



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: July 2, 2012  
 To: The Honorable Civil Service Commission  
 Through: Micki Callahan  
 Human Resources Director  
 From: Cynthia Avakian, AIR  
 Jacquie Hale, DPH  
 Shamica Jackson, PUC

**Subject: Personal Services Contracts Approval Request**

This report contains seven (7) 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
\$9,949,000	0	\$9,949,000

**POSTING FOR**  
7/2/2012

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4000-12/13	27	Airport Commission	Regular	\$300,000	SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.	7/2/2012 - 6/30/2017
4001-12/13	82	Public Health	Regular	\$65,000	This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs. In 2012-13 new State requirements will take effect which will expand the annual staff time surbey required by the State, to ensure as much administrative time as possible is claimed for reimbursement.	7/9/2012 - 6/30/2015
4002-12/13	40	Public Utilities Commission	Regular	\$1,500,000	Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.	7/2/2012 - 6/30/2017
4003-12/13	40	Public Utilities Commission	Regular	\$2,000,000	Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).	7/2/2012 - 6/30/2017

**Total Amount - Regular: \$3,865,000**

**POSTING FOR**  
7/2/2012

**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
4130-08/09	27	Airport Commission	Regular	\$3,500,000	\$9,500,000	The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO. The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, Australia, Central and South America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.	7/1/2009 - 6/30/2017
4041-07/08	40	Public Utilities Commission	Regular	\$584,000	\$1,034,000	Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge. The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley region under the Federal and California Endangered Species Act (FESA and CESA). Without the HCP, some SFPUC operations (including bridge maintenance) that impact special status species could be restricted or prohibited and the SFPUC could be faced with significant penalties under the FESA and CESA. This modification will permit completion of the Alameda Watershed Habitat Conservation Plan (AWHCP), including preparing applications for regulatory permits/approvals, mitigating, monitoring and reporting on plans like the AWHCP, which includes additional bridge maintenance.	1/3/2008 - 6/30/2015
4064-08/09	40	Public Utilities Commission	Regular	\$2,000,000	\$3,500,000	Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946). This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC renege on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.	12/15/2008 - 4/19/2018

**Total \$6,084,000**

**POSTING FOR**

7/2/2012

**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
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Sum of Modified Amounts: \$6,084,000

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

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

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 3, 2012

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: Monitor Dynamics Incorporated (MDI) Access Control System Migration to new hardware and provide system maintenance.

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$ 300,000 TOTAL PSC DURATION: 7/2/12 - 6/30/17

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:** SFO requires a Contractor to provide services to install operating system upgrade and MDI Access Control System application upgrade new servers, database client licenses, and deploy the new system to production. This system provides SFO with its ID card access and alarm application, with several Airport security systems. The Access Control System contains proprietary software and hardware components custom designed by MDI. Support and parts for the MDI Access Control System is only available via authorized dealers who are required to have staff certified in the version of software they are supporting. This project will result in virtualizing the servers for the application, database and reporting. The Contractor will provide MDI support for the following: 1) Custom application programming logic; 2) Proprietary communication software components; 3) Proprietary software interfaces to the computer aided dispatch system; and 4) Custom database implementation.

B. **Explain why this service is necessary and the consequences of denial:** The Airport's Access Control System is a mission critical system with outages that can impact Airport operations. This system is essential for troubleshooting emergency situations. This is needed in order to maintain, stabilize the system and maintain a supported hardware/software environment. The Contractor's custom developed software plays a key role in the communication between the system and the 911 computer aided dispatch system. This software is responsible for reporting alarms such as forced door or other events to the police dispatchers located in the Communications Center. Loss of this communications means degraded response times and possibly missed alarms. Denial of these services will jeopardize the Airport's ability to respond to critical situation and resulting in delays in movement within the Airport for staff and tenants.

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.

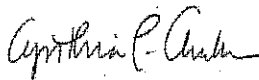
D. **Will the contract(s) be renewed?** Yes, if there continues to be a need for such services at the Airport.

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

IFPTE, Local 21, Electrical  
Workers Local 6, and  
SEIU 1021

May 3, 2012

Union Name



Signature of person mailing/faxing form

Date

RFP sent to: \_\_\_\_\_  
Union Name

on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

PSC # 4142-11/12  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** Contractor to have extensive knowledge and recent successful project experience in a technology upgrade of MDI Access Control System.

B. **Which, if any, civil service class normally performs this work?** Existing IT 1043, 1052 staff will support the server hardware, operating system, warranties, and utility software that make up the infrastructure of the MDI system; however, the work requires knowledge of the proprietary software utilized for MDI Access Control System, which can only be provided by a certified support provider.

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

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

A. **Explain why civil service classes are not applicable:** Civil service classifications are not applicable because specialized skills and level of knowledge are only available through certified MDI support providers.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**  
No. The system is slated for replacement in 5 – 6 years and the Airport will continue to rely on current maintenance support until the new system is in place.

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

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

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

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

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

- Describe the training and indicate approximate number of hours.

Systems features and functionality for approximately 40 hours

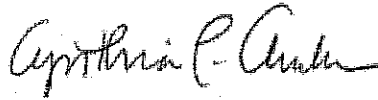
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

Estimated at least one each of electrical technicians: 7287, 7318, systems engineers: 1052, 1043, and security staff: 9212, 9220, 1842.



- 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

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

\_\_\_\_\_  
Address

## Ryan, Maria

---

**From:** Cynthia Avakian <Cynthia.Avakian@flysfo.com>  
**Sent:** Friday, June 08, 2012 5:08 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** Quesada, Dina; Webster, Gail  
**Subject:** FW: PSC - SFO Monitor Dynamics Incorporated (MDI) Access Control System Migration to new hardware and provide system maintenance.  
**Attachments:** LDM MDI PSC FINAL .docx; LDM MDI PSC FINAL.pdf

Maria,

I have one last request. Let me know if we can get this one the July 2, 2012 CSC meeting.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

---

**From:** Cynthia Avakian  
**Sent:** Thursday, May 03, 2012 2:13 PM  
**To:** 'L21PSC Review'; 'jtanner940@aol.com'; 'pattie.tamura@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'; 'Ed.Warshauer@seiu1021.org'; [khughes@ibew6.org](mailto:khughes@ibew6.org); [lwong@ifpte21.org](mailto:lwong@ifpte21.org)  
**Cc:** 'Ging Louie'; 'Joe Brenner'; Dina Quesada; Gail Webster; Lisa Randall  
**Subject:** PSC - SFO Monitor Dynamics Incorporated (MDI) Access Control System Migration to new hardware and provide system maintenance.

All,

Attached is the DRAFT PSC for SFO Monitor Dynamics Incorporated (MDI) Access Control System Migration to new hardware and provide system maintenance.

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

Rev. 5/16/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAY 07 2012

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Access to a proprietary, web-based software for State-required Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) time surveys

FUNDING SOURCE: General Fund

PSC AMOUNT: \$60,000 Rev. 5/16/2012 \$65,000 PSC DURATION: 07/09/12-06/30/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This contract will provide access to a proprietary, web-based software application to enable DPH to maximize State reimbursement for DPH's administration of the Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) programs.

B. Explain why this service is necessary and the consequences of denial: DPH receives approximately \$9 million in revenue from MAA/TCM administrative costs reimbursement each year. Current survey tools were designed for a limited survey period and are too difficult to use to meet new State requirements for daily surveying all year.

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

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

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

MAY 07 2012

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date Jacquie Hale Date Signature of person mailing/faxing form Date RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4001-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/6/12 mk

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have a commercially available healthcare MAA/TCM time survey application, and sufficient resources to provide it over the internet with ongoing support, including guarantees that the application meets minimum performance standards.

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

IS Administrators (1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

Yes the contractor will provide for secured hosting and related hardware needed to host a 24/7 application.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because this is a proprietary product with services which contain technical components beyond the scope of expertise of in-house staff to develop within practical time and quality parameters. Civil Service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

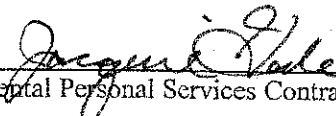
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day to day upkeep of the application. In addition, Civil Service classes will also have the opportunity to gain insight and knowledge of current best practices for web-based applications through their interactions with the vendor.

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

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

Jacquie Hale 554-2609  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

101 Grove St. Rm. 307  
 \_\_\_\_\_  
 San Francisco, CA 94102  
 \_\_\_\_\_  
 Address



L21PSC Review  
<L21PSCReview@ifpte21.org  
>  
05/30/2012 10:17 AM

To Robert Longhitano <Robert.Longhitano@sfdph.org>  
cc Alexander Tonisson <atonisson@ifpte21.org>, "gus.vallejo@sfgov.org" <gus.vallejo@sfgov.org>, Jacquie Hale <Jacquie.Hale@sfdph.org>, Laura Marshall  
bcc

Subject RE: PSC-DPH Access Web Based MAA and TCM Time Survey-\$80K/3yrs

L21 has no objections to this PSC.

Larry Wong  
L21 PSC Reviewer  
(415) 864-2100

---

From: Robert Longhitano [Robert.Longhitano@sfdph.org]  
Sent: Wednesday, May 16, 2012 11:12 AM  
To: L21PSC Review  
Cc: Alexander Tonisson; gus.vallejo@sfgov.org; Jacquie Hale; Laura Marshall; Pam Covington; Donna Childers; Jacquie Hale  
Subject: Re: PSC-DPH Access Web Based MAA and TCM Time Survey -\$80K/3yrs

Hi Larry--

After checking with the MAA / TCM coordinator and our DPH IT unit, here are the answers to the questions. We have also attached a template of the time study and a revised PSC 1 form with a lower requested amount..

1. A sample 1-month time survey form is attached.
2. The performance standards required of the contractor are as follows: must have a web-based, commercially available time survey system; must ensure the system meets all State requirements, including updating codes when necessary; must provide secure electronic signature functionality that meets State requirements; must host and maintain system and necessary servers remotely; must provide customizable reporting functions able to draw real-time data from the system.
3. We consulted with DPH's IT unit regarding this software. That unit does not have the staff resources or the expertise to create and maintain a web-based time survey system that meets the Department's needs, including the performance standards listed above. An email from the unit supervisor, Donna Childers, is attached. However, DPH IT staff will support the system by maintaining connectivity and troubleshooting connectivity issues. This contract will result in knowledge transfer regarding development and maintenance of web-based time survey systems, as DPH IT unit will consult with the vendor as to the specifications and connectivity for the product.

Also, we have a final budget for the proposed contract, and the estimated expenditures will be \$65,000 (thru 6/30/2015) which is lower than what we previously estimated so we have adjusted the PSC 1 to reflect the new amount.

Thanks  
rob

(See attached file: Time Survey Template - 2012 Version.xlsx) (See attached file: Revised\_PSC\_1\_5\_16\_12.pdf).

\*\*\*\*\*

Donna  
Childers/DPH/SFGO  
V

05/14/2012 02:04  
PM

To  
Laura Marshall/DPH/SFGOV@SFGOV  
cc  
Anne Okubo/DPH/SFGOV@SFGOV, Robert  
Longhitano/DPH/SFGOV@SFGOV  
Subject  
Re: MAA TCM time survey software  
(Document link: Robert Longhitano)

Laura,  
DPH IT does not have the resources nor the funding to develop, host, and  
maintain this application.  
Thank you,  
Donna Childers  
Senior Information Technology Manager  
101 Grove Street, Room 320  
San Francisco, CA 94102  
(415) 554-2776

Robert  
Longhitano/DPH/SF  
GOV

05/09/2012 03:01  
PM

To  
L21PSC Review  
<L21PSCReview@ifpte21.org>  
cc  
Alexander Tonisson  
<atonisson@ifpte21.org>,  
"gus.vallejo@sfgov.org"  
<gus.vallejo@sfgov.org>, Pam  
Covington <pcovington@ifpte21.org>,  
Jacquie Hale/DPH/SFGOV@SFGOV, Laura  
Marshall/DPH/SFGOV@SFGOV  
Subject  
Re: FW: PSC-DPH Access Web Based  
MAA and TCM Time Survey -\$80K/3yrs  
(Document link: Robert Longhitano)

Hi Larry

We will get you answers to these questions by next week. The MAA/TCM coordinator is at an off site conference this week.

L21PSC Review  
<L21PSCReview@ifpte21.org>

05/09/2012 02:50  
PM

"robert.longhitano@sfdph.org"  
<robert.longhitano@sfdph.org>

To

cc

Alexander Tonisson  
<atonisson@ifpte21.org>, Pam  
Covington <pcovington@ifpte21.org>,  
"gus.vallejo@sfgov.org"  
<gus.vallejo@sfgov.org>

Subject

FW: PSC-DPH Access Web Based MAA  
and TCM Time Survey -\$80K/3yrs

Hi Robert,

L21 has a few clarification questions.

1. From the proposed PSC, the staff is currently filling a survey once per year. Please provide sample survey.
2. From the proposed PSC, there appears a minimum performance standards. Please provide copy of the performance standards.
3. While there exists a commercially available software, if the City via DT to develop, host, and maintain 24/7 application with help desk, would not this be cost benefit to DPH in minimize the cost in the future?

Larry Wong  
L21 PSC Reviewer

---

From: L21PSC Review  
Sent: Wednesday, May 09, 2012 2:45 PM  
To: Jason Gee  
Subject: PSC-DPH Access Web Based MAA and TCM Time Survey -\$80K/3yrs

tracking

---

From: Robert Longhitano [Robert.Longhitano@sfdph.org]  
Sent: Monday, May 07, 2012 9:30 AM  
To: Pam Covington; Alexander Tonisson; L21PSC Review  
Cc: Jacquie Hale; Laura Marshall

Subject: PSC Request

Resending

----- Forwarded by Robert Longhitano/DPH/SFGOV on 05/07/2012 09:29 AM -----

Robert  
Longhitano/DPH/SF  
GOV

05/07/2012 09:27  
AM

pcovington@ifpte21.org,  
atonisson@ifpte21.org.  
L21PSCReview@ifpte21.org

To

cc

Jacquie Hale/DPH/SFGOV@SFGOV, Laura  
Marshall/DPH/SFGOV@SFGOV

Subject

PSC Request

TO: Alex Tonnison, IFPTE, Local 21 (via Email  
Only)  
TO: Pam Convington, IFPTE, Local 21 (via Email Only)  
TO: Local 21pscreview (via Email Only)

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: May 7, 2012

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of July 2, 2012

1. Access to a proprietary, web-based software for State-required Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) time surveys

The PDF File for the Item listed above is attached to this email.

(See attached file: PSC 1 MAA\_TCM WebApp DPH.pdf) [attachment "PSC 1 MAA\_TCM WebApp DPH.pdf" deleted by Robert Longhitano/DPH/SFGOV]



Robert  
Longhitano/DPH/SFGOV  
05/07/2012 09:30 AM

To pcovington@ifpte21.org, atonisson@ifpte21.org,  
L21PSCReview@ifpte21.org  
cc Jacquie Hale/DPH/SFGOV@SFGOV, Laura  
Marshall/DPH/SFGOV@SFGOV  
bcc  
Subject PSC Request

Resending

----- Forwarded by Robert Longhitano/DPH/SFGOV on 05/07/2012 09:29 AM -----

Robert  
Longhitano/DPH/SFGOV  
05/07/2012 09:27 AM

To pcovington@ifpte21.org, atonisson@ifpte21.org,  
L21PSCReview@ifpte21.org  
cc Jacquie Hale/DPH/SFGOV@SFGOV, Laura  
Marshall/DPH/SFGOV@SFGOV  
Subject PSC Request

**TO: Alex Tonnison, IFPTE, Local 21 (via Email Only)**  
**TO: Pam Convington,IFPTE, Local 21 (via Email Only)**  
**TO: Local 21pscreview (via Email Only)**

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

**DATE: May 7, 2012**

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

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of July 2, 2012

1. Access to a proprietary, web-based software for State-required Medi-Cal Administrative Activities (MAA) and Targeted Case Management (TCM) time surveys

The PDF File for the Item listed above is attached to this email.

  
PSC 1 MAA\_TCM WebApp DPH.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/23/2012 (30-day Union Notice)
6/06/2012 (to DHR)

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

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

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

TYPE OF SERVICE: HHWP WECC NERC Business Processes (CS-245)

FUNDING SOURCE: WECC/NERC Programmatic Funding

PSC AMOUNT: \$1,500,000 PSC DURATION: 07/02/2012 to 06/30/2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform and assist Hetch Hetchy Water and Power (HHWP) with all business processes, design standards preparation and/or review of HHWP designs as they relate to Western Electricity Coordinating Council (WECC) and the North American Electric Reliability Corporation (NERC) power regulatory requirements CIP (critical infrastructure protection) and COM (communication) requirements.
B. Explain why this service is necessary and the consequences of denial: Financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day as it relates to CIP (critical infrastructure protection) and COM (communication) requirements.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These are new requirements. Hetch Hetchy Water and Power recently was required to register as a Transmission Owner and Transmission Operator as of July 15, 2011.
D. Will the contract(s) be renewed: No.

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

L21 Shamica Jackson 04/23/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
06/06/2012m (to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4002-12/13
STAFF ANALYSIS/RECOMMENDATION:

Received 6/6/12
Date

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Previous experience in design of communication and structures that meet NERC regulatory CIP requirements.  
Previous experience in developing process and procedures that meet NERC regulatory CIP requirements.**

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

- **5241: Engineer**
- **1043: IS Engineer Senior**

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:

**Expertise in developing process and procedures and design or design review of cyber assets that meet WECC/NERC critical infrastructure protection requirements. This expertise is being developed in the SFPUC.**

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

**No, civil service classed already exists. This consultant will work with IT (SF and Moccasin) to develop the framework for process/procedures and design to meet regulatory requirements until this expertise can be developed in-house.**

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"/>
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B. Will the contractor train City and County employees?

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

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

**See supplemental attachment A.**

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:

5B. 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.

**Staff in the following classes and the subject matter expert at Hetch Hetchy Water & Power will be trained on Critical Infrastructure Protection for WECC/NERC regulatory compliance with the SFPUC. Approximate one-third of the contract will be used for this training.**

- **5241: Engineer**
- **5212: Engineer/Architect Principal**
- **5211: Engineer/Architect/Landscape Architect Senior**
- **5207: Associate Engineer**
- **5602: Utility Specialist**

**Ryan, Maria**


---

**From:** Jackson, Shamica <SJackson@swater.org>  
**Sent:** Wednesday, June 06, 2012 3:00 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-245, PSC Summary Form (Initial Request)  
**Attachments:** CS-245 PSC Form to DHR 06062012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-245, Hetch Hetchy Water & Power WECC/NERC Business Processes, initial request for \$1,500,000 and duration to June 30, 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 May 23, 2012. Local 21 have no objections to this PSC moving forward.**
4. For **July 2, 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:** Scott, David E <DEScott@sfgwater.org>  
**Sent:** Monday, April 23, 2012 11:26 AM  
**To:** Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larry; Domingo, Kofo  
**Cc:** Jackson, Shamica  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-245 draft PSC to Unions for review  
**Attachments:** CS-245 Draft PSC Form to Unions.DOC

To All Interested Parties,

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.

David E. Scott, Senior Administrative Analyst  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Office: (415) 551-4672  
[descott@sfgwater.org](mailto:descott@sfgwater.org)

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/23/2012 (30-day Union Notice)
06/06/2012 (to DHR)

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

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

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

TYPE OF SERVICE: HHWP Transmission Owner & Operator Business Processes (CS-246)

FUNDING SOURCE: WECC/NERC Programmatic Funding

PSC AMOUNT: \$2,000,000 PSC DURATION: 07/02/2012 to 06/30/2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Assist Hetch Hetchy Water and Power (HHWP) with all business processes and engineering studies required to support Transmission Owner (TO), Transmission Operator (TOP), Planning Authority (PA), Transmission Planner (TP) and/or other registrations as identified by the North American Electric Reliability Corporation (NERC) and the Western Electricity Coordinating Council (WECC).
B. Explain why this service is necessary and the consequences of denial: Non-compliance or delay in registration as it relates to TO and TOP requirements will result in financial penalties levied by WECC/NERC in the amount of \$10,000 to \$1,000,000 per day.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These are new requirements. Hetch Hetchy Water and Power recently was required to register as a Transmission Owner and Transmission Operator as of July 15, 2011.
D. Will the contract(s) be renewed: No.

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

L21 Shamica Jackson 04/23/2012 (30-day Union Notice)
Union Name Signature of person mailing/faxing form Date
06/06/2012 (to DHR)

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-12/13
STAFF ANALYSIS/RECOMMENDATION:

Received 6/6/12
OUR

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Previous experience in performing transmission planning studies is California (short-term and long-term).  
Background in WECC/NERC regulatory requirements.**

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

- 5211: Engineer/Architect/Landscape Architect Senior
- 5241: Engineer

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

**Civil services classes are not applicable because this experience is not available within Infrastructure. There are currently two vacant positions at HHWP. Qualified and experienced people for these electrical positions have been recruited; however, they have declined offers due to compensation and retirement benefit packages. SFPUC Human Resources has engaged a professional recruiter to assist with filling these positions.**

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

No, civil service classes already exist.

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

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

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

B. Will the contractor train City and County employees?

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

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

**See Supplemental Attachment A.**

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

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

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

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

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

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

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

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

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

*Shamica Jackson*

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

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

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

San Francisco, CA 94103

Address



## Supplemental Attachment A

5B. 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.

Staff in the following classes and the subject matter expert at Hetch Hetchy Water & Power for Transmission Operator, Transmission Planner, and Planning Authority will be trained on registration requirements for WECC NERC regulatory compliance with the SFPUC. Approximately one-half of the contract will be used for this training.

- **5241: Engineer**
- **5212: Engineer/Architect Principal**
- **5211: Engineer/Architect/Landscape Architect Senior**
- **5207: Associate Engineer**
- **5602: Utility Specialist**
- **0942: Manager VII, Powerhouse trainer and NERC Compliance Manager, NERC Compliance Officer**
- **7488: Power Generation Supervisor**
- **7484: Senior Power Generation Technician**
- **7482: Power Generation Technician II**

It is our intent that the training/studies/analysis will eventually be performed by classes 5241, 5211 and the 5207 and provides the remaining HHWP staff that implements the standards.

## Ryan, Maria


---

**From:** Jackson, Shamica <SJackson@sflower.org>  
**Sent:** Wednesday, June 06, 2012 3:37 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-246, PSC Summary Form (Initial Request)  
**Attachments:** CS-246 PSC to DHR 06062012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-246, Hetch Hetchy Water & Power Transmission Owner & Operator Business Processes, initial request for \$2,000,000 and duration to June 30, 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 May 23, 2012. Local 21 have no objections to this PSC moving forward.**
4. For **July 2, 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@sflower.org

 Please consider the environment before printing this email

**Ryan, Maria**

---

**From:** Scott, David E <DEScott@sfgwater.org>  
**Sent:** Monday, April 23, 2012 1:06 PM  
**To:** Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larry; Domingo, Kofo  
**Cc:** Jackson, Shamica  
**Subject:** RE: 30 DAY NOTICE PRIOR TO DHR: CS-246 draft PSC to Unions for review  
**Attachments:** CS-246 Draft PSC to Unions.pdf

To All Interested Parties,

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.

David E. Scott, Senior Administrative Analyst  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Office: (415) 551-4672  
[descott@sfgwater.org](mailto:descott@sfgwater.org)

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 25, 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: [PSC # 4130-08/09]

TYPE OF SERVICE: International Strategic Marketing Alliance

FUNDING SOURCE: Airport Operating Funds

Table with 4 columns: Original PSC Amount, Proposed Modification #1, TOTAL PSC AMOUNT, Original PSC Duration, Mod. #1 PSC Duration, TOTAL PSC DURATION.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The International Strategic Marketing Alliance was established in 1998 to increase international flight activity to SFO.

B. Explain why this service is necessary and the consequences of denial: This service is needed to protect and maintain the current level of international passenger and cargo flights.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided through a contract, most recently under PSC approval # 4130-08/09.

D. Will the contract(s) be renewed? Yes, if the alliance continues to be successful.

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
Union Name

Signature of person mailing/faxing form

April 25, 2012
Date

RFP sent to: IFPTE Local 21 on April 25, 2012

*Anthony P. ...*

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4130-08109

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise and experience in public & foreign relations, tourism & trade show marketing / representation, international marketing / international advertising and distribution development, and the provision of information in in-country languages.

B. Which, if any, civil service class normally performs this work? No classification normally performs this work since the work is overseas. The contract(s) will be managed by the Airport's Communication and Marketing staff.

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

Yes. The contractor will provide representation offices in various overseas regions including but not limited to Asia, South Pacific, Latin America and Europe. As many of the inquiries in all of these offices will come from passengers who do not speak American English, it is important for the staff of these offices to be native speakers as well as be fully immersed in the local cultures to best promote SFO in a locally sensitive approach.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil service classifications are not applicable because the work is highly specialized requiring people who are familiar with local policies and procedures and working in overseas locations.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, the work must be done overseas and requires knowledge of the local tourism and aviation needs, as well as the local policies and procedures. Much of the work is seasonal or intermittent in nature and not easily contained in a civil service classification.

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

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

Yes No
[ ] [X]

B. Will the contractor train City and County employees?

[ ] [X]

- 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?

[ ] [X]

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

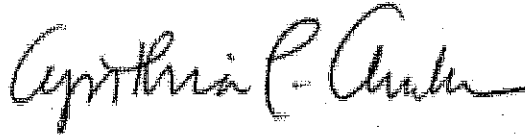
[ ] [X]

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0038 to issue an RFQ for these services.

[ ] [X]

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFQ will be issued and it is unknown the outcome of that process at this time.

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



---

Signature of Departmental Personal Services Contract Coordinator

**Cynthia P. Avakian**

Print or Type Name

**(650) 821-2014**

Telephone Number

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

---

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 23, 2009

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: International Strategic Marketing Alliance

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$6,000,000 (\$1,200,000/year) TOTAL PSC DURATION: 7/1/2009 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The International Strategic Marketing Alliance, originally established in 1999 whereby joint marketing offices with the San Francisco Convention & Visitors Bureau were operated in numerous worldwide locations, will conclude the run of the ten-year contract in June 2009. The Airport proposes to continue or re-establish the same or similar successful services by a newly established pool of overseas representation partners with on-the-ground representation in, but not limited to, Asia, South Pacific, Latin America and Europe. These partners will promote the Airport and the City of San Francisco at international trade and tourism exhibitions worldwide, participate in joint trade missions with the Airport and the Mayor's Office, assist in international air route development, represent SFO in country developing promotion and advertising campaigns in language and specific to local cultures and trends, and provide market research and intelligence wherever possible.

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

This service is needed to protect and maintain the current level of international passenger and cargo flights from future reductions in the highly competitive and volatile aviation industry whether due to global economic conditions or jet fuel costs. In addition, this service is required to pave the way for future expansion of international passenger and cargo flights when economic conditions improve, especially but not limited to development of potential markets between China, India and the U.S. Other U.S. and North American airports are aggressively building networks of contacts and relationships in similar markets and an absence of SFO in these current and future potential markets puts the airport at risk of losing international service. Denial of these services will most likely lead to a loss of projected international flight activity.

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

These services have been provided through a contract, most recently under PSC approval # 4014-05/06.

D. Will the contract(s) be renewed? Yes, if the alliance continues to be successful.

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>Cynthia P. Avakian</u>	<u>MAR 23 2009</u>
Union Name	Signature of person mailing/faxing form	Date
<u>MEA</u>	<u>Cynthia P. Avakian</u>	<u>MAR 23 2009</u>
Union Name	Signature of person mailing/faxing form	Date

RFP sent to: IFPTE Local 21 on April 8, 2009 Cynthia P. Avakian  
 Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4130-08/09  
STAFF ANALYSIS/RECOMMENDATION: Approved 4/20/09

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and experience in public & foreign relations, tourism & trade show marketing / representation, international marketing / international advertising and distribution development, and the provision of information in in-country languages.

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

No classification normally performs this work. A portion of the work might be performed by a 0922 Manager I, which is the classification of one of the persons overseeing this contract.

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

Yes. The contractor will provide representation offices in various overseas regions including but not limited to Asia, South Pacific, Latin America and Europe. As many of the inquiries in all of these offices will come from passengers who do not speak American English, it is important for the staff of these offices to be native speakers of the language spoken in these foreign offices as well as be fully immersed in the local cultures to best promote SFO in a locally sensitive approach.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are not applicable because the work is highly specialized, usually of a seasonal or intermittent nature, requiring people who are familiar with local policies and procedures and working in overseas locations.

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

No, the work must be done overseas and requires knowledge of the local tourism and aviation needs, as well as the local policies and procedures. Much of the work is seasonal or intermittent in nature and not easily contained in a civil service classification.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

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

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

Yes  No

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

Yes  No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #09-0047.

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFQ will be issued and it is unknown the outcome of that process at this time.

Yes  No

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

*Cynthia P. Avakian*

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/06/2012
06/11/2012 (Revised)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4041-007/08 )

TYPE OF SERVICE: Professional Services - New Diversion Dam Road Bridge Upgrade Project (CS-898)

FUNDING SOURCE: CUW 257 - Watershed and Facilities and CUW 271 Long Term Permit Compliance

Table with 4 columns: Amount, PSC Duration, Mod 1. Duration, Mod 2. Duration. Rows include Original Amount (\$450,000), Mod. 1 Amount (\$0), Mod. 2 Amount (\$584,000), and Total Amount (\$1,034,000).

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Preparation of a Habitat Conservation Plan (HCP) for the Alameda Watershed including permitting for maintenance of the new Diversion Dam Road Bridge.
B. Explain why this service is necessary and the consequences of denial: The Alameda Watershed HCP will provide coverage for SFPUC operations, including bridge maintenance, in the Sunol Valley region under the Federal and California Endangered Species Act (FESA and CESA).
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service is currently being by PSC No. 4041-007/08 (CS-898).
D. Will the contract(s) be renewed: No.

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

L21 Shamica Jackson 06/06/2012
Union Name Signature of person mailing/faxing form Date
06/11/2012 (Revised)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4041 - 07/08

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Original received 6/6/12
Revision received 6/14/12
mr

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Expertise in habitat conservation planning, including specific training and accreditation in various environmental sciences such as botany and plant ecology, wildlife sciences (e.g. ornithology, herpetology) and fisheries biology (including fish habitat modeling), FESA, CESA and other environmental regulatory compliance, project management, planning, and public involvement.**

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

- 5293 Planner IV
- 2485 Supervising Biologist
- 2484 Biologist III

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:

**Although there are several civil service classes involved with this project (5293 Planner IV, 2485 Supervising Biologist, 2484 Biologist III), these civil service classes do not have the background, specific skills or expertise to develop a habitat conservation plan in compliance with State and Federal regulations, including FESA and CESA.**

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

**No. The development of the Alameda Watershed HCP is one-time singular project that will result in an incidental take permit under FESA and CESA with duration of approximately 30 years.**

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. **No. Under the proposed amendment, the consultant will develop a training program that will be implemented by SFPUC employees.**

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

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"/>
--------------------------	-------------------------------------

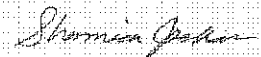
E. Has a board or commission determined that contracting is the most effective way to provide this service? **SFPUC Resolution No. 11-0084.**

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

Print or Type Name

**415-554-0727**

Telephone Number

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

**San Francisco, CA 94103**

Address

## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@sfgwater.org>  
**Sent:** Monday, June 11, 2012 4:59 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Subject:** RE: CS-898, PSC Summary Form (Modification Request)-Revised  
**Attachments:** CS-898 Mod 1 PSC Summary Form to DHR 06112012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-898, New Diversion Dam Road Bridge Upgrade Project, modification request for \$584,000 and duration to June 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. **No. This is a modification to an already approved PSC.**
4. For **July 2, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

---

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

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

---

**From:** Jackson, Shamica  
**Sent:** Wednesday, June 06, 2012 5:56 PM  
**To:** 'Bowman, Lora'; 'Brenner, Joe'; 'Byrne, Kyra'; 'Carter, Kim'; 'Demmerle, Brook'; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; 'Jenkins, Sharon'; Jones, LaWan; Kyaun, Florence; 'L21PSCReview'; Lee, Tedman C; 'Louie, Ging'; McGee, Bonita; Scott, David E; 'Tamura, Pattie '; 'Warshauer, Ed '; 'Wong, Larry'; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Subject:** CS-898, PSC Summary Form (Modification Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC1; Summary Form for **CS-898, New Diversion Dam Road Bridge Upgrade Project, modification request for \$584,000 and duration to June 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. **No. This is a modification to an already approved PSC.**

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

---

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/08/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4041 - 07/08 )

TYPE OF SERVICE: Environmental Analysis Services for the New Diversion Dam Road Bridge Upgrade Project (CS-898)

FUNDING SOURCE: Original Amount: \$ 450,000 PSC Duration: 01/03/2008 - 01/03/2011 (36 months) Modification Amount \$ 0 PSC Duration: 01/04/2011 - 12/01/2012 (24 months) Total Amount \$ 450,000 Total PSC Duration: 0/03/2008 - 12/01/2012 (60 months )

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Work plan preparation; environmental document scoping; environmental field studies; alternatives analysis; preparation of draft environmental documents and permit applications; preparation of final environmental documents required for the acquisition of regulatory permits and agency approvals.

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

The existing Geary Road Bridge provides passage across Alameda Creek to pedestrians, emergency service vehicles, and San Francisco Public Utilities Commission (SFPUC) and other agency staff. The existing wooden bridge is 80 years old and requires replacement to mitigate ongoing safety concerns, such as insufficient load capacity to allow passage heavy vehicles like fire trucks. Implementation of the Geary Road Bridge Replacement Project (formerly called the New Diversion Dam Road Bridge Upgrade Project) would replace the existing bridge with one that meets current bridge design and safety standards, including passage of heavy vehicles. This requested extension of the period of contract performance is necessary due to delays in the finalization of bridge design which has slowed the initiation of environmental review. If the extension of the period of contract services is denied, completion of the required environmental analysis will be delayed, along with the completion of this important safety improvement project.

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

These services have been contracted-out in the past via PSC No. 4156-06/07 (CS- 867) - Sewer System Master Plan Environmental Impact Report (EIR).

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

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

L21 Shamica Jackson 04/08/2011 Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of California Environmental Quality Act (CEQA) statutes, regulations, and guidance; comprehensive expertise in environmental disciplines (e.g., biology, archaeology, geology, hydrology, transportation, etc.), survey protocols, mitigation, and environmental permitting/approval requirements; and expert environmental analysis and specialized report writing skills.

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

5278: Planner II, Environmental Review; 5298: Planner III, Environmental Review; 5299 Planner IV, Environmental Review

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 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA and NEPA environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, architectural history, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.). Furthermore, specialized expertise is most often required "as-needed" rather than on a consistent, full-time basis.

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

It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA and NEPA documents, 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)

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? **SFPUC Resolution 03-0245.**

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

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

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

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

*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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10-4-07

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 Analysis Services for the New Diversion Dam Road Bridge Upgrade Project (CS-898)

FUNDING SOURCE: CIP Bonds

PSC AMOUNT: \$450,000

PSC DURATION: 1/3/2008 - 1/3/2011 (36 months)

1. DESCRIPTION OF WORK:

A. Concise description of work: Coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and mitigation monitoring plan preparation.

B. Explain why this service is necessary and the consequences of denial: The existing Diversion Dam Road Bridge provides the public, agency staff and emergency vehicle access to the northeast side of Alameda Creek in Sunol. The bridge structure has deteriorated over the years and holes in the deck pose a safety hazard. The bridge load capacity is 10 tons, therefore heavy vehicles such as firetrucks must cross the creek using the low-water crossing upstream. Implementation of the New Diversion Dam Road Bridge Upgrade Project would construct a new bridge to accommodate heavy vehicles, adjacent to the existing bridge. The personal services contract is necessary to complete required environmental analyses and document preparation. If the identified services are denied, completion of the required environmental analysis will delay the overall project completion.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been contracted-out in the past via PSC No. 4156-06/07 - Sewer System Master Plan EIR, etc.

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):

Form with fields for Union Name, Signature of person mailing/faxing form, and Date. Includes handwritten entry for L21, Shamica L. Jackson, and 10/5/2007.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:





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

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

**B. Which, if any, civil service class normally performs this work?** The classes 5278 (Planner II, Environmental Review), 5298 (Planner III, Environmental Review), and 5299 (Planner IV, Environmental Review) produce CEQA-related documentation; however, the services required for this work necessitate specialized environmental expertise not commonly associated with the aforementioned classes.

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

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


**A. Explain why civil service classes are not applicable:** While classes 5278, 5298, and 5299 work in support of the SF Planning Department and produce CEQA-related documentation, the classes do not have the training and expertise necessary to conduct the environmental surveys and analyses necessary for the completion of required CEQA and NEPA environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, architectural history, archaeology, geology, hydrology, transportation) and environmental management (for example, environmental permitting related to endangered species, wetlands, etc.). Furthermore, specialized expertise is most often required "as-needed" rather than on a consistent, full-time basis.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain:** It would not be practical to adopt a new class due to the specialized nature of the many environmental services required for completion of CEQA and NEPA documents, combined with recognition that these services are required "as-needed" rather than on a consistent, full-time basis.

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

- |                                                                                                                                                                                                                                                                                                       | YES                                 | NO                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                                                                                                                                                                                    | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?<br><i>Describe the training and indicate approximate number of hours.<br/>Indicate occupational type of City &amp; County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Resolution 03-0245.                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?                                                                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
 Connie Chang (415) 554-3497  
 \_\_\_\_\_  
 Print or Type Name Telephone

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





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

CS-0981

November 8, 2007

GAVIN NEWSOM  
MAYOR

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4039-07/08 THROUGH 4048-07/08; 4002-06/07; 4003-06/07 AND 4086-03/04.**

ALICIA D. BECERRIL  
PRESIDENT

At its meeting of November 5, 2007 the Civil Service Commission had for its consideration the above matter.

DONALD A. CASPER  
VICE PRESIDENT

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

MORGAN R. GORRANO  
COMMISSIONER

THOMAS T. NG  
COMMISSIONER

YU-YEE WU  
COMMISSIONER

It was the decision of the Commission to: 1) Postpone PSC #4086-03/04 to the meeting of November 19, 2007 at the request of the Public Utilities Commission; 2) Postpone PSC #4045-07/08 to the meeting of November 19, 2007; 3) Adopt the Human Resources Director's report on PSC #4044-07/08 as amended in 4a. Notify the offices of the Controller and the Purchaser, and; 4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ  
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

c: Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Eugene Clendinen, District Attorney's Office  
Rion Dugan, Department of Telecommunications & Information Services  
Jennifer Johnston, Department of Human Resources  
Joan Lubamersky, Administrative Services  
John Madden, Department of Building Inspection  
Jonathan Nelly, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
November 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4039-07/08	4	District Attorney's Office	Regular	\$110,000.00	Will conduct additional prevention/educational work in the LGBT community to help reduce the number of incidents of violent/hate crimes committed against LGBT communities.	30-Jun-08
4040-07/08	19	Department of Building Inspection	Regular	\$100,000.00	Will provide comprehensive fee studies to ensure appropriate building fee and service charges, as well as to assist the City in fully assessing fees to recover total costs of providing related services.	30-Jun-08
CS-898	40	San Francisco Public Utilities Commission	Regular	\$450,000.00	Will provide environmental analysis services for the New Diversion Dam Road Bridge Upgrade Project. This will entail coordination and work plan preparation; environmental document scoping; environmental background and field studies.	03-Jan-11
CS-866	40	San Francisco Public Utilities Commission	Regular	\$600,000.00	Will identify surplus SFPUUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships.	30-Jun-11
CS-862	40	San Francisco Public Utilities Commission Financial Planning Group	Regular	\$2,500,000.00	Will provide complete management of underwriting and remarketing for SFPUUC Water Enterprise revenue bonds, planned issuance for Spring 2008.	31-Jan-09
CS-880	40	San Francisco Public Utilities Commission	Regular	\$9,000,000.00	Will provide third party review of engineering contract documents prepared by engineers employed by the City and by Consultants.	31-Dec-12
4045-07/08	70	General Services Agency, Office of Language Services	Regular	\$1,000,000.00	Will provide a single, toll-free 800 telephone number for participating City departments to access Telephonic Language Interpretation Services in the Core Languages and must be available 24 hours a day, 365 days of the year.	31-Dec-09
4046-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$300,000.00	Will conduct market research and additional engineering analysis to assess the feasibility of the City participating in the creation of a community broadband network to serve the public.	01-Oct-10
4047-07/08	90	Public Works	Regular	\$1,800,000.00	Will provide as needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations.	31-Dec-12

RECEIVED  
EXECUTIVE OFFICER  
CIVIL SERVICE COMMISSION  
SAN FRANCISCO  
07 OCT 25 PM 4:04



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

MINUTES  
Regular Meeting  
April 18, 2011

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

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## CALL TO ORDER

2:06 p.m.

## ROLL CALL

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

President E. Dennis Normandy presided.

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

None.

## APPROVAL OF MINUTES

Regular Meeting of April 4, 2011

**Action:** Postpone to the meeting of May 2, 2011; the draft minutes are incomplete due to tape recording malfunction. (Vote of 4 to 0)

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

Micki Callahan, Human Resources Director reported that today, April 18, 2011, the Department of Human Resources began a classification project to review the allocation of classes. A short-term Employee Specialist has been hired to assist with this project. A full report will be presented at an upcoming meeting.

## EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

**0099-11-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2011-2012. (Item No. 9)**

**Speakers:** David Rich, Department of Human Resources

**Action:** Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public & Private) in effect on April 15, 2011. (Vote of 4 to 0)

**0054-11-3 Appeal by Patrick Tobin of the Executive Officer's denial to process his request for a hearing of the denial of his "Like Work-Like Pay" compensation as an acting Lieutenant at the San Francisco Police Department Traffic Company. (Item No. 10)**

**March 21, 2011:** Postpone to the meeting of April 18, 2011 at the request of Sergeant Patrick Tobin.

**Speakers:** None.

**Action:** Postpone to the meeting of May 2, 2011 at the request of Russell Robinson, Attorney. (Vote of 4 to 0)

**0101-11-8 Review of request for approval of proposed personal services contract. (Item No. 11)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4041-07/08	Public Utilities Commission	\$0	Work plan preparation; environmental document scoping; environmental field studies; alternatives analysis; preparation of draft environmental documents and permit applications; preparation of final environmental documents required for the acquisition of regulatory permits and agency approvals. The existing Geary Road Bridge provides passage across Alameda Creek to pedestrians, emergency service vehicles, and San Francisco Public Utilities Commission (SFPUC) and other agency staff. The existing wooden bridge is 80 years old and requires replacement to mitigate ongoing safety concerns, such as insufficient load capacity to allow passage of heavy vehicles like fire trucks. Implementation of the Geary Road Bridge Replacement Project (formerly called the New Diversion Dam Road Bridge Upgrade Project) would replace the existing bridge with one that meets current bridge design and safety standards, including passage of heavy vehicles. This required extension of the period of contract performance is necessary due to delays in the finalization of bridge design which has slowed the initiation of environmental review. If the extension of the period of contract services is denied, completion of the required environmental analysis will be delayed, along with the completion of this important safety improvement project.	Regular	12/01/12

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 11-0084

WHEREAS, On March 25, 2008, by Resolution No. 08-0049, this Commission approved the award of Water Enterprise revenue-funded Agreement No. CS-898, Environmental Analysis Services for the New Diversion Dam Road Upgrade Project and authorized the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement, in the amount of \$450,000, and with a term of three years, one month, with Jones & Stokes; and

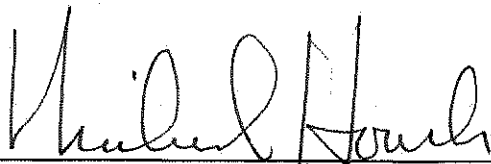
WHEREAS, on June 1, 2008, the SFPUC negotiated and executed Agreement No. CS-898, Environmental Analysis Services for the New Diversion Dam Road Upgrade Project, in the amount of \$450,000, and with a duration of three years, and one month, concluding on June 30, 2011, with Jones & Stokes; and

WHEREAS, Amendment No. 1 is being requested in order to extend the agreement duration by two years to June 30, 2013, to complete environmental analysis activities that were previously placed in abeyance while SFPUC completed conceptual design of the proposed replacement of the existing bridge, which is eighty years old; and

WHEREAS, A Human Rights Commission (HRC) sub-consulting goal of 15.8% Local Business Enterprise (LBE) participation has been established for this agreement; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No. 1 to Agreement No. CS-898, Environmental Analysis Services for the New Diversion Dam Road Upgrade Project with Jones and Stokes, to provide additional time to complete scoped environmental analysis tasks, and authorizes the General Manager of the San Francisco Public Utilities Commission to execute this amendment, extending the contract agreement by two years, for a total agreement duration of five years and one month.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of* June 14, 2011



*Secretary, Public Utilities Commission*

## Ryan, Maria

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**From:** Jackson, Shamica <SJackson@sfgwater.org>  
**Sent:** Wednesday, June 06, 2012 5:56 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Subject:** CS-898, PSC Summary Form (Modification Request)  
**Attachments:** CS-898 Mod 1 PSC Summary Form to DHR 06062012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-898, New Diversion Dam Road Bridge Upgrade Project, modification request for \$584,000 and duration to June 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. **No. This is a modification to an already approved PSC.**
4. For **July 2, 2012 Commission Meeting** at 2:00 PM, City Hall Room 400.

---

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

 Please consider the environment before printing this email

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 06/05/2012 (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# 4064-08/09)

TYPE OF SERVICE: Upper Tuolumne River Ecosystem Project, River Science Support (CS-946)

FUNDING SOURCE: Hetch Hetchy Water and Power Fund

Original Amount:	<u>\$1,500,000</u>	PSC Duration:	<u>12/15/2008 to 01/14/2014</u>
Modification One Amount	<u>\$0</u>	PSC Duration:	<u>12/12/2011 to 04/09/2014</u>
Modification Two Amount	<u>\$2,000,000</u>	PSC Duration:	<u>07/02/2012 to 04/19/2018</u>
Total Amount	<u>\$3,500,000</u>	Total PSC Duration:	<u>12/15/2008 to 04/19/2018</u>

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:**

Conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.

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

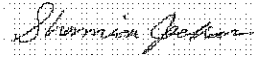
This modification of the Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments (2) implement the SFPUC Water Enterprise environmental stewardship policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC reneging on existing commitments per Raker Act stipulations and SFPUC policy. This modification is necessary to continue technical support for (1) implementation of the SFPUC Water Enterprise environmental stewardship policy, (2) implementation of studies and monitoring required by the Water System Improvement Program Final Programmatic Environmental Impact Report, (3) implementation of updated O'Shaughnessy Dam instream flows, and (4) support for related efforts on Alameda, Pilarcitos, and San Mateo Creeks to plan, develop, and implement conditions of new or existing agreements related to instream flow needs.

**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 had been provided in the past through PSC No. PSC 4064-08/09.

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

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

<u>L21</u>	<u>Shamica Jackson</u>		<u>06/05/2012</u>
Union Name	Signature of person mailing/faxing form		Date

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

PSC# 4064-08/09

*Received 6/5/12  
 [Signature]*

STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:



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

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

Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based instream flow recommendations for regulated river systems in California.

**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. A qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

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

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

Currently, there are no civil service classes that perform this work as the work is highly specialized.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** No. There are no civil service classes that perform this work as the work is highly specialized and done on an as-needed basis.

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

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

**YES**  **NO**

B. Will the contractor train City & County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? **SFPUC Resolution 09-0034.**

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

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

San Francisco, CA 94103

Address



## Ryan, Maria

---

**From:** Jackson, Shamica <SJackson@swater.org>  
**Sent:** Tuesday, June 05, 2012 4:39 PM  
**To:** Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric  
**Subject:** CS-946, PSC Summary Form (Modification Request)  
**Attachments:** CS-946 PSC\_4064-0809 Mod Two to DHR06052012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-946, Upper Tuolumne River Ecosystem Project, River Science Support, modification request for \$2,000,000 and duration to April 19, 2018.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**
4. For **July 2, 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




# San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

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

## MEMORANDUM

DATE: December 8, 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: 4064-08/09 CSC Approval Date: 12/15/2008 (Original)

Description of Service(s): **The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts (CS-946).**

Original Approved Amount:	<u>\$ 1,500,000</u>	Original Approved Duration:	<u>12/15/2008 to 01/14/2014</u>
Modification One Amount:	<u>\$ 0</u>	Modification of Duration:	<u>12/12/2011 to 04/09/2014</u>
Total Amount as Modified:	<u>\$ 1,500,000</u>	Total Duration as Modified:	<u>12/15/2008 to 04/09/2014</u>

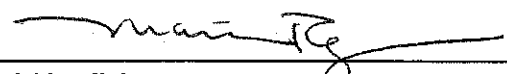
Reason for the modification:  
**This modification will align the approved Civil Service authority with the term in the executed contract.**

Attachments: Copy of PSC Summary sent to DHR.

### FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 12/19/11

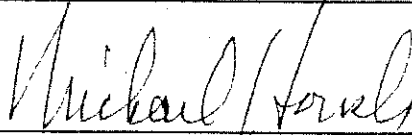
By:   
 FOR Micki Callahan, Human Resources Director

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

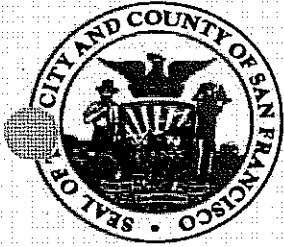


RESOLVED, That this Commission hereby approves the selection of McBain & Trush, Inc.; awards Agreement No. CS-946, Upper Tuolumne River Ecosystem Project –River Science Support Services, to provide hydrologic, geomorphic, biological, and related river ecosystem science services on an as-needed basis; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with McBain & Trush, Inc. for an amount not to exceed \$1,500,000, and with a duration of 5 years, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of* \_\_\_\_\_ *February 24, 2009*



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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

December 5, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

E. DENNIS NORMANDY  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4060-08/09  
THROUGH 4065-08/09; 4036-07/08; 4152-06/07 AND 4004-08/09.**

At its meeting of December 1, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4062-08/09 and PSC #4064-08/09 to the meeting of December 15, 2008. *By CS-4116 Kofe*
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel C. Buerkle, Department of the Environment
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Eugene Clendinen, Mayor's Criminal Justice Council
- Sharnica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Joan Lubamersky, City Administrator
- Allison Magee, Juvenile Probation
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR  
December 01, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Name	Approval Type	Contract Amount	Description of work	Duration
4060-08/09	22	Department of the Environment	Regular	\$84,000.00	Will accept left over latex paint from San Francisco residents giving it to fourteen sites (11 vendors) and storing it on-site until contractor picks it up for recycling.	30-Jun-13
4061-08/09	31	Fire Department	Regular	\$417,000.00	Will provide development and administration of exams for the Fire Depts. Ranks of H-2 Firefighter, H-4 Inspector, H-6 Investigator, and H-33 EMS Captain, and will defend those selection processes against legal challenge as necessary.	31-Dec-09
4062-08/09	31	Fire Department	Regular	\$1,250,000.00	Will provide clinical quality assurance services for Fire Department Emergency Medical Services (EMS) and the Dept. of Emergency Mgmt. (DEM).	31-Dec-11
4063-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$158,000.00	Will install fifteen (15) re-conditioned engines into Municipal Railway Neoplan Standard coaches.	30-Jun-09
4064-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,500,000.00	Will conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis.	14-Jan-14
4065-08/09	70	City Administrator	Regular	\$150,000.00	Will provide day laborers with access to work and vital social services and increasing their skill levels through educational opportunities.	31-Dec-09

RECEIVED  
DEC 15 2008

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 10/27/08

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: UPPER TUOLUMNE RIVER ECOSYSTEM PROJECT, RIVER SCIENCE SUPPORT (CS-946)

FUNDING SOURCE: Hetch Hetchy Water Power Fund

PSC AMOUNT: \$1,500,000 PSC DURATION: 1/15/2009 to 1/14/2014

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:**

The San Francisco Public Utilities Commission (SFPUC) seeks to retain the services of a qualified Proposer to conduct hydrologic, geomorphic, biological and related river ecosystem science work on an as-needed basis. The work will be conducted in support of the Upper Tuolumne River Ecosystem Project and other related SFPUC river and stream ecosystem management efforts.

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

The Upper Tuolumne River Ecosystem Project will (1) satisfy existing instream flow commitments under the Raker Act, (2) implement the SFPUC Water Enterprise Environmental Stewardship Policy on the Upper Tuolumne River, and (3) assist the U.S. National Park Service with development of the Tuolumne Wild and Scenic River Plan. Failure to approve this PSC will result in the SFPUC renegeing on existing commitments under the Raker Act and failure to adequately implement the Stewardship Policy on the Upper Tuolumne River.

**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):**

Consultants hired through Environmental Agreement PSC 4090-05/06

**D. Will the contract(s) be renewed?** This contract may be renewed at the end of the 5 year term depending upon performance and need.

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

L21 Shamica Jackson 11/3/08  
Union Name Signature of person mailing/faxing form Date

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

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

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

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:



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

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

Proven expertise and experience in physical process-based river restoration approaches, river ecosystem science, and collaborative development of ecosystem-based instream flow recommendations for regulated river systems in California.

**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. A qualified contractor will utilize equipment like catarafts (boats for large river flow measurement), thermisters (small temperature recording devices), and time lapse cameras (for recording change over time).

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

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

Unlikely that a classification exists that would satisfy the skills/expertise required.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain.** Not likely, as the work is highly specialized and performed on an as-needed basis.

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

- |                                                                                                                                                                                                                                                                                                   | YES                                 | NO                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                                                                                                                                                                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?<br><i>Describe the training and indicate approximate number of hours. Indicate occupational type of City &amp; County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours to be trained.</i> |                                     | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?                                                                                                                                                                                                                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                                                                                                                                                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                                                                                                                                                                                       | <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:**

*Connie Chang*

Signature of Departmental Personal Services Contract Coordinator

Connie Chang

(415) 554-3497

Print or Type Name

Telephone

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

San Francisco, CA 94103

Address

# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0034

WHEREAS, The Upper Tuolumne River Ecosystem Project is a project of the SFPUC designed to implement the SFPUC Water Enterprise Environmental Stewardship Policy, assist in the development of the Tuolumne Wild and Scenic River Plan, resolve outstanding issues related to the 1987 Stipulation under the Raker Act ("Kirkwood studies"), and implement mitigation and monitoring requirements under the Programmatic Environmental Impact Report for the SFPUC Water System Improvement Program; and

WHEREAS, It is necessary to procure the services of a qualified environmental consulting firm to provide specialized hydrologic, geomorphic, biological, and related river ecosystem science services to supplement SFPUC staff; and

WHEREAS, The estimated cost of services is \$1,500,000; and

WHEREAS, The proposal was advertised on November 21, 2008; and

WHEREAS, Services are anticipated to begin in March 2009 and end in March 2014 and the duration of this agreement is 5 consecutive years; and

WHEREAS, SFPUC staff and HRC review of the proposals resulted in the establishment of McBain & Trush, Inc. as the best qualified consulting firm; and

WHEREAS, An HRC subconsulting goal of 10% LBE participation has been established and approved for this agreement by the HRC Contract Compliance Officer assigned to the SFPUC. McBain & Trush, Inc. is committed to meet the LBE goal submitted in its proposal which meets the HRC goal established; and

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

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

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from the Water Enterprise Annual Operating Budget Professional Services funds (both Hetch Hetchy Water and Power and Natural Resources and Lands Management Divisions); now, therefore, be it



**Jackson, Shamica**

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**From:** Jackson, Shamica  
**Sent:** Monday, November 03, 2008 2:58 PM  
**To:** Byrne, Ed; Chia, James; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jew, Ken; Jindal, Roop; Sadden, Brian; Baker, Deborah; Chang, Connie; 'Chapman, Jet'; 'Delcampo, Frank'; Jackson, Shamica; McGee, Bonita; 'Michael Seville (E-mail)'; Morrison, Emily M.; Rockett, Briggette; Yun, Pauson; 'glouie@ifpte21.org'; Bowman, Lora; Domingo, Kofo; Scott, David E; Ng, Mary  
**Subject:** CS-946, PSC Summary  
**Importance:** High  
**Attachments:** CS-946 PSC Form to DHR\_110308.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-946**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **December 1, 2008** Commission Meeting at 2:00 PM, City Hall Room 400

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Shamica L. Jackson  
Commission Agenda Item & Task Order Manager  
SFPUC-Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
415-554-0727  
SJackson@sfgwater.org