



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: August 6, 2012
To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki Callahan*

From: Cynthia Avakian, AIR
Lily Conover, CON
Shamica Jackson, PUC
William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains five (5) 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 2012-2013	Total for FY 2012-2013
\$2,200,000	\$147,500	\$41,545,219

POSTING FOR

8/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4011-12/13	27	Airport Commission	Regular	\$500,000	Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.	8/15/2012 - 8/14/2015
4012-12/13	09	Controller	Regular	\$300,000	Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations.	7/1/2012 - 12/31/2017
4013-12/13	77	Emergency Management	Regular	\$500,000	Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.	9/1/2012 - 8/31/2014
4014-12/13	77	Emergency Management	Regular	\$500,000	The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.	9/1/2012 - 8/31/2014
4015-12/13	40	Public Utilities Commission	Regular	\$400,000	An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	8/1/2012 - 8/1/2013
				Total Amount - Regular:	\$2,200,000	

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

Lily Conover
Controller's Office
1 Dr. Carlton B. Goodlett Pl., #306
San Francisco, CA 94102

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

William Lee
Department of Emergency Mgmt
1011 Turk Street
San Francisco, CA 94102

Table of Contents
PSC Submissions

PSC#	Department	Page#
4011-12/13	Airport	1
4012-12/13	Controller's Office	8
4013-12/13	Department of Emergency Mgmt	11
4014-12/13	Department of Emergency Mgmt	15
4015-12/13	Public Utilities Commission	19

Modifications

No submissions

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 6, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Feasibility Study for Shoreline Protection System

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$500,000

PSC DURATION: 8/15/12 to 8/14/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation.

B. Explain why this service is necessary and the consequences of denial: This service is necessary to complete the shoreline protections system. Denial of this service will prevent the Airport from protecting Airport property from base flood.

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

This is a new service

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

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

IFPTE, Local 21 [Signature] June 7, 2012
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on To be sent in late summer
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4011-12/13
STAFF ANALYSIS/RECOMMENDATION:

Received 7/11/12
CNR

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** The consultant will provide expertise in shoreline protection system design that meets FEMA's regulations and guidelines. Specific skills in stability and structural analyses, soil engineering, and hydrostatic pressure design, and specific expertise working with FEMA, Bay Conservation and Development Commission (BCDC), and U. S. Army Corps of Engineers (USACE) and other regulatory agencies are required.

B. **Which, if any, civil service class normally performs this work?** Civil service engineering classes (5201-5211) exist, but their expertise is not applicable to the highly specialized field of levee system that meets FEMA's regulations and guidelines. The job description of these civil service classes does not cover knowledge of this special case. City staff will supervise the contract work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** Neither Airport staff nor City engineers have all of the requisite expertise regarding FEMA's guidelines. The Airport will use qualified Airport staff to manage the project, but specialized professional services in designing a shoreline protection system and provide expert recommendation to the Airport are needed for this unique design.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, the uniqueness in the system design of the levee system at SFO will be a one-time program. Therefore, these specialized project design and support services will be needed only once.

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

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution # 12-0133 for this work. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued during the summer of 2012. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12 0133

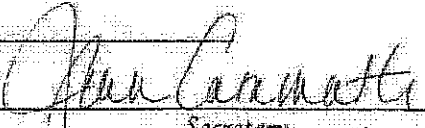
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR CONTRACT 8354.1 AIRPORT SHORELINE PROTECTION FEASIBILITY STUDY

- WHEREAS, the City adopted a floodplain management ordinance in 2008 and joined the National Flood Insurance Program (NFIP) in 2010 to provide protection to the City's residents through the NFIP; and,
- WHEREAS, based on new preliminary floodplain data, the Airport is exposed to potential major flooding, placing the Airport property in Special Flood Hazard Area (SFHA) Zone A, which is an area subject to inundation by the 1% annual chance flood, or base flood, by FEMA; and,
- WHEREAS, this project will conduct a feasibility study to enhance the Airport's existing shoreline protection system or develop new measures to protect the Airport property from base floods defined by FEMA; and,
- WHEREAS, the total cost estimate for the professional services is \$500,000; and
- WHEREAS, the duration of the proposed contract is 24 months; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing Staff to issue a Request for Proposal and to negotiate with the highest ranked proposer for Contract 8354.1, Airport Shoreline Protection Feasibility Study.

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

at its meeting of

JUN 26 2012


Secretary

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12 0133

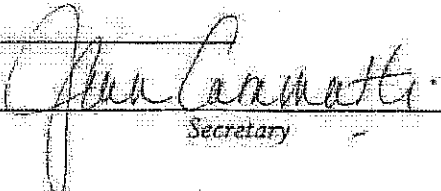
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR CONTRACT 8354.1 AIRPORT SHORELINE PROTECTION FEASIBILITY STUDY

- WHEREAS, the City adopted a floodplain management ordinance in 2008 and joined the National Flood Insurance Program (NFIP) in 2010 to provide protection to the City's residents through the NFIP; and,
- WHEREAS, based on new preliminary floodplain data, the Airport is exposed to potential major flooding, placing the Airport property in Special Flood Hazard Area (SFHA) Zone A, which is an area subject to inundation by the 1% annual chance flood, or base flood, by FEMA; and,
- WHEREAS, this project will conduct a feasibility study to enhance the Airport's existing shoreline protection system or develop new measures to protect the Airport property from base floods defined by FEMA; and,
- WHEREAS, the total cost estimate for the professional services is \$500,000; and,
- WHEREAS, the duration of the proposed contract is 24 months; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing Staff to issue a Request for Proposal and to negotiate with the highest ranked proposer for Contract 8354.1, Airport Shoreline Protection Feasibility Study.

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

at its meeting of

JUN 26 2012


Secretary

Ryan, Maria

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, July 11, 2012 8:15 PM
To: DHR-PSCCoordinator, DHR
Cc: Birrer, Joe; Yu, Rosalyn; Rayca, Geri
Subject: FW: PSC-SFO Feasibility Study for Shoreline Protection System
Attachments: PSC Form 1 Feasibility Study for Shoreline Protection FINAL.pdf; PSC Form 1 Feasibility Study for Shoreline Protection FINAL .docx; 12-0133.pdf

Maria,

Attached is a new PSC-SFO Feasibility Study for Shoreline Protection System. Let me know if you have any questions.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Cynthia Avakian
Sent: Wednesday, July 11, 2012 8:00 PM
To: 'Larry Wong'; L21PSC Review
Cc: Joe Birrer; Rosalyn Yu; Geri Rayca; Ging Louie; Joe Brenner
Subject: RE: PSC-SFO Feasibility Study for Shoreline Protection System - \$500K/3 yrs

Larry,

Answers to the follow up questions are below in red/bold. Let me know if you have further questions.

Thanks,

Cynthia

Phone: (650) 821-2014

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Thursday, June 21, 2012 3:36 PM
To: Cynthia Avakian; L21PSC Review
Cc: Joe Birrer; Rosalyn Yu; Geri Rayca; Ging Louie; Joe Brenner
Subject: RE: PSC-SFO Feasibility Study for Shoreline Protection System - \$500K/3 yrs

Cynthia,

This is a follow-up of the Qs&As.

1. Since global warming is only a small part in this project and the main project is to develop a levee system to protect the Airport from the base floods defined by FEMA with or without the sea level rise, I think Local #21 would like to redirect the knowledge transfer and technical training to levee system. When the levees are built, it can then be monitored with in-house staff. Local #21 is requesting that Airport provide a 40-hours training session to select design staff.

Yes, in-house staff will maintain and monitor the levee system.

2. What Airport job classes (especially Local #21) are handling the supervision of the consultant work.

5207, 5241 and 5211 will supervise the consultant work.

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

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 21, 2012 1:23 PM
To: L21PSC Review; Larry Wong
Cc: Joe Birrer; Rosalyn Yu; Geri Rayca; Ging Louie; Joe Brenner
Subject: RE: PSC-SFO Feasibility Study for Shoreline Protection System - \$500K/3 yrs

Larry,

We have included our answers to your questions below in red/bold.
Please let me know if you have further questions. Thanks,

Cynthia Avakian

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Friday, June 15, 2012 12:00 PM
To: Cynthia Avakian; Larry Wong
Cc: Rosalyn Yu; Geri Rayca; Joe Birrer
Subject: PSC-SFO Feasibility Study for Shoreline Protection System - \$500K/3 yrs

Cynthia

A few questions:

1. What type of knowledge transfer will there be? Since global warming will not go away and after this study, there may be ongoing monitoring, can Airport staff be training in the monitoring? If not, why not?

AIRPORT'S RESPONSE: Global warming is only a small part in this project. The main goal of this project is to develop a levee system to protect the Airport from base floods defined by FEMA, with or without sea level rise. In the event that knowledge transfer is available, training can be added to scope of work.

2. Will Local #21 folks supervise the consultant work?

AIRPORT'S RESPONSE: Yes.

Larry

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Thursday, June 07, 2012 2:59 PM
To: L21PSC Review; Larry Wong
Cc: Rosalyn Yu; Geri Rayca; Joe Birrer
Subject: SFO - PSC Feasibility Study for Shoreline Protection System

Larry,

Attached is a new request from SFO for a Feasibility Study for Shoreline Protection System.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/5/12

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Rebate Consulting Services

FUNDING SOURCE: Multiple Department Budgets

PSC AMOUNT: \$300,000 PSC DURATION: July 1, 2012 through December 31, 2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations...
B. Explain why this service is necessary and the consequences of denial: These services are required to comply with federal tax law and IRS regulations...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: The services covered under the Request For Proposals may be renewed in a future solicitation.

Local 21 Union Name Signature of person mailing/faxing form Date 6/7/2012
Local 1021 Union Name Signature of person mailing/faxing form Date 6/7/2012
MEA Union Name Signature of person mailing/faxing form Date 6/7/2012
RFP sent to Unions above, on 6/7/2012 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4012-12/13 STAFF ANALYSIS/RECOMMENDATION:

Received 6/7/12 [Signature]

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Must have expertise in the provision of arbitrage rebate calculation and compliance services for California local government entities. These services are required for the City to calculate and report its rebate liability with respect to its debt obligations and to comply with federal tax law, IRS regulations and related debt covenants.*
- B. Which, if any, civil service class normally performs this work? *No civil service class normally performs this work, as it includes specialized skills, licenses, registrations, insurance and resources in rebate arbitrage and compliance services stated above. Selected consultants would work with the following job classifications: 1824 Principal Administrative Analyst and 0933 Manager V.*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *No.*

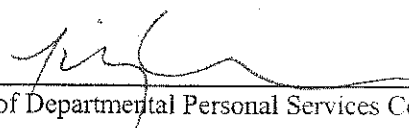
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *Existing Civil Service classifications do not provide rebate consulting services.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. The work is short-term, independent in nature; and requires capital resources. Additionally, a portion of the work is performed by a highly specialized tax attorney.*

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours.
<i>Train City staff on rebate and arbitrage related matters to improve funds and records management. Number of hours to be determined.</i> • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
<i>Job classifications: 1824 Principal Administrative Analyst and 0933 Manager V, 2 employees total</i> | | |
| 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? <i>It is possible, subject to the outcome of the department's competitive solicitation and selection process.</i> | <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

Lily Conover (415) 554-7525

 Print or Type Name Telephone Number

1 Dr. Carlton B. Goodlett Pl., #306

 San Francisco, CA 94102

 Address



Ryan, Maria

From: Conover, Lily
Sent: Thursday, June 07, 2012 10:15 AM
To: Brook Demmerle (Brook.Demmerle@seiu1021.org); DHR-PSCCoordinator, DHR; Ed Warshauer (ed.warshauer@seiu1021.org); L21PSCReview@ifpte21.org; Pattie Tamura (pattie.tamura@seiu1021.org); staff@sfmea.com
Cc: Kurylo, Richard
Subject: RE: PSC Submittal - Controller's Office - Rebate Consultant Services
Attachments: PSC Approval.pdf

Hello All,

I have attached the signed document. My apologies for including the wrong attachment in my last email.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

From: Conover, Lily
Sent: Thursday, June 07, 2012 9:57 AM
To: Brook Demmerle (Brook.Demmerle@seiu1021.org); DHR-PSCCoordinator, DHR (dhr-psccordinator@sfgov.org); Ed Warshauer (ed.warshauer@seiu1021.org); L21PSCReview@ifpte21.org; Pattie Tamura (pattie.tamura@seiu1021.org); staff@sfmea.com
Cc: Kurylo, Richard
Subject: PSC Submittal - Controller's Office - Rebate Consultant Services

Dear PSC Coordinator & Union Representatives,

Attached please find a Controller's Office PSC submittal for rebate consultant services.

Best Regards,

Lily Conover
Contracts Manager
Office of the Controller
City and County of San Francisco
(415) 554-7525
lily.conover@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2012

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Strategic Planning & Implementation

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 500,000.00 PSC DURATION: 09/01/2012 - 08/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco.

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

The Resilient San Francisco initiative in its current iteration needs further strategic guidance, plan integration and measurement to ensure long-term success. The Department is prepared to manage this initiative, but cannot create efficient growth without contract support.

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):

N/A

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

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

Local 21 Patrick Leung 6/4/2012
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 6/28/12 CWK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The skills required include: database building, technical writing, academic research, report writing/compilation, program evaluation, program development and excellent verbal and written communications.

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

1823 Senior Administrative Analyst
1053 IS Business Analyst

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary strategic planning process. The program management is currently managed by a civil service class.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

[Handwritten Signature]

Signature of Departmental Personal Services Contract Coordinator

WILL LEA

415-558-3866

Print or Type Name

Telephone Number

*1011 TVALLE ST.
SE, CA 94102*

Address

Leung, Patrick

From: L21PSC Review [L21PSCReview@fpte21.org]
Sent: Thursday, June 07, 2012 11:17 AM
To: Leung, Patrick
Cc: Joe Brenner; Sharon Jenkins
Subject: PSC-DEM Strategic Planning & Implementation \$500K/2yrs +Communications & Marketing \$500K/2yrs

Patrick,

Local #21 request a "Meet and Confer" session regarding the following PSCs.

- \$500K - Strategic Planning & Implementation
- \$500K - Communications & Marketing
- \$200K - Regional Castastrophic Planning Services Bay Area UASI
- \$49K - Consulting and Proqject Management Services Bay Area UASI

The available dates and times :

- June 15 (Fri) -10:00am, 10:30am, 11:00am, 1:30pm, 2:00pm, 2:30pm, 3:00pm
- June 22 (Fri) -10:00am, 10:30am, 11:00am, 1:30pm, 2:00pm, 2:30pm, 3:00pm

Larry Wong
L21 PSC Reviewer

From: Leung, Patrick [patrick.n.leung@sfgov.org]
Sent: Monday, June 04, 2012 11:03 AM
To: L21PSC Review
Subject: PSC submission notification

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)

Leung, Patrick

From: Leung, Patrick
Sent: Monday, June 04, 2012 11:04 AM
To: 'L2PSCReview@lfp21.org'
Subject: PSC submission notification
Attachments: DC1928 - ResilientSF CSCRequest.doc, DC1928 - Rebrand CSCRequest.doc

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-517-5092 (Cell)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2012

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Communications and Marketing

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 500,000.00 PSC DURATION: 09/01/2012 - 08/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related.

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

The contract augments current community engagement staffing capabilities. A denial would result in a growing divide of cultural, generational and technical resilience, preparedness and safety messaging.

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):

A community engagement/communications strategy of this nature has not been undertaken in the past. Components of community engagement are maintained by staff and will continue to be maintained throughout the term of service.

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

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

Local 21 Union Name Patrick Leung Signature of person mailing/faxing form 6/4/2012 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4014-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 6/28/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience writing long-term branding/messaging strategy from established core messaging, graphic design, branding and marketing experience which assist in the generation a memorable and culturally competent emergency preparedness message. Design and implement a booth/exhibition experience aids in the teaching of preparedness.

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

- 1312 Public Information Officer
- 1314 Public Relations Officer

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Homeland Security Grant Program is being used to fund this project. Conditions of the grant include a personnel cap limit, which has already been reached. No additional grant funds can be used toward personnel costs. Contractor costs for specific projects are excluded from the personnel cap limitation and provide the only avenue to complete the project.

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

No, this is a temporary project designed to create a long-term marketing and branding component for the Department of Emergency Management.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

WILL LEFF

415-552-3866

Print or Type Name

Telephone Number

1011 TURK ST.

SF CA 94102

Address

Leung, Patrick

From: L21PSC Review [L21PSCReview@lpte21.org]
Sent: Thursday, June 07, 2012 11:17 AM
To: Leung, Patrick
Cc: Joe Brenner; Sharon Jenkins
Subject: PSC-DEM Strategic Planning & Implementation \$500K/2yrs +Communications & Marketing \$500K/2yrs

Patrick,

Local #21 request a "Meet and Confer" session regarding the following PSCs.

- \$500K - Strategic Planning & Implementation
- \$500K - Communications & Marketing
- \$200K - Regional Castastrophic Planning Services Bay Area UASI
- \$49K - Consulting and Progect Management Services Bay Area UASI

The available dates and times :

- June 15 (Fri) -10:00am, 10:30am, 11:00am, 1:30pm, 2:00pm, 2:30pm, 3:00pm
- June 22 (Fri) -10:00am, 10:30am, 11:00am, 1:30pm, 2:00pm, 2:30pm, 3:00pm

Larry Wong
L21 PSC Reviewer

From: Leung, Patrick [patrick.n.leung@sfgov.org]
Sent: Monday, June 04, 2012 11:03 AM
To: L21PSC Review
Subject: PSC submission notification

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)

Leung, Patrick

From: Leung, Patrick
Sent: Monday, June 04, 2012 11:04 AM
To: 'L21PSCReview@ifpte21.org'
Subject: PSC submission notification
Attachments: DC1928 - ResilientSF CSCRequest.doc; DC1928 - Rebrand CSCRequest.doc

Please find attached, two PSC submissions for your review. Please contact me if you have any questions.

Sincerely,

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-517-5092 (Cell)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/01/2012 (30-day Notice)
07/02/2012 (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: Utility Rate Consulting Services (CS-261)

FUNDING SOURCE: SFPUC General Fund

PSC AMOUNT: \$400,000 PSC DURATION: 08/01/2012 - 08/01/2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.
B. Explain why this service is necessary and the consequences of denial: The Charter Section 8B.125 requires an independent review be done at least every five years. The last review was in 2009.
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 became necessary after the approval of the Charter Section 8B.125 in 2002. This service was provided in the past via PSC No. 4152-07/08 (CS-934).
D. Will the contract(s) be renewed: No.

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

MEA Shamica Jackson 06/01/2012 (30-day Notice)
Union Name Signature of person mailing/faxing form 07/02/2012 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4015-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 7/2/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Knowledge of utility design and operation, economic theory, cost accounting, and rate principles.
- B. Which, if any, civil service class normally performs this work?
0923, Rates Administrator
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

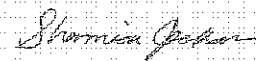
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
The City Charter specifies the study be done by an independent rate consultant.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because it would not meet the City Charter requirement.

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

- | | <u>Yes</u> | <u>No</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes, via SFPUC Resolution No. 08-0123 (CS-934). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

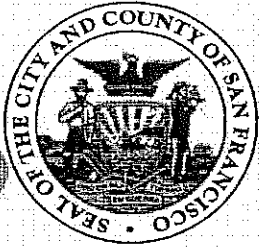
415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 8, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4150-07/08 THROUGH 4152-07/08; 1004-08/09 THROUGH 1006-08/09 AND 1010-07/08.

At its meeting of May 5, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Withdraw PSC #4151-07/08 at the request of the Public Utilities Commission.
- (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: Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Eugene Clendinen, District Attorney
Robin Courtney, Health Services System
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Jonathan Nelly, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
May 05, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4150-07/08	4	District Attorney's Office	Regular	\$255,751.00	Will provide outreach and education services in the LGBT community on violence-related issues, primarily to reduce the number of incidents of violent/hate crimes committed against LGBT communities.	30-Jun-09
4151-07/08	40	San Francisco Public Utilities Commission	Regular	\$565,347.00	Will provide renewable energy research and development in enhanced geothermal technology.	01-Oct-10
4152-07/08	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide an independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.	01-Aug-09

SEC. 8B.125. RATES.

Notwithstanding Charter sections 2.109, 3.100 and 4.102 or any ordinance (including, without limitation, Administrative Code Appendix 39), the Public Utilities Commission shall set rates, fees and other charges in connection with providing the utility services under its jurisdiction, subject to rejection--within 30 days of submission--by resolution of the Board of Supervisors. If the Board of Supervisors fails to act within 30 days the rates shall become effective without further action.

In setting retail rates, fees and charges the Commission shall:

1. Establish rates, fees and charges at levels sufficient to improve or maintain financial condition and bond ratings at or above levels equivalent to highly rated utilities of each enterprise under its jurisdiction, meet requirements and covenants under all bond resolutions and indentures, (including, without limitation, increases necessary to pay for the retail water customers' share of the debt service on bonds and operating expenses of any state financing authority such as the Regional Water System Financing Authority), and provide sufficient resources for the continued financial health (including appropriate reserves), operation, maintenance and repair of each enterprise, consistent with good utility practice;
2. Retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years;
3. Set retail rates, fees and charges based on the cost of service;
4. Conduct all studies mandated by applicable state and federal law to consider implementing connection fees for water and clean water facilities servicing new development;
5. Conduct studies of rate-based conservation incentives and/or lifeline rates and similar rate structures to provide assistance to low income users, and take the results of such studies into account when establishing rates, fees and charges, in accordance with applicable state and federal laws;
6. Adopt annually a rolling 5-year forecast of rates, fees and other charges; and
7. Establish a Rate Fairness Board consisting of seven members: the City Administrator or his or her designee; the Controller or his or her designee; the Director of the Mayor's Office of Public Finance or his or her designee; two residential City retail customers, consisting of one appointed by the Mayor and one by the Board of Supervisors; and two City retail business customers, consisting of a large business customer appointed by the Mayor and a small business customer appointed by the Board of Supervisors.

The Rate Fairness Board may:

- i. Review the five-year rate forecast;
- ii. Hold one or more public hearings on annual rate recommendations before the Public Utilities Commission adopts rates;
- iii. Provide a report and recommendations to the Public Utilities Commission on the rate proposal; and
- iv. In connection with periodic rate studies, submit to the Public Utilities Commission rate policy recommendations for the Commission's consideration, including recommendations to reallocate costs among various retail utility customer classifications, subject to any outstanding bond requirements.

These provisions shall be effective January 3, 2003 for the setting of retail rates, fees and charges related to the clean water system. If the voters approve bonds for the Public Utilities Commission's Capital Improvement Program at the November 5, 2002 election then the provisions of this section shall take effect on July 2, 2006 for the setting of retail rates, fees and charges related to the water system. If the voters do not approve such bonds then this section will take effect on January 3, 2003.

(Added November 2002)

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 08-0123

WHEREAS, Charter Section 8B.125 requires the Public Utilities Commission to retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years and the last studies for the Water Enterprise and the Wastewater Enterprise were done in 2003; and

WHEREAS, It is necessary to procure the services of a qualified rate consultant to provide conduct the required studies; and

WHEREAS, The estimated cost for services to be provided is \$350,000; and

WHEREAS, The funds for the studies are available in Financial Services' FY 2007-08 and FY 2008-09 Operating Budgets; and

WHEREAS, The proposal was advertised on April 10, 2008; and

WHEREAS, The requested services are anticipated to begin in July 2008 and end in June 2009 and the duration of this agreement is 12 calendar months; and

WHEREAS, The selection panel's and HRC's review of the proposals resulted in the establishment of Raftelis Financial Consultants, 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. Raftelis Financial Consultants, Inc is committed to meet the LBE goal submitted in its proposal with 12% participation, which exceed the HRC goal established; and

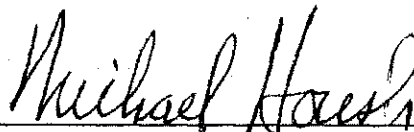
WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting of consultants at the discretion of the City; and

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 SFPUC Operating Budget; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of Raffelis Financial Consultants, Inc.; awards Agreement No. CS-934, Utility Rate Consulting Services; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with Raffelis Financial Consultants, Inc. for an amount not to exceed \$350,000, and with a duration of 12 months, 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, or reject all bids and re-advertise a Request for Proposal.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *July 8, 2008*




Secretary, Public Utilities Commission

Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, July 02, 2012 5:05 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Warshauer, Ed ; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; Rebecca@sfmea.com
Subject: CS-261, PSC Summary Form (Initial Request)
Attachments: CS-261 PSC to DHR 07022012.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-261, Utility Rate Consulting Services, initial request for \$400,000 and duration to August 1, 2013.**
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 thirty-day notice expired on July 1, 2012, with no response from MEA.**
4. For **August 6, 2012** Commission Meeting at 2:00 PM, City Hall Room 400.

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

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

Effective July 16, 2012, the SFPUC Contract Administration Bureau will be moving to our new headquarters.

Please send all future mail correspondence to our new address:

*SFPUC Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102*