




Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: February 04, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director 

From: Lily Conover, CON  
Rachel Buerkle, ENV  
Rebekah Krell, ART  
Thomas DiSanto, CPC  
Brent Lewis, HRD  
Shamica Jackson, PUC  
Parveen Boparai, MTA  
William Lee, DEM  
Jacquie Hall, DPH  
Greg Kato, TTX  
Donna Marion, LIB  
Kendall Gary, DT

**Subject: Personal Services Contracts Approval Request**

This report contains 19 (nineteen) 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
\$47,152,200	\$1,630,848	\$530,053,591

**POSTING FOR**

02/04/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4059-12/13	09	Controller	Regular	\$75,000	The Contractor will conduct a benchmarking study to identify best practices in community engagement, specifically as they relate to planning the City's general obligation bond programs' construction & capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life & decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input & community engagement, as they are vital components for the City's construction planning & decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will (1) describe the City's current policies & practices for engaging communities & soliciting public input; (2) identify & research at least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices & a roadmap of strategies & plans for how to implement effective, cost-efficient community engagement.	12/1/2012 - 1/30/2013
4060-12/13	09	Controller	Regular	\$75,000	The Contractor will conduct a benchmarking study to map San Francisco's project compliance & approval process & policies, specifically as they relate to the City's general obligation bond programs' construction & capital projects. The goal of this study is to determine opportunities for time & cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance & approval process & policies; (2) identify & research at least three comparable jurisdictions to determine project compliance & approval process best practices; and (3) recommend a roadmap of strategies & plans for how to improve the City's project compliance & approval process, making it more time and cost efficient.	1/1/2013 - 12/31/2013
4061-12/13	22	Environment	Regular	\$1,000,000	A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.	2/1/2013 - 12/30/2017
4062-12/13	22	Environment	Regular	\$5,000,000	Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.	7/1/2013 - 6/30/2018
4063-12/13	28	Art Commission	Regular	\$77,200	Artist team will design & fabricate a ceramic tile mosaic for the Arelious Walker Stair Replacement Project.	1/1/2013 - 12/31/2016

**POSTING FOR**

02/04/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4064-12/13	29	City Planning	Regular	\$75,000	The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that have implemented TDR programs in which TDRs from publicly owned properties are sold.	2/6/2013 - 6/30/2014
4065-12/13	33	Human Resources	Regular	\$600,000	Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as-needed system training and customization services.	7/1/2013 - 6/30/2018
4066-12/13	40	Public Utilities Commission	Regular	\$800,000	The work under this agreement includes identifying surplus SFPUC 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 to generate project support, beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.	7/1/2013 - 7/1/2019
4067-12/13	40	Public Utilities Commission	Regular	\$950,000	Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sf, is to be designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the building(s) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.	5/1/2013 - 7/31/2016
4068-12/13	40	Public Utilities Commission	Regular	\$1,500,000	<ol style="list-style-type: none"> <li>1. Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds</li> <li>2. Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies</li> <li>3. Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites</li> <li>4. Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis</li> <li>5. Enforce the terms of the conservation easement</li> <li>6. Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement</li> <li>7. Require the restoration of any damage that takes place on conservation lands</li> </ol>	2/4/2013 - 1/31/2016

**POSTING FOR**

02/04/2013

**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4069-12/13	68	Municipal Transportation Agency	Regular	\$500,000	The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.	3/4/2013 - 3/3/2018
4070-12/13	68	Municipal Transportation Agency	Regular	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical well-being, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	3/1/2013 - 2/28/2018
4071-12/13	77	Emergency Management	Regular	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area urban Areas Security Initiative (UASD). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	1/1/2013 - 12/31/2015
4072-12/13	81	Public Health	Regular	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	3/2/2013 - 2/28/2015
4073-12/13	75	Dept. of Technology	Regular	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	9/22/1997 - 9/22/2017

**Total Amount - Regular: \$43,052,200**



**POSTING FOR**

02/04/2013

**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
4094-10/11	08	Treasurer/Tax Collector	Regular	\$250,000	\$350,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	3/21/2011 - 12/31/2012
4009-07/08	22	Environment	Regular	\$2,750,000	\$4,999,000	Will conduct technical assistance and consulting for City Depts. engaged in the design, construction and operation of new bldgs., major renovations, tenant improvements and existing bldgs. where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.	12/1/2007 - 3/31/2015
4023-09/10	40	Public Utilities Commission	Regular	\$0	\$2,300,000	Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: 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.	11/1/2009 - 3/1/2019
4028-06/07	41	Public Library	Regular	\$1,100,000	\$2,150,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	11/1/2006 - 6/30/2022

**Sum of Modified Amounts: \$4,100,000**

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

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

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

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

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

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

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

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

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

Greg Kato  
Treasurer/Tax Collector Office  
1 Dr. Carlton B. Goodlett Pl., #140  
San Francisco, CA 94102

Donna Marion  
Public Library  
100 Larkin Street  
San Francisco, CA 94102

Kendall Gary  
Technology Department  
One South Van Ness Ave., 2<sup>nd</sup> Flr  
San Francisco, CA 94103

Table of Contents  
PSC Submissions

PSC#	Department	Page#
4059-12/13	Controller	1
4060-12/13	Controller	4
4061-12/13	Environment	8
4062-12/13	Environment	12
4063-12/13	Art Commission	19
4064-12/13	City Planning	30
4065-12/13	Human Resources	34
4066-12/13	Public Utilities Commission	42
4067-12/13	Public Utilities Commission	48
4068-12/13	Public Utilities Commission	52
4069-12/13	Municipal Transportation Agency	58
4070-12/13	Municipal Transportation Agency	68
4071-12/13	Emergency Management	79
4072-12/13	Public Health	84
4073-12/13	Technology	90a1

**Modifications**

4094-10/11	Treasure/Tax Collector	90
4009-07/08	Environment	98
4023-09/10	Public Utilities Commission	107
4028-06/07	Public Library	115

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 10, 2012

DEPARTMENT NAME: Office of the Controller on behalf of the Citizen's General Obligation Bond Oversight Committee (CGOBOC)

DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Community Engagement Benchmarking Services

FUNDING SOURCE: Citizens' General Obligation Bond Oversight Committee (CGOBOC)

PSC AMOUNT: \$75,000

PSC DURATION: 12/1/2012 - 11/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will conduct a benchmarking study to identify best practices in community engagement, specifically as they relate to planning the City's general obligation bond programs' construction and capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life and decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input and community engagement, as they are vital components for the City's construction planning and decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will (1) describe the City's current policies and practices for engaging communities and soliciting public input; (2) identify and research at least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices and a roadmap of strategies and plans for how to implement effective, cost-efficient community engagement.

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

CGOBOC was formed to inform the public, through review and report, on the expenditure of general obligation bond proceeds in accordance with voter authorization. This includes reviewing efforts by the City to maximize bond proceeds through the implementation of cost-savings measures. The purpose of this benchmarking study is to provide the City with a set of best practices and roadmap of strategies for improving the City's community engagement practices and procedures. Consequences of denial include missed opportunities to improve the City's citizen input and community engagement practices, which are vital components of the City's construction planning and decision making processes.

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

This service has not been provided in the past.

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

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

Local 21
Union Name

Signature of person mailing/faxing form

December 10, 2012
Date

RFP sent to Local 21, on December 10, 2012
Union Name Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-12/13

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have proven ability to conduct community engagement and benchmarking services, including but not limited to public outreach and engagement, research, strategic planning, financial analysis, facilitation, program development, project management and best practice analysis.

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

The closest civil service classes are the Performance Analyst series as follows:

- 1803 - Performance Analyst I
- 1805 - Performance Analyst II
- 1830 - Performance Analyst III - Project Manager

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

The contractor will not provide facilities and/or equipment not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City's Performance Analysts have some of the required skills listed above, but do not have the highly specialized expertise needed in public outreach and engagement or experience related to the City's general obligation bond programs. Contracting is the most effective way to obtain an independent benchmarking study of the City's community engagement processes.

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

No. These services are short term and specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

An important responsibility of CGOBOC is to review City processes and implement cost-savings measures to maximize bond proceeds. CGOBOC has determined that contracting is the most effective way to provide this service because civil service classes do not specifically include experience with public outreach and engagement related to general obligation bond programs.

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

Lily Conover

415-554-7525

Print or Type Name

Telephone Number

1 Dr Carlton B Goodlett Pl, Rm 306

San Francisco, CA 94102

Address

**Union Notification(s)**  
**◆ Local 21**

**Dang, Leorah**

---

**From:** Conover, Lily  
**Sent:** Monday, December 10, 2012 12:59 PM  
**To:** DHR-PSCCoordinator, DHR  
**Cc:** L21PSCReview@ifpte21.org  
**Subject:** Reg-New: Community Engagement Benchmarking Services for the Citizens' General Obligation Bond Oversight Committee (CGOBOC)  
**Attachments:** PSC Submittal - CGOBOC Community Engagement Benchmarking Services.PDF

Dear PSC Coordinator,

Attached please find a PSC submission for review by the Civil Service Commission. Please let me know if you have any questions.

Best Regards,

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

 1

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 14, 2012

DEPARTMENT NAME: Office of the Controller on behalf of the Citizens' General Obligation Bond Oversight Committee (CGOBOC) DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Project Compliance and Approval Process Benchmarking Study

FUNDING SOURCE: Citizens' General Obligation Bond Oversight Committee (CGOBOC)

PSC AMOUNT: \$75,000 PSC DURATION: January 1, 2013 through December 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will conduct a benchmarking study to map San Francisco's project compliance and approval process and policies, specifically as they relate to the City's general obligation bond programs' construction and capital projects. The goal of this study is to determine opportunities for time and cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will (1) describe the City's current project compliance and approval process and policies; (2) identify and research at least three comparable jurisdictions to determine project compliance and approval process best practices; and (3) recommend a roadmap of strategies and plans for how to improve the City's project compliance and approval process, making it more time- and cost-efficient.

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

CGOBOC was formed to inform the public, through review and report, on the expenditure of general obligation bond proceeds in accordance with voter authorization. This includes reviewing efforts by the City to maximize bond proceeds through the implementation of cost-savings measures. The purpose of this Project Compliance and Approval Process Benchmarking Study is to gain a comprehensive understanding of the City's project compliance and approval process and determine opportunities for time and cost efficiency gains by identifying improvements to the process. Consequences of denial include a missed opportunity to improve the City's practices and make the City's general obligation bond programs' construction and capital projects more time- and cost-efficient.

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

This service has not been provided in the past.

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

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

Local 21 Signature of person mailing/faxing form December 10, 2012 Date

RFP sent to Local 21, on December 10, 2012 Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4060-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 1/18/13 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must have expertise in analysis and benchmarking services, ideally with experience in general obligation bond programs; federal, state, and City regulations and standards against which all design plans are reviewed for compliance; construction project compliance and approval processes; process mapping; research; strategic planning; meeting facilitation; project management; and best practice analysis.

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

The closest civil service classes are the Performance Analyst series as follows:

1803 - Performance Analyst I

1805 - Performance Analyst II

1830 - Performance Analyst III - Project Manager

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

The contractor will not provide facilities and/or equipment not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Performance Analyst positions listed above include analysis in their job descriptions, but do not specifically include experience with general obligation bond programs; government regulations and standards of design plans; and construction project compliance. Contracting is the most effective way to obtain an independent benchmarking study of the City's project compliance and approval process.

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

No. These services are short term and specialized in nature.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

An important responsibility of CGOBOC is to review City processes and implement cost-savings measures to maximize bond proceeds. CGOBOC has determined that contracting is the most effective way to provide this service because civil service classes do not do not specifically include experience with general obligation bond programs; government regulations and standards of design plans; and construction project compliance

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

Lily Conover

(415) 554-7525

Print or Type Name

Telephone Number

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

San Francisco, CA 94102

Address

**Union Notification(s)**  
**◆ Local 21**

**From:** Kurylo, Richard  
**To:** "[L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)"  
**Subject:** PSC Submittal for Project Compliance and Approval Process Benchmarking Study  
**Date:** Monday, December 10, 2012 2:58:00 PM  
**Attachments:** [CGOBOC Project Compliance Memo & Form.PDF](#)  
[RFq#CON2012-11 RFq 10-3-12 REVISED.doc](#)

---

Dear Local 21 Representative:

Attached, please find a Controller's Office PSC submittal for payroll documentation services. Also attached is a copy of the Request For Quotes.

Thank you.  
Richard Kurylo

-----  
Richard Kurylo  
Office of the Controller  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place  
City Hall, Room 306  
San Francisco, CA 94102  
Ph: (415) 554-7536; Fax: (415) 554-7455

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/6/12

DEPARTMENT NAME: Environment

DEPARTMENT NUMBER 22

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

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

TYPE OF SERVICE: Professional Technical Service -Brownfield Assessments

FUNDING SOURCE: US EPA Grant Award

PSC AMOUNT: \$1,000,000 PSC DURATION: February 1, 2013 -December 30, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See Attachment.

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

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

D. Will the contract be renewed? No. The term of the contract will cover environmental investigations and soil testing, known as Phase I and Phase II site assessments. Also, the contract will cover preparation of cleanup plans and, if necessary, site remediation of targeted properties that may be privately-owned or public lands outside of Port jurisdiction. All work and technical reports will be subject to approval by EPA and local oversight agencies with regulatory authority.

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

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

RFP sent to on
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40101-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved M 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. See Attachment

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

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

Yes. The contractor must be able to obtain multi-media sampling at various sites and collect them from different soil depths; and interpreting geologic, hydrologic and chemical data. Contractor must have sampling data generated by a certified laboratory with quality controls, to determine the presence and type of any contaminant, whether petroleum, chemical, etc.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable. The consultants performing this work must have experience in identifying, testing and evaluating potentially contaminated land to determine appropriate recommendations to remediate the land. The sampling and testing must strictly adhere to American Society of Testing and Materials (ASTM) standards and is subject to approval and oversight by state and regional government regulators (DTSC, RWQCB), as well as subject to approval by U.S. EPA.

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

No, this service is specific and specialized, focusing on a particular geographic area of San Francisco, and is supported by a Brownfield grant award. Department of the Environment will seek additional funding from U.S. EPA to perform cleanup and remedial activities, following the Phase I and Phase II site assessments.

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

Yes No

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

B. Will the contractor train City and County employees?

o Describe the training and indicate approximate number of hours.

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

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

D. Are there federal or state grant requirements regarding the use of contractual services? (See explanation above, regarding federal and state testing & oversight requirements)

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not known - will be bid

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

*Rachel C. Buerkle*

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle  
Print or Type Name

355-3704  
Telephone Number

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

**Additional Attachments**

**◆ Description of Work**

◦ **Section 1A**

◦ **Section 1B**

**◆ Description of Required Skills/Expertise**

◦ **Section 3A**

## Personal Services Contract Summary

### Professional Technical Service – Brownfields Assessments

#### 1. DESCRIPTION OF WORK

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

A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 66070, Nov. 1, 2005), for Brownfield sites.

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

San Francisco Department of Environment received a federal grant from EPA to conduct Brownfield analysis and soil testing to evaluate up to 10 privately-owned and/or public sites in the Bayview Hunters Point area that may be potentially contaminated with hazardous substances and/or petroleum chemicals. The environmental site assessments will be used to develop cleanup plans and inform the City and community if the targeted sites will require remediation for potential reuse and redevelopment as open space and recreational areas for the Blue Greenway project, an open space waterfront corridor spanning from ATT Park southward towards Candlestick Park. If this PSC is denied, the City will not be able to complete the Brownfield's project supported by an EPA grant award, which supplements the City's resources and Port of San Francisco's efforts to develop the Blue Greenway and make significant waterfront improvements along the Southeastern waterfront.

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

##### A. Specify required skills and/or expertise.

The services involve technical research and the analysis of environmental conditions of potentially contaminated Brownfield sites and require an environmental professional with a current Professional Engineer's (P.E.) or Professional Geologist's (P.G.) license, and a minimum of 3 years of relevant full-time environmental engineering and/or geochemistry work experience in analyses, investigations and site remediation which involve the understanding of surface and subsurface environmental conditions.

Contractors must have the qualifications and relevant work experience for investigating properties potentially contaminated with hazardous substances and petroleum chemicals and preparing site assessment reports, as required by EPA regulations governing Brownfield sites, known as the "All Appropriate Inquiries" rule and adopted pursuant to federal law, the Comprehensive Environmental Response Compensation and Liability Act (CERCLA).

The qualified licensed environmental professional must also possess extensive experience utilizing certified laboratory services, in conformance with quality control procedures for soil collection and analysis.

**Union Notification(s)**  
**◆ Local 21**



Buerkle, Rachel

---

**From:** Buerkle, Rachel  
**Sent:** Friday, December 07, 2012 3:17 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'  
**Subject:** FW: PSC for Brownfields Assessments  
**Attachments:** EPA Brownfields PSC 12.6.12.pdf

Attached is a PSC form requesting approval for technical assistance to perform Brownfields Assessments. Please let me know if you need further information.

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

1  
pd/11a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/06/12

DEPARTMENT NAME ENVIRONMENT

DEPARTMENT NUMBER 22

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

X INITIAL REQUEST [ ] MODIFICATION (PSC# )

TYPE OF SERVICE: Outreach, education and marketing services for various Zero Waste, Toxics Reduction, Energy and Climate Change programs

FUNDING SOURCE: Department Funds and Grant Funds

PSC AMOUNT: \$5,000,000

PSC DURATION: 07/01/13- 06/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Assist the Department in designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.

B. Explain why this service is necessary and the consequences of denial: Public outreach and education aimed at all levels of San Francisco business and residents is critical to implementing and attaining many of the city's policies and ordinances including: zero waste goal of 2020, renewable energy generation by 2020, & green building codes. Contractor will help Department develop outreach campaigns to target specific audiences and conduct research to gauge effectiveness of outreach. Without this contract, Department would have difficulty meeting board-mandated goals.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was previously performed under PSC # 4182-07/08, approved on July 7, 2008.

D. Will the contract(s) be renewed: No, if the service is needed again, it will be bid.

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

Local 21 Union Name Signature of person mailing / faxing form Date 12/6/12

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved M 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Highly specialized marketing and research expertise in the areas of recycling, toxics reduction, renewable energy, energy efficiency, waste reduction, environmental justice, transportation and climate change.

Experience in public engagement, specifically with underserved communities of San Francisco

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: This work requires specialized marketing and engagement skills that the City does not currently possess.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Contractor and subcontractors provide a wide range of specialized services. In cases such as telemarketing, contractor would provide a large number of people for a project that is of short duration—this would not merit full-time civil service employment. In the case of conducting focus groups, special knowledge is required, and again duration and frequency of project do not merit creation of civil service class.

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

Yes No

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

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

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

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

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

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

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

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

*Rachel C. Buerkle*  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

\_\_\_\_\_  
Rachel C. Buerkle  
Print or Type Name

\_\_\_\_\_  
415-355-3704  
Telephone Number

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

**Union Notification(s)**  
**◆ Local 21**

Buerkle, Rachel

---

**From:** Buerkle, Rachel  
**Sent:** Thursday, December 06, 2012 2:44 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'  
**Subject:** PSC form for review: Outreach and Marketing  
**Attachments:** Marketing and Outreach 2013 PSC 12.6.12.pdf

Attached for review is a PSC for marketing and Outreach. This is a correction from the form sent to you yesterday.

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

**Prior Notice of Civil Service Commission Action**

**PSC #4182-07/08**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

DONALD A. CASPER  
PRESIDENT

July 11, 2008

MORGAN R. GORRONO  
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MARY Y. JUNG  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4182-07/08 THROUGH 4193-07/08.

YU-YEE WU SHERIDAN  
COMMISSIONER

At its meeting of July 7, 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.*

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's Report on PSC #4185-07/08. Notify the offices of the Controller and the Purchaser.
- (1a) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.
- (2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008.
- (3) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
- (4) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.
- (5) 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 Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Rion Dugan, Department of Telecommunications and Information Services
- Nancy Gonchar, Arts Commission
- Jacque Hale, Department of Public Health
- Lavena Holmes-Williams, Port
- Chris Iglesias, Human Rights Commission
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Artina Lim, Department of Children, Youth & Their Families
- Jonathan Nelly, Department of Human Resources
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR  
July 7, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4182-07/08	22	Environment	Regular	\$5,000,000.00	Will provide designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, and energy efficiency.	30-Jun-13
4183-07/08	23	Department of Children, Youth & Their Families	Regular	\$455,000.00	Will provide 100 licensed family childcare workers in SF to open Medical Spending Accounts (MSA's) select and enroll in health coverage plans, and to manage health care subsidies of up to \$155-\$190 per month per provider depending on eligibility and age.	30-Jun-10
4184-07/08	28	Arts Commission	Regular	\$115,000.00	Will provide design, fabricate, deliver and install decorative light fixture on sidewalk at intersection of Broadway and Columbus Street in North Beach.	30-Jun-09
4185-07/08	34	Human Rights Commission	Regular	\$85,000.00	Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate.	30-Jun-09
4186-07/08	35	San Francisco Municipal Transportation Agency	Regular	\$192,536.00	Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183.	01-Jul-09
4187-07/08	35	San Francisco Municipal Transportation Agency	Regular	\$7,700,000.00	Will provide for the design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard.	30-Jun-11
4188-07/08	39	Port of San Francisco	Regular	\$300,000.00	Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters.	01-Jan-14
4189-07/08	40	San Francisco Public Utilities Commission	Regular	\$50,000,000.00	Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems.	31-Dec-16
4190-07/08	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting (JOC) system.	31-Jul-13
4191-07/08	33	Human Resources	Regular	\$500,000.00	Will provide full integrated marketing and advertising services to assist the Department of Human Resources (DHR) and the San Francisco Police Department (SFPD) in their recruitment efforts for police officers.	01-Sep-10
4192-07/08	75	Department of Telecommunications and Information Services	Regular	\$250,000.00	Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents.	30-Jun-10
4193-07/08	82	Department of Public Health	Regular	\$900,000.00	Will provide proposed changes to existing Institutional Master Plans (IMP) submitted by private acute care hospitals in San Francisco.	30-Jun-17



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/12/12

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design and fabricate ceramic tile mosaic for Arelious Walker Stair Replacement Project

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$77,200 PSC DURATION: January 1, 2013 to December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Artist team will design and fabricate a ceramic tile mosaic for the Arelious Walker Stair Replacement Project.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit Recreation and Parks Department from complying with this ordinance. This work is being funded under art enrichment funds generated from the renovation of Arelious Walker Stairs.

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

Contracts for artists to design, fabricate, transport and install an artwork have been sought by the Arts Commission in the past and have been previously approved, including PSC 4104-10/11 and 4022-12/13.

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

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

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

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

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4063-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission to enter into contract to design and fabricate artwork for Arellious Walker Stair. These artists must have their design approved by the Arts Commission as required by City Charter.*

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

*None. Artist is not a Civil Service classification.*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is no Civil Service classification for fine artist. Contractor must be the professional fine artist who has been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site.*

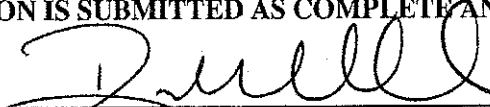
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.*

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

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

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

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

Rebekah Krell  
 \_\_\_\_\_  
 Print or Type Name

252-4665  
 \_\_\_\_\_  
 Telephone Number

25 Van Ness Ave., Ste. 345  
San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

**Union Notification(s)**

◆ **Local 1021**

◆ **Local 21**

◆ **MEA**

**Davies, Marcus**

---

**From:** Davies, Marcus  
**Sent:** Wednesday, December 12, 2012 11:42 AM  
**To:** 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org';  
'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'  
**Subject:** Arts Commission PSC Summary Submittal  
**Attachments:** PSC Summary\_Arelious Walker Stair Replacement Project.pdf

Please see the attached.

**Marcus Davies**  
Project Manager  
Public Art Program/Civic Art Collection

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-4656 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

**From:** Pattie Tamura [<mailto:pattie.tamura@seiu1021.org>]  
**Sent:** Friday, January 04, 2013 11:56 AM  
**To:** Davies, Marcus  
**Subject:** RE: Arts Commission PSC Summary Submittal

SEIU has no issue with this PSC.

---

**From:** Davies, Marcus [<mailto:marcus.davies@sfgov.org>]  
**Sent:** Friday, January 04, 2013 11:31 AM  
**To:** 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org'; Brook Demmerle; Pattie Tamura; 'rebecca@sfmea.com'  
**Subject:** FW: Arts Commission PSC Summary Submittal

Dear Union Representatives,

The attached PSC Summary form, originally emailed on December 12, 2012, is for a public artwork that is component of a project with an extremely tight timeline. Would it be possible to expedite your review of and response to this particular submission?

Thank you,  
**Marcus Davies**  
Project Manager  
Public Art Program/Civic Art Collection

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-4656 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

---

**From:** Davies, Marcus  
**Sent:** Wednesday, December 12, 2012 11:42 AM  
**To:** 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'  
**Subject:** Arts Commission PSC Summary Submittal

Please see the attached.

**Marcus Davies**  
Project Manager  
Public Art Program/Civic Art Collection

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-4656 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

**From:** Rebecca Rhine [<mailto:rebecca@sfmea.com>]  
**Sent:** Friday, January 04, 2013 12:16 PM  
**To:** Davies, Marcus  
**Subject:** RE: Arts Commission PSC Summary Submittal

Marcus,

MEA has no objection.

Rebecca

Rebecca Rhine  
Executive Director  
Municipal Executives' Association  
870 Market Street, Suite 840  
San Francisco, CA 94102  
(415) 989-7244 - phone  
(415) 989-7077 - fax

---

**From:** Davies, Marcus [<mailto:marcus.davies@sfgov.org>]  
**Sent:** Friday, January 04, 2013 11:31 AM  
**To:** 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org';  
'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'  
**Subject:** FW: Arts Commission PSC Summary Submittal

Dear Union Representatives,

The attached PSC Summary form, originally emailed on December 12, 2012, is for a public artwork that is component of a project with an extremely tight timeline. Would it be possible to expedite your review of and response to this particular submission?

Thank you,  
**Marcus Davies**  
Project Manager  
Public Art Program/Civic Art Collection

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-4656 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

---

**From:** Davies, Marcus  
**Sent:** Wednesday, December 12, 2012 11:42 AM  
**To:** 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org';  
'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'  
**Subject:** Arts Commission PSC Summary Submittal

Please see the attached.

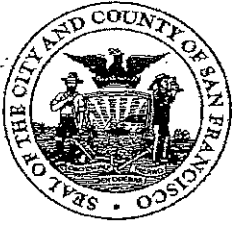
**Marcus Davies**  
Project Manager  
Public Art Program/Civic Art Collection

San Francisco Arts Commission  
25 Van Ness Avenue, Suite 345  
San Francisco, CA 94102  
T: 415-252-4656 F: 415-252-2595  
[sfartscommission.org](http://sfartscommission.org)

01/23/13

**Prior Notice of Civil Service Commission Action**

**PSC #4022-12/13**



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

October 3, 2012

KATE FAVETTI  
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND  
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBER 4022-12/13.

MARY Y. JUNG  
COMMISSIONER

At its meeting of October 1, 2012 the Civil Service Commission had for its consideration the above matter.

E. DENNIS NORMANDY  
COMMISSIONER

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. Please share it with everyone responsible for follow-up.*

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

The Commission:

Adopted the report; Approved the request for PSC #4022-12/13. Notified the Office of the Controller and the Office of Contract Administration.

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.

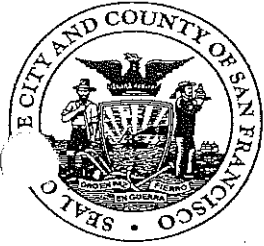
CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Leorah Dang, Department of Human Resources
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Rebekah Krell, Art Commission
- Ben Rosenfield, Controller
- Commission File
- Chron





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

September 27, 2012

**AMENDED**

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13 THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND 4095-09/10.**

At its meeting of September 17, 2012 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. Please share it with everyone responsible for follow-up.*

The Commission:

- (5) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.
- (6) *Postponed* PSC #4025-12/13 to the meeting of October 15, 2012 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration.
- (7) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
- (8) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

  
SANDRA ENG  
Acting Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Léorah Dang, Department of Human Resources  
Marie de Vera, Department of Human Resources  
Jaci Fong, Office of Contract Administration  
Alicia John-Baptiste, Planning Department  
Rebekah Krell, Art Commission  
Sean McFadden, Recreation & Park Department  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR

9/17/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4019-12/13	27	Airport Commission	Regular	\$150,000,000	Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project.  The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications, Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WFI infrastructure, new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.	10/1/2012 - 10/1/2016
4020-12/13	27	Airport Commission	Regular	\$35,000,000	This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project.  The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.	9/17/2012 - 12/31/2014
4021-12/13	27	Airport Commission	Regular	\$500,000	The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting, thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.	10/1/2012 - 9/30/2018
4022-12/13	28	Art Commission	Regular	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	8/8/2012 - 12/31/2014

5917

**Prior Notice of Civil Service Commission Action**  
**PSC #4104-10/11**



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

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

May 18, 2011

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4104-10/11  
THROUGH 4106-10/11; 2000-07/08; AND 4018-09/10.**

At its meeting of May 16, 2011 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. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Postpone PSC #4106-10/11 to the meeting of June 6, 2011 by mutual agreement of the Department of Public Works and IFPTE Local 21.
- (2) Adopt the report; Approve request for proposed personal services on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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  
Carina Carlos, Department of Public Works  
Gordon Choy, Department of Public Works  
Marie de Vera, Department of Human Resources  
Jacquie Hale, Department of Public Health  
Kan Htun, Arts Commission  
Naomi Kelly, Office of Contract Administration  
Ben Rosenfield, Controller  
Maria Ryan, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$2,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$6,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

Total Amount - Regular: \$8,924,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 31, 2012

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: Transferable Development Rights Study

FUNDING SOURCE: General Fund

PSC AMOUNT: \$75,000 PSC DURATION: 2/6/2013 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that have implemented TDR programs in which TDRs from publicly owned properties are sold.

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

A market analysis of TDR sales is needed to inform the City of the possible value and revenue that could result from the sale of TDRs in order to fund needed capital outlay for City-owned historic resources. The consequence of not conducting this study is that the City would not have information about the potential value of TDRs for City-owned properties, nor how much funding might be available for capital outlay that could be assumed in the development of the City's annual budget.

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 similar service has not been provided in the past.

D. Will the contract(s) be renewed? Contracts will be awarded on an as-needed basis for various projects. No

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date Nov. 29, 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# 4064-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have experience in land use economics, real estate market analysis and TDR sale analysis and financing mechanisms. The contractor must possess the required skills, education, knowledge, and experience for the provision of these services.

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

There is no civil service classification that possesses the required experience to conduct a TDR market analysis.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These services are specifically for a consultant that has the required experience in conducting a TDR market analysis.

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

No; given that these services are required only for a one-time consultation to the Planning Department, it would not be feasible to attempt to create a civil service class for this purpose, or add this as a specialty to an existing class.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

**Union Notification(s)**  
**◆ Local 21**



**Chau, Lisa**

---

**From:** Chau, Lisa  
**Sent:** Thursday, November 29, 2012 10:43 AM  
**To:** L21PSC Review (L21PSCReview@ifpte21.org)  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** FW: PSC summary for Transferable Development Rights Market Analysis  
**Attachments:** TDR Market Analysis PSC Form.pdf

Hi,

I am forwarding the email that Tom sent to you on 11/15/12 since we are trying to get on the Civic Service Commission Calendar on 2/4/13.

Thanks!

Regards,  
Lisa Chau  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103  
Tel: 415 575 9042  
Fax: 415 558 6409  
E-mail: [Lisa.Chau@sfgov.org](mailto:Lisa.Chau@sfgov.org)

---

**From:** DiSanto, Thomas  
**Sent:** Thursday, November 15, 2012 4:04 PM  
**To:** 'L21PSCReview@ifpte21.org'  
**Subject:** PSC summary for Transferable Development Rights Market Analysis

Attached for your review is a PDF of the above referenced PSC form. The PSC contract amount is \$75,000, and the term is from 11/15/12 – 06/30/13.

Please let me know if you have any questions regarding the proposed contract.

Thank you.

---

Thomas DiSanto  
Chief Administrative Officer  
San Francisco Planning Department  
1650 Mission Street, Suite 400  
San Francisco, CA 94103  
Ph: (415) 575-9113  
Fax: (415) 575-9005  
Web: [www.sfplanning.org](http://www.sfplanning.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11-16-12

DEPARTMENT NAME: Department of Human Resources DEPARTMENT NUMBER 33

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

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

TYPE OF SERVICE: Web-based vendor-hosted system for job application, recruitment, testing, certification/referral processing, and reporting

FUNDING SOURCE: General Fund

PSC AMOUNT: \$600,000 PSC DURATION: 07/01/13 - 06/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.

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

The Department would like to conduct a formal competitive process in order to procure an effective, economical, and functional solution for the City's applicants, human resources professionals, and hiring departments. Denial would prevent the Department from delivering a system that interfaces with the new PeopleSoft 9.0 human capital management system, negatively impacting the future success of Project eMerge. In addition, denial would prevent the Department from effectively and efficiently fulfilling its critical and complex hiring processes, timelines, and reporting 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 services contract approval number):

These services have been provided in the past through PSC#4026-06/07.

D. Will the contract(s) be renewed:

Subject to evaluation of contract performance and Department needs.

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

Local 21 Union Name Signature of person mailing/faxing form 11/16/2012 Date

MEA Union Name Signature of person mailing/faxing form 11/16/2012 Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Among the required skills and expertise required as part of the evaluation process, the selected Contractor will be required to demonstrate experience successfully completing implementation of at least two other government job applicant recruitment-referral-reporting systems projects (excluding the City and County of San Francisco) within the past five years to clients with application/applicant volumes comparable to the City and County of San Francisco.

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

None.

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

The Contractor will be required to host the system for the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This is a highly specialized, large-scale service that is proprietary in nature.

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

No. It would not be feasible given the required level of effort and expertise.

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

Yes No

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

B. Will the contractor train City and County employees?

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

The Contractor may be asked to train a variety of IT and human resources staff and managers on the use and functional maintenance of the system.

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? It is possible, subject to the outcome of an RFP.

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

Signature of Departmental Personal Services Contract Coordinator

Brent Lewis

415-557-4944

Print or Type Name

Telephone Number

1 S Van Ness Ave, 4<sup>th</sup> Flr  
San Francisco, CA 94102

Address

**Union Notification(s)**

◆ **Local 21**

◆ **MEA**

## Dang, Leorah

---

**From:** Lewis, Brent  
**Sent:** Friday, November 16, 2012 3:06 PM  
**To:** L21PSCReview@ifpte21.org; assistant@sfmea.com  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** New PSC for Job Application and Referral System / DHR  
**Attachments:** DHR-PSC Form\_Job Application and Referral System.pdf

Hello,

Attached is a Regular PSC to be used as the basis for an RFP in order to conduct a search for a Job Application and Referral System managed by the Department of Human Resources and in coordination with the Controller's Office, so that the system can interface with the new PeopleSoft 9.0 system.

If you have any questions, please contact me.

Thanks,

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

**Prior Administrative Approved – Mod4**  
**Prior DHR Approved – Mod3**  
**PSC #4026-06/07**



# MEMORANDUM

**TO:** Leorah Dang, PSC Analyst

**FROM:** Lily Conover, Contracts Manager -- Office of the Controller (Dept #9) *[Signature]*

**DATE:** 11/28/12

**SUBJECT:** Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4026-06/07

Approval Date: 12/19/2011

Description of Service(s):

Configuration and hosting services of the City's web-based job application software tracking product.

Original Approved Amount:	\$ 250,000	Original Approved Duration:	09/01/2006 - 08/31/2009
Mod #1 Amount:	\$ 50,000	Mod #1 Duration:	02/09/2009 - 01/31/2010
Mod #2 Amount:	\$ 185,000	Mod #2 Duration:	11/01/2009 - 01/31/2012
Mod #3 Amount:	\$ 250,000	Mod #3 Duration:	01/30/2012 - 01/31/2015
Mod #4 Amount:	\$ 300,000	Modification #4 Duration:	N/A
<b>Total PSC Amount:</b>	<b>\$ 1,035,000</b>	<b>Total PSC Duration:</b>	<b>09/01/2006 - 01/31/2015</b>

Reason for the modification:

This request will allow the Contractor to provide professional services for an additional year.

Attachment: Copy of approved PSC Summary

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION:  Approved

Approval Date: 11/29/2012

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

*for*

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 17, 2011, revised 11/30/11

DEPARTMENT NAME: Office of the Controller DEPARTMENT NUMBER 0

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4026-06/07)

TYPE OF SERVICE: Configuration of proprietary software, hosting of proprietary software

FUNDING SOURCE: Office of the Controller (CON)

Original Amount: \$250,000 PSC Duration: 09/01/2006 - 08/31/2009
1st Mod Amount: \$50,000 PSC Duration: 02/09/2009 - 1/31/2010
2nd Mod Amount: \$185,000 PSC Duration: 11/01/2009 - 1/31/2012
3rd Mod Amount: \$250,000 PSC Duration: 1/30/2012 - 1/31/2015
TOTAL Amount: \$735,000 TOTAL PSC Duration: 09/01/2006 - 1/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

In 2006, the City selected JobAps through a RFP process to provide the City a website and web-based vendor-hosted job application system. The City currently uses JobAps to post, accept and process job applications, including examinations, as an integral component of the City's hiring/referral process. The JobAps application is integral to Project eMerge's ability to implement a full-service Human Capital Management system that satisfies the City's civil service employee appointment business requirements. Additionally, the application furthers the cloud computing direction of the City. The JobAps contract requires an annual hosting fee. On an as-needed basis, JobAps must configure the proprietary system to meet the City's changing business requirements.

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

If the City is unable to enter into an agreement with JobAps, the City will no longer have access to a job-application system. Without JobAps, the City will not have the ability to deploy the full functionality of the Project eMerge solution as promised.

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

The City was able to enter into an agreement with JobAps through PSC#4026-06/07.

D. Will the contract(s) be renewed:

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

Local 1021 Union Name Signature of person mailing/faxing form Date 11/30/11
Local 21 Union Name Signature of person mailing/faxing form Date 11/30/11
MEA Union Name Signature of person mailing/faxing form Date 11/30/11
RFP sent to [ ] on [ ] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:







PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/18/2012

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: Assist SFPUC staff with complex real estate and land use issues and negotiations (CS-287)

FUNDING SOURCE: Real Estate Services' Operating Budget

PSC AMOUNT: \$800,000 PSC DURATION: 07/01/2013 - 07/01/2019

1. DESCRIPTION OF WORK

- A. Concise description of proposed work : The work under this agreement includes identifying surplus SFPUC 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 to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.
B. Explain why this service is necessary and the consequences of denial: Surplus transactions currently in progress could be delayed; SFPUC will not have certain expertise needed for complex projects; loss of income.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Services are currently provided under PSC 4042-07/08 (Contract #CS-866), which is due to terminate. The PUC is conducting a new competitive solicitation for these services and is requesting a new review by the CSC and Unions.
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 11/14/2012
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# 4066-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise : **Expertise in negotiating complex lease transactions; expertise in handling sales of large parcels of land.**

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

- **1825 Principal Analyst II**
- **4143 Principal Real Property 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: **Current 1825 Principal Analyst II and 4143 Principal Real Property Officer classifications do not have the required expertise.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
**No. Once the complex lease transactions and surplus properties are completed, there will be no need for additional services.**

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

Yes      No

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

B. Will the contractor train City and County employees?           

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

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

Print or Type Name

Telephone Number

**525 Golden Gate Ave  
San Francisco, CA 94102**

Address



**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Jackson, Shamica <SJackson@sfwater.org>  
**Sent:** Wednesday, November 14, 2012 5:30 PM  
**To:** Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Yun, Pauson; Domingo, Kofo; Scott, David; McGee, Bonita; Isen, Richard  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-287 draft PSC to Unions for review  
**Attachments:** Intial-Expedited Complex Real Estate Land Use issues & Negotiations(CS-287) Dept40.DOC  
**Importance:** High

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.

Best regards,

P.S. The original 30-day notice was sent on 11/8/2012 to L21 in the PSC Database. DHR requested that I send requests via email or fax until the new PSC Database is live.

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfwater.org

 Please consider the environment before printing this email

**Prior Administrative Approved – Mod1**  
**PSC #4042-07/08**



**San Francisco  
Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

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

**MEMORANDUM**

DATE: January 9, 2012  
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: 4042-07/08 CSC Approval Date: 11/05/2007 (Original)

Description of Service(s): **The work under this agreement includes identifying surplus SFPUC 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 to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program (CS-866).**

Original Approved Amount:	<u>\$ 600,000</u>	Original Approved Duration:	<u>01/01/2008 to 2/28/2013</u>
Modification One Amount:	<u>\$ 180,000</u>	Modification of Duration:	<u>01/12/2012 to 07/31/2013</u>
Total Amount as Modified:	<u>\$ 780,000</u>	Total Duration as Modified:	<u>01/01/2008 to 07/13/2013</u>

Reason for the modification:

**Add funding to the existing contract with no change in scope, permitting the Contractor to identify and prepare additional Real Estate in Alameda and Tuolumne Counties for sale and/or lease.**

Attachments: Copy of PSC Summary sent to DHR.

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

DHR ACTION:  **Approved**

Approval Date: 1 / 10 / 12

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

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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/07/2013

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: Professional Architectural/Engineering Services (CS-293)

FUNDING SOURCE: Water Enterprise - Capital Improvement Program

PSC AMOUNT: \$950,000 PSC DURATION: 05/01/2013 - 07/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water Temple in Sunol, CA. The center, approximately 7,500 sf, is to be designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the building(s) design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.

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

The Department of Public Works/Building Design and Construction Division is currently involved in the project, designing administration and warehouse/storage facilities but does not have sufficient staff to meet the concurrent deadlines for this project nor the specific expertise in conference/exhibit facilities with learning laboratories, integrated interpretive centers and aquariums.

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 type of facility has not been designed or constructed by the SFPUC in the past. Interpretive centers such as this (similar to the State Park's Yosemite Slough Center; California Academy of Sciences) have been designed by consultants with specialized expertise. They require a working knowledge of exhibit design and education centers not typically provided by Civil Service Classes.

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: L21, Shamica Jackson, 11/29/2012. Row 2: (blank), (blank), (blank).

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4067-12/13 STAFF ANALYSIS/RECOMMENDATION: Approval LW 1/18/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise is needed, best provided by a consultant team with a working knowledge of watershed exhibit design and education centers not typically provided by Civil Service Classes.

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

5212/5211 Principal/Senior Engineer/Architect/Landscape Architect and subordinate classes in those Engineering/Architecture/Landscape Architecture.

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 Department of Public Works/Building Design and Construction Division Architects/Engineers/Landscape Architects are currently involved in the project, but do not have sufficient staff to meet the concurrent deadlines for this project nor the specific expertise in conference/exhibit facilities with learning laboratories, integrated interpretive centers and aquariums.

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

No. This is not a typical or common facility that SFPUC designs or constructs.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (Current consultants may apply so it is possible)

**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

525 Golden Avenue, 8<sup>th</sup> Floor

San Francisco, CA 94102

Address

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Jackson, Shamica <SJackson@sfgwater.org>  
**Sent:** Wednesday, November 28, 2012 4:10 PM  
**To:** Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; McGee, Bonita  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-293 draft PSC to Unions for review  
**Attachments:** Regular-Initial Professional Architectural\_Engineering Services (CS-293) Dept40 L21notice.DOC  
  
**Importance:** High

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.

Best regards,

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
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: 01/07/2013

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: Hold conservation easements and monitor conserved lands for land use activities as per conservation easement (CS-298 & CS-299)

FUNDING SOURCE: Water System Improvement Program - Capital Bond Funding

PSC AMOUNT: \$1,500,000 PSC DURATION: 02/04/2013 to 01/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds.
Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies.
Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites.
Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis.
Enforce the terms of the conservation easement.
Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement.
Require the restoration of any damage that takes place on conservation lands.

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

The conservation easements provide mitigation for environmental effects of construction activities undertaken on SFPUC lands, and are required by government agencies for permits for these activities. California State Law requires a separate, non-profit organization to hold an easement and ensure the purposes of the easement are achieved. In the absence of a separate holder, mitigation required by law would not be accomplished, negating legally required permits SFPUC has relied upon to carry out essential construction.

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

This service has not been provided in the past.

D. Will the contract(s) be renewed: 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 11/20/2012
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4068-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: **See supplement attachment.**
- B. Which, if any, civil service class normally performs this work? **None.**
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **No.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
Civil service classes are not applicable because California State Law requires a separate party to hold easement and monitor terms of the easement.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
**No. A separate party to hold easements is required.**

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

- |  | <u>Yes</u>                          | <u>No</u>                           |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 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:**

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator	
<b>Shamica Jackson</b>	<b>415-554-0727</b>
Print or Type Name	Telephone Number

**525 Golden Gate Avenue, 8<sup>th</sup> Floor**

**San Francisco, CA 94102**

Address

**Additional Attachments**

**◆ Description of Required Skills/Expertise**

**◦ Section 3A**

**Supplemental Attachment:**

**3A:**

- **Proof that organization is a “qualified organization” as defined in Section 170(h)(3) of the Internal Revenue Code.**
- **Knowledge and understanding of Senate bill No. 1094, SB-1094 Land use: mitigation lands: nonprofit organizations. (2011-2012).**
- **Demonstrate that your organization can hold, manage, invest, disburse and govern the endowment account as described in subdivision (a) of Section 65965 consistent with the Uniform Prudent Management of Institutional Funds Act (Part 7 (commencing with Section 18501) of Division 9 of the Probate Code).**
- **Administrative infrastructure: offices, staff, facilities. Staff or the ability to hire contractors qualified to complete monitoring.**
- **Non-profit status with a structure (board of directors, financial capacity, etc.) deemed acceptable by CDFG.**
- **Knowledge of water supply and working (grazing) landscapes in California.**
- **Knowledge of California grasslands, oak woodlands, pond and perennial wetlands, seasonal wetlands, riparian woodland habitat, riparian scrub, other scrub habitats, and restored, created, enhanced and/or preserved jurisdictional waters of the United States, as well as natural, restored and/or enhanced habitat for California red-legged frog, San Francisco Garter snake, fountain thistle, Marin dwarf flax, and Mission Blue butterfly.**
- **Knowledge of hydrology of these lands, and the plants and animals resident in these habitats.**
- **Experience monitoring similar, remote lands.**
- **Experience administering similar conservation easements.**
- **Experience administering and tracking endowment accounts.**
- **Experience writing reports documenting land-use findings acceptable to CDFG, SPUC and other permitting agencies.**
- **Experience writing reports documenting endowment fund activities acceptable to CDFG, SFPUC and other permitting agencies.**

**Union Notification(s)**  
**◆ Local 21**



## Dang, Leorah

---

**From:** Jackson, Shamica <SJackson@swater.org>  
**Sent:** Tuesday, November 20, 2012 12:12 PM  
**To:** Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Scott, David  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-298 & CS-299 draft PSC to Unions for review  
**Attachments:** Initial-Regular\_Draft PSC\_CS-298 & CS-299\_NRLM Conservation Easements\_Dept40.DOC


**Importance:** High

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.

Best regards,

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@swater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: As-Needed Travel Demand Modeling

FUNDING SOURCE: Federal Transit Administration and Proposition K

PSC AMOUNT: \$ 500,000.00 PSC DURATION: March 4, 2013 - March 3, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional Travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.

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

This service is necessary to determine the number of buses and trains to meet customer demand. Additional modes of transportation are also included in this model. The need for this service is driven by project demand. Rather than request an expedited approval process and develop a new contract each time the need occurs, SFMTA is requesting a long-term, as-needed contract for efficiency purposes. Without this service SFMTA would not be able to strategize and target transit needs within a project that could also result in a shortage or overage (waste) of funding.

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):

Similar services have previously been provided by SFCTA as recently as October 2012 as part of the Transit Fleet Management Plan update under PSC 3036-12/13.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 12/7/12

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4069-12/13 Approved W 1/18/2013 SFMTA approved 12-7-12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

At least five years of continuous transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, computer programming, database management, analytics, and urban planning with a focus on transportation. Specific to the SF-CHAMP travel forecasting model, San Francisco County Transportation Authority (SFCTA) is the sole administrator and only qualified agency to modify and operate the proprietary model.

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

This work would require a combination of skills from the Transit Planner III (#5289) and Transit Planner IV (5290); Administrative Analyst (#1822) and Senior Administrative Analyst (#1823); IS Administrator III (#1023) and IS Administrator-Supervisor (#1024); and IS Engineer-Principal (#1044).

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The existing staff does not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build custom travel demand models specific to the specified need for the modeling work. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

No. This service is as-needed and requires very specific knowledge. The work is only performed occasionally for short periods (2-3 months part-time and once or twice a year). Therefore, it is not practical to adopt a new civil service class.

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

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

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai  
Print or Type Name

415.701.5377  
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103  
Address

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** L21PSC Review <L21PSCReview@ifpte21.org>  
**Sent:** Friday, December 07, 2012 4:03 PM  
**To:** Hamada, Cynthia; DHR-PSCCoordinator, DHR; Kyra Byrne  
**Cc:** Satterwhite, Graham; Kirschbaum, Julie B; Ito, Darton; Boparai, Parveen; Alexander Tonisson; Jason Gee  
**Subject:** RE: PSC for As-Needed Travel Demand Modeling  
**Attachments:** 20121207153436352.pdf

Hello Cynthia,

Local 21 is in receipt of the MTA's proposed PSC concerning Travel Demand Modeling. It is currently under review. The Union Representative overseeing this review is Kyra Byrne (cc'd on this message). She may be reached at 415-864-2100 (ext. 151) should you wish to contact her to obtain the review's status.

Ging Louie  
Representative/Organizer and PSC Coordinator IFPTE Local 21  
1182 Market Street, #425  
San Francisco, CA 94102  
Phone: 415-864-2100, x132  
Fax: 415-864-2166

---

**From:** Hamada, Cynthia [Cynthia.Hamada@sfmta.com]  
**Sent:** Friday, December 07, 2012 3:52 PM  
**To:** DHR-PSCCoordinator, DHR; L21PSC Review  
**Cc:** Satterwhite, Graham; Kirschbaum, Julie B; Ito, Darton; Boparai, Parveen; Alexander Tonisson  
**Subject:** PSC for As-Needed Travel Demand Modeling

DHR - Please review and post. Thank you.

IFPTE L21 - For your information. Please note for additional questions that project contact is Graham Satterwhite who can be reached at 415.701.4482 or [Graham.Satterwhite@SFMTA.org](mailto:Graham.Satterwhite@SFMTA.org).

Cynthia Hamada  
Senior Personnel Analyst  
Employee and Labor Relations  
San Francisco Municipal Transportation Agency  
415.701.5381

-----Original Message-----

**From:** Cynthia [<mailto:Cynthia.Hamada@sfmta.com>]  
**Sent:** Friday, December 07, 2012 12:35 PM  
**To:** Hamada, Cynthia  
**Subject:**

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

Scan Date: 12.07.2012 15:34:36 (-0500)

**Prior DHR Approved**  
**PSC #3036-12/13**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 22, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: Travel Demand Forecasting for Fleet (Vehicle) Management Plan Update

FUNDING SOURCE: Federal Transit Administration Grant

PSC AMOUNT: \$ 44,000.00

PSC DURATION: November 1, 2012 to May 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will analyze the cumulative ridership and transportation impacts of potential transit service changes as part of the Fleet (Vehicle) Management Plan Update. The SF-CHAMP San Francisco Travel Demand Forecasting Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The SF-CHAMP model is used for the San Francisco Municipal Transportation Agency (SFMTA) travel demand forecasts and was developed by the San Francisco County Transportation Authority (SFCTA). The consultant is an expert working with this unique proprietary software product and will use the model to forecast transit ridership (and associated traffic congestion effects) under six scenarios.

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

System-wide, corridor, and route-specific ridership estimates are needed to assess both the near- and long-term fleet management needs of the SFMTA. These services are also necessary to provide Federal Transit Administration a fleet and operating plan for the Central Subway project by January 2013. Failure to meet this commitment would jeopardize federal funding for procurement of Light Rail Vehicles necessary for the Central Subway operations.

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):

Similar services were provided as recently as June 2012 as part of the Transit Effectiveness Project (TEP) for environmental clearance process under PSC 3105-11/12.

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>IFPTE Local 21</u>	<u><i>[Signature]</i></u>	<u>10/22/12</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

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

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

PSC# 3036-12/13

*SFMTA approved*  
*Approved W 10/29/12 10-22-12*

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

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

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

At least five years of transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, developing and coding model inputs, analyzing results for accuracy and adjusting inputs based on trade knowledge. Specific to the SF-CHAMP travel forecasting model, SFCTA is the sole administrator and only qualified agency to modify and operate the proprietary model.

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

Transit Planner III (#5289) and Transit Planner IV (#5290)

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

No

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

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

The existing staff do not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build a custom travel demand model specific to the Fleet Management Plan that hasn't been done before. SFCTA is the sole administrator and only qualified agency to modify and operate the model.

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

No. This service is short-term, part-time and requires very specific knowledge. Therefore, it is not practical to adopt a new civil service class.

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

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

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator	
Parveen Boparai	415-701-6377
Print or Type Name	Telephone Number
San Francisco Municipal Transportation Agency	

1 South Van Ness Ave., 6<sup>th</sup> Floor, San Francisco, CA 94103



**Prior DHR Approved**  
**PSC #3105-11/12**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 21, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Travel Demand Forecasting for Transit Effectiveness Project

FUNDING SOURCE: Federal Transportation Administration Grant

PSC AMOUNT: \$50,000.00

PSC DURATION: June 1, 2012 to June 1, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will analyze the cumulative transportation impacts of potential transit service changes as part of the Transit Effectiveness Project (TEP) Environmental Impact Review. The SF-CHAMP San Francisco Travel Demand Forecasting Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The SF-CHAMP model is used for the SFMTA travel demand forecasts and was developed by the San Francisco County Transportation Authority (SFCTA). The consultant is an expert working with this unique software product and will use the model to forecast transit ridership (and associated traffic congestion effects) under nine scenarios.

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

Transportation system performance estimates are needed to assess the potential system-level cumulative impacts of the TEP on environmental topics covered by the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the purpose of compliance with state and federal regulations. This work is required in order to have a certified Environmental Impact Review (EIR). Without a certified EIR the projects identified in the TEP program cannot be implemented.

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

This service has not been provided in the past.

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

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

IFPTE LOCAL 21 [Signature] 5/21/12  
Union Name Signature of person mailing / faxing form Date

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

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

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

PSC# 3105-11/12

SFMTA Approved  
5-21-12

Approval Date: 5/29/12

Received 5/21/12

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

5 years of transit modeling experience using the SF-CHAMP model. Requires expertise in calibrating the regional model, developing and coding model inputs, analyzing results for accuracy and adjusting inputs based on trade knowledge. 5 years of CEQA and NEPA experience with, these services require a larger picture view of how model results support environmental analysis in the context of a complex transportation system network.

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

Transit Planner III (#5289) and Transit Planner IV (#5290).

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 staff do not have the technical background and training using SF-CHAMP and applying the regional travel demand model. The consultant will build a custom travel demand model specific to the TEP that hasn't been done before.

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

No, this task requires expert experience working with SF-CHAMP modeling software and only used on an as-needed basis.

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

Yes      No

- A. Will the contractor directly supervise City and County employees?      ( )      (X)
- B. Will the contractor train City and County employees?      ( )      (X)
  - Describe training and indicate approximate number of hours.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services?      ( )      (X)
- D. Are there federal or state grant requirements regarding the use of contractual services?      ( )      (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service?      ( )      (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?      ( )      (X)

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

*Parveen Bopari*

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

Parveen Bopari  
Print or Type Name

415-701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency, Human Resources

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 9, 2012 (Amended)

DEPARTMENT NAME: Municipal Transportation Agency - MTA

DEPARTMENT NUMBER: 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: Employee Fitness and Wellness Program

FUNDING SOURCE: General Fund and Projects Funds

PSC AMOUNT: \$2,000,000.00

PSC DURATION: March 1, 2013 to February 28, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Develop and maintain an employee wellness program that enables employees to reach optimal physical well-being, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services:

- Comprehensive Health Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening.
• Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs.
• Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities.
• Data tracking, data management, and data reporting to measure outcomes

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

This service is a preventative tool to reduce incidence of lost days associated with back and other injuries; to reduce workers' compensation claims; to reduce other costs related to lost time such as overtime; to improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and increase in lost workdays.

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):

Some of these services have been provided by contract PSC number 4001-09/10.

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

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 11/9/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4070-12/13

Approval W 1/18/2013

SFMTA approved 11-9-12

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Registered Physical Therapist must have a minimum of five years' experience managing and coordinating a physical therapy program and is in good standing with the State of California. On-site team members (Physical Therapist Assistant) and a support staff must have a minimum of one year experience working in the field of physical therapy.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant

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

Contractor will provide equipment: MedX Lumbar Strength Testing Machine or equivalent; MedX Lumbar Strengthening Unit or equivalent; MedX Stretch Units or equivalent; Cardiovascular machines; evaluation table; mobile transport van with exercise and biometric equipment; and computer equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The purchase and/or leasing of equipment, hiring a registered licensed physical therapist, health educator, program coordinator, and support staff is not financially feasible at this time. Additionally, this is a comprehensive program that has varying/flexible scheduling and does not utilize full-time positions.

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

No. This is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment, and multiple types of clinical personnel in several locations on an as-needed basis.

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

Yes      No

- A. Will the contractor directly supervise City and County employees?      ( )      (X)
- B. Will the contractor train City and County employees?      ( )      (X)
  - Describe training and indicate approximate number of hours.
  - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services?      ( )      (X)
- D. Are there federal or state grant requirements regarding the use of contractual services?      ( )      (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service?      ( )      (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?      ( )      (X)

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

*Parveen Boparai*

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415-701-5377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 South Van Ness Ave., 6<sup>th</sup> Floor, San Francisco, CA 94103

**Union Notification(s)**  
**◆ Local 21**

**Dang, Leorah**

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Friday, November 09, 2012 5:20 PM  
**To:** DHR-PSCCoordinator, DHR; 'L21PSC Review'  
**Cc:** Boparai, Parveen; Roach, Dan  
**Subject:** PSC #41914-11/12 Employee Fitness and Wellness Program-Duration Correction  
**Attachments:** 20121109170612882.pdf

Please note the original submission had a duration date that was incorrect and ended in 2013. The date is corrected on this follow-up submission to end in 2018. Please accept this ending duration date.

Thank you.

Cynthia Hamada  
Senior Personnel Analyst  
Employee and Labor Relations  
San Francisco Municipal Transportation Agency  
415.701.5381

Scan Date: 11.09.2012 17:06:12 (-0500)

**Prior DHR Approved**  
**PSC #4001-09/10**



Edwin M. Lee | Mayor

Tom Nolan | Chairman

Cheryl Brinkman | Vice-Chairman

Leona Bridges | Director

Malcolm Heinicke | Director

Jerry Lee | Director

Bruce Oka | Director

Joél Ramos | Director

Edward D. Reiskin | Director of Transportation

March 20, 2012

Civil Service Commission  
City and County of San Francisco  
25 Van Ness Avenue, Suite 720  
San Francisco, CA 94102-6033

Subject: PSC #4001-09/10: Item 5E Correction

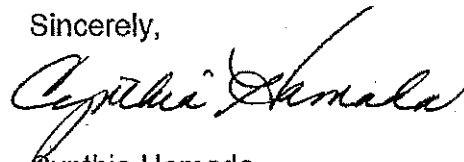
To whom it may concern:

Enclosed is a corrected copy of the Personal Services Contract Summary for PSC #4001-09/10, Professional Consulting Services: Back Strengthening and Employee Fitness and Wellness Program.

Per instruction from Vice President Kate Favetti on March 19, 2012, the San Francisco Municipal Transportation Agency has made the correction to Item 5E and reflects that a board or commission has not determined that contracting is the most effective way to provide this service.

Please contact me at 415.701.5381, should you need to discuss this further.

Sincerely,



Cynthia Hamada  
Senior Personnel Analyst  
Employee and Labor Relations Division

Enclosure

cc: Maria Ryan, DHR  
Dan Roach, SFMTA  
Don Ellison, SFMTA  
Winnie Xie, SFMTA  
Parveen Boparai, SFMTA

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 10, 2012 (Reissued February 21, 2012)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: ( ) INITIAL REQUEST ( X ) MODIFICATION ( PSC# 4001-09/10 )

TYPE OF SERVICE: Professional Consulting Services: Back Strengthening & Employee Fitness and Wellness Program

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$350,000.00
1st Modification to add: \$700,000.00
2nd Modification to add: \$350,000.00
Modified Total Amount: \$1,400,000.00

PSC DURATION: June 30, 2009 - June 2012
For the Original Contract Period: July 1, 2009 - June 30, 2012
For the Contract Extension Period: July 1 2012 - June 30, 2013
Modified Total Duration: June, 30, 2009 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative /office positions. This program will be expanded to the Metro East site during the contract extension period.

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

This service is necessary as a preventive tool to reduce incidence of lost days associated with back injuries, to reduce workers' compensation claims and subsequent overtime costs, as well as improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost work days. The added money is to correct the error in funding calculation from PSC No. 4001-09/10. The funding amount was for 1-year and instead of for 3 years. In addition, SFMTA is implementing the 1-year extension of services option.

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

This service has been provided under contract. Previous approved PSC No. 4001-09/10.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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

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

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved
2-21-12

PSC#

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Registered Physical Therapist (program coordinator) must have a minimum of 5-year of experience managing and coordinating physical therapy program and be in good standing with the State of California. On-site team members (Physical Therapist Assistant) and support staff must have a minimum of one-year experience working in a physical therapy field.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant normally perform this work.

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

Contractor will provide equipment: MedX Lumbar Strength Testing Machine or equivalent MedX Lumbar Strengthening Units or equivalent; MedX Stretch Units or equivalent; Cardiovascular machine; evaluation table; office furniture, mobile transport van with exercise and biometric equipment; computer equipment; telephone/fax, etc. The equipment and services is provided at five (5) locations throughout SFMTA.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The cost of purchase and/or leasing equipment, hiring a registered/licensed physical therapist, health educator, program coordinator and support staff is not financially feasible for the SFMTA at this time. Additionally, this is a comprehensive program that has varying/flexible scheduling and does not utilize full-time positions.

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

No. The civil service class(es) already exist(s). This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (Van with exercise and biometric equipment), and multiple types of therapeutic personnel in several locations with varying schedules and does not utilize full-time positions.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	( X )
B. Will the contractor train City and County employees?	( )	( X )
- Describe training and indicate approximate number of hours.		
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	( )	( X )
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	( X )
E. Has a board or commission determined that contracting is the most effective way to provide this service?	( )	( X )
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. The 1-year extension option will be implemented by SFMTA with the current contractor, Back First.	( X )	( )

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

*Parveen Boparai*

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

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
415-701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency

\_\_\_\_\_  
1 S. Van Ness Ave., 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 10, 2012 (Reissued February 21, 2012)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 68

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

TYPE OF REQUEST: ( ) INITIAL REQUEST ( X ) MODIFICATION ( PSC# 4001-09/10 )

TYPE OF SERVICE: Professional Consulting Services: Back Strengthening & Employee Fitness and Wellness Program

FUNDING SOURCE: SFMTA General or Project Funds

PSC AMOUNT: \$350,000.00 Mod #1 PSC DURATION: June 30, 2009 - June 2012
4th Modification to add: \$700,000.00 \$1,050,000 For the Original Contract Period: July 1, 2009 - June 30, 2012
2nd Modification to add: \$350,000.00 For the Contract Extension Period: July 1 2012 - June 30, 2013
Modified Total Amount: \$1,400,000.00 Modified Total Duration: June, 30, 2009 - June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide on-site back strengthening, employee exercise, education and wellness program services for the SFMTA employees. Continuing the existing employee fitness program at the Presidio division, Cable Car division, and the mobile exercise component at the remaining five transit operation divisions and at the SFMTA's headquarter - One South Van Ness Ave. where the programs are addressing health and wellness issues especially related to administrative /office positions. This program will be expanded to the Metro East site during the contract extension period.

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

This service is necessary as a preventive tool to reduce incidence of lost days associated with back injuries, to reduce workers' compensation claims and subsequent overtime costs, as well as improve employee job satisfaction and morale. The consequences of denial would result in escalating workers' compensation costs and an increase in lost work days. The added money is to correct the error in funding calculation from PSC No. 4001-09/10. The funding amount was for 1-year and instead of for 3 years. In addition, SFMTA is implementing the 1-year extension of services option.

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

This service has been provided under contract. Previous approved PSC No. 4001-09/10.

D. Will the contract(s) be renewed:

Yes. The need for this service will continue.

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

IFPTE Local 21 Cynthia Hamada 2/21/12 Revision
Union Name Signature of person mailing / faxing form 2/10/12 original
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# 4001-09/10

SFMTA approved 2-21-12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 2/21/12 MR

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

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

Registered Physical Therapist (program coordinator) must have a minimum of 5-year of experience managing and coordinating physical therapy program and be in good standing with the State of California. On-site team members (Physical Therapist Assistant) and support staff must have a minimum of one-year experience working in a physical therapy field.

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

2556 Physical Therapist and 2555 Physical Therapist Assistant normally perform this work.

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

Contractor will provide equipment: MedX Lumbar Strength Testing Machine or equivalent MedX Lumbar Strengthening Units or equivalent; MedX Stretch Units or equivalent; Cardiovascular machine; evaluation table; office furniture, mobile transport van with exercise and biometric equipment; computer equipment; telephone/fax, etc. The equipment and services is provided at five (5) locations throughout SFMTA.

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

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

The cost of purchase and/or leasing equipment, hiring a registered/licensed physical therapist, health educator, program coordinator and support staff is not financially feasible for the SFMTA at this time. Additionally, this is a comprehensive program that has varying/flexible scheduling and does not utilize full-time positions.

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

No. The civil service class(es) already exist(s). This contract is a comprehensive program that includes not only consultants, but stationary equipment, mobile equipment (Van with exercise and biometric equipment), and multiple types of therapeutic personnel in several locations with varying schedules and does not utilize full-time positions.

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

**Yes                      No**

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

( )                      ( X )

B. Will the contractor train City and County employees?

( )                      ( X )

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

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

( )                      ( X )

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

( )                      ( X )

E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board Resolution #09-102 dated 6/16/2009

( X )                      ( )

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes. The 1-year extension option will be implemented by SFMTA with the current contractor, Back First.

( X )                      ( )

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

*Parveen Boparai*

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

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
415-701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency, Human Resources

\_\_\_\_\_  
1 S. Van Ness Ave., 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

**Ryan, Maria**

---

**From:** Hamada, Cynthia <Cynthia.Hamada@sfmta.com>  
**Sent:** Tuesday, February 21, 2012 4:58 PM  
**To:** 'L21PSCReview@ifpte21.org'; atonisson@ifpte21.org  
**Cc:** DHR-PSCCoordinator, DHR; Boparai, Parveen; Roach, Dan; Xie, Winnie  
**Subject:** PSC Back Strengthening & Employee Fitness & Wellness Program - REISSUE  
**Attachments:** 20120221164027258.pdf

Please review.

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/30/12

DEPARTMENT NAME: Emergency Management DEPARTMENT NUMBER: 77

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

TYPE OF REQUEST:

[x] INITIAL REQUEST [ ] MODIFICATION (PSC# [ ])

TYPE OF SERVICE: Regional Catastrophic Training and Exercise Project

FUNDING SOURCE: Homeland Security Grant - Regional Catastrophic Preparedness Grant

PSC AMOUNT: \$1,200,000 PSC DURATION: 01/01/2013-12/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide training and exercise curriculums for the Bay Area Urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.

B. Explain why this service is necessary and the consequences of denial: The UASI Region is comprised of twelve counties and three core cities, which together receive federal funding to combat and respond to terrorism and related catastrophic disasters throughout the entire Bay Area. Denial of this request will hinder the Bay Area UASI Region's ability to develop future funding requests and secure increased funding for SF and all of the Bay Area cities and counties. This in turn can jeopardize the Bay Area UASI Region's ability to prevent, protect against, respond to and recover from acts of terrorism and other man-made or natural catastrophes in the Bay Area.

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

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

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

MEA Union Name [Signature] 12/5/12 Date
Local 21 Union Name [Signature] 12/5/12 Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4071-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** This service requires extensive knowledge and expertise in regional catastrophic planning, training and exercise. The contractor must have experience in how to prevent, respond to, and recover from acts of terrorism or man-made/natural disasters at the regional level. The provider must have a thorough understanding of how the unique characteristics of each member county impacts, not only the county, but the entire Bay Area region during disaster preparedness and recovery.
- B. **Which, if any, civil service class normally performs this work?** 1232 Training Officer, 1237 Training Coordinator, 0931 Manager III, 0932 Manager IV.
- 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 staff does not have the time to conduct a project of this magnitude. Also, because this service spans across twelve counties it is important that the provider be a neutral entity not associated with any of the counties.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain:** No, because the service is unique and requires subject matter expertise not found in civil service classes. The regional, state, and national interaction required to perform this service would make it impractical for a San Francisco civil service employee to perform this work for and in other counties. Funding is from a time limited grant from the Department of Homeland Security.

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"/>            |
| - Describe training and indicate approximate number of hours. <i>Provide training and exercise on regional catastrophic plans. Training and exercise sessions can run from half a day to 48 hours straight.</i>  |                                     |                                     |
| - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. <i>Courses are open to the entire UASI Region (12 Bay Area Counties), including the City and County of SF. Training and exercise will be targeted towards all emergency services workers and first responders.</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?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

*William Lee*

Signature of Departmental Personal Services Contract Coordinator

William Lee

Print or Type Name

(415) 558-3866

Telephone Number

Department of Emergency Management - DES

1011 Turk Street, SF, CA 94102

Address



**Union Notification(s)**

◆ MEA

◆ Local 21

## Dang, Leorah

---

**From:** Kim-Molina, Mikyung  
**Sent:** Wednesday, December 05, 2012 1:44 PM  
**To:** rebecca@sfmea.com  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** Reg-Init: Regional Catastrophic Training and Exercise (Dept #77)  
**Attachments:** PSC-1 - Training and Exercise.pdf

Hello – As part of the 30 day notice requirement to the Union, attached is a PSC Form 1. Please let me know if you have any questions.

---

Mikyung Kim-Molina  
Bay Area UASI  
711 Van Ness Avenue, Suite 420  
San Francisco, CA 94102  
(415) 353-5230

**Dang, Leorah**

---

**From:** Kim-Molina, Mikyung  
**Sent:** Wednesday, December 05, 2012 1:42 PM  
**To:** L21PSC Review  
**Cc:** DHR-PSCCoordinator, DHR  
**Subject:** Reg-Init: Regional Catastrophic Training and Exercise (Dept #77)  
**Attachments:** PSC-1 - Training and Exercise.pdf

Hello – As part of the 30 day notice requirement to the Union, attached is a PSC Form 1. Please let me know if you have any questions.

---

Mikyung Kim-Molina  
Bay Area UASI  
711 Van Ness Avenue, Suite 420  
San Francisco, CA 94102  
(415) 353-5230

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 9, 2013

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Neuromonitoring Services for patients at San Francisco General Hospital

FUNDING SOURCE: General Fund, Medicare, Medi-Cal reimbursement

PSC AMOUNT: \$1,200,000 (\$600,000/yr.) PSC DURATION: 3/02/2013 - 02/28/15 (two years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.

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

The services are necessary because surgery involving the brain, spinal cord, or peripheral nerves often carries a significant risk of damage to neural structures. If the service is denied, the operating team will be unable to monitor the patients and that can cause new neurological deficits with devastating effects such as loss of sensation or paralysis for the patient.

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

The services are currently performed by a contractor utilizing as needed purchase orders or direct payments. The Department has determined that this service should be performed under a professional services contract.

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

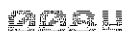
SEIU Local 1021; UAPD 8CC Union Name
Jacquie Hale Signature of person mailing/faxing form
June 29, 2012 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved 1/18/2013

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A Registered American Board certified encephalographic Technologist (CNIM) is needed to place the probes and monitor the patient. The certifying organization is the American Board Of Registered Encephalographic technology (ABRET [www.ABRET.ORG](http://www.ABRET.ORG)).

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

The services have never been performed by a Civil Service classification. The Civil Service class that would usually perform these services if the City did provide the service would be a medical doctor (2220 Physician, 2230 Physician Specialist, or 2232 Senior Physician Specialist ) who would oversee the program, and at least two registered nurses (2320 Registered Nurse) with training to do the actual monitoring.

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

Yes, the vendor will provide a computer, neuromonitoring leads and probes and other equipment necessary for the procedure.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are needed only intermittently (approximately twice each week for 8 hours per day).

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

Not at this time, as the services to date have been determined to be as needed, intermittent and dependent on the type of surgery scheduled and performed. For such a low volume and procedure-specific needs, it would not be practical to adopt a new Civil Service class to perform this work. In addition, the Department would have to purchase and maintain the required equipment needed to perform the services.

As has been communicated in a meeting with SEIU Local 1021 representatives, the Department has offered to reduce the duration of this PSC to two years and to use the first year of that time to collect data on actual usage and to participate with SEIU in an ad hoc working group to discuss specific union proposals for staff training and/or establishment of a specific classification, with which SEIU has agreed. (The PSC amount has been adjusted to reflect current usage, as well.)

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Services are currently paid under a purchase order.

<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

Jacque Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

**Union Notification(s)**

◆ **Local 1021**

◆ **UAPD 8CC**

## Dang, Leorah

---

**From:** Jacquie Hale <Jacquie.Hale@sfdph.org>  
**Sent:** Friday, January 11, 2013 11:34 AM  
**To:** Gus Feldman  
**Cc:** jtanner940@aol.com; sharizinn@yahoo.com; Fleming, David; Dentoni, Terry; Nichols, Lawrence; Longhitano, Robert; DHR-PSCCoordinator, DHR  
**Subject:** Fw: Request for Approval PSC for Neuromonitoring Services for Patients at San Francisco General Hospital  
**Attachments:** PSC DPH Neuromonitoring - initial request.pdf

Gus:

Please see below for the revised PSC for neuromonitoring. I've put most of what we discussed at our meeting on January 9, 2013; in question #4(b). As we discussed, we've also reduced the duration from 8 to 2 years, adjusted the total contract amount, and did some minor wordsmithing. As you can see, we've requested that this be calendared for the Civil Service Commission meeting of February 4, 2013.

Thanks,

Jacquie  
554-2609

----- Forwarded by Jacquie Hale/DPH/SFGOV on 01/11/2013 11:22 AM -----

Jacquie  
Hale/DPH/SFGOV

To  
01/09/2013 04:41 PM DHR PSC Coordinator  
cc  
Robert Longhitano/DPH/SFGOV@SFGOV  
Subject  
Request for Approval PSC for  
Neuromonitoring Services for  
Patients at San Francisco General  
Hospital

Leorah:

Hi. Please find attached our initial request for approval for a Personal Services Contract (PSC) for the following services:  
Neuromonitoring Services for patients at San Francisco General Hospital

(See attached file: PSC DPH Neuromonitoring - initial request.pdf)

We would like to request that this be calendared for the February 4, 2013, meeting of the Civil Service Commission.

Please let me know if you have any questions or need more information.

Thank you, -

Jacquie Hale  
Director  
Office of Contract Management and Compliance Department of Public Health  
101 Grove Street, Room 307  
San Francisco, CA 94102  
(415) 554-2609

Robert  
Longhitano/DPH/SFGOV  
06/29/2012 11:46 AM

To jduritz@uapd.com, pat@uapd.com,  
ed.warshauer@seiu1021.org, pattie.tamura@seiu1021.org,  
brook.demmerle@seiu1021.org, uapd@uapd.com  
cc Jacquie Hale/DPH/SFGOV@SFGOV, Lawrence  
Nichols/DPH/SFGOV@SFGOV, Reid  
Kennedy/DPH/SFGOV@SFGOV

bcc

Subject PSC Request

**TO:** Pattie Tamura, Local 1021  
Ed Warshauer, Local 1021  
Brook Demmerle, Local 1021  
Patricia Hernandez UAPD - 8CC  
Jeff Duritz, UAPD - 8CC

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

**DATE:** June 29, 2012

**SUBJECT:** Notice of PSC Request

Attached is the following personal services contract summary, which we will also submit to the Department of Human Resources for review and approval on August 22, 2012 for the CSC meeting scheduled for September 17, 2012:

1. Neuromonitoring Services for patients at San Francisco General Hospital



PSC Request Neuromonitoring.pdf



PERSONAL SERVICES CONTRACT SUMMARY

DATE: JUN 29 2012

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81

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

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

TYPE OF SERVICE: Neuromonitoring Services for patients at San Francisco General Hospital:

FUNDING SOURCE: Hospital General Funds, Medicare, Medi-cal reimbursement

PSC AMOUNT: \$ 3,800,000 PSC DURATION: 9/18/2012 - 10/31/2022

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.

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

The services are necessary because surgery involving the brain, spinal cord, or peripheral nerves often carries a significant risk of damage to neural structures. If the service is denied, the operating team will be unable to monitor the patients and that can cause new neurological deficits with devastating effects such as loss of sensation or paralysis for the patient.

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

The services are currently performed by a contractor utilizing as-needed purchase orders or direct payments. The Department of Health has identified that this service should be handled under a professional services contract.

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

SEIU Local 1021, Physician and Dentist 8CC

Jacquie Hale

JUN 29 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#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A Registered American Board certified encephalographic Technologist (CNIM) is needed to place the probes and monitor the patient. The certifying organization is the American Board Of Registered Encephalographic technology (ABRET www.ABRET.ORG)

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

The services have never been performed by a civil service class. The civil service class that would perform this class if the City did provide the service would be a MD (2220 Physician, 2230 Physician Specialist, 2232 Sr. Physician Specialist ) who will oversee the program and at least 2 RNs (2320 Registered Nurse) with training to do the actual monitoring.

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

Yes, the vendor will provide a computer, neuromonitoring leads and probes used during the procedure.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the services are used approximately twice a week for 8 hrs a day.

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

No. the services are as-needed, intermittent and dependent on the type of surgery scheduled and performed. For such a low volume and procedure specific needs it would not be practical to adopt a new civil service class to perform this work. In addition, the Department would have to purchase and maintain the required equipment needed to perform the services.

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? <i>The contractor is currently accessed via the purchase order process or direct payment process.</i>	<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  
Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307  
San Francisco, CA 94102

Address

0089a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 1, 2012

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Repair and Maintenance Motorola Equipment

FUNDING SOURCE: Federal Grant and General Funds

Table with 4 columns: Item, Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount, Modification #1, Modification #2, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.

B. Explain why this service is necessary and the consequences of denial: The new 800 MHz radio system provides many improvements over the conventional systems, such as enhanced capacity, coverage, reliability, interoperability, etc. The Motorola Radio System currently services about 9,000 city users. The Motorola Radio System is the primary means of communication for Police, Fire and Paramedics, as well as many other agencies. It averages 40,000 push to talks daily. The radios and infrastructure components are proprietary to Motorola. Only Motorola can provide the equipment, software, and technical support services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service has been provided by Motorola in the past and this is the first time a Civil Service Approval is being requested for professional services.

D. Will the contract(s) be renewed:

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

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, and Date. Includes handwritten signature and date (November 13, 2013 # 1/23/13).

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4073-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 1/23/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Skills and expertise required are knowledge of proprietary Motorola equipment for repair and maintenance.*

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

*None.*

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

*No.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The equipment is proprietary to Motorola. No City employees can complete maintenance on these equipment.*

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

*No, the equipment is proprietary to Motorola.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *The proposed work will be completed by Motorola, who currently has a contract with the Department of Technology.*

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

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

*Kendall Gary* 1/23/13  
 Signature of Departmental Personal Services Contract Coordinator

Kendall Gary

415 581 4066

Print or Type Name

Telephone Number

One South Van Ness Ave., 2<sup>nd</sup> Floor

San Francisco, CA 94103

Address

90 a2



City & County of San Francisco  
**Department of  
Technology**  
*Powered by Innovation*

One South Van Ness Avenue, 2nd Floor  
San Francisco, CA 94103-0948  
Office: 415-581-4001 • Fax: 415-581-4002

January 22, 2013

Mr. Brent Lewis  
Department of Human Resources  
City and County of San Francisco  
One South Van Ness Avenue, 4<sup>th</sup> Floor  
San Francisco, CA 94103

**RE: MOTOROLA PSC# 13179-12/13**

Dear Mr. Lewis,

In 1997, when the agreement was first executed, a request for Civil Service approval was not required nor requested. The agreement was primarily for purchasing equipment and for technical maintenance of the equipment.

Since the evolution of the term "Professional Services", technical maintenance has since been identified as such. Therefore, in all the requests for modifications to the agreement, no City entity has requested a Civil Service approval, until this last request for modification when the Office of Contract Administration requested that a Civil Service approval for the technical maintenance be approved.

Therefore, there are no previous Personal Services Summary numbers designated for the original agreement and its succeeding amendments/modifications. However, the initial request was approved by the Board of Supervisors, including the last amendment to exceed Ten Million Dollars (\$10,000,000) and now this current request for an additional Eight Million Dollars (\$8,000,000). Please see attached.

Please contact me, at 415 581 4066, if you require additional information and if you have any further questions.

Thank you,

 1/22/13

Kendall Gary  
Director of Technology Procurement



Printed on recycled paper

90a3

**Union Notification(s)**  
**◆ Local 21**

90 a 4

## Dang, Leorah

---

**From:** L21PSC Review <L21PSCReview@ifpte21.org>  
**Sent:** Wednesday, January 23, 2013 12:26 PM  
**To:** Dang, Leorah  
**Cc:** Gary, Kendall  
**Subject:** FW: Notice of PSC submission – PSC # 13179 - 11/12

Hi Leorah - from Richard Isen as requested

Local 21 is in receipt of the Department of Technology's proposed PSC concerning the 'Symphony EMS Conversion/Upgrade Project. It is currently under review. The Union Representative overseeing this review is Pam Covington. She may be reached at 415-864-2100 should you wish to contact her to obtain the review's status.

Ging Louie  
Representative/Organizer and PSC Coordinator IFPTE Local 21  
1182 Market Street, #425  
San Francisco, CA 94102  
Phone: 415-864-2100, x132  
Fax: 415-864-2166

---

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [dhr-psccordinator@sfgov.org] On Behalf Of [kendall.gary@sfgov.org](mailto:kendall.gary@sfgov.org)  
[[kendall.gary@sfgov.org](mailto:kendall.gary@sfgov.org)]  
**Sent:** Tuesday, November 13, 2012 1:19 PM  
**To:** L21PSC Review  
**Subject:** Notice of PSC submission – PSC # 13179 - 11/12

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) for \$8000000 for services for the period 01/08/13 – 09/21/17. Questions about the services should be directed to the Department directly. Note that initial requests greater than \$50,000 must go to the Civil Service Commission for approval.

Please NOTE: SEIU represented classes require 60 days notice.

Select the link below and after logging into the system, verify receipt and follow the links to view the information:

[http://apps.sfgov.org/dhrdrupal/node/add/union-recept&field\\_union\\_init\\_psc=&field\\_union\\_contact=3,](http://apps.sfgov.org/dhrdrupal/node/add/union-recept&field_union_init_psc=&field_union_contact=3)

## Dang, Leorah

---

**From:** Gines, Jolie  
**Sent:** Wednesday, January 23, 2013 2:08 PM  
**To:** Ging Louie (glouie@ifpte21.org)  
**Cc:** DHR-PSCCoordinator, DHR; Lewis, Brent; Gary, Kendall  
**Subject:** FW: 1 PSCs re Professional Services for Motorola Only (Dept 75)  
**Attachments:** RE: 1 PSCs re Professional Services for Motorola Only (Dept 75); RE: PSC 30 day review period ended for PSC # 13179 - 11/12

**Importance:** High

Hi Ging,

Please review the revised Personal Services Summary, as requested by DHR, for Motorola. They await your response.

We hope to have this approved at the February 4, 2013 meeting.

Thank you for your prompt review and response.

*Best,  
Jolie*

Jolie Gines  
City and County of San Francisco  
Department of Technology  
Contract Administration  
One South Van Ness Ave., 2nd Floor  
San Francisco, CA 94103

415 581 3974  
415 581 3970 FAX

---

**From:** Dang, Leorah **On Behalf Of** DHR-PSCCoordinator, DHR  
**Sent:** Wednesday, January 23, 2013 2:00 PM  
**To:** Gines, Jolie; DHR-PSCCoordinator, DHR  
**Cc:** Lewis, Brent; Gary, Kendall  
**Subject:** RE: 1 PSCs re Professional Services for Motorola Only (Dept 75)

Hi Jolie,

Please notify the union of the changes by email & cc DHR-PSCCoordinator and attached the updated PSC.

Best Wishes,  
Leorah Dang  
DHR-PSC Coordinator  
Department of Human Resources  
1 South Van Ness Avenue  
San Francisco, CA 94103  
415-557-4842



**Motorola Resolution No. 653-06  
And  
Board of Supervisors Meeting Minutes**

653-06

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

[Authorizing the Department of Telecommunications and Information Services to amend its contract with Motorola, Inc. to exceed \$20 million and extend the time for an additional ten years.]

**Resolution authorizing the Department of Telecommunications and Information Services to enter into the Sixth Amendment between the City and Motorola, Inc., to increase the authorization for the contract's anticipated expenditures to \$20 million, and extend the time of the contract.**

WHEREAS the Department of Telecommunications and Information Services, by competitive bidding, developed the 800 MHz Radio System Project Agreement for the purchase of products and services related to the City's Radio Systems; and,

WHEREAS, Motorola, Inc., was the sole qualified vendor who responded to the City's Invitations to Bid in 1996,

WHEREAS, the original contract with Motorola, Inc., was dated September 22, 1997, 2004; and had a term of ten years, through September 21, 2007; and

WHEREAS, the contract has been amended five times, by the First Amendment dated May 18, 1998; and the Second Amendment dated September 24, 1998; and Third Amendment dated August 11, 1999; and the Fourth Amendment dated May 19, 2000; and the Fifth Amendment dated November 21, 2000;

WHEREAS, the original contract's not-to-exceed amount for compensation (found in Section 4.11 of the contract) was \$9,999,999, and that amount has not been changed by any prior Amendment; and,

90 a8

1           WHEREAS, the Department of Telecommunications and Information Services  
2 estimates that the money projected to be spent with Motorola, Inc. could reach the contract's  
3 not-to-exceed compensation amount in the reasonably near future; and,

4           WHEREAS, the Department of Telecommunications and Information Services must  
5 reconfigure the City's radio system in accordance with the Federal Communications  
6 Commission's Order dated August 6, 2004; and,

7           WHEREAS, Charter section 9.118, "Contract and Lease Limitations," subsection (b),  
8 requires Board of Supervisors approval of any contract estimated to exceed \$10 million in  
9 expenditures; now, therefore, be it

10           RESOLVED, that the Board of Supervisors authorizes the Office of Contract  
11 Administration to enter into Amendment Six to the contract with Motorola, Inc.; and be it

12           FURTHER RESOLVED, that said Amendment shall increase the not-to-exceed  
13 compensation amount for the contract with Motorola, Inc. from \$9,999,999 [Nine million-nine  
14 hundred and ninety-nine dollars] to \$20,000,000 [Twenty million dollars].

15           FURTHER RESOLVED, that said Amendment shall lengthen the term of the current  
16 contract from a term of ten years, through September 21, 2007; to a term of twenty years,  
17 through September 21, 2017.

18  
19  
20  
21  
22  
23  
24  
25

90a9



City and County of San Francisco

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

Tails  
Resolution

File Number: 060484

Date Passed:

Resolution authorizing the Department of Telecommunications and Information Services to enter into the Sixth Amendment between the City and Motorola, Inc., to increase the authorization for the contract's anticipated expenditures to \$20 million, and extend the time of the contract.

November 7, 2006 Board of Supervisors — ADOPTED

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin,  
Sandoval

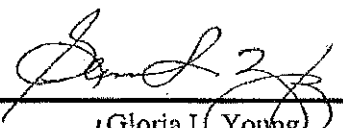
Absent: 1 - Alioto-Pier

Excused: 1 - Ammiano

90 a 10

File No. 060484

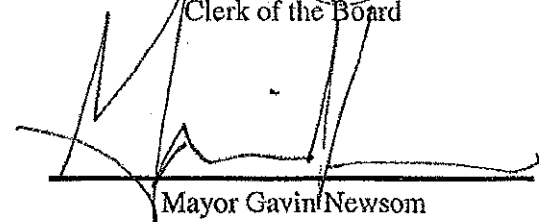
I hereby certify that the foregoing Resolution was ADOPTED on November 7, 2006 by the Board of Supervisors of the City and County of San Francisco.



Gloria L. Young  
Clerk of the Board

NOV 17 2006

Date Approved



Mayor Gavin Newsom

90 all

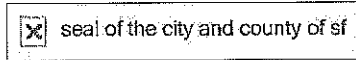
Return to Full Board Agendas

Full Board Agendas

*Motorola Res  
653-06*

**City and County of San Francisco** *page 8*

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



**MEETING MINUTES**

**Tuesday, November 7, 2006**

**2:00 PM**

**Legislative Chamber - Second Floor  
Regular Meeting**

**Board of Supervisors**

***AARON PESKIN, PRESIDENT  
MICHELA ALIOTO-PIER, TOM AMMIANO, CHRIS DALY,  
BEVAN DUFTY, SEAN ELSBERND, FIONA MA, SOPHIE MAXWELL,  
JAKE MCGOLDRICK, ROSS MIRKARIMI, GERARDO SANDOVAL***

**Members Present:** *Michela Alioto-Pier, Chris Daly, Bevan Dufty, Sean  
Elsbernd, Fiona Ma, Sophie Maxwell, Jake  
McGoldrick, Ross Mirkarimi, Aaron Peskin,  
Gerardo Sandoval.*

**Members Excused:** *Tom Ammiano.*

**Members Absent:** *None.*

**ROLL CALL AND PLEDGE OF ALLEGIANCE**

*The meeting was called to order at 2:03 p.m. On the call of the roll Supervisors Alioto-Pier  
and Ammiano were noted absent.*

*There was a quorum.*

*Supervisor Alioto-Pier was noted present at 2:20 p.m.*

*90 a12*

**Supervisor Ammiano Excused From Attendance**

**Supervisor Mirkarimi, seconded by Supervisor Dufty, moved to excuse Supervisor Ammiano from attending today's meeting. The motion carried by the following vote:**

Ayes: 10 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ammiano

**APPROVAL OF MEETING MINUTES**

**Supervisor Mirkarimi, seconded by Supervisor Elsbernd, moved to approve the October 3, 2006 and October 17, 2006 Meeting Minutes. The motion carried by the following vote:**

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

**COMMUNICATIONS**

*Gloria L. Young, Clerk of the Board, informed the Board that the Clerk of the Board's Office was in receipt of a communication from the Mayor vetoing File No. 060700 legislation which mandates specific deployment of police officers.*

*The matter will be on the November 14, 2006 Board agenda for consideration.*

**CONSENT AGENDA**

**Recommendations of the Budget and Finance Committee**

**061373 [Appropriating \$10,675,589 of State and Federal revenues Mayor, Supervisor Dufty for various programs in the Department of Human Services for Fiscal Year 2006-2007]**

Ordinance authorizing the Department of Human Services to accept and expend a Federal food stamps grant in the amount of \$999,993, and appropriating \$10,675,589 of State and Federal revenues for CalWORKS Work Participation Program, the Family and Children's Services Child Welfare Services Program, the Food Stamps Outreach Program, the Housing and Homeless Management Information System Program, and the Workforce Development's Food Stamps Employment and Training Program in the Department of Human Services for Fiscal Year 2006-2007.

(Fiscal impact.)

**Enacted** 279-06  
**Number:**  
**FINALLY PASSED**

**061374 [Public Employment - Human Services Agency] Mayor**  
Ordinance amending Ordinance No. 203-06 (Annual Salary Ordinance FY 2006-2007) to reflect the addition of 35.8 new positions at the Human Services Agency.

(Fiscal impact.)

**Enacted** 280-06  
**Number:**  
**FINALLY PASSED**

**Recommendation of the Land Use and Economic Development Committee**

**061210 [Allowing advertising on E-Line and Third Street Light Rail Line boarding platforms] Supervisor Maxwell**  
Ordinance amending Article 6 of the San Francisco Planning Code by amending Section 603 thereof, to permit transit shelter advertising on public transit boarding platforms in connection with the E-Line and Third Street Light Rail Line projects; and adopting findings pursuant to City Planning Code Section 101.1.

**Enacted** 278-06  
**Number:**  
**FINALLY PASSED**

**Recommendations of the Rules Committee**

**060396 [Slavery Era Disclosure] Supervisors Maxwell, Mirkarimi, Ammiano, Dufty, Daly, Alioto-Pier, McGoldrick, Ma, Sandoval**

Ordinance amending the San Francisco Administrative Code by adding Chapter 12W, Sections 12W.1 through 12W.7, to require contractors providing insurance and insurance services, financial services, or textiles to the City to disclose any participation in the slave trade, and creating an account, to which contractors subject to this ordinance, and others, may make voluntary contributions, and requiring that monies donated to this account be used

90 a 14



to fund economic development and educational initiatives designed to ameliorate the effects of slavery upon the residents of San Francisco.

**Enacted** 275-06

**Number:**

**FINALLY PASSED**

**061167** [Authorizing the City to contribute to the payment of funeral costs of City employees who have died in the line of duty] **Supervisors Peskin, Mirkarimi, Ammiano, Dufty**

Ordinance amending the San Francisco Administrative Code by adding Section 16.7, to authorize the City to contribute to the payment of funeral costs of City employees who have died in the line of duty, including payments retroactive to July 1, 2006.

**Enacted** 276-06

**Number:**

**FINALLY PASSED**

**061359** [Settlement of Lawsuit - CCSF v. William D. Spencer, F. W. Spencer & Son, Inc., et. al.]

Ordinance authorizing settlement of the lawsuit filed by the City and County of San Francisco against William D. Spencer, F.W. Spencer & Son, Inc., Brisbane Mechanical Company, Bruce Bonar, Lou Thomas, William McGahan (together, the "Spencer Parties"), A. Answer, Inc. and Troy's Contracting, Inc. on January 16, 2004 in San Francisco Superior Court, Case No. CGC -04-429249, entitled, City and County of San Francisco et. al. v. F. W. Spencer & Son, Inc. et. al., with (a) the Spencer Parties paying \$2,000,000 by January 24, 2007, and dismissing its actions and cross-actions against the City and others and the Spencer Parties releasing all claims on the Moscone Center Expansion Project and The San Francisco Jail Replacement No. 3 Project ; and (b) A. Answer, Inc. and Troy's Contracting, Inc. paying \$124,000 within 60 days of final approval of this settlement. The Spencer Parties' action was brought against San Francisco, City Attorney Dennis Herrera and others, and was coordinated as part of the California Judicial Council Coordination Proceeding No. 4379. (City Attorney)

**Enacted** 277-06

**Number:**

**FINALLY PASSED**

**061401** [Settlement of Lawsuit - Daniel Kuhstoss]

Ordinance authorizing settlement of the lawsuit filed by Daniel Kuhstoss against the City and County of San Francisco for \$465,000; the lawsuit was filed on April 18, 2005 in San Francisco Superior Court, Case No. 440-542; entitled Daniel Kuhstoss, et al., v. City and County of San Francisco, et al. (City Attorney)

**PASSED, ON FIRST READING**

**061402 [Settlement of Lawsuit - Kevin Roy Jordan]**

Ordinance authorizing settlement of the lawsuit filed by Kevin Roy Jordan against the City and County of San Francisco for \$100,000.00; the lawsuit was filed on February 21, 2003 in United States District Court, Case No. C03-1194; entitled Kevin Jordan, et al., v. City and County of San Francisco, et al. (City Attorney)

**PASSED, ON FIRST READING**

**061403 [Settlement of Lawsuit - Vilda and Amber Curry]**

Ordinance authorizing settlement of the lawsuit filed by Vilda Curry and Amber Curry, by and through her guardian ad litem, Vilda Curry against the City and County of San Francisco for \$625,000; the lawsuit was filed on March 31, 2003 in San Francisco Superior Court, Case No. 417-407; entitled Vilda Curry, et al. v. City and County of San Francisco, et al. (City Attorney)

**PASSED, ON FIRST READING**

**061413 [Settlement of Grievance - United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38 ("Union")]**

Resolution approving the settlement of the grievance (ERD No. 40-05-1446) filed by United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38 ("Union") on behalf of Grievants against the City and County of San Francisco for \$167,090.33. Other material term of said settlement is that Grievants and Union shall release all claims relating to the aforementioned grievance (ERD No. 40-05-1446). (Human Resources Department)

**Enacted** 655-06

**Number:**

**ADOPTED**

**061408 [Appointment - Asthma Task Force]**

Resolution appointing Nadia Thind, term ending June 30, 2007, to the Asthma Task Force.

Nadia Thind, succeeding Gretchen Skaggs, resigned, seat 3, must be a representative of a childcare coordinating/advocacy organization and is a voting member, for the unexpired portion of a two-year term ending June 30, 2007.

**Enacted**            654-06  
**Number:**  
**ADOPTED**

**The foregoing items were acted upon by the following vote:**

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

## **REGULAR AGENDA**

## **UNFINISHED BUSINESS**

### From the Clerk

**061483 [Adopting findings related to affirming the categorical exemption issued for the 1 La Avanzada Street project]**

Motion adopting findings related to affirming the determination by the Planning Department that the 1 La Avanzada Street project is categorically exempt from environmental review under the California Environmental Quality Act.

**Enacted**            M06-115  
**Number:**

**APPROVED by the following vote:**

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

### Recommendation of the Land Use and Economic Development Committee

**050176 [Amending the Planning Code to make all massage establishments conditional uses]**

**Supervisors Ma, Maxwell,  
Sandoval**

Ordinance amending Sections 218.1, 710.54, 711.54, 712.54, 713.54, 716.54, 717.54, 718.54, 719.54, 720.54, 721.54, 722.54, 723.54, 724.54, 725.54, 726.54, 727.54, 728.54, 729.54, 730.54, 810.54, 811.54, 812.54, 790.60 and 890.60 of the Planning Code to define massage establishments per Section 1900 of the Health Code, to provide that all massage establishments shall be permitted as conditional uses, to provide that non-incident massage establishments must first obtain all required permits from the Health Department before seeking a conditional use permit, and making findings of consistency with the priority policies of Planning Code Section 101.1 and the General Plan.

9017

**PASSED ON FIRST READING by the following vote:**

Ayes: 8 - Alioto-Pier, Duffy, Elsbernd, Ma, Maxwell, Mirkarimi, Peskin, Sandoval  
Noes: 1 - McGoldrick  
Absent: 1 - Daly  
Excused: 1 - Ammiano

**NEW BUSINESS**

**Recommendations of the Budget and Finance Committee**

**061370 [Contract Amendment - CCSF and CBS Outdoor] Supervisor Maxwell**

Ordinance approving Fourth Amendment to Advertising Transit Shelter Agreement between the City and County of San Francisco and CBS Outdoor, to permit the contractor to advertise on the Third Street light rail vehicle platforms in exchange for maintenance of those platforms; to add shelters to the E-Line boarding islands; and retroactively consenting to the voluntary assignment of the Agreement from Outdoor Systems to Infinity Outdoor, and from Infinity Outdoor to Viacom Outdoor (now known as CBS Outdoor).

**PASSED ON FIRST READING by the following vote:**

Ayes: 9 - Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

**061510 [Contract Amendment - CCSF and CBS Outdoor]**

Ordinance approving Fourth Amendment to Advertising Transit Shelter Agreement between the City and County of San Francisco and CBS Outdoor, to extend the agreement six months.

(Supervisor Daly dissenting in committee.)

**PASSED ON FIRST READING by the following vote:**

Ayes: 6 - Alioto-Pier, Duffy, Ma, Maxwell, McGoldrick, Peskin  
Noes: 4 - Daly, Elsbernd, Mirkarimi, Sandoval  
Excused: 1 - Ammiano

**061428 [Appropriating \$1,250,941 of Federal, State and General Fund Reserve to support overtime costs in the Sheriff's Department for Fiscal Year 2006-2007] Mayor, Supervisors Daly, Duffy, Mirkarimi**

Ordinance appropriating \$433,881 Federal revenue, \$181,609 State revenue and \$635,451

General Fund reserve to retroactively support overtime costs related to the staffing of one additional inmate Pod at the San Bruno Jail and increased boarding of prisoners in the Sheriff's Department for Fiscal Year 2006-2007, and placing \$667,530 on Financial Committee reserve pending review of actual overtime expenditures.

(Fiscal impact.)

*Supervisor Mirkarimi requested to be added as a co-sponsor.*

**PASSED ON FIRST READING by the following vote:**

Ayes: 8 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Sandoval  
Noes: 1 - Peskin  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

**061475 [Contract with anticipated expenditure in excess of \$10 million]**

Resolution approving the Fifth Amendment to the agreement between the City and County of San Francisco (Purchaser) and Sunset Scavenger Company (Contractor) for hauling services, resulting in total compensation to the contractor in an amount not to exceed \$10,650,000, pursuant to San Francisco Charter Section 9.118(b).

**Enacted** 649-06  
**Number:**

**ADOPTED by the following vote:**

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano

**060484 [Authorizing the Department of Telecommunications and Information Services to amend its contract with Motorola, Inc. to exceed \$20 million and extend the time for an additional ten years]**

**Supervisor Elsbernd**

Resolution authorizing the Department of Telecommunications and Information Services to enter into the Sixth Amendment between the City and Motorola, Inc., to increase the authorization for the contract's anticipated expenditures to \$20 million, and extend the time of the contract.

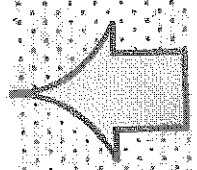
(Fiscal impact.)

**Enacted**  
**Number:**

653-06

**ADOPTED by the following vote:**

Ayes: 9 - Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Alioto-Pier  
Excused: 1 - Ammiano



90a19

*Supervisor Alioto-Pier was noted present at 2:20 p.m.*

**Recommendations of the Land Use and Economic Development Committee**

**061376 [Rent Ordinance: applies to units where a tenant's occupancy predates federal low income housing tax credits]**

**Supervisors Peskin,  
Maxwell, McGoldrick,  
Mirkarimi**

Ordinance amending Residential Rent Stabilization and Arbitration Ordinance (Administrative Code Chapter 37, "Rent Ordinance") by amending the Section 37.2(r)(4) definition of "rental units" covered by the ordinance to include units in buildings for which tax credits are reserved or obtained pursuant to the federal low income housing tax credit program (LIHTC, Section 42 Internal Revenue Code, 26 U.S.C. Section 42), where: a tenant's occupancy pre-dates recordation of the LIHTC regulatory agreement; and, the rent is not otherwise controlled or regulated by any use restrictions imposed by the San Francisco Redevelopment Agency, the State of California Office of Housing and Community Development, the United States Department of Housing and Urban Development or the City. This change will encompass rental units where the qualifying tenant is in possession of the unit on or after the effective date of this ordinance, including any unit where the tenant has been served with a notice to quit but has not vacated the unit and there is no final judgment against the tenant for possession of the unit prior to the effective date of this ordinance, including any unit where the tenant has been served with a notice to quit but has not vacated the unit and there is no final judgment against the tenant for possession of the unit prior to the effective date of this ordinance.

*Supervisor Mirkarimi requested to be added as a co-sponsor.*

**PASSED ON FIRST READING by the following vote:**

Ayes: 8 - Daly, Duffy, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Noes: 2 - Alioto-Pier, Elsbernd  
Excused: 1 - Ammiano

**061238 [Zoning Map Amendment - 710 Market Street, Northwest of the Intersection of Market, Kearny and Geary Streets, Block 0312, Lot 003]**

**Supervisor Daly**

Ordinance amending the San Francisco Planning Code by amending Sheet 1 of the Zoning Map of the City and County of San Francisco to change the use district designation of Assessor's Block 0312, Lot 003 from C-3-R 3 (Downtown Retail) to C-3-O (Downtown Office), and amending Sheet 1H of the Zoning Map to change the height and bulk district classification of Assessor's Block 0312, Lot 003 from 80-130-F to 150-X; adopting findings pursuant to the California Environmental Quality Act and findings of consistency with the General Plan and the priority policies of Planning Code Section 101.1. (Planning Department)

**PASSED ON FIRST READING by the following vote:**

Ayes: 10 - Alioto-Pier, Daly, Duffy, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ammiano

**061237 [General Plan Amendment - 710 Market Street, Northwest of the Intersection of Market, Kearny and Geary Streets, Block 0312, Lot 003]**

**Supervisor Daly**

Ordinance amending the General Plan of the City and County of San Francisco by amending Map 1 (Downtown Land Use and Density Plan) and Map 5 (Proposed Height and Bulk Districts) of the Downtown Area Plan to change the land use designation of Assessor's Block 0312, Lot 003 from Downtown Retail to Downtown Office and the height and bulk district classification from 80-130-F to a 150-X; adopting findings pursuant to the California Environmental Quality Act and findings of consistency with the Priority Policies of Planning Code Section 101.1. (Planning Department)

**PASSED ON FIRST READING by the following vote:**

Ayes: 10 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ammiano

**Recommendations of the Rules Committee**

**061456 [Confirmation - San Francisco Redevelopment Agency]**

Resolution confirming the reappointment of Leroy King by the Mayor, term ending September 3, 2010, to the San Francisco Redevelopment Agency.

Enacted 646-06  
Number:

**ADOPTED by the following vote:**

Ayes: 10 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ammiano

**Supervisor McGoldrick Excused From Voting**

**Supervisor Daly, seconded by Supervisor Mirkarimi, moved to excuse Supervisor McGoldrick from voting on this matter. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, Mirkarimi, Peskin, Sandoval  
Excused: 2 - Ammiano, McGoldrick

**061458 [Appointment - California State Association of Counties]**

Resolution appointing Supervisor Jake McGoldrick, term ending November 28, 2007, to the California State Association of Counties Board of Directors.

Enacted 644-06  
Number:

**ADOPTED by the following vote:**

Ayes: 9 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, Mirkarimi, Peskin, Sandoval  
Excused: 2 - Ammiano, McGoldrick

**061459 [Appointment - California State Association of Counties]**

Resolution appointing Supervisor Chris Daly, term ending November 28, 2007, as an alternate member to the California State Association of Counties Board of Directors.

**Enacted** 645-06

**Number:**

**ADOPTED by the following vote:**

Ayes: 10 - Alioto-Pier, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Excused: 1 - Ammiano

**SPECIAL ORDER 3:00 P.M.**

**061417 [Hearing -Tentative Parcel Map, 455 Buena Vista East]**

Hearing of persons interested in or objecting to the decision of the Department of Public Works dated October 3, 2006, approving a proposed Tentative Parcel Map to create a 2-Lot Subdivision project located at 455 Buena Vista Avenue, Lot 270 in Assessor's Block 2607. (Appellant: Peter Yedidia).

(Filed October 13, 2006; companion measure to Files 061487, 061488, 061489; District 8.)

*Continued to December 12, 2006.*

**Supervisor Dufty, seconded by Supervisor Mirkarimi, moved that this Hearing be CONTINUED. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Daly  
Excused: 1 - Ammiano

*Pursuant to Government Code Section 65009, the following notice is hereby given: if you challenge, in court, the Tentative Parcel Map described above, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Board of Supervisors at, or prior to, the public hearing.*

**(Only one of the following two motions should be approved.)**

**061487 [Approving decision of the Director of Public Works and approving the Tentative Parcel Map for 455 Buena Vista East]**

Motion approving decision of the Director of Public Works and approving the Tentative Parcel Map for a 2-lot subdivision project at 455 Buena Vista East, Lot 270 in Assessor's Block 2607, and making environmental and General Plan findings.

*Continued to December 12, 2006.*

**Supervisor Dufty, seconded by Supervisor Mirkarimi, moved that this Motion be**



**CONTINUED. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Daly  
Excused: 1 - Ammiano

**061488 [Disapproving decision of the Director of Public Works and disapproving the Tentative Parcel Map for 455 Buena Vista East]**

Motion disapproving decision of the Director of Public Works and disapproving the Tentative Parcel Map for a 2-lot subdivision project at 455 Buena Vista East, Lot 270 in Assessor's Block 2607, and making environmental and General Plan findings.

*Continued to December 12, 2006.*

**Supervisor Dufty, seconded by Supervisor Mirkarimi, moved that this Motion be CONTINUED. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Daly  
Excused: 1 - Ammiano

**061489 [Preparation of findings related to the Tentative Parcel Map appeal for 455 Buena Vista East]**

Motion directing the Clerk of the Board to prepare findings relating to the Board of Supervisors' decision concerning a Tentative Parcel Map for a 2-lot subdivision project at 455 Buena Vista East, Lot 270 in Assessor's Block 2607, and making environmental and General Plan findings.

*Continued to December 12, 2006.*

**Supervisor Dufty, seconded by Supervisor Mirkarimi, moved that this Motion be CONTINUED. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Daly  
Excused: 1 - Ammiano

## **SPECIAL ORDER 3:30 P.M - Recognition of Commendations**

### **Privilege of the Floor**

**Supervisor Maxwell, seconded by Supervisor Mirkarimi, moved to suspend Rule 4.37 of the Rules of Order of the Board of Supervisors to grant privilege of the floor to the following guests. The motion carried by the following vote:**

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval  
Absent: 1 - Daly  
Excused: 1 - Ammiano

*Supervisor Maxwell welcomed, introduced and presented a Certificate of Honor to the Food Security Task Force.*

*Supervisor Maxwell welcomed, introduced and presented a Certificate of Honor to Joyce Lazer in recognition of Lung Cancer Awareness Month.*

## COMMITTEE REPORTS

**061213 [Approving a General Plan Amendment Related to the Trinity Plaza Project at Market and 8th Streets] Supervisor Daly**

Ordinance amending the San Francisco General Plan by amending the height and bulk districts found on "Map 5 - Proposed Height and Bulk Districts," and referred to in Policy 13.1 of the Downtown Area Plan, for the proposed Trinity Plaza Special Use District, which encompasses the real property located at 1167 Market Street (Assessor's Block 3702, Lot No. 053), 670 Stevenson Street (Assessor's Block 3702, Lot No. 051), 693 Stevenson Street (Assessor's Block 3702, Lot No. 052), 1164 Mission Street (Assessor's Block 3702, Lot No. 039), and a portion of former Jessie Street between 7th and 8th Streets, by changing the height and bulk classification from 120-X, 150-X and 240-S to 160-X, 180-X and 240-S; adopting environmental findings and findings that the proposed General Plan amendments are consistent with the General Plan and eight Priority Policies of Planning Code Section 101.1.

**NOT PASSED ON FIRST READING by the following vote:**

Ayes: 5 - Daly, Duffy, Elsbernd, Ma, Mirkarimi  
 Noes: 5 - Alioto-Pier, Maxwell, McGoldrick, Peskin, Sandoval  
 Excused: 1 - Ammiano

## PUBLIC COMMENT

*An opportunity for members of the public to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board, including items being considered today which have not been considered by a Board committee and excluding items which have been considered by a Board committee. Members of the public may address the Board for up to three minutes. Each member of the public will be allotted the same number of minutes to speak, except that public speakers using translation assistance will be allowed to testify for twice the amount of the public testimony time limit. If simultaneous translation services are used, speakers will be governed by the public testimony time limit applied to speakers not requesting translation assistance. The President or the Board may limit the total testimony to 30 minutes. Members of the public who want a document placed on the overhead for display should clearly state such and subsequently remove the document when they want the screen to return to live coverage of the meeting.*

*Supervisor Daly and Duffy were noted absent at 2:35 p.m.*

*Supervisor Duffy was noted present at 2:41 p.m.*

*Abdullah Megaheed; expressed concern with issues relating to the homeless*

*Leonard Walsh; expressed concern with issues relating to surveillance cameras and conduct*

*of residents*

*Mike Petrias; showed interest in issues relating to the Health Commission meetings*

*Male speaker; expressed concern with general issues*

*Kathern Perry; expressed concern with issues relating to discrimination and the use of the City Hall pressroom*

*Ace Washington; expressed concern with issues relating to discrimination and the use of the City Hall pressroom*

*Eugene Gordon, Jr.; expressed concern with issues relating to the violation of human rights*

*Sylvia Johnson; expressed concern with general issues*

*Maxine Dugan; expressed concern with issues relating to the protection of sex workers*

*Peter Warfield; expressed concern with issues relating to the SF Public Library*

*Female speaker; expressed concern with issues relating to the protection of sex workers*

*Eulla Waters; expressed concern with naming of Ferry Park to Sue Bierman Park*

*Rich; expressed appreciation for San Francisco*

## **FOR ADOPTION WITHOUT COMMITTEE REFERENCE**

*These measures are introduced for adoption without committee reference. A unanimous vote is required for adoption of a resolution today. Any Supervisor may require any resolution to go to committee.*

**061378 [Committee of the Whole on December 5, 2006, at 3:00 pm on adopting a Resolution to acquire property by Eminent Domain - Islais Creek MUNI Maintenance Facility] Supervisor Maxwell**

Motion directing the Board of Supervisors to hold a public hearing on December 5, 2006, at 3:00 p.m., with the Board sitting as a committee of the whole, to consider adopting a Resolution of Necessity for the City's proposed acquisition by eminent domain of 2.8 acres of property adjacent to City property at Indiana and Cesar Chavez Streets consisting of portions of Assessor's Lots 2, 2A and 13 in Block 4349 and a portion of Assessor's Lot 3 in Block 4382, in the City and County of San Francisco, for construction of the Municipal Railway's new Islais Creek Motor Coach Operations and Maintenance Facility.

Enacted M06-116  
Number:

**APPROVED**

**061501 [Ji Han Jae Day]** **Supervisor Ma**  
Resolution declaring November 11, 2006 as "Ji Han Jae Day" in the City and County of San Francisco.

**Enacted** 648-06  
**Number:**  
**ADOPTED**

**061502 [Declaring November 2006 Lung Cancer Awareness Month]** **Supervisors Maxwell, Dufty**  
Resolution declaring November 2006 Lung Cancer Awareness Month and urges public officials and the citizens of San Francisco to observe the month with appropriate activities and programs during this month and throughout the year.

**Enacted** 647-06  
**Number:**  
**ADOPTED**

**061503 [Commending Food Security Task Force]** **Supervisor Maxwell**  
Resolution commending Food Security Task Force for their dedication and commitment to improving the quality of food programs in City and County of San Francisco.

**Enacted** 652-06  
**Number:**  
**ADOPTED**

**061504 [Commending The Lower Haight Street Merchants Association and Block Party Organizers for the First Annual Lower Haight Block Party]** **Supervisors Mirkarimi, Dufty**  
Resolution commending the The Lower Haight Street Merchants Association and Block Party Organizers for founding the First Annual Lower Haight Street Block Party.

**Enacted** 651-06  
**Number:**  
**ADOPTED**

**061505 [Commending the organizers of the first Alamo Square Movie Night]** **Supervisor Mirkarimi**  
Resolution commending the organizers of the first Alamo Square Movie Night.

Enacted 650-06  
Number:  
ADOPTED

061506 [Commending Fiona Ma]

Supervisors Peskin, Dufty,  
Elsbernd

Resolution commending Fiona Ma for her distinguished service as Member of the Board of Supervisors of the City and County of San Francisco.

*Supervisor Elsbernd requested to be added as a co-sponsor.*

Enacted 606-06  
Number:  
ADOPTED

061507 [Proclaiming November 14, 2006 as Stoney, A Clown Who Rabble Rouses in Defense of Free Speech, Day]

Supervisor Sandoval

Resolution proclaiming November 14, 2006 as Stoney Day.

Enacted 643-06  
Number:  
ADOPTED

The foregoing items were acted upon by the following vote:

Ayes: 9 - Alioto-Pier, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

Absent: 1 - Daly

Excused: 1 - Ammiano

## OFF-AGENDA LEGISLATION

### Introduced by Supervisors or Mayor

#### Ordinances

061526 [Setting a May 1 cutoff for the annual renewal of taxi driver permits]

Supervisor Elsbernd

Ordinance amending the San Francisco Business and Tax Regulations Code by adding Section 76.5, to set a May 1 cutoff for the annual renewal of taxi driver permits.

11/7/06, ASSIGNED UNDER 30 DAY RULE to Budget and Finance Committee, expires on

90a27

12/6/2006. 11/13/06 - Referred to the Taxicab Commission for review and comment.

- 061527** [Synchronizing the cycle for the Controller's biennial review of taxi fares and the gate cap with the City's budget cycle] **Supervisor Elsbernd**

Ordinance amending the San Francisco Police Code by amending Section 1137, to synchronize the cycle for the Controller's biennial review of taxi fares and the gate cap with the City's budget cycle.

11/7/06, ASSIGNED UNDER 30 DAY RULE to Budget and Finance Committee, expires on 12/6/2006. 11/13/06 - Referred to the Taxicab Commission for review and comment.

- 061529** [Residential Inclusionary Affordable Housing Requirements] **Supervisor McGoldrick**

Ordinance approving changes to the Residential Inclusionary Affordable Housing Requirements by amending Section 315 to clarify the regulations in effect for particular projects; amending Section 315.1 to modify certain definitions related to income and sale price calculation; amending Section 315.3 to conform the legislation to the requirement that the ordinance apply to all projects of 5 units or more; amending Sections 315.4 and 315.5 to establish separate requirements for buildings of 120 feet in height or greater, to clarify the requirements related to the type of on- and off-site housing required, and to establish a preference in the lottery for on- and off-site units for people who live and work in San Francisco; amending Section 315.6 to provide updated guidelines for the calculation of the in lieu fee and to allow MOH to expend funds for a study to periodically update the fee; amending Section 315.7 to change the amount of time an ownership unit shall remain affordable; amending Section 315.8 to amend certain monitoring and study obligations; and making a related change to the Jobs-Housing Linkage Program by amending Section 313.6 to make annual adjustments in the in lieu fee for that program correspond to the method used for the Residential Inclusionary Affordable Housing Program.

11/14/06 -Economic Impact

11/7/06, ASSIGNED UNDER 30 DAY RULE to Land Use and Economic Development Committee, expires on 12/6/2006. Sponsor requests for Committee hearing on the above matter.

- 061531** [Appropriating \$162,000,000 of Certificates of Participation revenue to purchase and make improvements to three buildings for the City Administrator's Office for Fiscal Year 2006-2007] **Mayor, Supervisor Peskin**

Ordinance appropriating \$162,000,000 of Certificates of Participation (COPs) revenue to purchase two buildings, including \$96,355,000 for 1 South Van Ness and \$51,160,000 for 1650 Mission, \$6,130,000 for improvements to 30 Van Ness, and \$8,355,000 for contingency changes in market conditions for the Office of City Administrator for Fiscal Year 2006-2007. Additionally, authorizing the advance of \$2,721,727 from the Reserve for Rainy Day - One-Time Account to the City Administrator for improvements to these buildings in advance of the COPs sale, which shall be reimbursed upon receipt of the COPs proceeds.

(Fiscal Impact.)

11/7/06, RECEIVED AND ASSIGNED to Budget and Finance Committee.

- 061533 [Sale of Vacant City Property on Alemany Boulevard near Ocean Avenue] Supervisor Sandoval**

Ordinance ordering the sale of City-owned property located on Alemany Boulevard, between Ocean Avenue and Onondaga Avenue, commonly known as Assessor's Block Number 6954, Lot 11C; adopting findings pursuant to the California Environmental Quality Act; adopting findings that the sale is consistent with the City's General Plan and Eight Priority Policies of City Planning Code Section 101.1; adopting findings that Administrative Code Chapter 23A does not apply to such sale; and authorizing other actions in furtherance of this ordinance.

11/7/06, RECEIVED AND ASSIGNED to Budget and Finance Committee.

- 061534 [Appropriating \$850,000 for Geneva Avenue Car Barn Repairs and Alemany Boulevard Greening Projects in Recreation and Park and Public Works for Fiscal Year 2006-2007] Supervisor Sandoval**

Ordinance appropriating \$850,000 from the Sale of Surplus Property to support \$550,000 for repairs to the Geneva Avenue Car Barn in the Department of Recreation and Park and \$300,000 for Alemany Boulevard greening projects in the Department of Public Works for Fiscal Year 2006-2007.

(Fiscal Impact.)

11/7/06, RECEIVED AND ASSIGNED to Budget and Finance Committee.

- 061535 [Planning Code - Adjustment to fee programs] Supervisor Peskin**

Ordinance amending San Francisco Planning Code Sections 351 and 355 to adjust fees for Planning Department services; and making environmental findings.

11/7/06, ASSIGNED UNDER 30 DAY RULE to Budget and Finance Committee, expires on 12/6/2006.

- 061536 [Extending the Tourist Hotel Conversion Ordinance for an additional 6 months] Supervisor Peskin**

Ordinance amending Administrative Code Section 41F.5 to extend the moratorium on conversion of tourist hotel rooms to condominiums for an additional 6 months and making environmental findings.

11/14/06 - Economic Impact

11/7/06, RECEIVED AND ASSIGNED to Land Use and Economic Development Committee.

- 061537 [Repeal of Planning Commission alternative review process] Supervisor Peskin**

Ordinance amending Planning Code Section 306 and Administrative Code Sections 2A.53 and 31.04 to repeal provisions that are void by their own terms and concern an alternative

review process if the Planning Commission were unable to meet because a majority of its members has not been nominated, approved, and sworn in to office.

11/7/06, RECEIVED AND ASSIGNED to Land Use and Economic Development Committee.

**061538 [Exemption of housing for victims of domestic violence from compliance with the Uniform Visitor Policy for Residential Hotels] Supervisor Peskin**

Ordinance amending Section 41D.1 those of the San Francisco Administrative Code to exempt from the requirements of Chapter 41D residential hotels that are operated by non-profit agencies to provide housing and supportive services to victims of domestic violence.

11/7/06, RECEIVED AND ASSIGNED to Land Use and Economic Development Committee.

**061539 [Planning Code Enforcement Penalties, Fees, and Costs] Supervisor Peskin**

Ordinance amending the San Francisco Planning Code by amending Section 176 to provide for penalties for violation of the Planning Code of not less than \$200 per day, to specify that the City Attorney may seek attorneys' fees and costs for all enforcement actions, and to provide that all such fees and costs collected shall be deposited in the Planning Code Enforcement Fund; and making findings, including environmental findings and findings of consistency with the priority policies of Planning Code Section 101.1 and the General Plan.

11/7/06, ASSIGNED UNDER 30 DAY RULE to Land Use and Economic Development Committee, expires on 12/6/2006.

**061540 [Designating a sole source design engineer for the Opera House chiller replacement project] Supervisor Peskin**

Ordinance authorizing the Director of Public Works to enter into a sole source agreement with SJ Engineers for professional design services relating to the Opera House chiller replacement project.

11/7/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.

**051844 [Planning Code-General Advertising Signs Enforcement Provisions] Supervisor Peskin**

Ordinance amending the San Francisco Planning Code by amending Section 610 regarding the enforcement provisions for general advertising sign violations, by, among other things, deeming violations of this section a public nuisance, defining "Responsible Party", amending the penalty accrual, amount and collection provisions, requiring building permits for compliance work, providing for reconsideration hearings before an administrative law judge, and establishing a hearing fee; and making environmental findings and findings of consistency with the priority policies of Planning Code Section 101.1 and the General Plan.

11/8/05, ASSIGNED UNDER 30 DAY RULE to Land Use Committee, expires on 12/8/2005.

11/16/05, REFERRED TO DEPARTMENT. Referred to Planning Commission for review and comments.



12/1/05, RESPONSE RECEIVED. Exempt from CEQA, Non-physical exemption CEQA guidelines & 15060(c)(2).

2/7/06, TRANSFERRED to Land Use and Economic Development Committee.

2/16/06, RESPONSE RECEIVED. Planning Commission Resolution 17183, recommend approval with certain amendments; Executive Summary.

11/7/06, SUBSTITUTED. Supervisor Peskin submitted a substitute ordinance bearing new title.

11/7/06, ASSIGNED to Land Use and Economic Development Committee.

**041000 [Cost recovery fees for area plans, rezonings and programmatic environmental reviews] Supervisor McGoldrick**

Ordinance amending the San Francisco Planning Code by adding Section 358 to impose a fee surcharge on projects in certain areas to recover the City's actual costs in developing an area plan, specific plan, or rezoning study or preparing a programmatic environmental document for that area; amending the San Francisco Administrative Code by adding Section 10.100-370 to establish a special fund to receive the cost recovery fees and other moneys and to fund the development of future area plans, rezoning studies and programmatic environmental documents; and adopting Section 302 and environmental findings.

(Planning Department Resolution No. 16822, approved June 24, 2004, adopting legislation).

11/14/06 - Pending further review

7/13/04, ASSIGNED UNDER 30 DAY RULE to Finance and Audits Committee, expires on 8/12/2004. Statutory Exemption under CEQA Guidelines Section 15273 issued on June 17, 2004 in file. Planning Commission recommendation in file.

1/31/05, TRANSFERRED to Budget and Finance Committee. New committee structure effective 2/7/05.

12/30/05, FILED PURSUANT TO RULE 5.37.

11/7/06, REACTIVATED PURSUANT TO RULE 5.23. Supervisor Sandoval requested this matter be reactivated.

11/7/06, ASSIGNED to Budget and Finance Committee.

**Resolutions**

**061528 [Accept-Expend Federal Grant - Disability and Healthcare Insurance Fraud Program] Supervisor Elsbernd**

Resolution authorizing the Department of the District Attorney of the City and County of San Francisco to retroactively accept and expend a grant in the amount of \$100,000 through the California Department of Insurance for a program entitled "Disability and Healthcare Insurance Fraud Program" for fiscal year 2006/2007.

11/7/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.

9cb a 31

- 061530** [Landmark Designation nomination for tree located at 733 27th Avenue] **Supervisor McGoldrick**  
 Resolution of intent initiating the nomination of the Holly Tree (Ilex Aquifolium) located at 733 27th Avenue (Assessor's Block 1617, Lot 003) for landmark tree status pursuant to Public Works Code Section 810(b), acknowledging the temporary designation of such tree pursuant to Public Works Section 810(d), and authorizing other official acts in furtherance of the Resolution.  
 11/6/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.
- 061532** [Certificates of Participation relating to One South Van Ness Avenue, 1650 Mission Street and 30 Van Ness Avenue; and Authorization to Remove 1650 Mission Street Due Diligence Contingences] **Supervisors Peskin, Elsbernd**  
 Resolution authorizing the execution and delivery of certificates of participation to finance the acquisition and improvement of One South Van Ness Avenue and 1650 Mission Street and the improvement of 30 Van Ness Avenue; approving the form of a trust agreement between the City and County of San Francisco (the "City") and a trustee (including certain indemnities contained therein); authorizing the selection of a trustee; approving the form of a property lease between the City and a trustee relating to certain City-owned property; approving the form of a project lease between a trustee and the City (including certain indemnities contained therein); approving the form of an official notice of sale and notice of intention to sell relating to the certificates of participation; approving the form of an official statement in preliminary and final form; approving the form of a continuing disclosure certificate; authorizing the reimbursement of certain expenditures; approving the removal of the due diligence contingencies relating to the purchase of 1650 Mission Street and a City assumption of the Spectrum Federal Credit Union lease at 1650 Mission Street; adopting findings under the California Environmental Quality Act and findings pursuant to the City Planning Code Section 101.1; and ratifying previous actions taken in connection therewith.  
 (Fiscal Impact.)  
 11/7/06, RECEIVED AND ASSIGNED to Budget and Finance Committee.
- 061541** [Supporting the development and provision of flexible work-life practices and policies for individuals employed by the City of San Francisco] **Supervisor Alioto-Pier**  
 Resolution supporting work-life practices and policies for employees of the City of San Francisco.  
 11/7/06, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE AGENDA AT THE NEXT BOARD MEETING.
- 061542** [Authorizing the Executive Director/CEO of the Municipal Transportation Agency or his or her designee and the Director of Public Works or his or her designee to request Cooperative Work] **Supervisor Peskin**  
 Resolution authorizing the Executive Director/CEO of the Municipal Transportation Agency or her or her designee and the Director of Public Works or his or her designee to request

90a32

Cooperative Work Agreements from the California Department of Finance to extend the expiration dates for Federal and State transportation grants expiring on June 30, 2007.

11/7/06, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE  
AGENDA AT THE NEXT BOARD MEETING.

- 061543** [Recognizing the detrimental impact of mobbing on creating a safe and productive workplace for all employees] **Supervisor Sandoval**

Resolution requesting the Department of Human Resources to recognize the detrimental impact of mobbing on creating a safe and productive workplace for all employees.

11/7/06, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE  
AGENDA AT THE NEXT BOARD MEETING.

- 061544** [Hepatitis B Screening Goal] **Supervisor Ma**

Resolution establishing the goal of universal Hepatitis B screening and vaccination for Asian and Pacific Islander residents of San Francisco.

11/7/06, REFERRED FOR ADOPTION WITHOUT COMMITTEE REFERENCE  
AGENDA AT THE NEXT BOARD MEETING.

### Requests for Hearing

- 061523** [Thimerosal Free Flu Vaccines] **Supervisor Alioto-Pier**

Hearing to discuss the impact on San Francisco's health system. Does the Department of Public Health have enough Thimerosal Free vaccine? Do private local hospitals have enough vaccine? If not, why? How will hospitals and clinics deal with the shortage?

11/7/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.

- 061524** [Municipal Asphalt Plant Study] **Supervisor Peskin**

Hearing on the Municipal Asphalt Plant Study that was submitted to the Board of Supervisors in October 2006 by the Department of Public Works.

11/7/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.

- 061525** [Excelsior Playground Lights] **Supervisor Sandoval**

Hearing with the Recreation and Park Department to report on the status of the project to install lights at the Excelsior Playground.

11/7/06, RECEIVED AND ASSIGNED to City Operations and Neighborhood Services Committee.

### PROPOSED RESOLUTIONS

**061484 [Settlement of Unlitigated Claim - Fremont Investment Advisor, Inc.]**

Resolution approving the settlement of the unlitigated Claim No. 06-02119 filed by Fremont Investment Advisor, Inc. for Payroll Tax Refund against the City and County of San Francisco for \$33,041.34.

10/24/06, RECEIVED AND ASSIGNED to Rules Committee.

**Requests Granted**

*From: Supervisor Mirkarimi*

*To: Director, Department of Parking and Traffic*

*Requesting/Inquiring: Requesting the Department of Parking and Traffic to report on the status of removing graffiti from the following locations: Parking Signs- Northeast corner of Scott and Eddy, Southeast corner of Golden Gate and Scott, 1271 McAllister St., 875 McAllister St., 743 McAllister St., 756 McAllister St. (black frame). Stop Sign - Corner near 2101 Sutter St.*

*From: Supervisor Mirkarimi*

*To: Director, Department of Public Works*

*Requesting/Inquiring: Requesting the Department of Public Works to report on the status of trimming the trees at 1398 Haight Street and 1157 Masonic. The trees are rubbing against the buildings.*

*From: Supervisor Mirkarimi*

*To: Director, Department of Parking and Traffic*

*Requesting/Inquiring: Requesting the Department of Parking and Traffic to report on the status of removing graffiti from light switchboxes at the following locations: Southwest corner of Divisadero and Turk, Northwest corner of Divisadero and Haight, Northwest corner of Laguna and Sutter, and Northeast corner of Post and Steiner.*

*From: Supervisor Elsbernd*

*To: Director, Department of Parking and Traffic*

*Requesting/Inquiring: Requesting the Department of Parking and Traffic to investigate the possibility of installing a four way stop at the intersection of 11th Avenue and Lawton Street.*

*From: Supervisor Mirkarimi*

*To: Director, Department of Parking and Traffic*

900234

*Requesting/Inquiring: Requesting the Department of Parking and Traffic to report on the status of repairing the parking signs located near 1700 O'Farrell Street.*

*From: Supervisor Mirkarimi*

*To: Director, Public Utilities Commission*

*To: Director, Department of Public Works*

*Requesting/Inquiring: Requesting the Public Utilities Commission and the*

### **In Memoriams**

*Dr. Robert Sucek - Supervisor Peskin*

*Dr. Mahendra Dave - Supervisor Sandoval*

## **ADJOURNMENT**

*There being no further business the Board adjourned at the hour of 4:03 p.m.*

*Gloria L. Young, Clerk of the Board*

*N.B. The Minutes of this meeting set forth all actions taken by the Board of Supervisors on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.*

*Approved by the Board of Supervisors on December 12, 2006.*

### **Meeting Procedures**

The Board of Supervisors is the Legislative Body of the City and County of San Francisco. The Board considers ordinances and resolutions, most of which have been the subject of hearings before the standing committees of the board at which members of the public are urged to testify. The full Board does not hold a second public hearing on measures which have been heard in committee.

Board procedures do not permit: 1) persons in the audience to vocally express support or opposition to statements by Supervisors or by other persons testifying; 2) ringing and use of cell phones, pagers and similar sound-producing electronic devices, (Violators may be removed from the meeting room.) 3) signs to be brought into the meeting or displayed in the room; and 4) standing in the Legislative Chamber.

Citizens are encouraged to testify at Board hearings and to write letters to the Board and to its members, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102.

USING LAPTOP COMPUTERS FOR PRESENTATIONS: Please contact City Hall Media Services at (415) 554-4933 to coordinate the use of laptop computers for presentations at the meeting. Computers to be used are required to be tested in advance. The presenter should arrive 30 minutes prior to the

90 a35

meeting to connect and test their computer.

THE AGENDA PACKET IS AVAILABLE AT CITY HALL, ROOM 244, RECEPTION DESK.

Agendas are available on the internet at [www.sfgov.org/site/bdsupvrs\\_index.asp?id=4383](http://www.sfgov.org/site/bdsupvrs_index.asp?id=4383)

Board meetings are cablecast on SF Cable 26. For video tape copies and scheduling call (415) 557-4293.

Results of each Board meeting can be obtained about a half hour after the end of the meeting by telephoning (415) 554-5555.

Requests for language interpreters at a meeting must be received at least 48 hours in advance of the meeting to help ensure availability. Contact Madeleine Licavoli at (415) 554-7722.

AVISO EN ESPAÑOL: La solicitud para un traductor en una reunión debe recibirse antes de mediodía de el viernes anterior a la reunión. Llame a Erasmo Vazquez (415) 554-4909.

Translation: request at least 48 hours before the meeting.  
Please call: (415) 554-7701

### Disability access

The Legislative Chamber (Room 250) and the Committee Room (Room 263) in City Hall are wheelchair accessible.

Meetings are real-time captioned and are cablecast open-captioned on SF Cable 26. Assistive listening devices for the Legislative Chamber are available upon request at the Clerk of the Board's Office, Room 244. Assistive listening devices for the Committee Room are available upon request at the Clerk of the Board's Office, Room 244 or in the Committee Room. To request sign language interpreters, readers, large print agendas or other accommodations, please contact Madeleine Licavoli at (415) 554-7722 or (415) 554-5227 (TTY). Requests made at least 48 hours in advance of the meeting will help to ensure availability.

The nearest accessible BART station is Civic Center (Market/Grove/Hyde Streets). Accessible MUNI Metro lines are the J, K, L, M, and N (Civic Center or Van Ness Stations). MUNI bus lines serving the area are the 47 Van Ness, 9 San Bruno, and the 6, 7, 71 Haight/Noriega. For more information about MUNI accessible services, call (415) 923-6142.

There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex. Accessible curbside parking is available on Dr. Carlton B. Goodlett Place and Grove Street.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to perfumes and various other chemical-based scented products. Please help the City to accommodate these individuals.

### Know Your Rights Under the Sunshine Ordinance

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org)

Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/sunshine>

### Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code Sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site [www.sfgov.org/ethics](http://www.sfgov.org/ethics)

[Return to Full Board Agendas](#)

90037

**Motorola Resolution No. 804-97  
And  
Board of Supervisors Agenda & Minutes**



FILE NO. 172-97-52

RESOLUTION NO. 804-97

1 [Citywide Radio Communication System Master Agreement]  
 2 APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND APPROVAL OF  
 3 CITYWIDE 800 MHZ RADIO SYSTEM PROJECT AGREEMENT ("MASTER AGREEMENT")  
 4 BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND MOTOROLA  
 5 COMMUNICATIONS AND ELECTRONICS, INC. (WHICH MASTER AGREEMENT INCLUDES  
 6 CERTAIN LIMITATIONS ON THE CITY'S RIGHTS AND REMEDIES); AUTHORIZING AN  
 7 AMENDMENT TO THE 1992 MASTER AGREEMENT DATED AS OF FEBRUARY 5, 1992  
 8 BETWEEN THE CITY AND CONTRACTOR; GRANTING GENERAL AUTHORITY TO CITY  
 9 OFFICIALS TO TAKE NECESSARY ACTIONS IN CONNECTION WITH THE EXECUTION  
 10 AND APPROVAL OF THE MASTER AGREEMENT; AND RATIFYING ACTIONS PREVIOUSLY  
 11 TAKEN.

12 WHEREAS, The City and County of San Francisco ("City"), has an  
 13 existing radio system used by the City's Public Works and other City  
 14 departments and agencies; and,

15 WHEREAS, The City, acting by and through its Department of  
 16 Telecommunications and Information Services ("DTIS"), desires to  
 17 upgrade and expand the existing 800 MHz trunking radio system by the  
 18 acquisition and installation of a citywide 800 MHz trunking radio  
 19 communication system, all of which would be combined into a seamless  
 20 trunking radio communication system for the City ("Project"); and,

21 WHEREAS, On May 2, 1996, the City issued an Invitation for Bids  
 22 ("IFB") seeking a contractor to provide the proposed project; and,

23 WHEREAS, The IFB was a multi-step process, consisting of the  
 24 following steps: (1) prequalification of the bidder, (2) submission  
 25 of technical proposal and (3) submission of cost proposals; and,

DEPARTMENT OF TELECOMMUNICATIONS AND INFORMATION SERVICES  
 BOARD OF SUPERVISORS

90 a 39

1           WHEREAS, In connection with first step of the bid process, only  
2 two bidders submitted prequalification statements; and,

3           WHEREAS, These two bidders advanced to the second step of the  
4 process; and,

5           WHEREAS, In connection with the second step of the bid process,  
6 Motorola Communications and Electronics, Inc. ("Contractor") was the  
7 only bidder to submit a technical proposal; the other bidder informed  
8 the City that it did not wish to bid on the Project; and,

9           WHEREAS, With the submission of one bid, the Purchaser  
10 recommended termination of the bid process and commencement of direct  
11 negotiations with the Contractor; and,

12           WHEREAS, Upon this recommendation, the bid process was terminated  
13 and the Board of Supervisors was so informed; and,

14           WHEREAS, The Office of Environmental Review of the Department of  
15 City Planning has conducted the appropriate environmental review  
16 under the California Environmental Quality Act ("CEQA") (Public  
17 Resources Code §§ 21000 et seq.) and the State CEQA Guidelines (14  
18 Cal.Admin. Code 15000 et seq.) and has determined that the Project is  
19 categorically exempt under Public Resources Code § 21085 and  
20 Guidelines §§ 15301-15303; and,

21           WHEREAS, The Department of City Planning has determined that the  
22 Project is consistent with the Eight Priority Policies under Planning  
23 Code § 101.1; and,

24           WHEREAS, The parties desire to enter into an agreement  
25 memorializing the terms and conditions for the acquisition,

DEPARTMENT OF TELECOMMUNICATIONS AND INFORMATION SERVICES  
BOARD OF SUPERVISORS

Page 2  
7/30/97

e:\p03\proj\cast\rcd\800\mh\indores.729

90 a40

1 installation and delivery of the Project and the purchase of  
2 additional equipment from the Contractor; now, therefore, be it

3       RESOLVED, By the Board of Supervisors of the City and County of  
4 San Francisco as follows:

5       Section 1. Master Agreement. The form of the Citywide 800 MHZ  
6 Radio System Project Agreement together with all its exhibits ("Master  
7 Agreement"), a copy of which is on file with the Clerk of the Board of  
8 Supervisors in File No. 172-97-52, is hereby approved subject to  
9 the maximum expenditures set forth below. The Mayor is hereby  
10 authorized to execute the Master Agreement in substantially such  
11 form, with such changes, additions, amendments, or modifications  
12 which are approved in accordance to Section 3 hereof. The City  
13 Administrator and the Director of Purchasing are hereby authorized to  
14 approve the Master Agreement. The maximum price for the Project  
15 (inclusive of the Optional Phases as defined in the Master Agreement)  
16 shall not exceed Fifty Million Dollars (\$50,000,000). In addition,  
17 the Board hereby authorizes the City to acquire up to One Million  
18 Dollars (\$1,000,000) of Additional Equipment (as defined in the  
19 Master Agreement) in each fiscal year commencing from the execution  
20 of the Master Agreement through its termination. All expenditures in  
21 excess of the above amounts are subject to further approval of the  
22 Board of Supervisors.

23       Section 2. Amendment. The City is hereby authorized to amend  
24 the 1992 Master Agreement, dated as of February 5, 1992 ("1992 Master  
25 Agreement"), limiting the amount of consequential and incidental

DEPARTMENT OF TELECOMMUNICATIONS AND INFORMATION SERVICES  
BOARD OF SUPERVISORS

Page 3  
7/30/97

a:\sp0\pe\st\as\172-97-52\radiores.723

90 a41

1 damages to the total Project Price as further described in  
2 Section 16.03 of the proposed Master Agreement.

3 Section 3. Modification of the Master Agreement. The Mayor is  
4 hereby further authorized, in consultation with the City Attorney, to  
5 approve and make such changes, additions, amendments or modifications  
6 to the Master Agreement or its exhibits, as may be necessary or  
7 advisable, provided that such change does not materially increase the  
8 City's obligations under the Master Agreement. The approval of any  
9 change, addition, amendment or modification to any of the  
10 aforementioned documents shall be evidenced conclusively by the  
11 execution and delivery of the Master Agreement in question.

12 Section 4. General Authority. The Mayor, the City  
13 Administrator, the Director of Purchasing, the Director of the  
14 Department of Telecommunications and Information Services and any  
15 other officials of the City and their duly authorized deputies and  
16 agents are hereby authorized and directed, for and in the name and on  
17 behalf of the City, to do any and all things and take any and all  
18 actions and execute and deliver any and all certificates, agreements  
19 and other documents, which they, or any of them, may deem necessary  
20 or advisable in order to consummate the lawful execution and approval  
21 of the Master Agreement and the Amendment to the 1992 Master  
22 Agreement and to effectuate the purposes thereof and of the documents  
23 herein approved in accordance with this resolution and resolutions  
24 heretofore adopted.

25 ///

DEPARTMENT OF TELECOMMUNICATIONS AND INFORMATION SERVICES  
BOARD OF SUPERVISORS

Page 4  
7/30/97

a:\spc\pco\year8\8\del\000mhz\res\res.129

90 a 42

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

Section 5. Ratification. All actions heretofore taken by the officials, employees and agents of the City with respect to the Master Agreement are hereby approved, confirmed and ratified.

90 a43

Adopted - Board of Supervisors, San Francisco August 25, 1997

Ayes: Supervisors Ammiano Bierman Brown Katz Kaufman Leal  
Medina Newsom Yaki Yee

Absent: Supervisor Teng

I hereby certify that the foregoing resolution  
was adopted by the Board of Supervisors  
of the City and County of San Francisco

File No.  
172-97-52

8/25/97  
Date Approved

John S. Lee  
ACTING Clerk  
Dianne Feinstein  
Mayor

August 25, 1997

Agenda & Minutes Archive

JOURNAL OF PROCEEDINGS  
BOARD OF SUPERVISORS

Monday, August 25, 1997 - 2:00 p.m.

The Board of Supervisors of the City and County of San Francisco met in regular session on the above date with President Barbara Kaufman presiding.

CALLING THE ROLL

The meeting was called to order at 2:01 p.m. On call of the roll, the following Supervisors were noted present: Supervisors Ammiano, Bierman, Brown, Kaufman, Leal, Medina, Newsom, Yaki-8. Noted absent: Supervisors Katz, Teng, Yee - 3.

Translation Disclaimer

Select Language ▼

Quorum present.

Supervisor Teng excused. (See infra.) Supervisor Katz was noted present at 2:02 p.m. Supervisor Yee was noted present at 2:02 p.m. Supervisor Teng Excused The Clerk stated Supervisor Teng requested to be excused from attending today's meeting. Supervisor Medina, seconded by Supervisor Newsom, moved to excuse Supervisor Teng from attendance. Motion adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Kaufman, Leal, Medina, Newsom, Yaki-8. Absent: Supervisors Katz, Teng, Yee - 3. SPECIAL ORDER 2:00 P.M. COMMITTEE REPORTS From Finance Committee Adopted

[Rebuttal Argument, Proposition A]

Motion authorizing rebuttal to opponent's ballot argument against Proposition A, relating to revenue bonds in an amount not to exceed \$157,000,000 for water system reliability and seismic safety improvements. (Finance Committee) File 60-97-4.2 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Rebuttal Argument, Proposition B]

Motion authorizing rebuttal to opponent's ballot argument against Proposition B, relating to revenue bonds in an amount not to exceed \$147,000,000 for safe drinking water improvements. (Finance Committee) File 60-97-5.2 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. From Rules Committee (The following items will be considered by the committee at a Special meeting at 10 a.m., Monday, August 25, 1997. The Chair intends to request the committee to send the following items to the Board as a committee report.) Adopted

[Rebuttal Argument, Proposition C]

Motion authorizing rebuttal to opponent's ballot argument against Proposition C, a charter amendment concerning safety employees retirement (police/fire buy back agreement). (Rules Committee) File 257-97-3 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Adopted as Amended

[Rebuttal Argument, Proposition E]

File No.  
Res In 172-97-52  
Res No. 804-97 In 8  
See page 8

90 a45

Motion authorizing rebuttal to opponent's ballot argument against Proposition E, a Charter amendment relating to creation of staggered terms for Youth Commission members, certification of removal of members, allowing for compensation, amending quorum and voting requirements, giving non-exclusive authority to conduct programs related to children and youth, authorizing commission recommendation of applicants and deletion of obsolete material. (Rules Committee) File 255-97-3 Supervisor Newsom, seconded by Supervisor Bierman, moved an Amendment of the Whole bearing same title. Motion to amend adopted by the following vote: Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Adopted as amended by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Adopted

[Rebuttal Argument, Proposition F]

Motion authorizing rebuttal to opponent's ballot argument against Proposition F, an ordinance approving the sale of .38 acres at the top of Mt. Davidson park. (Rules Committee) File 60-97-6.2 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

CONSENTCALENDAR

RecommendationsofFinanceCommittee  
Finally Passed

[Appropriation, Art Commission]

Ordinance amending the Annual Appropriation Ordinance for fiscal year 1997-98, Ordinance Number 306-97, adjusting appropriations to meet the requirements of the Art Commission pursuant to Charter Section 16.106. (Controller) File 101-97-7, Ordinance No. 345-97 Finally passed.

[Tax Rate Setting, CCSF, FY 1997-98]

Ordinance providing revenue and levying taxes for City and County purposes for the fiscal year ending June 30, 1998. (Controller) File 74-97-1, Ordinance No. 342-97 Finally passed.

[Tax Rate Setting, SFUSD, FY 1997-98]

Ordinance providing revenue and levying taxes for San Francisco Unified School District purposes for the fiscal year ending June 30, 1998. (Controller) File 74-97-2, Ordinance No. 343-97 Finally passed.

[Tax Rate Setting, SF Community College, FY 1997-98]

Ordinance providing revenue and levying taxes for San Francisco Community College District purposes for the fiscal year ending June 30, 1998. (Controller) File 74-97-3, Ordinance No. 344-97 Finally passed.

[Environmental Review Actions]

Ordinance amending Administrative Code to extend the September 30, 1997, Sunset Clause to June 30, 1998, for environmental review actions, activities and procedures; companion measure to File 115-97-11. (Planning Department) File 97-97-39, Ordinance No. 338-97 (Amends Chapter 31.) (Excluded from environmental review requirements of the California Quality Act as non-physical project for modification of fee and rate structures). Finally passed.

[Extend Planning Department Fee Sunset Clause]

Ordinance amending Planning Code to extend the September 30, 1997 Sunset Clause to June 30, 1998, for Planning Department actions, activities and services; companion measure to File 97-97-39. (Planning



Department) File 115-97-11, Ordinance No. 339-97 (Amends Article 3.5A, Section 539.) Finally passed.

[Contract, Hazardous Materials Abatement Work]

Ordinance amending Administrative Code, providing for the selection of contractors to perform hazardous materials abatement work on public works projects. (Department of Public Works) File 97-97-40, Ordinance No. 357-97 (Adds Section 6.08.) Finally passed.

[Debt Service Savings, Refunding Bonds]

Ordinance amending Administrative Code to provide for debt service savings test for issuance of certain Refunding Bonds without voter approval. Sponsor Supervisor Leal. File 97-97-41, Ordinance No. 363-97 (Adds Chapter 78, Sections 78.1 through 78.5.) Finally passed.

[Equipment Lease Supplement No. 6]

Ordinance approving the form of and authorizing execution and delivery by the City and County of an Equipment Lease Supplement No. 6 between the City and County Finance Corporation, as lessor, and the City and County, as lessee, with respect to equipment to be used for City purposes, a related Certificate of Approval and a Continuing Disclosure Certificate; approving the issuance of Lease Revenue Bonds by said nonprofit corporation in an amount not to exceed Fourteen Million Dollars (\$14,000,000); providing for reimbursement to the City of certain City expenditures incurred prior to the issuance of Lease Revenue Bonds; and providing for the execution of documents in connection therewith and ratifying previous actions taken in connection therewith. (Mayor) File 170-97-2, Ordinance No. 362-97 (Fiscal Impact.) Finally passed.

Adopted

[Lease of Property at 732 Brannan Street]

Resolution authorizing a lease of real property at 732 Brannan Street, San Francisco, for the Office of the District Attorney. (Real Estate Department) File 64-97-11, Resolution No. 825-97 Adopted.

Recommendations of Rules Committee Finally Passed

[Beverly Hartley v. CCSF, et al.]

Ordinance authorizing settlement of litigation of Beverly Hartley against the City and County by payment of \$67,500. (City Attorney) File 45-97-79, Ordinance No. 346-97 (Superior Court No. 976-268.) Finally passed.

[Cala Foods, Inc. v. CCSF]

Ordinance authorizing settlement of litigation of Cala Foods, Inc. against the City and County by recognizing a reduction of property taxes due by \$27,225.58. (City Attorney) File 45-97-80, Ordinance No. 347-97 (Superior Court No. 980-566.) Finally passed.

[Maher Abuyaghi v. CCSF, et al.]

Ordinance authorizing settlement of litigation of Maher Abuyaghi against the City and County, Richard Quesada, et al. by payment of \$8,750. (City Attorney) File 45-97-81, Ordinance No. 348-97 (Municipal Court No. 127-832.) Finally passed.

[Anderson Pacific Engineering v. CCSF]

Ordinance authorizing settlement of litigation of Anderson Pacific Engineering Construction, Inc. against

the City and County for \$218,475.97 in unpaid contract earnings, plus interest thereon at 6 percent. (City Attorney) File 45-97-82, Ordinance No. 349-97 (Superior Court No. 949-549.) Finally passed.

[Lampkin v. Smith and CCSF]

Ordinance authorizing settlement of litigation in the matter of Joycelyn Lampkin v. Benjamin Smith, Beverly Smith and the City and County, by payment of \$45,000. (City Attorney) File 45-97-83, Ordinance No. 350-97 (Superior Court No. 978-808.) Finally passed.

[Amaral and Olmstead v. CCSF]

Ordinance authorizing settlement of litigation of Amaral and Olmstead against the City and County by payment of \$59,036.83. (City Attorney) File 45-97-84, Ordinance No. 351-97 (Alameda County Superior Court No. H 1931477.) Finally passed.

[Teresa Tse v. CCSF, et al.]

Ordinance authorizing settlement of litigation of Teresa Tse against the City and County by payment of \$17,500. (City Attorney) File 45-97-86, Ordinance No. 352-97 (Superior Court No. 974-517.) Finally passed.

[Radgia Tanago v. CCSF, et al.]

Ordinance authorizing settlement of litigation of Radgia Tanago against the City and County by payment of \$37,500. (City Attorney) File 45-97-87, Ordinance No. 353-97 (Superior Court No. 971-763.) Finally passed.

[Carolyn Reilly v. CCSF, et al.]

Ordinance authorizing offer of compromise pursuant to CCP Section 998 in the litigation of Carolyn Reilly v. City and County and Emilio Cruz, in the amount of Forty Thousand Dollars (\$40,000), to be paid as wages. (City Attorney) File 45-97-88, Ordinance No. 354-97 (United States District Court No. C96-3995 WHO.) Finally passed.

[Settlement of Lawsuits]

Ordinance authorizing settlement of litigation of F. W. Spencer & Son, Inc. against the City and County for receipt of \$675,000.00. (City Attorney) File 46-97-10, Ordinance No. 337-97 (Superior Court No. 970-323 consolidated with Superior Court No. 976-322, Superior Court No. 985-305, U.S. District Court Case No. C96-1913 SAW, U.S. District Court Case No. C95-4242 TEH.) Finally passed.

[Settlement of Unlitigated Claim]

Ordinance authorizing settlement of unlitigated claim of the United States Department of Health and Human Services against the City and County by paying the amount of \$97,621.64 for Medicare reimbursement. (City Attorney) File 48-97-51, Ordinance No. 355-97 Finally passed.

[Settlement of Claim]

Ordinance authorizing settlement of the sexual discrimination claims filed by Kathryn How, Leslie Lundgren, Rochelle Campana, Sarah Blain and Sue-Syin Chou in an amount not to exceed One Hundred Six Thousand, One Hundred Thirty-Five Dollars and Forty-Eight Cents (\$106,135.48), less applicable taxes and withholdings. (City Attorney) File 48-97-56, Ordinance No. 356-97 Finally passed.

RecommendationsofHealth,FamilyandEnvironmentCommittee Adopted

90 a48

## [State Grant, Single System of Care]

Resolution authorizing the Department of Public Health, Division of Mental Health to accept and expend a grant of \$334,592, from the California State Department of Mental Health to develop a single system of care that is understandable to parents and appropriate to meet the individual needs of children. (Department of Public Health) File 146-97-6.1, Resolution No. 829-97 Adopted.

## [State Grant, Underground Storage Tanks Cleanup]

Resolution authorizing the Department of Public Health, Bureau of Environmental Health Management, to accept and expend, an allocation of up to \$470,000 from the State Water Resources Control Board, Division Clean Water Program, for local oversight of cleanup activities at leaking underground storage tank sites funded by grant funds, and to authorize the Director of Health to execute the State Water Resources Control Board Contract (No. 7-012-550-0), and amendments thereto on behalf of the City and County, which contract provides that the City shall indemnify, defend and hold the State harmless from any and all claims, losses, and damages accruing or resulting in connection with the City's performance of the contract; providing for ratification of action previously taken. (Department of Public Health) File 146-97-14, Resolution No. 830-97 Adopted.

The foregoing items on the Consent Calendar were acted upon by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng -1. REGULARCALENDAR UNFINISHEDBUSINESS RecommendationsofFinanceCommittee Finally Passed

## [Appropriation, Board of Supervisors]

Ordinance appropriating \$384,905, Board of Supervisors from the General Fund Reserve for salaries and fringe benefits for the creation of eleven (11) positions (8.0 full time equivalent) and the abolishment of one (1) position, for fiscal year 1997-98; companion measure to File 102-97-3. (Controller) File 101-97-9, Ordinance No. 340-97 Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Newsom, Yee-7. Noes: Supervisors Leal, Medina, Yaki-3. Absent: Supervisor Teng-1.

## [Salary Ordinance Amendment, Board of Supervisors]

Ordinance amending Annual Salary Ordinance 1997/98, Board of Supervisors, reflecting the creation of eleven (11) positions (Class 1364 Special Assistant V) and the deletion of one (1) position (Class 1361 Special Assistant II); companion measure to File 101-97-9. (Department of Human Resources) File 102-97-3, Ordinance No. 341-97 (Fiscal Impact.) Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Newsom, Yee-7. Noes: Supervisors Leal, Medina, Yaki-3. Absent: Supervisor Teng-1.

## [Appropriation]

Ordinance appropriating \$4,000,000, Department of Business and Economic Development, of Neighborhood Development Special Revenue Fund for salaries, fringe benefits, materials and supplies, other contractual services and services of other departments for fiscal year 1997-98; placing \$569,307 on reserve. (Controller) File 101-97-10, Ordinance No. 358-97 Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

## [Appropriation, Department of Public Works]

Ordinance appropriating \$1,457,295, Department of Public Works, (\$1,189,726 of 1988 Public Library Improvement Bond Interest Earnings and \$267,569 of 1990 Earthquake Safety Bond Fund Interest

Earnings) for the renovation of the Mission Branch Library for fiscal year 1997-98. (Mayor Willie L. Brown, Jr.) File 101-97-11, Ordinance No. 359-97 Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng -1.

[Hotel Tax Allocation, Cultural Center]

Ordinance amending Municipal Code, Part III, to change the special purpose allocations of hotel tax revenues from percentages to specific dollar amounts, to adjust each allocation annually by the rate of growth or loss in total hotel tax revenues (subject to a ten percent cap) and to change the source of funds for the cultural center allocation. Sponsor Supervisor Kaufman. File 127-97-6.1, Ordinance No. 360-97 (Amends Section 515.01.) Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Reward Authorization]

Ordinance authorizing payment of reward in the amount of \$5,000 to Doe One. (Mayor's Criminal Justice Council) File 155-97-1, Ordinance No. 361-97 Finally passed by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng -1. NEWBUSINESS RecommendationsofFinanceCommittee Passed for Second Reading

[Appropriation, COPS, Muni Transit]

Ordinance appropriating \$300,000, Mayor, of the State funded Citizen's Option for Public Safety (COPS) for the Muni Transit Assistant Program (MTAP) for fiscal year 1997-98, providing for ratification of action previously taken. (Mayor Willie L. Brown, Jr.) File 101-97-6, Ordinance No. (Fiscal Impact.) Passed for second reading by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Supplemental Appropriation, E-911 Project]

Ordinance appropriating \$7,529,000, Department of TeleCOMMUNICATION

s (911 Project), of public protection special revenue funds for the 911 Project and for the creation of seven (7) positions, for fiscal year 1997-98; placing \$4,500,000 on reserve; companion measure to File 102-97-4. (Mayor) File 101-97-8, Ordinance No. Passed for second reading by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Annual Salary Ordinance Amendment]

Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance 1997-98), Department of TeleCOMMUNICATION

s and Information Services, reflecting the creation of seven (7) positions (Classes 1369L (1) Special Assistant X, 1370L (1) Special Assistant XI, 1372L (3) Special Assistant XIII, 1375L (1) Special Assistant XVI, 1376L (1) Special Assistant XVII); companion measure to File 101-97-8. (Mayor) File 102-97-4, Ordinance No. Passed for second reading by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Settlement of Claim, NSF Design Subconsultant]

Ordinance approving the settlement of the City's claims against Rolf Jensen & Associates (RJA), fire alarm system design subconsultant for the new Sheriff's facility. (City Attorney) File 46-97-9, Ordinance No.

Passed for second reading by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Adopted

[Lease of Property at 1390 Market Street]

Resolution authorizing a lease at Fox Plaza, 1390 Market Street, for the City Attorney. (Real Estate Department) File 64-97-9, Resolution No. 823-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng -1.

[Lease Amendment, 1650 Mission Street]

Resolution authorizing an amendment to lease of real property at 1650 Mission Street for the Department of Human Services and the Department of Building Inspection. (Real Estate Department) File 64-97-10, Resolution No. 824-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Lease Extension at 23rd & Illinois Streets]

Resolution authorizing an extension of a lease of real property at 23rd & Illinois Streets (Pier 72) for the Public Transportation Commission. (Real Estate Department) File 64-97-12, Resolution No. 825-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. (Supervisor Kaufman excused from voting in Committee.

)

[Redevelopment Agency Budget and Bonds]

Resolution approving an amendment to the budget of the Redevelopment Agency for fiscal year 1997-98, increasing by \$15,000,000 the Agency's expenditure for the Rincon Point-South Beach Redevelopment Project Area and approving the issuance of not to exceed \$17,500,000 of tax allocation bonds in connection with the China Basin Ballpark Project. Sponsor Supervisor Yaki. File 161-97-7.1, Resolution No. 832-97 (Fiscal Impact.) SupervisorKaufmanExcusedfromVoting The Clerk announced that Supervisor Kaufman requested to be excused from voting because of a possible conflict of interest. Supervisor Yaki, seconded by Supervisor Katz, moved to excuse Supervisor Kaufman from voting. Motion adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. AppointmentofPresidentProTempore At the request of the President, Supervisor Yaki assumed the Chair. SupervisorNewsomExcusedfromVoting The Clerk announced that Supervisor Newsom requested to be excused from voting because of a possible conflict of interest. Supervisor Leal, seconded by Supervisor Katz, moved to excuse Supervisor Newsom from voting. Motion adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. The roll was then called on the pending resolution and it was adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Leal, Medina, Yaki, Yee-8. Excused: Supervisors Kaufman, Newsom - 2. Absent: Supervisor Teng-1. The President resumed the Chair.

[E-911 Project Agreement]

Resolution approving the project agreement between the Department of TeleCOMMUNICATION

s and Information Services and TRW, Inc., for the E-911 enhanced Computer Aided Dispatch and Automated Information System. (Mayor) File 172-97-24, Resolution No. 803-97 (Fiscal Impact.) Adopted

by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Citywide Radio COMMUNICATION

System]

Resolution approving the form and authorizing the execution and approval of Citywide 800 MHZ radio system project agreement ("Master Agreement") between the City and County of San Francisco and Motorola COMMUNICATION

s and Electronics, Inc. (which Master Agreement includes certain limitations on the City's rights and remedies); authorizing an amendment to the 1992 Master Agreement dated as of February 5, 1992 between the City and contractor; granting general authority to City officials to take necessary actions in connection with the execution and approval of the Master Agreement; and ratifying actions previously taken. (Mayor) File 172-97-52, Resolution No. 804-97 (Fiscal Impact.) Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Citywide 800 MHZ Radio Project]

Resolution authorizing the Director of Property to enter into separate license or lease agreements with each of AT&T COMMUNICATION

s, Inc., the California State University, acting through the San Francisco State University, the City of Daly City, Motorola, Inc., and ZML-One Limited Partnership for the use of property for City's 800 MHZ radio project and to enter into a license agreement with the United States of America, acting through the Department of Veterans Affairs, for the use of property for City's 800 MHZ project, wherein the City would agree to resolve any contract dispute under the Federal Contract Dispute Act and to interpret the terms of the agreement under Federal law. (Real Estate Department) File 172-97-53, Resolution No. 805-97 (Fiscal Impact.) (Categorically exempt from Environmental Review under Class Numbers 1, 2 and 3 of the State Environmental Review Guidelines). Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Recommendations of Economic Development, Transportation and Technology Committee Adopted

[Permit, University of San Francisco]

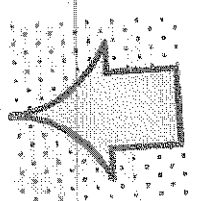
Resolution granting revocable permission to the University of San Francisco, Lone Mountain Campus, to reconfigure and improve the south side of Anza Street from Wood Street to Parker Avenue, and adopting findings pursuant to City Planning Code Section 101.1. Sponsor Supervisor Yaki. File 10-97-9, Resolution No. 815-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Undergrounding Plan Development]

Resolution requesting the development of an alternative plan for overhead wire undergrounding by the Department of Public Works and the General Manager, Public Utilities Commission. Sponsor Supervisor Medina. File 52-97-1, Resolution No. 822-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Treasure Island Cooperative Agreement]

Resolution approving and authorizing the City to enter into a cooperative agreement with the Navy



whereby the City will assume certain responsibilities regarding the operation and maintenance of Treasure Island and the Navy will reimburse the City for the costs therefor. (Mayor Willie L. Brown, Jr.) File 244-97-4, Resolution No. 806-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Mission Bay South Survey Area]

Resolution designating and describing a survey area within the City and County of San Francisco pursuant to the California Community Redevelopment Law referred to as the Mission Bay South Survey Area. Sponsor Supervisor Brown. File 265-97-1, Resolution No. 839-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Recommendations of Health, Family and Environment Committee Adopted

[Continuum of Care Plan]

Resolution declaring the policy that the Continuum of Care Plan ("The Plan"), dated August 1996, is the City and County's homeless policy document governing the development of an integrated, effective and coordinated system of health care, housing, employment and support services to prevent and reduce homelessness (creates Homeless Coordinating Board). Sponsors Supervisors Katz, Newsom, Bierman, Medina, Ammiano, Brown. File 83-97-1, Resolution No. 827-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. In connection with the above item, Supervisors Ammiano, Brown, requested to be added as co-sponsors.

[Youth Jobs]

Resolution urging the Human Rights Commission to study city procurements and to develop and recommend to the Board of Supervisors, with feedback from the existing youth employment system, legislation that would establish a City Youth Employment Program giving city contractors an incentive to employ youth in the performance of city contracts. Sponsors Supervisors Medina, Bierman, Brown, Katz. File 108-97-4, Resolution No. 828-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. In connection with the above item, Supervisors Brown, Katz, requested to be added as co-sponsors.

[State Grant, Indigents Program]

Resolution authorizing the Department of Public Health to apply for, accept and expend retroactively, a grant allocation of up to \$9,179,584 for fiscal year 1997-98 funding from the State Department of Health Services for California Healthcare for Indigents Program (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs in the amount of \$64,559, based on 14.5% of administrative and fiscal intermediary costs; placing \$143,797 on reserve. (Department of Public Health) File 146-97-15, Resolution No. 831-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Department of Public Health/California Children Services Program]

Resolution authorizing the Director of Public Health to enter into a Contract/Memorandum of Understanding with the University of California (UCSF), in the amount of \$44,349 for the provision of staff of California Children Services (CCS) to be stationed on site at the UCSF Medical Center to evaluate patients and provide consultation regarding CCS program eligibility and services; retroactive to July 1, 1997. (Department of Public Health) File 172-97-49, Resolution No. 833-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10.

Absent: Supervisor Teng-1.

[Contract - University of California]

Resolution authorizing the Director of Public Health to enter into a subcontract in the amount of \$5,811 with the Regents of the University of California (Berkeley), the primary contractor, to provide data and information for a study of temporal variation in psychiatric utilization to the University of California (Berkeley); retroactive to January 1, 1997. (Department of Public Health) File 172-97-50, Resolution No. 834-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Mentoring Program]

Resolution developing and expanding through improved relationships, an effective mentoring system for San Francisco coordinated by the San Francisco Mentoring Coalition. Sponsors Supervisors Newsom, Ammiano, Brown, Katz, Bierman, Leal, Medina. File 215-97-3.1, Resolution No. 837-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. In connection with the above item, Supervisors Leal, Medina, requested to be added as co-sponsors. SPECIALORDER3:00P.M. Hearing Held

[Public hearing]

Hearing of persons interested in or objecting to report of delinquent charges for refuse collection services and nuisance removal costs submitted by the Department of Public Health as modified to the date of adoption of their resolution, and creating special assessments and liens based thereon. File 14-97-1 The privilege of the floor was granted to the following person: John Doe. FromDepartmentofPublicHealth Adopted

[Garbage Liens]

Resolution confirming report of delinquent charges for refuse collection services and nuisance removal costs submitted by the Department of Public Health as modified to the date of adoption of this resolution, and creating special assessments and liens based thereon. File 14-97-1, Resolution No. 818-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. SPECIALORDER3:00P.M. Hearing Held

[Public hearing]

Hearing of persons interested in or objecting to the report of delinquent reinspection fee cost submitted by the Director of Public Health, as modified to the date of adoption of this resolution, and creating special assessments and liens based thereon. File 41-97-2 The President inquired if there was anyone present who wished to address the Board. There being no response, the President declared the public hearing closed. FromDepartmentofPublicHealth Adopted

[Reinspection Fee Liens]

Resolution confirming report of delinquent reinspection fee cost submitted by the Director of Public Health, as modified to the date of adoption of this resolution, and creating special assessments and liens based thereon. File 41-97-2, Resolution No. 821-97 A representative of the department submitted an updated report for the Board's consideration. Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

COMMITTEEREPORTS Reports from committees, if any, recommending emergency or urgent measures. RecommendationofFinanceCommittee Adopted

9/10 a54



**[Affordable Housing Indemnity Agreement]**

Resolution authorizing the Director of the Mayor's Office of Housing to enter into an agreement with Villa North Beach-II, LLC ("Owner) to indemnify owner with respect to the sales of four inclusionary affordable housing units in owner's development located at 690 Chestnut Street. Sponsor Supervisor Brown. File 172-97-54, Resolution No. 835-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. Recommendations of Housing and Neighborhood Services Committee Adopted

**[Liquor License, Trader Joe's #5 at 3 Masonic Avenue]**

Resolution finding that the issuance of a Type 21 off-sale general alcoholic beverage license to Chris Llewellyn, on behalf of Trader Joe's #5 located at 3 Masonic Avenue, will serve the convenience of the people of the City and County. File 223-97-28, Resolution No. 838-97 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

**[Appeal, Sidewalk Encroachment, 818 Sanchez St.]**

Motion denying the appeal of Donald W. Wilson and Monika Henschke, appealing the June 18, 1997, Order No. 170,459 of the Department of Public Works, approving the issuance of a Minor Sidewalk Encroachment Permit (97MSE-031), to occupy, construct and maintain the following encroachment(s): to install and maintain landscaping and irrigation and to excavate, grade and construct a driveway ramp with 6" decorative curbs and a terraced stairway for access to the property at 818 Sanchez Street. File 24-97-1 Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. PUBLICCOMMENT The privilege of the floor was granted to the following persons: Laborie P. Smoore, police brutality; Tim Golder, recommendations of Community Substance Abuse Services; Woman, Foster Parents Handbook; Constance Buck, better police training; Tomasita Miguel, invitation to Town Hall meeting on September 17, 1997. There being no one else wishing to speak, the President declared the public comment portion of the meeting closed. FORADOPTIONWITHOUTCOMMITTEEREERENCE These measures are introduced for adoption without committee reference. A unanimous vote is required for adoption today. Any Supervisor may require any of these measures to go to Committee.

Adopted

**[Commendation]**

Resolution recognizing Congregation Emanu-el the Faith Community for their work with the Headwaters Sanctuary Project and commending them for their commitments to the environment and to the preservation of the ancient Headwaters Forest. Sponsors Supervisors Kaufman, Brown, Katz, Leal, Newsom, Bierman. File 6-97-144, Resolution No. 807-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Katz, Leal, Newsom, Bierman requested to be added as co-sponsors.

**[Commendation]**

Resolution commending George Soros and The Open Society Institute for the one million dollar donation to the San Francisco Tides Foundation to administer grants for needle exchange. Sponsors Supervisors Newsom, Ammiano, Leal, Medina, Bierman, Katz. File 6-97-148, Resolution No. 808-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Medina, Bierman, Katz requested to be added as co-sponsors.

[Commendation]

Resolution congratulating the Northern California Chinese Press Association on the occasion of its founding. Sponsors Supervisors Teng, Kaufman, Leal, Newsom, Bierman, Brown, Katz. File 6-97-149, Resolution No.809-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Newsom, Bierman, Brown, Katz requested to be added as co-sponsors.

[Commendation]

Resolution commending the Asian Business League of San Francisco and declaring September 6, 1997 as "Asian Business League Day" in the City and County of San Francisco. Sponsors Supervisors Teng, Katz, Kaufman, Leal, Newsom, Bierman, Brown. File 6-97-150, Resolution No. 810-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Newsom, Bierman, Brown requested to be added as co-sponsors.

[Commendation]

Resolution commending Stephen V.R. Spaulding, III for his exceptional leadership and commitment to the San Francisco Zoological Society and its surrounding community. Sponsors Supervisors Yaki, Bierman. File 6-97-151, Resolution No. 811-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisor Bierman requested to be added as co-sponsor.

[Commendation]

Resolution recognizing the Bison paddock volunteers in Golden Gate Park for their work in ensuring the health and welfare of the bison in Golden Gate Park. Sponsors Supervisors Yee, Leal, Medina, Bierman, Katz. File 6-97-152, Resolution No. 812-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Medina, Bierman, Katz requested to be added as co-sponsors.

[Presidio Toxic Cleanup]

Resolution supporting a program of environmental remediation of hazardous substances, pollutants and contaminants at the Presidio and urging the Department of the Army to remediate the toxic contamination at the Presidio. Sponsors Supervisors Yaki, Bierman, Leal, Newsom, Bierman, Brown, Katz. File 13-97-28, Resolution No. 816-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Newsom, Bierman, Brown, Katz requested to be added as co-sponsors.

[Welfare Reform Law, Disabled Children]

Resolution urging members of Congress and President Clinton to reevaluate the new regulations contained in the 1996 Welfare Reform Law that denies supplemental security income to certain disabled children. Sponsors Supervisors Yee, Leal, Bierman, Katz. File 13-97-29, Resolution No. 817-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Bierman, Katz requested to be added as co-sponsors.

[Contracting Out City Services]

Resolution concurring with the Controller's certification that assistance to certain victims of crime and education in community anti-street violence can be practically performed by a private contractor for a lower cost than similar work services performed by City and County employees. Sponsors Supervisors Katz, Bierman. File 25-97-013, Resolution No. 819-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisor Bierman requested to be added as co-sponsor.

[Gift Acceptance]

Resolution authorizing the acceptance on behalf of the City and County of the gift of the Bay Area Video Coalition to make the logistical arrangements for the City's Interactive Media Week and Summit. Sponsors Supervisors Katz, Leal. File 38-97-10, Resolution No. 820-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisor Leal requested to be added as co-sponsor.

[Bilingual Education]

Resolution supporting the use of bilingual education by the San Francisco Board of Education to meet the educational needs of limited English proficient students in the City and County of San Francisco. Sponsors Supervisors Teng, Bierman, Leal, Medina. File 211-97-5, Resolution No. 836-97 (August 18, 1997 - Introduced in Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Leal, Medina requested to be added as co-sponsors.

[Final Map, 5-45 Lucerne Street]

Motion approving final map of 5-45 Lucerne Street, a Live/Work Condominium Project, being a subdivision of Lot 49 in Assessor's Block No. 3784, and adopting findings pursuant to Planning Code Section 101.1. (Department of Public Works) File 58-97-22 (August 20, 1997 - Referred to Board for consideration on August 25, 1997.) Adopted.

[Commendation]

Resolution commending the California Rural Legal Assistance for thirty years of service to rural communities and on the occasion of their anniversary Tardeada and proclaiming September 21, 1997 as "CRLA Day". Sponsors Supervisors Medina, Bierman, Katz. File 6-97-153, Resolution No. 813-97 (August 20, 1997 - Referred to Board for consideration on August 25, 1997.) Adopted.

In connection with the above item, Supervisors Bierman, Katz requested to be added as co-sponsors. The foregoing items on the For Adoption Without Committee Reference Calendar were adopted by the

following vote: Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. IMPERATIVECALENDAR Resolution(s), if any, to be adopted within limits imposed by the Sunshine Ordinance and the Ralph M. Brown Act, introduced today, not on the printed agenda. For such resolutions to be considered, the Board must first adopt the following two motions. Adopted

[Purely Commendatory Finding]

Motion that the Board finds by roll call vote that the resolutions being considered at this time are purely commendatory. Supervisor Yaki, seconded by Supervisor Ammiano, moved adoption. Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Brown Act Finding]

Motion that the Board finds by roll call vote that for the resolutions being considered at this time there is a need to take immediate action and the need to take action came to the attention of the City and County of San Francisco after the agenda was posted. Supervisor Yaki, seconded by Supervisor Ammiano, moved adoption. Adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1.

[Imperative Resolution, if any]

Adopted

[Commendation]

Resolution declaring support for Martin McGuinness, a leading member of the Irish political party Sinn Fein. File 006-97-154, Resolution No. 814-97 Supervisors Ammiano, Bierman presented for immediate adoption. Resolution adopted by the following vote: Ayes: Supervisors Ammiano, Bierman, Brown, Katz, Kaufman, Leal, Medina, Newsom, Yaki, Yee-10. Absent: Supervisor Teng-1. OFF-CALENDARLEGISLATION ROLLCALLFORINTRODUCTIONOFMEASURESANDCOMMUNICATION

S NOTCONSIDEREDORREPORTEDONBYCOMMITTEE Referred to Committee

[Real Estate Fraud Prosecution Fee]

Ordinance amending Administrative Code by adding Section 8.24-5, requiring the collection of a recordation fee of \$2.00 at the time of recording real estate instruments and providing that such funds shall be expended for criminal investigations or prosecutions involving recorded real estate documents. Supervisor Brown presented. Referred to Finance Committee.

File 097-97-054.

[General Obligation Refunding Bonds]

Resolution amending and restating Resolution No.93-94, which authorized the issuance of City and County of San Francisco General Obligation Refunding Bonds in one or more series in an aggregate principal amount not to exceed \$600,000,000. Mayor Willie L. Brown, Jr. presented. Referred to Finance Committee with request it be considered at the September 17, 1997 meeting. File 170-94-001.02. Referred to Board

[Proclaiming Hoang Taing Day]

Resolution commending Hoang Taing for her personal accomplishments, leadership and dedication to others and declaring August 24, 1997 be "Hoang Taing Day" in the City and County of San Francisco.

Supervisor Teng presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 004-97-033.

[Commendation]

Resolution recognizing the various agencies that stepped forward to provide services and shelter to those families who lost their homes during the recent hotel fires. Supervisor Yee presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 006-97-155.

[Commendation]

Resolution commending Mr. Peter Franklin for his outstanding contributions to the field of sports talk radio and declaring Friday, August 29, 1997 Peter Franklin Day in San Francisco. Supervisor Yaki presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 006-97-156.

[Bicycle Funding - AB 1020]

Resolution urging the Senate Appropriations Committee to pass Assembly Bill No. 1020 to increase funding to the bicycle lane account in the state transportation fund and urging the Governor's support of the measure. Supervisors Katz, Bierman, Newsom, Brown presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 012-97-028.

[Acceptance of Gift from the City of Genova]

Resolution authorizing the City and County of San Francisco to accept the gracious gift of sculpted bas relief panels commemorating the voyage of Christopher Columbus from the City of Genova, Italy. Supervisor Teng presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 038-97-011. Referred to Committee

[Yellow Bicycles Pilot Project]

Resolution urging the Department of Parking and Traffic to begin a pilot project of between forty and sixty "Yellow Bicycles" which will be available to city employees for travel between city buildings and for conducting city business when a bicycle can be used instead of a city car. Supervisor Newsom presented. Referred to Health, Family and Environment Committee.

File 190-97-002.02. RequestsforHearings:

[Budget Analyst Contract]

Hearing to consider exercising the fourth option in the agreement with the budget analyst to extend the agreement for two years, from January 1, 1998 to December 31, 1999. Clerk of the Board. Referred to Finance Committee.

File 098-97-001.

[Appropriation, Planner Position]

Hearing to consider submitting supplemental appropriation, in the amount of \$64,769 to fund a 5290 Planner IV position in the Department of Parking and Traffic to develop, implement and oversee new, innovative "alternative transportation" programs. Supervisor Ammiano presented. Referred to Finance Committee.

File 101-97-016.

[Gang Task Force, Mission District]

Hearing to consider the progress of the Gang Task Force in the Mission District and the area along the Mission Street corridor from 18th to 22nd Streets. Supervisor Newsom presented. Referred to Housing and Neighborhood Services Committee.

File 207-97-010.

[Skateboarding Activities]

DUMMY Hearing to consider skateboarding activities in order to protect the waterfront promenade and the new Main Library from any further damages and to explore reasonable alternatives for skateboarders. Supervisors Yaki, Yee, Brown presented. Referred to Housing and Neighborhood Services Committee.

File 124-96-008. Motions: Referred to Board

[Needle Exchange Emergency]

Motion concurring in the determination of the Mayor for the continued need for the declaration of emergency in connection with the needle exchange program. Supervisors Leal, Bierman, Teng, Ammiano, Yaki, Kaufman, Katz, Brown, Newsom, Medina presented. Referred to Board for Adoption Without Committee Reference Calendar September 15, 1997. File 030-97-001.16.

Introduced by the President at the Request of Departments Ordinances Referred to Committee File 045-97-091.

[Pradhan v. CCSF, et al.]

Ordinance authorizing settlement of litigation of Daniel Pradhan by and through his Guardian Ad Litem, Kishore Pradhan against the City and County of San Francisco by payment of \$60,000. (Superior Court No. 966-527). (City Attorney) Referred to Rules Committee.

File 097-97-053.

[Revising Time, Award of Contracts, PTC]

Ordinance amending Administrative Code by amending Section 6.1-1 to provide for additional time for awarding contracts let by the Public Transportation Commission; and by providing that the provisions of this ordinance shall expire on June 30, 1998. (Public Transportation Commission) Referred to Finance Committee.

File 101-97-015.

[Appropriation, Port Commission]

Ordinance appropriating \$686,163, Port Commission, of Port Revenues for the construction of the China Basin Ballpark for fiscal year 1997-98. RO #97069. (Controller) Referred to Finance Committee.

File 102-97-005.

[Salary Ordinance Amendment]

Ordinance amending Ordinance No. 307-97 (Annual Salary Ordinance, 1997/98), Department of Business and Economic Development, reflecting the creation of two (2) positions (Class 1371 Special Assistant XII and Class 1374 Special Assistant XV); companion measure to File 101-97-10. (Department of Human Resources) Referred to Finance Committee.

90 abo

File 118-97-004.

[Hazardous Materials/Waste Unified Program]

Ordinance amending Part II, Chapter 5 (Health Code Articles 21 and 22) of the San Francisco Municipal Code to conform hazardous materials and hazardous waste regulation to Federal and State Laws regulating the handling of hazardous materials and hazardous waste, by (1) adding a new Article 21A, addressing hazardous materials risk management plans; (2) amending Sections 1101, 1102, 1103, 1103.2, 1103.3, 1105, 1110, 1110.1, 1114, 1115, 1117, 1120, 1120.1, 1121, 1123, 1124, 1130, 1131, 1132, 1133, 1134, 1137, 1140, 1141, 1142, 1151, 1152, 1153, 1154, 1155, 1160, 1162, 1175.3, 1175.4, 1175.5, and 1176, deleting Sections 1111, 1110.2 and 1120.2, and renumbering former Section 1110.3 as new Section 1111, to designate the Department of Public Health as the certified unified program agency for San Francisco, authorize the Department of Public Health to collect fees for the administration of unified program elements, and eliminate requirements to obtain acutely hazardous materials permits, and (3) amending Article 22 by amending Sections 1201 through 1208, and adding new Section 1209 to conform to State laws regulating hazardous waste and authorizing the Department of Public Health to collect fees from generators and certain treaters of hazardous waste. (Department of Public Health) Referred to Finance Committee.

File 269-97-001.

[Municipal Elections Code]

Ordinance enacting the San Francisco Municipal Elections Code, Articles I-IX, to provide rules and procedures for the orderly conduct of Municipal Elections, including rules for nomination of elective officers, submission of measures to the voters, preparation and form of ballots, preparation and form of materials mailed to the voters, and organization of the Ballot Simplification Committee and the Citizens Advisory Committee on Elections; and repealing Administrative Code Sections 5.69 - 5.89, inclusive. (Department of Elections) Referred to Rules Committee.

Resolutions Referred to Committee File 023-97-001.

[Waiving Statute of Limitations]

Resolution waiving the statute of limitations with respect to payment of certain warrant of the City and County of San Francisco, in the amount of \$2,828,78, a legal obligation of the City and County of San Francisco. (Payee, Arnold B. Parra). (Controller) Referred to Rules Committee.

File 025-97-014.

[Prop J Contract, Airport Information Booth Program]

Resolution approving the Controller's certification that airport information booth services at San Francisco International Airport can be practically performed by private contractor at a lower cost than if work were performed by City employees at presently budgeted levels. (Airport) Referred to Finance Committee.

File 028-97-004.

[Emergency Repair, Jersey Street Sewer Replacement]

Resolution approving the expenditure of funds for the emergency work to replace the structurally inadequate sewer on Jersey Street between Diamond and Douglass Streets - \$129,611.15. (Public Utilities

Commission) Referred to Finance Committee.

File 028-97-005.

[Emergency Repair, Hetch Hetchy Facilities]

Resolution authorizing expenditure of Hetch Hetchy Water and Power funds for emergency repairs to Hetch Hetchy facilities and access roads damaged by the floods of January 1997 - \$10,000,000. (Public Utilities Commission) Referred to Finance Committee.

File 028-97-006.

[Emergency Repair, 33rd Avenue Sewer Replacement]

Resolution approving the expenditure of funds for the emergency work to replace the structurally inadequate sewer on 33rd Avenue between Cabrillo and Fulton Streets - \$204,870. (Public Utilities Commission) Referred to Finance Committee.

File 041-97-003.

[Assessment Costs, Sidewalk and Curb Repairs]

Resolution confirming report of assessment costs submitted by the Director of Public Works for sidewalk and curb repairs ordered to be performed by said Director pursuant to Sections 707 and 707.1 of the Public Works Code, the costs thereof having been paid for out of a revolving fund. (Department of Public Works) Scheduled for public hearing before Board on September 15, 1997, at 3:00 p.m. File 056-97-006.

[Rules of Order]

Motion amending the Rules of Order of the Board of Supervisors in order to specify duties and relationships for Legislative Analysts by adding Rule 6.21. Clerk of the Board presented. Referred to Rules Committee.

File 064-97-013.

[Lease of Property at 1372 Mission Street]

Resolution authorizing the renewal of an existing lease of real property at 1372 Mission Street, San Francisco, for the Department of Public Health. (Real Estate Department) Referred to Finance Committee.

File 094-97-002.

[Energy Conservation Grant]

Resolution authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend a grant not to exceed \$500,000, from the U.S. Department of Energy and the State of California; ratification of action previously taken. (Public Utilities Commission) Referred to Economic Development, Transportation and Technology Committee.

File 143-97-004.

[Federal Grant, Youth Gangs Drug Prevention Program]

Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend funds in the amount of Two Hundred Twenty Thousand Dollars (\$220,000.00) for a project known

90 ab2



as "Youth Gangs Drug Prevention Program (Community Schools Grant)." (Police Department) Referred to Housing and Neighborhood Services Committee.

File 172-97-057.

[Joint Licensing Agreement]

Resolution authorizing the Department of Public Health AIDS Office to enter into a Joint Licensing Agreement with the San Francisco AIDS Foundation for the development of software for the Client Registration System, called "Reggie". (Also see File 38-97-9). (Department of Public Health) Referred to Health, Family and Environment Committee.

File 194-97-007.

[Tobacco Settlement]

Resolution opposing the current proposal to settle lawsuits against the tobacco companies presented to Congress and President Bill Clinton. (Department of Public Health) Referred to Health, Family and Environment Committee.

Requests Granted

There being no objection, the Board directed the Clerk to comply with the following requests: By Supervisor Ammiano, that letter be sent to Assemblymember Migden supporting her amendments to AB 1099, Medi-Cal eligibility requirements.

Motions Adopted

Motion that the Board adjourns its meeting this date out of respect to the memory of the following deceased: Rembert "Itzie" Collins (By the Entire Board) Dr. Morrison H. Belmont (By the Entire Board) David Levinson Sponsor Supervisor Leal. File 2-97-31 Unanimously adopted by a rising vote.

ADJOURNMENT

There being no further business, the Board at the hour of 3:39 p.m. adjourned. John L. Taylor, Clerk N.B. This Journal of Proceedings sets forth all actions taken by the Board of Supervisors on the matters stated, but not necessarily the chronological sequence in which the matters were taken up. Approved by the Board of Supervisors on . I, John L. Taylor, Clerk of the Board of Supervisors of the City and County of San Francisco, hereby certify that the foregoing is a true and correct copy of the Journal of Proceedings of the Board meeting of the date stated and that it was approved as recited. John L. Taylor Clerk of the Board of Supervisors

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 10, 2012

DEPARTMENT NAME: Office of the Treasurer-Tax Collector DEPARTMENT NUMBER 08

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [ x ] MODIFICATION (PSC# 4094-10/11 )

TYPE OF SERVICE: Procurement Advisory Services - Banking Section

FUNDING SOURCE: General Fund

Original Amount: \$ 100,000 PSC Duration: 03/21/2011 to 12/31/2012
Modification Amount \$ 250,000 PSC Duration: 01/01/2013 to 12/31/2014
Total Amount \$ 350,000 Total PSC Duration: 03/21/2011 to 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco. In addition, the consultant will assist the City in implementation to assure that the selected banks fulfill the contract terms and meet expectations. Multiple enterprise departments have also requested specific scopes of work for their implementations.

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

If the contract process is not completed, the City and County of San Francisco will not have the opportunity to negotiate better rates and services. If the implementation is not successful, the City may not realize the benefits of the procurement.

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 consultant was used in the first iteration of this approval, under PSC#4094-10/11.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date December 10, 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# 4094-10/11 STAFF ANALYSIS/RECOMMENDATION: Approved LW 1/18/13

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*A proven track record of developing successful requests for proposals for banking services. Excellent negotiating skills, particularly with financial institutions. Extensive knowledge of the banking industry, and the array of services available. Experience implementing banking agreements.*

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

*Negotiating a contract with a bank for banking services and implementing new agreements occurs very infrequently. As such, it is standard practice for municipalities to contract out for these services.*

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*This engagement will be limited to developing a request for proposals for banking services, negotiating a contract for services, and assisting in implementation. This expertise is currently beyond the scope of current civil service classes, as negotiating a contract with a bank for banking services occurs very infrequently.*

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

No. *This process is undertaken very infrequently.*

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.

*Developing RFP's, reviewing responses, and implementing the agreements. (over 100 hours)*

*1824 - Senior Administrative Analyst (1)*

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

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

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

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

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

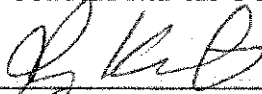
<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

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

*Yes, Global Payment Advisors. They were contracted under #4094-10/11*

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



Signature of Departmental Personal Services Contract Coordinator

**Greg Kato**

**554-6888**

Print or Type Name

Telephone Number

**1 Dr Carlton B Goodlett Pl, City Hall  
Room 140**

**San Francisco, CA 94102**

Address

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Kato, Greg  
**Sent:** Monday, December 10, 2012 2:20 PM  
**To:** L21PSCReview@ifpte21.org; sjenkins@ifpte21.org; DHR-PSCCoordinator, DHR  
**Subject:** EXTENDING Procurement Advisory Services – Banking Section (Dept #8)  
**Attachments:** DOC151.PDF

Good afternoon-

Attached, please find the PSC 1 for extending the Procurement Advisory Services – Banking Selection. This adds time, money and scope to the engagement.

I am happy to answer any questions.

Thank you!

Greg M Kato  
Policy and Legislative Manager  
Office of the Treasurer & Tax Collector  
City & County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
Phone: [415/554-6888](tel:415/554-6888)  
Fax: [415/554-5507](tel:415/554-5507)  
Email: [Greg.Kato@sfgov.org](mailto:Greg.Kato@sfgov.org)  
Twitter: [@gregkato](https://twitter.com/gregkato)

**Prior DHR Approved – Original**

**PSC #4094-10/11**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2011

DEPARTMENT NAME: Treasurer-Tax Collector DEPARTMENT NUMBER 08

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

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

TYPE OF SERVICE: Procurement Advisory Services - Banking Selection

FUNDING SOURCE: General Fund

PSC AMOUNT: \$ 100,000 PSC DURATION: MARCH 21, 2011 to December 31, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:  
*A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.*

B. Explain why this service is necessary and the consequences of denial:  
*If the contract process is not completed, the City and County of San Francisco will not have the opportunity to negotiate better rates and services.*

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

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

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

Local 21 \_\_\_\_\_ 1/11/11  
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# 4094-10/11  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
*A proven track record of developing successful requests for proposals for banking services. Excellent negotiating skills, particularly with financial institutions. Extensive knowledge of the banking industry, and the array of services available.*

B. Which, if any, civil service class normally performs this work?  
*Negotiating a contract with a bank for banking services occurs very infrequently. As such, it is standard practice for municipalities to contract out for these services.*

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

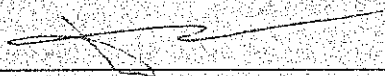
A. Explain why civil service classes are not applicable:  
*This engagement will be limited to developing a request for proposals for banking services and negotiating a contract for services. This expertise is currently beyond the scope of current civil service classes, as negotiating a contract with a bank for banking services occurs very infrequently.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
*No. This process is undertaken very infrequently.*

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

*Taylor Shen*  
\_\_\_\_\_  
Print or Type Name

*554-4506*  
\_\_\_\_\_  
Telephone Number

*CITY HALL - RM 140*  
*1 Dr Carlton B. Goodlett Pl*  
\_\_\_\_\_  
Address  
*SF, CA 94102*





Greg Kato/TTX/SFGOV  
01/11/2011 04:59 PM

To: DHR-PSCCoordinator/DHR/SFGOV@SFGOV  
cc: Maria.Ryan/DHR/SFGOV@SFGOV  
bcc:  
Subject: Fw: PSC - Banking RFP

Good afternoon-

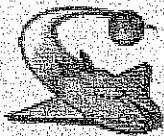
Below, please find the communication to Local 21 regarding an RFP for Banking Consulting Services, sent this afternoon.

If you have any questions, please contact me.

Thank you!

Greg M Kato  
Policy and Legislative Manager  
Office of the Treasurer & Tax Collector  
City & County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102  
415/554-6888 (phone)  
415/554-5507 (fax)  
Greg.Kato@sfgov.org

----- Forwarded by Greg Kato/TTX/SFGOV on 01/11/2011 04:58 PM -----



Tajel Shah/TTX/SFGOV  
01/11/2011 04:57 PM

To: Sharon Jenkins <sjenkins@ifpte21.org>  
cc: Greg Kato/TTX/SFGOV@SFGOV  
Subject: PSC - Banking RFP

Hi Sharon,

Attached is a PSC request for a banking RFP.



Banking\_RFP\_PSC.pdf

- Tajel

Tajel Shah  
Director, Budget & Operations  
Office of Treasurer and Tax Collector  
City and County of San Francisco  
City Hall - Room 140  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4638  
415/554-4506 (phone)  
415/554-7449 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/6/2012

DEPARTMENT NAME ENVIRONMENT DEPARTMENT NUMBER 22

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: INITIAL REQUEST [x] MODIFICATION (PSC# 4009-07/08)

TYPE OF SERVICE: Green Building Technical Assistance

FUNDING SOURCE: Professional Services; All City Departments with Contracting Authority. Green Building General Account, Department of the Environment

PSC

Table with 4 columns: Description, Amount, Original Duration, and Modification of Duration. Rows include Original Amount (\$1,500,000), Modification Amount (1) (No Change), Modification Amount (2) (\$749,000), Modification Amount (3) (\$2,750,000), Total Amount (\$4,999,000), Original Duration (12/01/2007 - 06/30/2011), Modification of Duration (1) (07/01/2011 - 03/31/2013), Modification of Duration (2) (No Change), Modification of Duration (3) (04/01/2013 - 03/31/2015), and Total Duration (12/01/2007 - 3/31/2008/15 w/)

1. DESCRIPTION OF WORK

A. Concise description of proposed work: See Attachment

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

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

Some limited services have been provided on selected projects through existing construction contracts. This RFP will ensure that all projects can have access to qualified contractors for all required services without having to issue separate RFP's for each project. Prior DHR-Approved PSC#4009-07/08 attached.

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

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

Local 21, IFPTE
Union Name

Signature of person mailing / faxing form

Date 12/3/12

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-07/08
STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Applicants shall be licensed engineering or architectural firms with LEED Accredited Professionals on staff designated for appropriate tasks within the described scope of work. Applicants with staff that are Certified Green Building Professionals by *Build It Green* are preferred for residential projects. The selected consultant shall have experience and expertise in multi-disciplinary project coordination and communication, building plans analyses, LEED and GreenPoint Rated compliance. Consultant will perform economic analyses, building energy modeling, and architectural/mechanical design peer review, and provide latest knowledge in this rapidly developing field, and by identifying latest technology and trade developments will build capacity of existing city staff. Building Commissioning subcontractors shall have experience and expertise in building commissioning and post-occupancy evaluations for occupant comfort (thermal, acoustical, air quality, etc.).

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

Some Environmental Specialists in the Green Building specialty area, e.g., 5642 and 5640, may have the knowledge to perform certain aspects of this work, but will not be able to address all aspects of the scope of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work requires a multiple-member team, with a unique combination of experience, skills and expertise, to work at numerous locations simultaneously at all types of hours and days to meet the demands of program implementation.

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

It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and varying level, at multiple locations simultaneously, for multiple City Departments, up to hundreds of hours a month, for a limited period of time.

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 training and indicate approximate number of hours.

Specific areas of training will be determined on an as needed basis.

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

Again, this depends on which areas participating Departments determine require training. However, generally, the occupational types will include engineers, architects, and environmental specialists.

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

Yes  No

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

Yes  No

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

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not Known -Contract will be bid

Yes  No

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

*Rachel C. Buerkle*

Signature of Departmental Personal Services Contract Coordinator

Rachel C. Buerkle

415-355-3704

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

**Additional Attachments**

**◆ Description of Work**

- **Section 1A**
- **Section 1B**

Personal Services Contract  
Green Building Technical Assistance – Request for Modification

**1. DESCRIPTION OF WORK**

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

To conduct technical assistance and consulting for City Departments engaged in the design, construction and operation of new buildings, major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED® (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.

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

This service is instrumental in allowing City departments to meet the requirements of the City's Environment Code and Building Code and allowing the City to be a leader in Green Building programs.

Environment Code Chapter 7 requires all municipal construction projects over 5,000 square feet to achieve a LEED Gold rating from the US Green Building Council, and requires regular reporting on Departmental compliance to the Board of Supervisors. Failure to achieve the LEED Gold requirements may result in buildings that waste energy, water and materials, and prevent the City from meeting its carbon-reduction goals. Not all current City construction contracts include qualified contractors to coordinate the multi-disciplinary effort required to achieve LEED ratings, conduct building commissioning, conduct post-occupancy evaluations, etc.

Scope

This service provides as-needed technical assistance to City design teams to achieve LEED certification and improve the environmental performance of city buildings including:

- Policy and Program Development
- LEED consulting
- Charrette Facilitation
- Building Commissioning
- Energy Modeling
- Economic and Environmental Analyses
- Post-occupancy Evaluations
- Training

Users

This service is set up as a city blanket contract for green building technical assistance and has been instrumental in implementing the City's green building requirements under San Francisco Environment Code Chapter 7 and San Francisco Building Code Chapter 13C. City Departments utilizing this contract include:

- San Francisco Environment
- San Francisco Recreation and Parks
- San Francisco Public Utilities Commission
- San Francisco Redevelopment Agency
- San Francisco International Airport
- San Francisco Municipal Transportation Agency
- San Francisco Department of Public Works doing work for
  - San Francisco Public Library
  - GSA Real Estate Division
  - Port of San Francisco
  - San Francisco Fire Department
  - Department of Public Health

Projects Underway

San Francisco currently has nearly 9 million square feet of municipal construction projects seeking or achieving LEED certification, including hospitals, libraries, fire stations, museums, airport terminals, etc.:

	Square Feet
LEED Certified Projects	3,675,116
Projects Completed, LEED Certification Pending	965,316
Projects Under Construction	1,509,055
Projects in Planning or Design	2,665,260
<b>Total</b>	<b>8,814,747</b>

Not to continue this service would cause a major disruption in the completion of these construction projects, as each City department would then have to obtain these services independently.

Building In-House Capacity

This contract complements the City's in-house architectural and engineering services, and task orders are often structured to build capacity within City Departments and mentor City design professionals so that they can self-perform additional services over time.

Achievements

Notable San Francisco Green Building Achievements:

- California Academy of Sciences: Largest "Double-LEED Platinum" museum in the world
- Laguna Honda Hospital: California's 1<sup>st</sup> LEED certified hospital
- SFO Terminal 2: 1<sup>st</sup> LEED Gold airport terminal in the US
- 4 LEED Gold Branch Libraries

Leading by example, San Francisco's municipal experience has city-wide influence. Green buildings have achieved extraordinary city-wide market penetration in San Francisco; more than 35 million square feet have earned LEED certification to date. In the office market, more than 37% of competitive office properties have earned LEED certification. In 2011, the city was awarded "Best Green Building Policy" by the World Green Building Council, and ranked the #1 market for green development in North America in the Better Bricks/Cushman & Wakefield Green Building Opportunity Index.

**Union Notification(s)**  
**◆ Local 21**

Buerkle, Rachel

---

**From:** Buerkle, Rachel  
**Sent:** Friday, December 07, 2012 2:58 PM  
**To:** 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'  
**Subject:** PSC for Green Building Technical Assistance  
**Attachments:** Green Bldg Tech Consult 4009-07.08 mod 12.6.12.pdf; Green Bldg Tech Consult 4009-07.08 as of 9.15.10.pdf

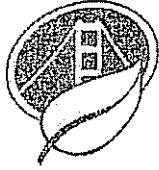
Attached is a form requesting modification of a PSC for Green Building Technical Assistance. A copy of the original PSC is also attached.

Please let me know if you need further information.

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



**Prior Administrative Approved – Mod2**  
**PSC #4009-07/08**



# SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco



GAVIN NEWSOM  
Mayor

Melanie Nutter  
Director

## MEMORANDUM

DATE: 9/14/10  
 TO: Maria Ryan, PSC Analyst  
 Department of Human Resources (Dept. 33)  
 FROM: Rachel Buerkle, PSC Coordinator  
 Department of the Environment (Dept. 22) *R. Buerkle*  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4009-07/08 Approval Date: 9/4/07

Description of Service(s): Green Building Technical Assistance for all City departments

Original Approved Amount:	<u>\$1,500,000</u>	Original Approved Duration:	<u>12/01/07 – 6/30/11</u>
Modification Amount: (1)	<u>No change</u>	Modification of Duration: (1)	<u>12/01/07 – 3/31/13</u>
Modification Amount: (2)	<u>749,000</u>	Modification of Duration: (2)	<u>No change</u>
Total Amount as Modified:	<u>\$2,249,000</u>	Total Duration as Modified:	<u>12/01/07 – 3/31/13</u>

### Reason for the modification:

Additional services to provide access for all City departments to green building consulting services which are needed for compliance with SF Environment Code Chapter 7.

Attachment: Copy of Approved PSC Summary

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

DHR ACTION:  Approved

Approval Date: 9/15/10

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/21/2012

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4023 - 09/10 )

TYPE OF SERVICE: Environmental Analysis Services for Water System Improvement Program (WSIP) Upper Alameda Creek Filter Gallery Project (CS-968)

FUNDING SOURCE: Capital Improvement P Bonds

Original Amount: \$2,300,000 PSC DURATION: 11/01/2009 - 06/31/2014
Modification Amount: \$0 PSC DURATION: 07/01/2014 - 03/01/2019
Total Amount \$2,300,000 Total PSC Duration: 11/01/2009 - 03/01/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: 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:

Implementation of the WSIP project will help meet the future water needs of SFPUC retail customers in a more reliable and sustainable manner, and will diversify the City's water supply portfolio. 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 or prevent the overall project completion. This modification to extend duration is necessary because the project startup was delayed and is currently on hold.

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 particular services are currently being provided by PSC No. 4023-09/10 (CS-968).

D. Will the contract(s) be renewed:

The contract term will be extended if necessary to complete the required services.

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 12/21/2012
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4023-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved MW 1/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See supplemental attachment.

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 California Environmental Quality Act (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 National Environmental Policy Act (NEPA) environmental documents. These classifications are generalists, typically without the necessary specialized expertise in specific disciplines (biology, 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

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 and County employees?

B. Will the contractor train City and County employees?

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

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

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8<sup>th</sup> Floor

San Francisco, CA 94102

Address

**Additional Attachments**

**◆ Description of Required Skills/Expertise**

**◦ Section 3A**

Supplemental Attachment

3A. 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.**

**Union Notification(s)**  
**◆ Local 21**

## Dang, Leorah

---

**From:** Jackson, Shamica <SJackson@sfgwater.org>  
**Sent:** Friday, December 21, 2012 2:05 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; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie; Warshauer, Ed; 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; Lewis, Brent  
**Subject:** Reg-Modification No 1: Environmental Analysis Services Alameda Creek Filter Gallery PSC No. 4023\_0910 (CS-968)-(Dept#40)  
**Attachments:** Reg-Mod1\_Environmental Analysis Services Alameda Creek Filter Gallery\_PSC4023-0910\_CS-968-Dept40.pdf

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-968, Environmental Analysis Services Alameda Creek Filter Gallery, modification request for duration to March 1, 2019**.
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 **February 4, 2013** 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



**Prior Notice of Civil Service Commission Action**  
**PSC #4023-09/10**

0112a



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

MORGAN R. GORRONO  
PRESIDENT

August 6, 2009

E. DENNIS NORMANDY  
VICE PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4023-09/10;  
4024-09/10; 4057-07/08 AND 4175-06/07.**

DONALD A. CASPER  
COMMISSIONER

At its meeting of August 3, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG  
COMMISSIONER

**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. Please share it with everyone responsible for follow-up.*

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4023-09/10 on the condition that the identified work undergo continuous review to ensure that where possible, every effort shall be made to have the work performed by qualified City employees. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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  
Vivian Day, Department of Building Inspection  
Elaine Forbes, Planning Department  
Jessica Huey, Department of Human Resources  
Shamica Jackson, Public Utilities Commission  
Florence Kyaun, Public Utilities Commission  
Brigitte Rockett, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
August 03, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DepthNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
05-968 4023-09/10 DAVID →	40	San Francisco Public Utilities Commission	Regular	\$2,300,000.00	Will provide coordination and work plan preparation; environmental document scoping; environmental document scoping; environmental background and field studies. This work consist of environmental tasks in support of the Upper Alameda Creek Filter Gallery.	30-Jun-14
Sumo Pembal 4024-09/10 DAVID	40	San Francisco Public Utilities Commission	Regular	\$625,000.00	Will provide removal, hauling and legally dispose/recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTF).	31-Jul-12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 17, 2012

DEPARTMENT NAME: San Francisco Public Library DEPARTMENT NUMBER 41

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4028-06/07 )

TYPE OF SERVICE: Programming, developing and mailing library forms and notices.

FUNDING SOURCE: Public Library's Information Technology Division Operating Budget

Table with 4 columns: Modification #, Amount, PSC Duration, Total PSC Duration. Rows include Original Amount, Modification #1, #2, #3, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages.

B. Explain why this service is necessary and the consequences of denial: Extending the PSC duration is necessary to enable department to exercise a three-year option to extend the original agreement.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service has been provided via a professional services agreement. PSC number 4028-06/07, which is the PSC Library is proposing to modify.

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):

Handwritten notification table with columns for Union Name, Signature of person mailing/faxing form, and Date. Includes entries for Union 21 and SEIU.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4028-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved W 1/18/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

1. Develop program to receive and transform the electronic files and data from the Library Integrated Library System into applicable notices and forms in multiple languages (approximately 1,000 notices per day, totaling 7,000 per week to include weekends) via secure File Transfer Protocol with the same-day turn-around time on weekdays.
2. Work with Library staff to define specifications for and design each of the forms: notification of items on reserve, overdue, billed items, holds expired and holds cancelled.
3. Generate reports of notices mailed and reports of notices not successfully processed.
4. Perform these services in a secure facility to eliminate potential for identity theft with backup or redundant facilities to accommodate disaster protection requirements..

B. Which, if any, civil service class normally performs this work?  
1052, 1053 and 1054 IS Business Analysts; and 5322 Graphic Artists (partial work only)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes  
Contractor will perform its fulfillment services in a dedicated facility. Equipment should include a high-production digital printing system such as a Xerox DP 180, high-volume inserter, and other mailing and postage equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City is not structured to produce and manage the large volume of forms, notices and related work. The Library has sought help from OCA and the Reproduction and Mail Services Department to provide the services, but the department indicated that it cannot perform the service to the Library's specifications, and OCA advised the Library to contract the services. The Library does not have the equipment, space, nor variety of classifications required to perform the work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
No. The City may already have the variety of classifications, but not a department that encompasses them to provide the required services.

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:

Donna Marion  
Signature of Departmental Personal Services Contract Coordinator

Donna Marion  
Print or Type Name

557-4585  
Telephone Number

100 Larkin Street 94102  
San Francisco, CA 94102

**Union Notification(s)**

◆ **Local 21**

◆ **SEIU**

## Dang, Leorah

---

**From:** Anna C. Wong <annawong@sfpl.org>  
**Sent:** Monday, October 15, 2012 4:06 PM  
**To:** pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org; Brook.Demmerle@seiu1021.org; glouie@ifpte21.org  
**Cc:** Donna Marion; Michael Liang; Alicia C. Wong; Mike Hoffman; DHR-PSCCoordinator, DHR  
**Subject:** Library Notices Draft PSC and RFP: Union Notice  
**Attachments:** RFP - Public notices 10-15-12.doc.doc; PSC - 8 years - 2022.doc.doc

Dear SEIU and Local 21 representatives,

The Library is preparing to submit a PSC and RFP contracting for services to program, develop and mail library forms and notices.

Library has not yet submitted the PSC to Civil Services and has not posted the RFP. Both documents are in draft format for your review honoring the 60-days notice requirement.

Should you have any questions regarding either of the documents or require a meeting, please do not hesitate to call Alicia Wong of the Library at 557-4321. If you have any comments on the two documents, please direct them to:

Michael Liang - [mliang@sfpl.org](mailto:mliang@sfpl.org)  
Mike Hoffman - [mhoffman@sfpl.org](mailto:mhoffman@sfpl.org)  
Alicia Wong - [awong@sfpl.org](mailto:awong@sfpl.org)

If you could kindly include a copy to Donna Marion ([dmarion@sfpl.org](mailto:dmarion@sfpl.org)) and me, we'd much appreciate it.

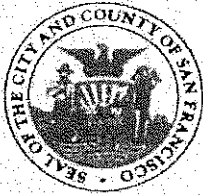
Regards,

*Anna Clara Wong*

Contracts Manager  
San Francisco Public Library  
100 Larkin Street, Room 680  
San Francisco, CA 94102  
(415) 557-4214 telephone  
(415) 437-4830 fax

**Prior Notice of Civil Service Commission Action**  
**PSC #4028-06/07**





**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE  
MAYOR

April 21, 2011

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4097-10/11  
THROUGH 4100-10/11; 4068-08/09; 4119-07/08; 4028-06/07;  
AND 4087-07/08.**

At its meeting of **April 18, 2011** the Civil Service Commission had for its consideration the above matter.

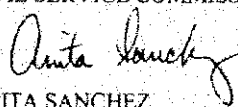
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the report as verbally amended from Yes to No in "D" of PSC #4028-06/07. Previous increase amount request of \$940,000 is reduced to \$300,000 with new amount of \$1,050,000. Duration of February 28, 2012 (3/7/11 CSC action) extended to 6/30/15. Approve request. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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  
Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Carina Carlos, Department of Public Works  
Gordon Choy, Department of Public Works  
Marie de Vera, Department of Human Resources  
Lavena Holmes-Williams, Port  
Shamica Jackson, Public Utilities Commission  
Florence Kyaun, Public Utilities Commission  
Donna Marion, San Francisco Public Library  
Maria Ryan, Department of Human Resources  
Commission File  
Chron

KUSIJUNG KOK  
4/18/2011

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
4068-06703	77	Airport Commission	Regular	\$440,000	\$950,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise assessment acquisition & recording; coordination of noise insulation design & construction work; handling of inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outline reports for grant reimbursements. The budget for the 3-yr period was increased to \$930,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	12/22/2008	12/21/2011
4119-07708	39	Port Commission	Regular	\$380,000	\$1,730,000	The contracted scope of work with Treadwell & Rollo is approximately 90% complete. Regional Water Quality Control Board (Water Board) has accepted/approved the environmental investigation. However, as a result of the findings presented in the investigation report, Water Board now requires the Port to undertake two (2) new tasks, prepare a Remedial Action Plan for the Pier 70 area, and conduct a Feasibility Study for contaminated sediment at a portion of Pier 70 area designated for future park.	6/1/2008	6/30/2012
4024-06707	41	Public Library	Regular	\$0	\$1,690,000	The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices into designated form, and mailing them to library patrons first class presented on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.	11/1/2006	6/30/2015

**RFP**  
**October 15, 2012**  
**Printing & Mailing of Library Notices & Forms**

# City and County of San Francisco

## Request for Proposals for

**Printing and Mailing of Library Notices and Forms**

**Agreement No. LIB-102R**

**October 15, 2012**

**Information Technology  
San Francisco Public Library  
100 Larkin Street, 6<sup>th</sup> Floor  
San Francisco, CA 94102**



Date issued:

October 15, 2012

Pre-proposal conference:

\_\_\_\_\_ a.m., [Insert date and time]

Proposal due:

\_\_\_\_\_ p.m., [Insert date and time]

# Request for Proposals for **Printing and Mailing of Library Notices and Forms**

## TABLE OF CONTENTS

	<u>Page</u>
I. Introduction and Schedule .....	1
II. Scope of Work .....	1
III. Submission Requirements.....	4
IV. Evaluation and Selection Criteria .....	7
V. Pre-proposal conference and Contract award .....	
VI. Terms and Conditions for Receipt of Proposals .....	10
VII. Contract Requirements.....	14
VIII. Protest Procedures [optional] .....	16

### Appendices:

- A. HRC Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$29,000 and over (separate document). Proposers must submit the following forms: separate document
- Form 2A HRC Contract Participation form
  - Form 2B HRC "Good Faith" Outreach Requirements form
  - Form 3 HRC Non-discrimination Affidavit
  - Form 5 HRC Employment form
- The following form may be required, depending on the circumstances:
- Form 4 Joint Venture Participation Schedule
- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

**Request for Proposals for  
Printing and Mailing of Library Notices and Forms**

**I. Introduction and Schedule**

**A. General**

The San Francisco Public Library (SFPL) is seeking a contractor to provide printing and mailing services for daily library notices. The services, currently managed by a San Francisco citywide contract, include designing the notice forms, receiving the notice files from SFPL transmitted via File Transfer Protocol (FTP), printing text of notices onto designated forms, and mailing them to SFPL patrons first class presorted on the same day. SFPL currently issues approximately 500 notices per day. A reduction in the daily volume is anticipated. Although only English language notices are currently issued, SFPL intends to generate notices in multiple languages and the contractor will be expected to be able to print notices in both Roman and non Roman characters.

SFPL issues files of notices from its Integrated Library System (Innovative Interfaces, Inc.'s Millennium System) on a daily basis. There are five notice types contained in three separate files:

1. The Reserves file includes notification of items on reserve, cancelled reserves and expired reserves.
2. The Overdues file includes notification of overdue items.
3. The Bills file includes notification of billed items.

Please reference Appendix D for a sample notice.

Every morning, SFPL staff transmits the notice files generated from the Millennium System, via secure FTP to the contractor by 9:30 a.m. The contractor prints the text of the notices onto the appropriate forms and mails them first class pre-sorted on the same day. Notices generated on Sundays and holidays are mailed by the Contractor on the next working day.

The contract shall have an original term of five years. In addition, the City shall have an option to extend the term for a period of up to three years, which the City may exercise in its sole, absolute discretion.

**B. Schedule**

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	_____
Pre-proposal conference	_____
Deadline for submission of written questions or requests for clarification	_____
Proposals due	_____
Oral interview with firms selected for	_____

further consideration

## II. Scope of Work

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The Contractor will handle the transition from SFPL's current print and mailing supplier, following an implementation plan and timeline developed by the Contractor and approved by SFPL.

Initially, the Contractor and SFPL staff will meet to define specifications for and design each of the forms, including where specific text from the data files will appear on the forms; identify a production timeline for design completion; and define other project specifics. The Contractor will prepare mock-ups for review, changes, comments and approval by SFPL. After forty eight hours contractor will prepare and email PDF proofs of the forms to the SFPL for approval. SFPL will review drafts of the forms created by the contractor and sign off on final versions.

Subsequent changes and additions to the forms will be made as needed, either by SFPL providing the contractor with camera-ready copy or by its providing the text of changes. On occasion, SFPL may provide the Contractor with inserts to be included in the mailings, either by providing the inserts, or providing camera-ready copy. The contractor will bill the SFPL hourly programming charges for these additional services.

The SFPL and the Contractor will agree upon a time, Monday through Friday, that the SFPL is to transmit the notice files to the Contractor in order for the Contractor to mail the notices on the same day. Notice files received by the Contractor after that time, may be mailed out the following day (Monday through Friday). Any files generated and sent by the SFPL on Saturdays, Sundays and holidays will be sent on the same day or on the following working day.

The following are work tasks assumed necessary to provide daily printing and mailing of SFPL notices. Proposing teams may suggest a modified scope as part of their proposal. On an ongoing basis, the Contractor will:

1. Receive files of library notices transmitted electronically from the SFPL's Integrated Library System Monday through Sunday.
2. Format data, print, place in envelopes, sort and mail notices on the same day notices were sent by the SFPL, when the SFPL transmits the files by the agreed-upon time in the morning of that day, Monday through Friday. Print and mail notices generated on Saturdays, Sundays and holidays no later than the next working day.
3. Insert multiple notices into one envelope when there are two notices or more to be sent to one person.
4. Mail notices using standard #10 double window envelopes.
5. Submit a standard postage rate that does not change by mailing size. SFPL will pay for postage; no overhead shall be applied.
6. Submit any postal increases to the SFPL for approval.
7. Issue reports of notices mailed and reports of notices not successfully processed.

8. Perform these services in a secure facility to eliminate potential for identity theft.
9. Receive transmission of data from the SFPL via secure VPN (virtual private network)/secure FTP.
10. Provide assurance to the SFPL that the contractor, on behalf of its officers, directors, employees, representatives, affiliates and agents, agrees that it will not, without the SFPL's prior written consent, disclose any confidential or personal information to any third party or use any confidential or personal information for any purpose other than providing services for which it is contracted.
11. Ensure that data from SFPL files is not shared nor sold to any third party for any purpose unless directed by court order.
12. Print in multiple languages, including Spanish, Chinese (traditional), Russian, Vietnamese when necessary.



### III. Submission Requirements

#### A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on [insert date]. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left at Front Desk, City Librarian's Office, 6<sup>th</sup> floor, Main Library, Civic Center, 100 Larkin Street, San Francisco, or mailed to:

Luis Herrera, City Librarian  
San Francisco Public Library  
100 Larkin Street, 6<sup>th</sup> Floor  
San Francisco, CA 94102

Proposers shall submit seven (7) copies of the proposal (*not sure how many readers*) and two copies, separately bound, of required HRC Forms in a sealed envelope clearly marked **Printing and Mailing of Library Notices and Forms** to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

#### B. Format

The department will place proposals in three-ring binders for the review panel. Please use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial) (*is this relevant??*), and that pages have margins of at least 1" on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal.

#### C. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

##### 1. Introduction and Executive Summary (up to 3 pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

##### 2. Project Approach (up to 5 pages)

In preparing the proposal, fully respond to the Service and Performance Requirements set forth in this RFP. Note any exceptions to those requirements which your company cannot meet.

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

##### A. Overall scope of work tasks

*B. Schedule and ability to complete the project within the City's required time frame*

*C. Service and Performance*

Print, Fulfillment and Distribution

- a. List all distribution and fulfillment facilities, and highlight the facilities that would service the SFPL. Identify their distance in miles from San Francisco.
- b. Describe the level of automation present in your print facility.
- c. Describe your company's capabilities in kitting, fulfillment and Print on Demand. What is the distance of this production center from San Francisco?
- d. Can you print in multiple languages for fulfillment orders, and how many and which languages?

Information Systems

- a. Does your company provide an Internet-based print management system that supports fulfillment services? If so, please provide an overview including the number of customers and users.
- b. Does your company provide a website? If so, what web-based services do you provide to your clients?
- c. Can you track production online? If so, what production-tracking information is available to your customers?

Customer Service

- a. Identify the customer representatives who will be working with this project and their qualifications and describe the role each will play in the project.
- b. Describe your policy regarding dedicated customer support teams.

Disaster Recovery, Security Measures and Quality Assurance

- a. Outline the disaster recovery plan for your information systems and manufacturing facilities.
- b. Describe the security measures you have in place.
- c. Describe your firm's quality assurance program. Have any of locations supporting this contract achieved ISO or SAS 70 certification?

Account Management and Implementation

- a. Describe the account team and management hierarchy that will be available for servicing the SFPL account. Describe the assignment of work within your firm's work team.

- b. Detail your plan for the SFPL's transition from its current print and mailing supplier. Describe how this transition has been handled for other clients. What have been the most challenging hurdles, and how has your company responded? Provide a timetable for conversion, and include the following:
- Detail key steps, estimated timeframes, and procedures needed for the conversion to take place.
  - Describe the resources SFPL would need to ensure a smooth and successful conversion.
  - Specify the resources, procedures, and controls you will provide to ensure the conversion is completed in a timely and accurate manner.
  - Specify any limitations or complications your company has experienced during transition periods with other companies.
- c. Describe the SFPL's role during the transition and ongoing.

#### Sorting and Mailing

- a. Describe your capability to sort, tray and submit the notices to the USPS on the same day the notices are issued.
- b. Identify the equipment utilized for processing the mail pieces.

### **3. Firm Qualifications (up to 5 pages)**

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm or any prior entity, relevant historical background, purpose, ownership structure (public/private), geographical coverage, and current number of employees.
- c. A brief description how any joint venture or association would be structured.
- d. A summary of financial information, annual reports, etc., including a copy of the most recent financial statements and independent audits.
- e. A description of your company's long-term strategy (three or more years), including financial resources and commitments.
- f. A description of not more than four projects performed during the last three (3) years in providing printing and mailing services for libraries or other public sector organizations. Include client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. (Note: experience with providing similar services to organizations, including libraries, will be an important factor in the selection process.) Include a brief outline of your company's history with similar projects. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

- g. Demonstrate how your company has been successful in implementing growth, innovation and business trends through effective business practices.

#### **4. Team Qualifications (up to 4 pages)**

a. Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary. Resumes may be attached in addition to the required page limit.

#### **5. References (up to 2 pages)**

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least three (3) but no more than five (5) recent clients with printing, fulfillment and distribution services similar those required by the SFPL (preferably other libraries or public agencies). Supply the following information for **three (3) to five (5)** references with:

- a. Organization Name
- b. Address
- c. Website
- d. Contact person
- e. Telephone/email
- f. Year service began and ended, if applicable.

#### **6. Fee Proposal**

The SFPL intends to award this contract to the firm that it considers will provide the best overall program services. The SFPL reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

- a. Programming fees for initial program set-up.
- b. Fees for printing the first page of a notice and for each additional page. Provide fee per page for first and additional page AND provide daily cost given the following estimates: 1,000, 750, 500, 250, and 100 notices per day; of these, 8% to 10% will require an additional page.
- c. Fees for special inserts (per mailing unit), provided by the SFPL and costs for preparing special inserts from camera-ready copy.
- d. Hourly fees for programming changes, special projects, etc..

- e. Sorting and handling and postage fees for mailing 1<sup>st</sup> class pre-sorted postal rate. Provide fee per envelope at 1 oz. and each additional oz. AND provide daily cost given the following estimates: 1,000, 750, 500, 250, and 100 notices per day; of these, 8% to 10% will require an additional page. (Note that postage fees shall be listed as a direct charge to the SFPL; no overhead for postage shall be charged to the SFPL.)
- f. Any other recurring monthly or quarterly service fees.

#### **IV. Evaluation and Selection Criteria**

##### **A. Minimum Qualifications**

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

1. Demonstrate that it can receive electronic SFPL files transmitted to contractor via secure FTP, read files, extract desired data to print on pre-designed forms.
2. Have company-owned backup or redundant facilities to accommodate disaster protection requirements.
3. Provide toll-free number for access to production personnel with availability M- F 8:00 a.m. – 5:00 p.m. PST.
4. Provide a dedicated customer service representative on site at the print facility to the SFPL.

##### **B. Selection Criteria**

The evaluation of proposals will be done in several stages:

###### **1. Proposal Responsiveness and Completeness**

The proposals will be reviewed for compliance with the City and County of San Francisco's vendor requirements and responsiveness of proposals (completeness of submission requirements). All required forms must be included with the proposal. If a proposal is determined to be non-responsive, it will be disqualified.

###### **2. Review of Written Proposals (100 points)**

A Reader Panel will evaluate and score the written proposals for conformance to the requirements of the RFP as defined in Scope of Work (Section II) and Submission Requirements (Section III). The Reader Panel will be comprised of parties with expertise in the SFPL's issuance of library notices to its patrons. The SFPL intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to four (4) of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

The SFPL intends to evaluate the proposals generally in accordance with the criteria itemized below:

###### **A. Project approach (25 points)**

- a. Understanding of the project and the tasks to be performed, etc.

- b. Reasonableness of work schedule and fee proposal.
- B. Service and performance (25 points)
  - a. Print, fulfillment, distribution and mailing
  - b. Facilities and information systems
  - c. Security and disaster recovery
- C. Business experience, qualifications and customer service (15 points)
  - a. Expertise of the firm and subconsultants in the fields necessary to complete the tasks
  - b. Quality of recently completed projects, including adherence to schedules, deadlines and budgets
  - c. Experience with similar projects
  - d. Results of reference checks
  - e. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
  - f. Professional qualifications and education
  - g. Workload, staff availability and accessibility
- D. Project conversion and implementation (10 points)
  - a. Reasonableness of implementation plan

3. Fee Proposal (25 points)

Up to 25 points will be awarded to the most efficient and economical proposals.

**1. Oral Interview (100 points)**

Following the evaluation of the written proposals, two to four proposers receiving the highest scores will be invited to an oral interview. Reference checks for these proposers will be conducted. The interview will consist of standard questions asked of each of proposers. The oral interview scores of up to 100 points will be added to the scores of the written proposals. The combined total of up to 225 points, in addition to applicable bonus points for LBE participation (see Section N.b, LBE Participation), will be utilized for the final ranking and selection of the proposers).

V. Schedule

**A. Pre-Proposal Conference**

Proposers are encouraged to attend a pre-proposal conference on [date], at [time] to be held at **San Francisco Main Library, 100 Larkin Street, [location], San Francisco.** [If this RFP requires a subcontracting goal under Chapter 14B, then proposers (primes) must attend the mandatory pre-proposal conference. Change this sentence to "Proposers must attend the mandatory pre-proposal conference..."] All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please contact the individual designated in Section VI.B.

SFPL is enabling teleconference participation for a maximum of five (5) callers. To participate in the audio conference, please follow the instructions below:

Primary Dial-In:  
 Alternate Dial-In:  
 Passcode:

As a courtesy to others and to improve sound quality, please mute your phone when not speaking.

You will be on hold with music until the host opens the conference call.

**TOUCH-TONE COMMANDS:**

Please use the list of touch-tone commands below to help facilitate your audio conference:

Press \*0 to speak with an operator.

Press \*6 to mute your own line.

Press \*6 to unmute your own line.

Should you have any questions or require additional assistance, please contact one of our conferencing specialists at (800) xxx-xxxx.

Any requests for information concerning the RFP whether submitted before or after the pre-proposal conference, must be in writing via e-mail to [annawong@sfpl.org](mailto:annawong@sfpl.org), with the subject titled: **Printing and Mailing of Library Notices and Forms**. Any substantive replies will be issued as written addenda and posted in the Purchasing website, <http://sunset.ci.sf.ca.us/pbids.nsf> where this RFP is posted. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP in the same format. No questions or requests for interpretation will be accepted after **[date]**.

**B. Schedule**

The anticipated schedule for selecting a consultant is shown below:

<u>Proposal Phase</u>	<u>Date</u>
RFP is advertised and issued by the City	
Pre-proposal conference	
Deadline for submission of written questions or requests for clarification	
Proposals due	
Written evaluations completed	
Oral interview with firms selected for further consideration	

**C. Contract Award**

The **SFPL** will select a proposer with whom the **Information Technology** staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the **SFPL**, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

## **V. Terms and Conditions for Receipt of Proposals**

### **A. Errors and Omissions in RFP**

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

### **B. Inquiries Regarding RFP**

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Anna Clara Wong  
Contracts Manager  
San Francisco Public Library  
100 Larkin Street, 6<sup>th</sup> Floor  
San Francisco, CA 94102  
(415) 557-4214  
e-mail: [annawong@sfpl.org](mailto:annawong@sfpl.org)

### **C. Objections to RFP Terms**

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

### **D. Change Notices**

The Department may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the website (which website, OCA or SFPL?). The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

### **E. Term of Proposal**

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

### **F. Revision of Proposal**

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.



At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

#### **G. Errors and Omissions in Proposal**

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

#### **H. Financial Responsibility**

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

#### **I. Proposer's Obligations under the Campaign Reform Ordinance**

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. **Criminal.** Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. **Civil.** Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. **Administrative.** Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

**J. Sunshine Ordinance**

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

**K. Public Access to Meetings and Records**

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

**L. Reservations of Rights by the City**

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

**M. No Waiver**

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

**N. Local Business Enterprise Goals and Outreach**

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it

now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

### **1. LBE Subconsultant Participation Goals**

The LBE subconsulting goal for this project is 3% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Human Rights Commission at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and HRC Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, HRC Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with HRC-certified LBEs located in San Francisco.

### **2. LBE Participation**

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by HRC as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling HRC at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- a. A 10% discount to an LBE; or a joint venture between or among LBEs; or
- b. A 5% discount to a joint venture with LBE participation that equals or exceeds 35%, but is under 40%; or
- c. A 7.5% discount to a joint venture with LBE participation that equals or exceeds 40%; or
- d. A 10% discount to a certified non-profit entity.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

### 3. HRC Forms to be Submitted with Proposal

a. All proposals submitted must include the following Human Rights Commission (HRC) Forms contained in the HRC Attachment 2: 1) HRC Contract Participation Form, 2) HRC "Good Faith Outreach" Requirements Form, 3) HRC Non-Discrimination Affidavit, 4) HRC Joint Venture Form (if applicable), and 5) HRC Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled HRC Forms.

If you have any questions concerning the HRC Forms, you may call the [insert name of individual], the Human Rights Commission Contract Compliance Officer for [insert Department name] at [insert telephone number].

## VI. Contract Requirements

### A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§[insert section number of "Nondiscrimination; Penalties"] in the Agreement); the Minimum Compensation Ordinance (§[insert section number of "Requiring Minimum Compensation for Covered Employee"] in the Agreement); the Health Care Accountability Ordinance (§[insert section number of "Requiring Health Benefits for Covered Employees"] in the Agreement); the First Source Hiring Program (§[insert section number of "First Source Hiring Program"] in the Agreement); and applicable conflict of interest laws (§ [insert section number of "Conflict of Interest"] in the Agreement), as set forth in paragraphs B, C, D, E and F below.

### B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at [www.sfhrc.org](http://www.sfhrc.org).

### C. Minimum Compensation Ordinance (MCO)

VII. The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see Section 43 on "Requiring Minimum Compensation for Covered Employee" in the Agreement.

**VIII.** For the amount of hourly gross compensation currently required under the MCO, see [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco). Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

**IX.** Additional information regarding the MCO is available on the web at [www.sfgov.org/olse/mco](http://www.sfgov.org/olse/mco).

**A. Health Care Accountability Ordinance (HCAO)**

**X.** The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [www.sfgov.org/olse/hcao](http://www.sfgov.org/olse/hcao).

**A. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at [www.sfgov.org/moed/fsHP.htm](http://www.sfgov.org/moed/fsHP.htm) and from the First Source Hiring Administrator, (415) 401-4960.

**B. Conflicts of Interest**

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

**XI. Protest Procedures**

**A. Protest of Non-Responsiveness Determination**

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local

ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **B. Protest of Contract Award**

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

### **C. Delivery of Protests**

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Anna Clara Wong  
Contracts Manager  
San Francisco Public Library  
100 Larkin Street, 6<sup>th</sup> Floor  
San Francisco, CA 94102

## **Appendix B**

### **Standard Forms**

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing ([purchasing@sfgov.org](mailto:purchasing@sfgov.org)) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Human Rights Commission at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>  <a href="http://www.irs.gov/pub/irs-fill/fw9.pdf">www.irs.gov/pub/irs-fill/fw9.pdf</a>	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
2.	Business Tax Declaration  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102  (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits  <a href="http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584">http://www.sfgov.org/site/sfhumanrights_index.asp?id=4584</a>  In Vendor Profile Application	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500
4.	HRC LBE Certification Application  <a href="http://www.sfgov.org/">http://www.sfgov.org/</a>		Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	site/sfhumanrights_page.asp?id=45141  In Vendor Profile Application		City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	(415) 252-2500

**Where the forms are on the Internet**

**Office of Contract Administration**

Homepage: [www.sfgov.org/oca/](http://www.sfgov.org/oca/)  
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

**Human Rights Commission**

HRC's homepage: [www.sfhrc.org](http://www.sfhrc.org)  
Equal Benefits forms: Click on "Forms" under the "Equal Benefits" banner near the bottom.  
LBE certification form: Click on "Forms" under the "LBE" banner near the bottom