise or tools required to meet State and local requirements, such as wind analysis capabilities. A small indeterminate portion of the services require geo-technical/ engineering skills that staff does not possess. The urgent project schedule does not allow for a search and recruitment process for these temporary services.

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

As these services are required for this one-time project only it would not be practical to adopt a new classification with the additional specific knowledge and skills at this time.

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 numbers to be trained.

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

*Special conditions set by the Transit Authority do not permit fund expenditure for agency staffing, thereby restricting expenditure to contracts.*

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? *Contractor to be selected through an RFP process.*

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

Signature of Departmental Personal Services Contract Coordinator

SBJ/EF

Mikhael P. Hart

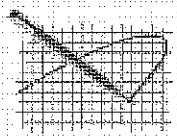
415-575-6930

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address




Lisa Chau/CTYPLN/SFGOV

04/23/2012 04:45 PM

To L21PSC Review <L21PSCReview@ifpte21.org>

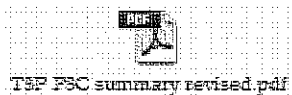
cc DHR-PSCCoordinator@sfgov.microsoftonline.com

bcc

Subject Re: Transportation Sustainability Program (TSP) PSC summary 

Hi,

The term of this PSC summary should be **6/22/12 - 12/31/14** instead of 7/1/12 - 12/31/14.  
Attached is the revised PSC summary. Sorry for the confusion.



Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

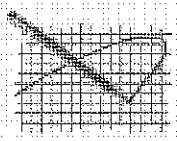
San Francisco, CA 94103

Tel: 415 575 9042

Fax: 415 558 6409

E-mail: Lisa.Chau@sfgov.org

Lisa Chau/CTYPLN/SFGOV



Lisa Chau/CTYPLN/SFGOV

04/23/2012 04:40 PM

To L21PSC Review <L21PSCReview@ifpte21.org>

cc DHR-PSCCoordinator@sfgov.microsoftonline.com

Subject Transportation Sustainability Program (TSP) PSC summary

Hi,

Attached is the Transportation Sustainability Program (TSP) PSC summary, the amount is \$1,100,000 and the duration is from 7/1/12 to 12/31/14.

Please kindly let me know if you have any questions about it.

[attachment "TSP PSC summary.pdf" deleted by Lisa Chau/CTYPLN/SFGOV]

Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103

Tel: 415 575 9042

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/29/2012 (30-day Union Notice)
5/23/2012 (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: Environmental Services for the Auxiliary Water Supply System Program (CS-252)

FUNDING SOURCE: 2010 Earthquake Safety and Emergency Response Bond

PSC AMOUNT: \$600,000 PSC DURATION: 7/31/2012 to 7/30/2016

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The consultant would prepare CEQA documents...
B. Explain why this service is necessary...
C. Explain how this service has been 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

L21 Shamica Jackson 3/29/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
5/23/2012 (to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4139-11/12

STAFF ANALYSIS/RECOMMENDATION:

Received 5/23/12 mk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
See Supplemental Attachment A.
- B. Which, if any, civil service class normally performs this work?  
See Supplemental Attachment A.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

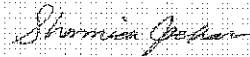
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
While classes 5298, 5299, 5620, and 5602 produce environmental-related documentation, these classes do not have certain specialized training and expertise to do the work necessitated by multidisciplinary environmental analysis. These classifications are generalists, typically without the necessary expertise in specific disciplines (biology, geology, hydrology, natural resource economics etc.) and the in-depth knowledge of certain environmental planning, review and management activities (for example, environmental analysis of water supply options, permitting related to endangered species, wetlands, etc.). Specialized expertise is most often required for short time periods, rather than on a consistent, full-time basis. Further, SFPUC management is concerned that any additional environmental staff hired during the current high-volume work period would need to be laid off as the volume steadily diminishes.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
It would not be practical to adopt a new class due to the specialized nature of the many environmental services required, combined with recognition that these services are required "as-needed" rather than on a consistent, full-time basis.

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

- |  | <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"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| 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, 9<sup>th</sup> Floor

San Francisco, CA 94103

\_\_\_\_\_  
Address

## Supplemental Attachment A:

### DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

The classes 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review) produce CEQA-related documentation; classes 5620 (Regulatory Specialist), and 5602 (Utility Specialist) provide limited permit-related documentation; however, the services required for this work necessitate specialized technical environmental expertise not commonly associated with the aforementioned classes. Other specialized environmental expertise needed by the Capital Improvement Program (CIP) (such as hydrogeology, paleontology, climatology, special-status species protocol surveys, etc.) is not available by known City staff.

**Ryan, Maria**

---

**From:** Jackson, Shamica <SJackson@sflower.org>  
**Sent:** Thursday, March 29, 2012 3:16 PM  
**To:** Jackson, Prentiss; Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; McGee, Bonita; L21PSCReview@ifpte21.org; lwong@ifpte21.org; glouie@ifpte21.org; jebrenner@ifpte21.org  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-252 draft PSC to Unions for review  
**Attachments:** CS-252 Draft PSC form to Unions 03292012.DOC

**Importance:** High

**Follow Up Flag:** Follow up  
**Due By:** Monday, March 26, 2012 10:00 AM  
**Flag Status:** Flagged

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

---

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

## Ryan, Maria


---

**From:** Jackson, Shamica <SJackson@sewater.org>  
**Sent:** Wednesday, May 23, 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; 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-252, PSC Summary Form (Initial Request)  
**Attachments:** CS-252 PSC form to DHR 05232012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-252, Environmental Services for the Auxiliary Water Supply System Program, initial request for \$600,000 and duration to July 30, 2016.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on April 29, 2012.**
4. For **June 18, 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@sewater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/18/2012 (30-day Union Notice)
5/17/2012 (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: Design-Build Services (DB-124)

FUNDING SOURCE: Hetch Hetchy Water Power (CUH10201)

PSC AMOUNT: \$1,500,000 PSC DURATION: 9/01/2013 to 9/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The proposed work consists of designing and building a microwave radio communications system from Moccasin to Calaveras Substation.

B. Explain why this service is necessary and the consequences of denial:
This service is necessary to upgrade the existing outdated communications system from Moccasin to Calaveras Substation and because NERC (North American Electric Reliability Corporation) is requiring that a redundant communications system be provided for the power system.

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, the contract will not be renewed.

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 1/18/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
5/17/2012 (to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4140-11/12
STAFF ANALYSIS/RECOMMENDATION:

Received 5/17/12
mk

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise consists of designing and installing a new microwave radio communications system.

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 and install microwave radio equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes specializing in microwave radio design are currently 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 a new civil service class to perform this work because this work is specialized and not a re-occurring need.

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. After installation of the microwave radio equipment, the contractor will provide testing, commissioning and training. Approximately 40 to 80 hours of training will be provided.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Two (2) Electronic Maintenance Technicians (7318) and two (2) Engineers (5241) will be trained.

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson  
Print or Type Name

415-554-0727  
Telephone Number

1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103  
Address

## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@swater.org>  
**Sent:** Thursday, May 17, 2012 4:18 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; 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  
**Cc:** Blackwell, Blake; Ng, Janet  
**Subject:** DB-124, PSC Summary Form (Initial Request)  
**Attachments:** DB-124 PSC TO DHR 05172012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **DB-214, Design-Build Services, initial request for \$1,500,000 and duration to September 30, 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. **Yes. The 30-day period expired on February 18, 2012.**
4. For **June 18, 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@swater.org

 Please consider the environment before printing this email

## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Wednesday, January 18, 2012 4:08 PM  
**To:** Jackson, Prentiss; Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larry  
**Cc:** Ng, Janet; Bowman Bailey, Laura; Blackwell, Blake  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: DB-124 draft PSC to Unions for review  
**Attachments:** DB-124 DRAFT PSC TO UNIONS 01182012.DOC

**Importance:** High

**Follow Up Flag:** Follow up  
**Due By:** Thursday, February 23, 2012 2:00 PM  
**Flag Status:** Flagged

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

---

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

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 03/26/2012 (30-day Union Notice)  
05/17/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Community Choice Aggregation (CCA) Back Office Services (CS-247)

FUNDING SOURCE: Community Choice Aggregation Program – Customer Fund

PSC AMOUNT: \$8,000,000 PSC DURATION: 07/01/2012 to 02/01/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide the back office services necessary to operate the City's Community Choice Aggregation (CCA) program. In the context of CCA, back office services include comprehensive customer care, account management and data services for the program. This allows for the tracking of participating customers, recording electric usage and billings via electronic data exchange with PG&E, and managing a customer care call center.

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

This service is necessary to ensure that we can bill customers accurately, track payment, and have necessary revenues to operate the program. Without this service, we will have no income, and the program will not be possible. Denial would terminate the program.

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

This is a new program. It has never been provided in the past.

D. Will the contract(s) be renewed?

Some portions may be renewed, depending on which activities could be incorporated within SFPUC staff duties at the time of renewal. When feasible, the work will be transitioned to City staff and the contract will include a training component to facilitate the transition.

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

L1021/L21/MEA  
Union Name

Shamica Jackson  
Signature of person mailing/faxing form

03/26/2012 (30-day Union Notice)  
05/17/2012 (to DHR)  
Date

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4141-11/12

Received 5/17/12  
mk

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience billing "Direct Access" customers and interfacing with PG&E's Electronic Data Interchange (EDI). Experience managing call center functions that rely on timely EDI information to respond to potential customer queries. Experience with electricity wholesale markets. Experience/Expertise in providing Meter Data Management Agent (MDMA) function to California Independent System Operator (CAISO).

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

- 0922 Manager I – Customer Services, Billing and Collection Manager
- 4310 – Customer Services, Billing and Collection Assistant Manager
- 1480 – Principal Water Services Clerk
- 1478 – Senior Water Services Clerk
- 5601 – Utility Analyst
- 5602 – Utility Specialist

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing resources with necessary skills are not available, and the project timeframe precludes recruitment, hiring and training new staff quickly enough. It is possible that these services could be incorporated into SFPUC. Once call volume stabilizes (we anticipate a surge of volume at contract launch), this could be provided by SFPUC call center staff. This is a new process – only one CCA is operating in California.

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

See above. After getting up and running, we expect these services could be handled by existing civil service classes.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul>		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Resolution No. 11-0027.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address

# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 11-0027

WHEREAS, The San Francisco Board of Supervisors established a CCA program in 2004 (Ordinance 86-04) and has implemented the program, called CleanPowerSF, through the work of the SFPUC in consultation with the San Francisco Local Agency Formation Commission (Ordinances 146-07, 147-07, and 232-09); and

WHEREAS, The SFPUC issued two Request for Proposals (RFPs) seeking suppliers to provide key services for CleanPowerSF; and

WHEREAS, The SFPUC RFPs were consistent with City policy and clearly stated the City's goals of meeting the state's Renewables Portfolio Standard, providing 51% renewable energy at prices that meet or beat PG&E rates, developing new renewable energy resources, and providing these benefits with no financial risk to the City; and

WHEREAS, Upon advice from LAFCO and the SFPUC, the first RFP was issued on November 5, 2009 for electricity supply, renewable project development and customer care and billing services; and

WHEREAS, In order to elicit the largest possible pool of respondents, the first RFP afforded respondents flexibility with respect to meeting certain City goals for CCA including the timeline to achieve the requested renewable portfolio content and development of new renewable resources; and

WHEREAS, The SFPUC received five (5) responses to the first RFP on December 29, 2009, from Fotowatio Renewable Ventures, Invenergy, LLC, Main Street Power, Power Choice, LLC, and Shell North America, but only two (2) of these included electricity supply; and

WHEREAS, Negotiations with the highest ranked proposer (Power Choice, LLC) were not successful; and

WHEREAS, A second RFP, CS-160, was issued on August 5, 2010, for electricity supply and customer care and billing services for CleanPowerSF, after the receipt of feedback from the SFPUC and LAFCO and a decision to provide for development of new renewable resources by the City through a separate process; and

WHEREAS, CS-160 stated that the "City has a goal of developing 360 MW of new energy resources" (p. 7 of CS-160, revised) pursuant to Ordinance 147-07 and that the City intends to conduct a process immediately for the development, construction and operation of green energy resources (including energy efficiency and demand side programs) located within the City as well as Northern California; and

WHEREAS, CS-160 was revised on September 30, 2010, to provide additional flexibility to potential respondents, including allowing firms to submit proposals to provide either electricity supply, or customer care and billing services or both, and reducing the credit rating requirement to Baa3/BBB-; and

WHEREAS, The SFPUC received four (4) responses to CS-160 on November 3, 2010, from Constellation Energy, Noble Americas, Power Choice, Inc, and Shell North America, and none met the minimum qualifications and minimum proposal requirements of the RFP; and

WHEREAS, On November 15, 2010, respondents were informed of the deficiencies in their proposals and were given until December 10, 2010, to supplement their proposals; and

WHEREAS, The revised proposals were received on December 10, 2010, and still failed to meet minimum qualifications and minimum proposal requirements set forth in the RFP, including a comprehensive pricing proposal that meets or beats PG&E rates; and

WHEREAS, in light of the failure of two RFP processes to result in an acceptable contract for electricity supply and customer care and billing services, the General Manager of the SFPUC has determined that the RFP could not be altered and reissued in a manner likely to attract responsive offers; and

WHEREAS, direct negotiations may identify alternatives for the provision of electricity supply and customer care and billing services for CleanPowerSF that are commercially reasonable and may meet many, if not all, of the City's core goals for a CCA program; and

WHEREAS, if such alternatives are identified, the General Manager could present such alternatives to this Commission, the LAFCO and the San Francisco Board of Supervisors for their review, consideration and, if appropriate, approval; now, therefore be it

RESOLVED, That this Commission hereby determines that all proposals received in response to CS-160: Electric Supply Services for Community Choice Aggregation (CCA) Program are non-responsive because no proposal met the RFP minimum qualifications and minimum proposal requirements; and be it

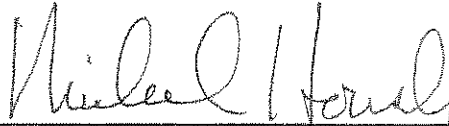
FURTHER RESOLVED, That the General Manager of the SFPUC is authorized to negotiate with one or more creditworthy entities, for power supply and customer care and billing services for CleanPowerSF in a manner that comes as close as possible to meeting core CCA goals of the City; and be it

FURTHER RESOLVED, That the commercially feasible contract terms utilized in the Marin Energy Authority's supplier contracts shall provide the basis to commence SFPUC negotiations; and be it

FURTHER RESOLVED, That the General Manager of the SFPUC shall direct SFPUC staff to develop a process, and scope of work, together with stakeholders and consultants, to request bids for renewable generation and green resource commitments to further the adopted City goals for CCA as described in Ordinance 147-07, shall initiate timely action on the process and scope of work, and shall report on the status of these efforts to the Commission by July 2011; and be it

FURTHER RESOLVED, That the General Manager of the SFPUC shall report to the Commission on the progress of these negotiations on no less than a quarterly basis with an expectation that a staff will bring a contract to the Public Utilities Commission and Board of Supervisors for approval by the end of the summer.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of \_\_\_\_\_ February 8, 2011 \_\_\_\_\_



\_\_\_\_\_  
Secretary, Public Utilities Commission



## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Thursday, May 17, 2012 4:01 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; Rebecca@sfmea.com  
**Subject:** CS-247, PSC Summary Form (Initial Request)  
**Attachments:** CS-247 PSC to DHR 05172012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-247, Community Choice Aggregation (CCA) Back Office Services, initial request for \$8,000,000 and duration to February 1, 2017.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. The 30-day period expired on April 26, 2012. Local 21 met with SFPUC staff and have no objections to this PSC moving forward.**
4. For **June 18, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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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

## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Monday, March 26, 2012 4:51 PM  
**To:** Jackson, Prentiss; Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larry; Yun; Rebecca@sfmea.com; pattie.tamura@seiu1021.org; Ed.Warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org  
**Cc:** Campbell, Michael  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-247 draft PSC to Unions for review  
**Attachments:** CS-247 Draft PSC to Unions 03262012.doc

**Importance:** High

**Follow Up Flag:** Follow up  
**Due By:** Thursday, April 26, 2012 10:00 AM  
**Flag Status:** Flagged

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

---

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 19, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION No. 1 [PSC #4098-10/11]

TYPE OF SERVICE: Professional Services-Program and Construction Management Support Services for Runway Safety Area (RSA)

FUNDING SOURCE: ACIP Federal Funded

PSC AMOUNT: \$2,800,000 PSC DURATION: 4/18/11 - 12/31/15
Proposed Modification \$10,200,000 Proposed Duration: 5/1/12 - 6/30/16
TOTAL PSC AMOUNT: \$13,000,000 TOTAL PSC DURATION: 4/18/11 - 6/30/16

1. DESCRIPTION OF WORK

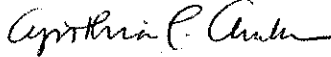
A. Concise description of proposed work: Early in the planning for the SFO RSA Program ("the Program"), staff underestimated the work and believed the work required by the Program could be accomplished with minimal outside assistance. Now that the environmental assessment process is completed and the project became better defined and Federal Aviation Administration's (FAA) has added additional tasks to the Program, staff recognizes that the demands have increased not only in the amount of work required, but also in its complexity. The Airport is seeking increased technical expertise and support from the consultants to complete the design and increase construction management support services of the Program to support the Airport staff. Essentially, four events have occurred since staff initially organized how it would manage the Program. Those events are that the FAA was unable to provide the design for required navigational systems, the FAA began to require additional reports from SFO as a result of recent audits, the FAA added a runway status light system and a runway template action plan to the Program, and final environmental documents for implementation of the Program at SFO identified additional concerns that the Airport will have to address during construction. The work includes specialty design and inspection pertaining to the FAA navigational-aids systems, runway design and construction specific to the Program, project financial analyses, and development of a master project schedule.

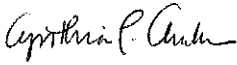
B. Explain why this service is necessary and the consequences of denial: San Francisco International Airport is required to enhance the RSA and complete construction under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005). The enhancement requires expert knowledge to support Airport staff in reconfiguring all four of our runways by moving each from between 300 to 800 feet, installation of state-of-the-art, FAA-approved, navigational landing instrument systems and constructing four engineered material arresting systems (EMAS). This federally-mandated program requires expertise that neither Airport Staff nor City engineers have to perform the work. The increase level of effort and complexity of the RSA program coupled with the short-term demands of current Airport staff were not realized until the completion of the environmental assessment and commencement of design. If this service is denied, the Airport will lack the specialized expertise and level of staffing for design and inspection of the highly technical FAA facilities and navigational-aids required to be constructed and would not meet the congressional mandated deadline.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The services have been previously provided under PSC #4098-10/11.

D. Will the contract(s) be renewed? None anticipated at this time.

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		April 19, 2012
-----	-----	-----
Union Name	Signature of person mailing/faxing form	Date

RFP sent to:	IFPTE, Local 21	on	January 31, 2011	
	-----		-----	-----
	Union Name		Date	Signature

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC # 4098-10/11  
STAFF ANALYSIS/RECOMMENDATION:

Received 5/23/12  
CJC

CIVIL SERVICE COMMISSION ACTION:

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

A. Specify required skills and/or expertise: The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and project design and construction management.

B. Which, if any, civil service class normally performs this work? Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of FAA navigational-aids and EMAS. The job description of these civil service classes does not cover knowledge of these special cases. The Airport will use existing engineers, inspectors, and operations, technical and maintenance staff. Airport staff will manage the Program.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, The consultant provides photometric testing and inspection of FAA lighting systems with specialized equipment owned and operated by the consultants.

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

A. Explain why civil service classes are not applicable:

Neither Airport Staff nor City engineers have all of the requisite expertise regarding FAA navigational systems to oversee and implement this RSA program and its requirements; therefore, the assistance of consultants familiar with and versed in FAA runway design and construction requirements is necessary. Airport staff will manage the Program, but project support services are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment.

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

No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, construction management, and scheduling services will be needed only once.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
- |   | <u>Yes</u>                          | <u>No</u>                           |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (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"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0083 and 12-0084 for this additional work. | <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? AECOM is currently performing a portion of this work.  | <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

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

## Ryan, Maria

---

**From:** Cynthia Avakian <Cynthia.Avakian@flysfo.com>  
**Sent:** Wednesday, May 23, 2012 6:23 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** Chiu, Jim; Rayca, Geri  
**Subject:** PSC- SFO Professional Services-Program and Construction Management Support Services for Runway Safety Area (RSA)  
**Attachments:** PSC 4098-10\_11 Form 1 RSA Mod 1 FINAL 120523.pdf; PSC 4098-10\_11 Form 1 RSA Mod 1 FINAL 120523 .docx; PSC 4098-10\_11 Form 1 RSA.pdf; 12-0083.pdf; 12-0084.pdf

Maria,

Attached are the documents for the June 18<sup>th</sup> Civil Service Commission meeting. I didn't know if you wanted all of the documents I sent to Local 21 attached for your files. Let me know and I will forward them to you (some of them are pretty large).

Let me know if you have questions or need anything else from me.

Thanks,

*Cynthia*

Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Wednesday, May 23, 2012 6:11 PM  
**To:** 'L21PSC Review'  
**Cc:** Ging Louie; Joe Brenner; Jim Chiu; Geri Rayca  
**Subject:** RE: PSC-SFO CM Support Services Runway Safety Area (RSA) \$10.2 Mod to \$13M total /5yrs

Larry,

See comments in red/bold below regarding your request. I can set up a call if you have further questions.

Let me know. Thanks,

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

---

**From:** L21PSC Review [<mailto:L21PSCReview@ifpte21.org>]  
**Sent:** Tuesday, May 08, 2012 11:02 AM  
**To:** Cynthia Avakian  
**Cc:** Ging Louie; Joe Brenner  
**Subject:** PSC-SFO CM Support Services Runway Safety Area (RSA) \$10.2 Mod to \$13M total /5yrs  
**Importance:** High

Cythnia,

Would like more information since this PSC exceeds 50% of the original amount.

1. Copy of the current consultant's proposal.

**Current consultant's proposal attached (file name: 8792C final contract agreement with AECOM.pdf)**

2. Copy of FAA's letter requiring additional tasks.

**April 2, 1012 Airport's letter to FAA outlining additional/new policies and procedures (file name: new design-construction procedures)**

**Off-calendar letter to Airport Commissioners explaining unforeseen conditions that revealed additional professional services (file name (File name: 8792C 9230 Off Calendar Memo April 9 2012)**

**Airport Commission approvals for Modification to the original professional services and to seek RFP for new Construction Management (CM) contract (file names: 8792c and 9230)**

**SFO-FAA MOA for Airport to design and construction new FAA's Runway Status Light System to be included to the RSA (file name: RSA SFO MOA final 5 9 12)**

3. Percentage (%) between design and construction management

**53% for RSA Program and Design (AECOM)  
47% for RSA Construction Management (new Contract)**

4. Comparison (tabular form) original PSC scope and revised PSC scope

**See file RSA PSC comparison 4098-10\_11**

L21 wishes to meet and confer on this PSC.

Available date/time

May 16 (wed) 1:30pm, 2:00pm, 2:30pm, 3:00pm, 3:30pm

May 17 (thur) 1:30pm, 2:00pm, 2:30pm, 3:00pm, 3:30pm

---

**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]

**Sent:** Thursday, April 19, 2012 5:20 PM

**To:** L21PSC Review

**Cc:** Jim Chiu; Geri Rayca; Ging Louie; Joe Brenner

**Subject:** SFO-DRAFT Mod 1 to PSC 4098-10/11 - Professional Services-Program and Construction Management Support Services for Runway Safety Area (RSA)

Larry,

Attached is the SFO's DRAFT MODIFICATION#1 to PSC 4098-10/11 Professional Services-Program and Construction Management Support Services for Runway Safety Area (RSA) as well as the original approval.

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

Cynthia Avakian

Contracts Administration Unit

San Francisco International Airport

P. O. Box 8097, San Francisco, CA 94128

E-mail: [cynthia.avakian@flysfo.com](mailto:cynthia.avakian@flysfo.com)

Phone: (650) 821-2014, Fax: (650) 821-2011



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING   
 CONTINUING  ANNUAL

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION

TYPE OF SERVICE: Professional Services-Program Support Services for Runway Safety Area (RSA)

FUNDING SOURCE: ACIP Federal Funded

PSC AMOUNT: \$2,800,000 PSC DURATION: April 18, 2011 to December 31, 2015

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.

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

San Francisco International Airport is required to enhance the RSA under Congressional mandate by December 31, 2015 [Public Law 109-115 (November 30, 2005) (<http://sforsaprogram.org/home.html>)]. The enhancement requires expert knowledge to support Airport Staff in the installation of state-of-the-art, FAA-approved, navigational landing instrument systems and in the construction of multiple Engineered Material Arresting Systems (EMAS) as a safety measure to halt aircraft overshoots at runway ends. At an estimated cost of over \$200 million, this federally-mandated program requires knowledge from an expert that neither Airport Staff nor City engineers have all requisite expertise to fulfill. The consultant would perform specialized work to support Airport Staff in RSA-related design and construction management. If this service is denied, the Airport will lack the expertise and specialized services for design and inspection of the navigational-aids required to meet the FAA airport design standards. Additionally, a denial would delay the project in meeting the December 2015 deadline.

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

This is a new request.

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

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

<u>IFPTE, Local 21</u>	<u><i>Cynthia P. Chalk</i></u>	<u>March 17, 2011</u>
Union Name	Signature of person mailing/faxing form	Date
RFP sent to: <u>IFPTE, Local 21</u>	on <u>January 31, 2011</u>	<u><i>Cynthia P. Chalk</i></u>
Union Name	Date	Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-10/11  
STAFF ANALYSIS/RECOMMENDATION:

- COPY -

CIVIL SERVICE COMMISSION ACTION: Approved 4/18/11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The consultant is expected to provide expertise and support with prior knowledge of RSA design and construction, the FAA's instrument navigational-aids system, project financial analyses, and program and project scheduling.

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

Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of FAA navigational-aids. The job description of these civil service classes does not cover knowledge of these special cases. City staff will supervise the contracted work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Neither Airport Staff nor City engineers have all of the requisite expertise regarding FAA navigational systems to oversee and implement this RSA program and its requirements; therefore, the assistance of consultants familiar with and versed in FAA runway design and construction requirements is necessary. Airport staff will manage the Program, but project support services are needed for unique and specific design and inspection of FAA instrument navigational-aids equipment. The majority portion of the program will be performed by city engineers, inspectors, operations, technical and maintenance staff.

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

No. The uniqueness in construction of runway safety areas at SFIA will be a one-time program. Therefore, these specialized project designs, management, and scheduling services will be needed only once.

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

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                                     |                                     |
| • Indicate occupational type of City and County employees to receive training (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"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0014.   | <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? An RFP has been issued and the outcome of that process has not been determined at this time. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/17/2012

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# 3103-09/10 )

TYPE OF SERVICE: Supplies and Instructional Services for Graywater Laundry to Landscape (CS-151i)

FUNDING SOURCE: Water Conservation Operating Budget

Table with 2 columns: PSC AMOUNT and PSC DURATION. Rows include Modification One, Two, Three, and TOTAL.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See Supplemental Attachment A.

B. Explain why this service is necessary and the consequences of denial: This modification will allow the SFPUC to continue the program, conduct additional marketing, secure more participants, and gather more data on how residential L2L systems affect customer water use, landscaping and irrigation practices.

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: Possibly, dependent upon continued public response.

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 04/20/2012
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3103-09/10
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 4/20/12
MKR

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A contractor that specializes in urban gardening supplies, parts and services; provides specialized equipment and instruction in the use of graywater systems; and is set up as a retail vendor to sell equipment to customers in San Francisco.

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

None.

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

Yes. The contractor will provide a laundry to landscape "kit" that includes a three-way diverter valve, tubing, and a vacuum relief system that are the basic infrastructure components of a simple laundry to landscape graywater system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Need a retail vendor that sells specialized equipment and also provides training in the use of such equipment.

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

No.

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

Yes No

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours. **During the course of up to two, 2-hour workshops that are also open to the public.**
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. **Water conservation program staff (classifications 1839: Water Conservation Administrator, 7316: Water Service Inspector).**

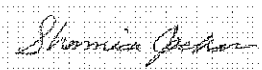
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address

## Supplemental Attachment A

### 1. DESCRIPTION OF WORK

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

The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system. The SFPUC subsidizes up to \$100 towards the cost of the kits to those SFPUC residential customers in San Francisco who agree to be part of a laundry to landscape pilot study and participate in a mandatory workshop. The program also provides educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This program is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/23/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 3103-09/10 )

TYPE OF SERVICE: Supplies and Instructional Services for Graywater Laundry to Landscape Pilot (CS-151i)

FUNDING SOURCE: 470703 Water Conservation Operating Budget

PSC AMOUNT: \$24,500 PSC DURATION: 07/30/2010 to 06/30/2011
Modification One: \$0 07/1/2011 to 07/31/2012
TOTAL: \$24,500 07/30/2010 to 07/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFPUC provides a subsidy for SFPUC residential retail customer to purchase a laundry-to-landscape "kit" that includes the basic parts involved in setting up such a system, including a diverter valve, tubing, and vacuum relief system. The SFPUC subsidizes the cost of up to 150 such kits not to exceed \$100 a kit be provided to SFPUC residential customers in San Francisco who agree to be part of a pilot study of laundry to landscape graywater systems and participate in a mandatory workshop. The contract also provides up to two educational workshops. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This pilot is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits.

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

Not conducting this pilot will significantly limit the SFPUC's ability to develop and refine guidelines for safe and effective use of graywater in San Francisco, in coordination with the Department of Building Inspection. Use of graywater is part of the SFPUC's overall conservation program that is mandated to cut water use by 4 million gallons a day by 2018.

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: Possibly, depending on the outcome of the pilot phase.

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 06/23/2011 (to DHR)
Union Name Signature of person mailing/faxing form Date

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

PSC# 3103-09/10

Approval Date: 6/29/11 Modification #1 Approved

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Need a contractor that specializes in urban gardening supplies, parts and services; provides specialized equipment and instruction in the use of graywater systems; and is set up as a retail vendor to sell equipment to customers in San Francisco.

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

None.

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

Yes. The contractor will provide a laundry to landscape "kit" that includes a three-way diverter valve, tubing, and a vacuum relief system that are the basic infrastructure components of a simple laundry to landscape graywater system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Need a retail vendor that sells specialized equipment and also provides training in the use of such equipment.

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

No.

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

- |   | <u>Yes</u>                          | <u>No</u>                           |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours. <b>During the course of up to two, 2-hour workshops also open to the public</b></li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. <b>Water conservation program staff (classifications 1839, 7316, etc).</b></li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

Print or Type Name

Telephone Number

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

**San Francisco, CA 94103**

Address



**MEMORANDUM**

DATE: July 26, 2011  
 TO: Maria Ryan, DHR-PSC Coordinator  
 Department of Human Resources (Dept. 33)  
 FROM: David E. Scott, PSC Coordinator  
 San Francisco Public Utilities Commission (Dept. # 40)  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 3103-09/10 Approval Date: 7/18/2011

Description of Service(s): The SFPUC provides a subsidy for residential retail customers in San Francisco who agree to be part of a pilot study of laundry to landscape graywater systems and participate in a mandatory workshop. The contractor will implement and maintain a point-of-sale program, promote and coordinate the pilot study, provide up to two educational workshops and submit periodic reports. Participating customers agree to have SFPUC water conservation inspectors and potentially DBI audit their planned and installed systems. This pilot is structured similar to the rain barrel harvest program in which qualifying customers purchase the kit from an approved vendor and the SFPUC reimburses the vendor, also hosts workshops and provides an instructor to train participants on how to use the kits. [CS-151(i)]

Original Approved Amount:	<u>\$24,500</u>	Original Approved Duration:	<u>07/30/2010 to 06/30/2011</u>
Modification One:			<u>07/01/2011 to 07/31/2012</u>
[CSC Approval Date 6/29/11]	<u>\$0</u>	Modification of Duration:	
			<u>8/1/12 <sup>CHG</sup> 08/10/2011 to 09/30/2012</u>
Modification Two:	<u>\$0</u>	Modification of Duration:	
			<u>07/30/2010 to 09/30/2012</u>
Total Amount as Modified:	<u>\$24,500</u>	Total Duration as Modified:	<u>07/30/2010 to 09/30/2012</u>

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

Reason for the modification

The SFPUC proposes to extend the point-of-sale program, outreach and reporting period through September, 2012.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 8/1/11

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

