



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 04, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *MC*

From: Sheila Layton, JUV
Rebekah Krell, ART
Shamica Jackson, PUC
Parveen Boparai, MTA
Joan Lubamersky, GSA
Cynthia Avakian, AIR
Shawn Wallace, POL
Kendall Gary, DT

Subject: Personal Services Contracts Approval Request

This report contains thirteen (13) 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 (Regular FY 12-13 & Expedited this report)
\$20,641,000	\$1,772,248	\$550,835,991

POSTING FOR

03/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4074-12/13	12	Juvenile Court	Regular	\$90,000	The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed chemical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas-liquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.	3/1/2013 - 2/28/2016
4075-12/13	12	Juvenile Court	Regular	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	7/1/2013 - 6/30/2016
4076-12/13	28	Art Commission	Regular	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinley Monument in Golden Gate Park.	3/1/2013 - 12/31/2016
4077-12/13	28	Art Commission	Regular	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	3/1/2013 - 12/31/2016
4078-12/13	40	Public Utilities Commission	Regular	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframe.	3/4/2013 - 12/31/2017
4079-12/13	68	Municipal Transportation Agency	Regular	\$5,000,000	The consultant and subcontractant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	2/15/2013 - 2/15/2019

POSTING FOR

03/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4080-12/13	70	General Services Agency	Regular	\$1,000,000	The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.	7/1/2013 - 7/1/2017

Total Amount - Regular: \$11,140,000

POSTING FOR

03/04/2013

**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
4037-11/12	27	Airport Commission	Regular	\$2,000,000	\$4,000,000	As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.	2/19/2011 - 12/31/2016
4140-07/08	38	Police	Regular	\$750,000	\$4,150,000	Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as liaison between the community and the Police Department.	7/1/2008 - 6/30/2014
3040-11/12	40	Public Utilities Commission	Regular	\$3,451,000	\$3,500,000	Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs.	12/13/2011 - 12/13/2019
4138-09/10	40	Public Utilities Commission	Regular	\$500,000	\$705,000	SFPUC is seeking to retain the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, Waste Water, and Power. Services include, but are not limited to: (i) conduction outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.	5/20/2010 - 1/1/2016

POSTING FOR

03/04/2013

**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
4043-04/05	70	General Services Agency	Regular	\$800,000	\$5,600,000	Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.	1/1/2005	6/30/2015
4038-11/12	75	Dept.of Technology	Continuing	\$2,000,000	\$2,518,045	Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital converters to bridge the old and new equipment.	9/19/2011	9/30/2013

Sum of Modified Amounts:

\$9,501,000

Sheila Layton
Juvenile Probation
375 Woodside Avenue
San Francisco, CA 94127

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

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

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

Joan Lubamersky
General Services Agency
One Carlton Goodlett, Rm 362
San Francisco, CA 94102

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

Shawn Wallace
San Francisco Police Department
850 Bryant Street, #575
San Francisco, CA 94104

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/15/12

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 012

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

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

TYPE OF SERVICE: Collection and Transport of Drug Test Specimens

FUNDING SOURCE: General Fund

PSC AMOUNT: \$90,000 PSC DURATION: 3/1/13 to 2/28/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client I-Cup urine and Reditest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC-MS) is a method that combines the features of gas-liquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC-MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.

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

This service is necessary to ensure youth who are released on court ordered probation meet their terms of probation and are tested for drug use if that is a requirement of their probation. Denial of this request will not allow JPD to ensure that youth are meeting the requirements of their probation.

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

This is a new service request, this is the first request JPD has submitted to the Civil Service Commission for this service. Currently, JPD sends on-site oral swab drug screening tests to Redwood Toxicology. Redwood Toxicology provides lab services that tests for the following 8 drugs: Opiates, Marijuana, Cocaine, Phencyclidine (PCP), Amphetamines, Methamphetamines OxyContin and Benzodiazepine.

D. Will the contract(s) be renewed: Yes, there will be the possibility to renew.

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

SEIU 1021 Miscellaneous Union Name [Signature] Signature of person mailing/faxing form [Date] 20 W 11/15/12

Professional & Tech Engrs, Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 14 W 11/15/12

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4074-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/2013 W

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Lab analysis of drug screening kits.

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

2402 Laboratory Technician I, 2403 Forensic Laboratory Technician, 2416 Laboratory Technician II, 8259 Criminalist I, 8260 Criminalist II, 8262 Local 21 and Criminalist III

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

Yes the vendor will conduct drug analysis off-site at their facility. Juvenile Probation does not have the space or equipment to conduct on-site drug analysis.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no current civil service class that specifically conducts lab analysis of drug screening kits for individuals on probation.

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

It is more practical to conduct lab services with a contractor that already has facilities set-up to manage large amounts of drug testing, rather than create a civil service class to perform a minimal amount of tests for the Juvenile Probation Department.

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?

Vendors who provided services in the past are allowed to bid.

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

Signature of Departmental Personal Services Contract Coordinator

Sheila Layton

415-753-7562

Print or Type Name

Telephone Number

375 Woodside Ave
San Francisco, CA 94127

Address



Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Layton, Sheila
Sent: Tuesday, November 20, 2012 9:32 AM
To: pattie.famura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: Reg-Initial: Collection & Transport of Drug Test Specimens (Dept 12)
Attachments: Drug Testing PSC 11.15.12.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required notice. Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

Dang, Leorah

From: Layton, Sheila
Sent: Wednesday, November 14, 2012 2:55 PM
To: L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR
Subject: Professional Services (Dept #12) Drug Testing PSC
Attachments: Drug Testing PSC 11.15.12.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required 30 day notice for Local 21.

Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/15/12

DEPARTMENT NAME: Juvenile Probation Department DEPARTMENT NUMBER 012

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

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

TYPE OF SERVICE: Electronic Monitoring

FUNDING SOURCE: Juvenile Probation and Camp Fund

PSC AMOUNT: \$450,000 PSC DURATION: 7/1/13 to 6/30/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.

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

Youth are placed on electronic monitoring through court order, allowing them to remain in their communities and to continue in school and other programs while serving their probation or awaiting trial. Service is a better utilization of detention alternative programming in lieu of detention in Juvenile Hall.

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):

PSC No: 4142-08/09, Approved 5/18/09. JPD budgeted \$405,000 for Leaders in Community Alternatives (LCA) to provide electronic monitoring services.

D. Will the contract(s) be renewed: Yes, there will be the possibility to renew.

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

SEIU 1021 Miscellaneous Union Name

[Signature] Signature of person mailing/faxing form

20 m 11/15/12 Date

Professional & Tech Engrs, Local 21 Union Name

[Signature] Signature of person mailing/faxing form

14 m 11/15/12 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/2013/W

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor will provide and install all necessary electronic and GPS equipment, and will monitor the equipment and provide daily reports on the whereabouts of program participants.

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

There is not currently a civil service class that provides this work.

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

The equipment provided is specific to the needs of the program. Equipment includes GPS systems, alcohol testing/monitoring, and electronic monitoring transmitters worn by the program participants.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service class that provides these services. So it is necessary to contract these services.

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

It would not be practical to create a position in order to provide these services. The city does not have the equipment or training in place to provide these services at this time and it might be more expensive to create a title than it would be to contract the services.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Leaders in Community Alternatives, Inc. (LCA) is currently providing the service to JPD. Vendors who provided services in the past are allowed to bid.

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

Signature of Departmental Personal Services Contract Coordinator

Sheila Layton

415-465-7337

Print or Type Name

Telephone Number

375 Woodside Ave
San Francisco, CA 94127

Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Layton, Sheila
Sent: Tuesday, November 20, 2012 9:30 AM
To: pattie.tamura@seiu1021.org
Cc: DHR-PSCCoordinator, DHR
Subject: Professional Services (Dept #12) Eletrconic Monittoring PSC
Attachments: Electronic Monitoring PSC 11.15.12.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required notice.

Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

Dang, Leorah

From: Layton, Sheila
Sent: Wednesday, November 14, 2012 5:40 PM
To: L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR
Subject: Professional Services (Dept #12) Eletrconic Monittinging PSC
Attachments: Electronic Monitoring PSC 11.15.12.pdf

Hello,

The attached Personal Services Contract Summary and this email serve as the required 30 day notice for Local 21.

Please let me know if you have any questions.

Sincerely,
Sheila Layton

Sheila Layton
Juvenile Probation Department
Contract and Program Analyst
375 Woodside Avenue
SF, CA 94127
Phone 415-753-7562
Fax 415-753-7566

Prior DHR Approved
PSC #4142-08/09

PERSONAL SERVICES CONTRACT SUMMARY

TE: April 22, 2009(Revised)

DEPARTMENT NAME: Juvenile Probation DEPARTMENT NUMBER 12

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

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

TYPE OF SERVICE: Electronic Monitoring Services

FUNDING SOURCE: Juvenile Probation and Camps Funding (State Funds)

PSC AMOUNT: \$405,000 PSC DURATION: 07/01/09-06/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide electronic monitoring services for eligible JPD youth. The service includes the provision of all necessary equipment including alcohol monitoring systems, Global Positioning Systems, transmitters, receivers, and other equipment that allow the department to track youth released to the program in lieu of detention.

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

Electronic monitoring allows eligible youth to remain in their communities and to continue in school and other programs while serving their probation or awaiting trial. The Court ultimately places youth on electronic monitoring through court order. The department's efforts are geared towards better utilization of detention alternative programming and is working with the Courts to ensure that the program is utilized appropriately. The program is a valuable alternative to detention and without it, the population in Juvenile Hall would be significantly higher.

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 professional contractor was selected through a request for proposal. The most recent CSC approval is the Notice of Action for PSC # 4152-06/07, approved on May 21, 2007 and modifications were submitted and approved on June 4, 2008, August 20, 2008 and December 1, 2008.

D. Will the contract(s) be renewed: No A Request for Proposal has been issued for the Fiscal 09-10. Contract with existing provider/contractor will expire on 6/30/09.

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

SEIU 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 4/23/09

Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 4/23/09

RFP sent to Local 21 & SEIU, on 4/20/09 Date [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: 3C# 4142-08/09

Reviewed 4/28/09

CIVIL SERVICE COMMISSION ACTION:

00121

09 APR 20 AM 9:49

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
 Contractor will provide and install all necessary electronic and GPS equipment, and will monitor the equipment and provide daily reports on the whereabouts of program participants.
- B. Which, if any, civil service class normally performs this work? None
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 The equipment provided is specific to the needs of the program. As stated above, equipment includes GPS systems, alcohol testing/monitoring, and electronic monitoring transmitters worn by the program participants.

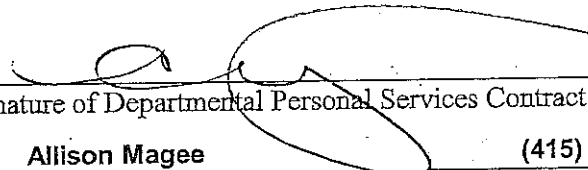
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
 No existing class is trained or expert in working with and/or monitoring the necessary equipment.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. There is not a wide enough need to adopt a new class for this specific purpose. Further, the city does not currently own this type of equipment

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

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

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



 Signature of Departmental Personal Services Contract Coordinator
Allison Magee (415) 753-7817

 Print or Type Name Telephone Number

375 Woodside Avenue

 San Francisco, CA 94127

 Address

415
 72

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2012

DEPARTMENT NAME: San Francisco 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: Conservation, restoration, cleaning and repair of public artworks in the city's collection; conservation consulting services.

FUNDING SOURCE: Art Enrichment Funds, General Fund, Grant Funds, Donations.

PSC AMOUNT: \$400,000 PSC DURATION: 3/1/2013 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKinlev Monument in Golden Gate Park.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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

The Arts Commission has historically contracted for these services on an as needed basis. Most recent CSC approval was granted under #4108-09/10

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

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 12/7/12 Date

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40716-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/15/2013

CIVIL SERVICE COMMISSION ACTION:

Additional Attachment(s)
◆ **Additional Information**
◦ **Section 5F**

PERSONAL SERVICES CONTRACT SUMMARY
December 7, 2012
San Francisco Arts Commission

EXPLANATION

5. Additional Information

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

The Arts Commission wishes to contract with multiple vendors for as needed conservation services for the Civic Art Collection. These vendors have been approved through a rigorous RFQ process completed in May 2012. Given that the Arts Commission has historically contracted for these services, and that there are a limited number of service providers located in the Bay Area, we will be working with contractors that have a current personal services contract with the Arts Commission. These current contracts are on the verge of either expiring or reaching their funding limit, and therefore new contracts need to be issued.

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

From: Cummings, Allison
To: "ed.warshauer@seiu1021.org"; "Brook.Demmerle@seiu1021.org"; "pattie.tamura@seiu1021.org"
Subject: UNION NOTIFICATION: PSC Summary Review, Conservation of Fine Art, SF Arts Commission
Date: Friday, December 07, 2012 6:15:00 PM
Attachments: [PSC Form-1 AS NEEDED CONSERVATION 2012 signed.pdf](#)

Dear SEIU 1021 Representatives,

Attached please find a Personal Services Contract (PSC) Summary for Conservation of Fine Art to be reviewed by SEIU Local 1021 staff.

If we do not receive a written response by February 6, 2013 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,
Allison

Allison Cummings, Senior Registrar
Civic Art Collection and Public Art Program | San Francisco Arts Commission

25 Van Ness Avenue, Suite 845
San Francisco, CA 94102
(p) 415.252.2559 (f) 415.252.2595
www.sfartscommission.org/pubartcollection/

[twitter](#) | [facebook](#) | [youtube](#) | [flickr](#)

From: Cummings, Allison
To: "L21PSCReview@ifpte21.org"
Subject: UNION NOTIFICATION: PSC Summary Review, Conservation of Fine Art, SF Arts Commission
Date: Friday, December 07, 2012 6:19:00 PM
Attachments: [PSC_Form-1_AS_NEEDED_CONSERVATION_2012_signed.pdf](#)

Dear Local 21 Staff,

Attached please find a Personal Services Contract (PSC) Summary for Conservation of Fine Art to be reviewed by Local 21 staff.

If we do not receive a written response by February 6, 2013 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,
Allison

Allison Cummings, Senior Registrar
Civic Art Collection and Public Art Program | San Francisco Arts Commission

25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
(p) 415.252.2559 (f) 415.252.2595
www.sfartscommission.org/pubartcollection/

[twitter](#) | [facebook](#) | [youtube](#) | [flickr](#)

Prior Notice of Civil Service Commission Action
PSC #4108-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 25, 2010

NOTICE OF CIVIL SERVICE COMMISSION MEETING

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1001-09/10 THROUGH 1003-09/10; 4108-09/10 THROUGH 4120-09/10; 4135-05/06; 4096-07/08; 4019-07/08; 4161-08/09 AND 4120-05/06.

The above matter will be considered by the Civil Service Commission at a meeting to be held on April 5, 2010 at 2:00 p.m. in Room 400, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is welcome. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All nonprivileged materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney
- Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Maureen Gannon, Sheriff's Department
- Kendall Gary, Department of Technology
- Jacque Hale, Department of Public Health
- Lavena Holmes-Williams, Port Commission
- Kan Htun, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Commission File
- Commissioners' Binder
- Chron

POSTING FOR
4/5/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4108-09/10	28	Art Commission	Regular	\$200,000	Conservation, cleaning and repair of miscellaneous artworks in the City's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include repair, conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the City's collection, and evaluating proposed artworks for durability and maintainability.	7/31/2012
4109-09/10	27	Airport Commission	Regular	\$1,160,000	Conservation	2/28/2011
4110-09/10	75	Dept. of Technology	Regular	\$650,000		3/31/2011

5023

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2012

DEPARTMENT NAME: San Francisco 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: Transporting, packing, storing, framing and installation of fine art.

FUNDING SOURCE: Art Enrichment Funds, General Fund, Grant.Funds, Donations.

PSC AMOUNT: \$700,000 PSC DURATION: 3/1/2013 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art; de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103) and the city has over 4,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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

The Arts Commission has historically contracted for these services. Most recent CSC approval was granted under #4086-10/11.

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

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

Local 1021 Union Name Allin Cruz Signature of person mailing/faxing form 12/7/12 Date
Local 21 Union Name Allin Cruz Signature of person mailing/faxing form 12/7/12 Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4077-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

None.

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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


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

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

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell 252-4665

 Print or Type Name Telephone Number

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

 Address

Additional Attachment(s)
◆ **Additional Information**
◦ **Section 5F**

PERSONAL SERVICES CONTRACT SUMMARY
December 7, 2012
San Francisco Arts Commission

EXPLANATION

5. Additional Information

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

The Arts Commission wishes to contract with multiple vendors for as needed fine art handling services. These vendors have been approved through a rigorous RFQ process completed in May 2012. Given that the Arts Commission has historically contracted for these services, and that there are a limited number of service providers located in the Bay Area, we will be working with contractors that have a current personal services contract with the Arts Commission. These current contracts are on the verge of either expiring or reaching their funding limit, and therefore new contracts need to be issued.

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

From: Cummings, Allison
To: "ed.warshauer@seiu1021.org"; "Brook.Demmerle@seiu1021.org"; "pathe.tamura@seiu1021.org"
Subject: UNION NOTIFICATION: PSC Summary Review, Fine Art Service Providers, SF Arts Commission
Date: Friday, December 07, 2012 6:13:00 PM
Attachments: PSC Form-1 AS NEEDED ART SERVICES 2012 Signed.pdf

Dear SEIU 1021 Representatives,

Attached please find a Personal Services Contract (PSC) Summary for Fine Art Service Providers to be reviewed by SEIU Local 1021 staff.

If we do not receive a written response by February 6, 2013 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,
Allison

Allison Cummings, Senior Registrar
Civic Art Collection and Public Art Program | San Francisco Arts Commission

25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
(p) 415.252.2559 (f) 415.252.2595
www.sfartscommission.org/pubartcollection/

[twitter](#) | [facebook](#) | [youtube](#) | [flickr](#)

From: Cummings, Allison
To: "L21PSCReview@lfpote21.org"
Subject: UNION NOTIFICATION: PSC Summary Review, Fine Art Service Providers, SF Arts Commission
Date: Friday, December 07, 2012 6:18:00 PM
Attachments: [PSC Form-1 AS NEEDED ART SERVICES 2012 Signed.pdf](#)

Dear Local 21 Staff,

Attached please find a Personal Services Contract (PSC) Summary for Fine Art Service Providers to be reviewed by Local 21 staff.

If we do not receive a written response by February 6, 2013 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,
Allison

Allison Cummings, Senior Registrar
Civic Art Collection and Public Art Program | San Francisco Arts Commission

25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
(p) 415.252.2559 (f) 415.252.2595
www.sfartscommission.org/pubartcollection/

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Prior DHR-Approved
PSC #4086-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1-11-11

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: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant funds

PSC AMOUNT: \$500,000 PSC DURATION: 1/6/11-1/1/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan sculpture from Civic Center plaza for return to China.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103), and the City has over 3,000 art objects in its inventory. In addition, Section 3.19 of the Administrative code establishes the art enrichment program.. If approval is denied, the SFAC will be unable to fulfill its responsibilities under both of these mandates.

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

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

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

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

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 1/11/11
Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 1/11/11

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

None

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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?

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

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


Signature of Departmental Personal Services Contract Coordinator

Kan Htun
Print or Type Name

252-4604
Telephone Number

San Francisco Arts Commission
25 Van Ness, Suite 200
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/29/2012 2013 W

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: Health, safety and regulatory trainings (CS-294)

FUNDING SOURCE: SFPUC Operating Budget

PSC AMOUNT: \$3,500,000 PSC DURATION: 03/04/2013 - 12/31/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such trainings of various topics to employees in various geographic areas at various timeframe.

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

The SFPUC is required by Cal-OSHA and other regulatory agencies to provide initial and annual refresher training to prevent injury and illness. If SFPUC is unable to meet the training mandates, citations of non-compliance from Cal-OSHA would be issued and the SFPUC would be forced to pay any ensuing penalties, as well as Worker's Compensation costs for incidents of preventable employee injuries.

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 training will continue to be provided by SFPUC employees; however, due to the volume of training and the breadth and complexity of the training needed, in the past outside vendors were hired to fill in the gaps. Years ago we were informed that such training was exempt from the formal contracting process, but in June 2012 we were informed otherwise and advised that the City's Office of Contract Administration would like to see this training included in an RFP/RFQ process.

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):

- 1. Local 21
2. SEIU, Local 1021

Shamica Jackson
Signature of person mailing/faxing form

11/26/2012
Date

- 3. Teamster, Local 856

Shamica Jackson
Signature of person mailing/faxing form

11/26/2012
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4078-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved WJ/15/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A State licensed Crane Operators Certified Trainer is required as well as certified trainers for First Aid CPR AED, Snowcat Operations, High Voltage Electrical Safety, Wilderness First Aid CPR AED, Forklift Operations, HAZWOPER, Confined Space Rescue, Stream/River Rescue, and other training topics as needs arise.

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

Depending on the training topic and specific credentials required, some of the training could be performed by staff in the following Civil Service classifications: 1232 Training Officer, 5177 Safety Officer, 6130 Safety Analyst, 6138 Industrial Hygienist, 6139 Senior Industrial Hygienist, 2320 Registered Nurse, 2322 Nurse Manager, 2323 Clinical Nurse Specialist, and 2328 Nurse Practitioner.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Contractor may bring training-related audiovisual equipment and materials to classes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Health and Safety trainers do not have the specific expertise or the credentials/certifications to provide such a large variety of specialized training. In the past City staff has only performed First Aid CPR and forklift trainings as the other topics required specialized expertise not possessed by City health and safety staff.

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

Adding a civil service class would not solve the current situation. The current classifications are appropriate. Current staff could do the job if there were many more of them and each of them only needed to concentrate on a very small group of training topics. At present, given the staff time required for the numerous non-training activities of the present Health and Safety staff, and the SFPUC's multiple geographic locations, very little time would be available for staff to participate in providing the necessary training, and to keep up the skills they would need in so many disciplines to maintain the necessary credentials and certifications.

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

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

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

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

B. Will the contractor train City and County employees?

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

Contractors will provide training to City and County of San Francisco employees. Training sessions are of varying durations (40, 32, 24, 16, 8, 4, or 2 – 3 hours in length.) Approximately 2,000 employees a year are expected to be trained by non-employee subject matter expert trainers, and employees receiving such training will consist of field workers (electrical line workers, wastewater treatment plant operators, laborers, arborists, chemists, stationary engineers, watershed keepers, truck drivers, etc.) and office workers (accountants, analysts, engineers, clerks, managers, support staff, etc.)

C. Are there legal mandates requiring the use of contractual services? Yes No

D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Avenue, 8th Floor
San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

◆ **Local 1021**

◆ **Local 856**

Dang, Leorah

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Monday, November 26, 2012 5:38 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; Jackson, Prentiss; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; pattie.tamura@seiu1021.org; Brook.Demmerle@seiu1021.org; jlanthier@ibt856.org; pfinn@ibt856.org; dlawson@ibt856.org; McGee, Bonita
Subject: 30/60 DAY NOTICE PRIOR TO DHR: CS-294 draft PSC to Unions for review
Attachments: Regular-Initial Health, Safety & Regulatory Trainings-CS-294 Dept 40 Union Notice.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 30/60 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@sflower.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 20, 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: Engineering and Technical Support for Rail Vehicle Rehabilitation and Procurement

FUNDING SOURCE: Federal Transit Authority (FTA), San Francisco Prop-K Funds, and Bridge Toll Funds

PSC AMOUNT: \$ 5,000,000.00

PSC DURATION: February 15, 2013 - February 15, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.

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

The consultant will, on short notice, provide qualified personnel with specialized knowledge, skills, and experience in transit vehicle design, procurement, and rehabilitation to assist the SFMTA in ensuring improved safety, accessibility and security across all modes of transportation. Denial of this request will affect the finished quality of the rehabilitated or new rail vehicles and ultimately cause an adverse impact on SFMTA's strategic plan to provide safe, accessible, and environmentally sustainable service to the public resulting in a wasteful use of public resources.

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 been provided by PSC #4007-12/13.

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):

<u>IFPTE, Local 21</u>	<u>[Signature]</u>	<u>12/20/12</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# 4079-12/13

Approved 2/15/2013/W

SFMTA approved
12-20-12

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience, expertise and knowledge in: instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines; knowledge of various electric, structural, administrative and mechanical systems in transit vehicles; and engineering expertise in the areas of rolling stock manufacturing, production, rehabilitation, and remanufacturing.

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

The civil service classes that normally perform this work are 9195 Light Rail Vehicle Engineers, 9196 Senior Light Rail Vehicle Engineers, 9197 Signal and System Engineers. Civil Service Classifications, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer may be utilized, but are unable to perform the full scope of work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are unable to perform the full scope of work because this service is related to designing and building transit vehicles and SFMTA does not manufacture transit vehicles.

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

No. SFMTA needs this service as related to design and manufacture of transit vehicles. This service is only needed during this project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of Contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, December 20, 2012 3:42 PM
To: DHR-PSCCoordinator, DHR; 'L21PSC Review'
Cc: 'glouie@ifpte21.org'; 'kbyrne@ifpte21.org'; Nguyen, Trinh; Boparai, Parveen
Subject: REG PSC Engineering & Technical Support for Rail Vehicle Rehab & Procurement
Attachments: 20121220152341476.pdf

DHR-PSC Coordinator - Please note that this PSC Summary was submitted for review and approval via the DHR online system. However, formatting of the hard copy is still not acceptable for CSC review. Therefore, it has been redone on WORD for your easy review. The PSC # is also reflected on the bottom of this hard copy.

IFPTE - This email constitutes notice of this PSC Summary for your information. SFMTA also submitted this via the DHR online system. Please contact Trinh Nguyen if you have additional questions. She can be reached at 415.701.4602 or trinh.nguyen@sfmta.com.

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: Thursday, December 20, 2012 12:24 PM
To: Hamada, Cynthia
Subject:

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

Scan Date: 12.20.2012 15:23:41 (-0500)

**Municipal Transportation Agency
Board of Supervisor
Resolution No.: 04-149**

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

RESOLUTION No. 04-149

WHEREAS, In accordance with Muni's Zero Emission 2020 Plan previously presented to the MTA Board, Muni is in the process of procuring alternative fuel buses; and,

WHEREAS, Consulting expertise is needed to assist Muni's current team of engineers in their efforts to purchase hybrid-electric buses and determine the feasibility of purchasing 30-foot battery powered transit buses; and,

WHEREAS, Muni Fleet Engineering staff has prepared a Request for Proposals (RFP) for consultant services from qualified firms with specialized experience in the area of rolling stock manufacturing, production, trade and new technology integration; and,


WHEREAS, The consultant will provide technical engineering, quality assurance and project management services for the procurement of 40-foot diesel electric hybrid vehicles; and,

WHEREAS, The consultant will provide technical engineering to evaluate the responses to a Request for Information on 30-foot battery propulsion vehicles and compare such vehicles to diesel electric hybrid vehicles; and,

WHEREAS, The consultant will assist Muni with preparation of the RFP, and provide technical engineering, quality assurance and project management services for the procurement of 30-foot vehicles (propulsion system yet undecided) and integration of the vehicles into revenue service; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to issue a Request for Proposals, and negotiate a contract for engineering and project management consulting services in support of Muni's Alternative Fuel Bus Procurement Program.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of OCT 19 2004


Secretary, Municipal Transportation Agency Board

Similar Prior DHR Approved - Originals

PSC #4007-12/13

PSC #4059-11/12

PSC #4009-05/06

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 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: Engineering and Technical Support for Vehicle Rehabilitation and Procurement Projects

FUNDING SOURCE: Federal Transit Administration, San Francisco's Prop-K Funds, and Bridge Toll Funds

PSC AMOUNT: \$5,000,000.00

PSC DURATION: July 1, 2012 - December 31, 2018

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.

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

This service is necessary to ensure that the coaches being rehabilitated or built are according to original equipment manufacturer (OEM) specifications and San Francisco Transportation Agency's (SFMTA) requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultants will provide the FTA requirements for independent audits and cost analysis for FTA-funded projects. Denial of this request may affect the finished quality of the rehabilitated coaches and the new diesel hybrid and electric trolley buses, and SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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 service contracts have been provided in the past through PSC # 4009-05/06 approved July 18, 2005 for the procurement of the hybrid diesel coaches and PSC #4059-11/12 approved on December 7, 2011 for rehabilitation of various systems on motor coaches.

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>5/17/12</u>
Union Name.	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date
Union Name	Signature of person mailing / faxing form	Date

RFP sent to _____, on _____, Date _____, Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 5-17-12

PSC# 4007-12/13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience, expertise and knowledge in: instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines in a manufacturing plant; knowledge of diesel-hybrid technology and electric trolley coaches; knowledge of Federal Motor Vehicle Safety Standards; knowledge of various electric and mechanical systems in transit vehicles.

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

There are no civil service classifications that normally perform this type of work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the City/SFMTA does not design, build, and manufacture transit vehicles.

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

No because the City/SFMTA does not design and build transit vehicles.

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)
- 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 Avenue, 7th Floor, San Francisco, CA 94103
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2011

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: REHABILITATION OF SYSTEMS ON MOTOR COACHES

FUNDING SOURCE: Federal Transit Authority (FTA) and San Francisco's Prop-K Funds

PSC AMOUNT: \$ 22,000,000.00

PSC DURATION: January 1, 2012 - January 31, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.

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

The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. This project will reduce unscheduled maintenance and repair costs that would impact SFMTA's operating budget. Denial of this project would result in loss of funding from the Federal Transit Authority and Proposition K Funding and would negatively impact SFMTA's operating budget.

Denial of this request will have a negative impact on the condition and service reliability of the diesel motor coach fleet and also on SFMTA's operating budget due to increase overtime work and unbudgeted parts purchase.

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 service contract has been provided in the past through Personal Services Contract # 4020-09/10.

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> Union Name	<u><i>Cynthia Danada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>IAM Local 1414</u> Union Name	<u><i>Cynthia Danada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date
<u>TWU Local 250A (7410)</u> Union Name	<u><i>Cynthia Danada</i></u> Signature of person mailing / faxing form	<u>10/7/11</u> Date

RFP sent to , on ,
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-11/12

SFMTA Approved
10-7-11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The skills and expertise required to perform this work include removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Additionally, the rehabilitation of major systems like the engine or transmission requires that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and that OEM approved tools and parts be used in order to support the warranty provided by the OEM manufacturer.

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

Classifications such as 5203 Assistant Engineer, 5207 Associate Engineer, 5211 Senior Engineer, 7381 Automotive Mechanics, 7313 Automotive Machinist, 7410 Automotive Service Worker, 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7382 Automotive Mechanic Assistant Supervisor, 7340 Maintenance Controller, 7241 Sr. Maintenance Controller, 7254, Automotive Machinist Supervisor I, 7309 Car And Auto Painter, and 7322 Automotive Body And Fender Worker Assistant Supervisor.

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

Yes. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the requisite facility space, certified mechanics or tools to stage a motor coach rehabilitation project of this scale in-house.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Civil Service classes listed above in (3) (B) specialize in the maintenance of these vehicles, not in the rehabilitation of the motor coaches. Due to the scale of the project, as well as the urgency to rehabilitate this fleet, there is a need to outsource this work in order to complete the project in a timely fashion by certified technicians. In addition, the scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to the work on an assembly-line production levels. The City purchasing system is not designed for a production type work such as this project and therefore cannot provide the parts in a timely manner. Potential contractors have the capacity to do the rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line production level.

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

No. Civil service classes exists to perform some of this work, but as explained above, this project focus is on rehabilitation of the motor coaches and the scope of the project exceeds available resources and facilities.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of Contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service? The approval of the SFMTA Board and the Board of Supervisors will be acquired prior to awarding the Contract.	(X)	()
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05-12-05

DEPARTMENT NAME: MUNICIPAL TRANSPORTATION AGENCY DEPARTMENT NUMBER: 35

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

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

TYPE OF SERVICE: Procurement of Hybrid Diesel Electric Vehicles

FUNDING SOURCE: Combination of Federal Transit Administration (FTA), Prop K and Bridge Toll Funds

PSC AMOUNT: \$2,500,000.00

PSC DURATION: 05/01/05-12/31/09

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide specialized engineering, quality control and project management services for the implementation and completion of various vehicle procurement projects including procurement of 56 new technology hybrid diesel electric buses. The consultant will provide competent professional staff and services with specialties in hybrid technology either by direct assignment of its own personnel or through sub-consultants.

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

This service is necessary because the diesel electric vehicles are heavy duty urban passenger transport buses whose prime mover will be a combination of a diesel engine and the traction motor. Muni is purchasing the diesel electric hybrid vehicles to further reduce the emission levels of its fleet of buses. It is important to have engineering consultant support this project because the hybrid bus technology is a new and very specialized technology. The skill and experience needed for this project is not yet available within the engineering staff of MUNI. Denial of this request will diminish our capability to purchase good, reliable bus for the citizens of San Francisco.

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

The most recent consultant services contract for similar services was approved by CSC, PSC# 4098-03/04 approved 4/9/04 for Trolley Bus Procurement project no. CS-114.

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, Pawveen Boparan Signature of person mailing / faxing form, 5-12-05 Date

RFP sent to IFPTE Local 21 Union Name, on 11/15/04 & 05/05/05 Date, ELSON HAO Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-05/06

MTA Approved PB 5/12/05

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized knowledge of the electric-diesel hybrid bus technology.

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

Civil service classifications 5241 Engineer and 5207 Associate Engineer may be utilized but are unable to perform the full scope of work. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector 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:

5241 Engineer and 5207 Associate Engineer classes may perform this type of work. However, the hybrid electric-diesel technology is a relatively new technology and currently we do not have the experience and expertise available within the City engineering pool. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector classification.

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

No, this job is temporary and it is not practical to adopt a new civil service class to perform this work.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees?	()	(x)
C. Are there legal mandates requiring the use of contractual services?	()	(x)
D. Are there federal or state grant requirements regarding the use of contractual services?	()	(x)
E. Has a board or commission determined that contracting is the most effective way to provide this service? (see attached resolution) <i>Resolution No. 04-149, Approved by MTA Board on October 19, 2004.</i>	(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, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

PARVEEN BOPARAI

554-4160

Print or Type Name

Telephone Number

MUNICIPAL TRANSPORTATION AGENCY-HUMAN RESOURCES

401 VAN NESS, ROOM 320, S.F., CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/3/13 Revised 1/10/13 W
 DEPARTMENT NAME: Earthquake Safety Implementation Program/GSA DEPARTMENT NUMBER 70
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Seismic Safety Consulting Services
 FUNDING SOURCE: Earthquake Safety Implementation Program Budget
 PSC AMOUNT: \$1,000,000 PSC DURATION: July 1, 2013 - July 1, 2017

1. DESCRIPTION OF WORK

- A. Concise description of proposed - *The City is seeking Consultants with proven expertise and experience in one or more of the multiple facets of earthquake hazard mitigation incorporated in, or necessary to accomplish, the Community Action Plan for Seismic Safety (CAPSS) Earthquake Safety Implementation Program work plan. This will include the implementing the mandatory soft story retrofit ordinance by training city staff to implement cutting edge technical standards that have recently been published, assist in as needed seismic engineering consultation and developing future standards for seismic performances of various occupancies' such as private schools.*
- B. Explain why this service is necessary and the consequences of denial: *This process allows the City to tap world leading professionals in this area of expertise. Consequences of denial would be ignoring the imminent threat of an expected and overdue seismic event which could potentially result in several billion dollars of damage to both public and private buildings. A recent study by the (Federal Emergency Management Agency (FEMA) Multi-hazard Mitigation Council shows "that each dollar spent on mitigation saves an average of four dollars*
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *These services have not been provided in the past.*
- 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, MEA [Signature] 1/3/13 & 1/10/13
 Union Name Signature of person mailing/faxing form Date
 RFP sent to _____, on _____, Signature
 Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/13 W

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Technical and policy development as well as program research and support such as the implementation of new technical standards used to model existing structures in seismic events, researching the socio-economic impacts of seismic upgrades on economically disadvantaged residents and development of Neighborhood Support Centers throughout SF.

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

No classes perform this work. Lower level tasks might be performed by 6331 Building Inspectors, various levels of structural engineers and plan reviewers such as 5214 Building Plans Engineer, 5218 Structural Engineer and 5219 Senior Structural Engineer. Finance managers such as 0933 Manager IV or 0934 Manager V.

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

TBD. In some cases demonstration laboratories may be used such as "shake tables" which simulate a seismic event. The laboratories would be used by consultants for their research would not be provided to the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No civil service classes have the specialized knowledge base and skills of the leading earthquake professionals required for this work. This information is rapidly changing and advancing and can only be done by outside contract by these specialists and managed by ESIP staff within the city.

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

No. This is a 5 year project and these skills will likely not be needed after this consulting period. Additionally, the specialized skills required will change during the different phases of the project.

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

Training will consist of teaching new technical standards to the Department of Building Inspection plan check and inspection staff. Largely DBI will be tasked with the plan review and physical inspection of new mandatory seismic upgrades and currently they have not been trained to review these projects using the new FEMA adopted standards. Approximately 80 employees would learn these new standards. They would be typically be DBI plan check staff such as structural engineer classes 5214, 5218 and 5219 and building inspector classes such as 6331, 6333 and 6334

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:

Joan Lubamersky
Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

415-554-4859

Print or Type Name

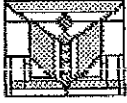
Telephone Number

One Carlton Goodlett Pl, Rm 362
San Francisco CA 94102

Union Notification(s)

◆ **Local 21**

◆ **MEA**



To: L21PSCReview@ifpte21.org, glouie@ifpte21.org,
Cc:
Bcc:
Subject: PSC Form 1 Seismic Safety Consulting Services
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 01/03/2013 05:58 PM

Please see attached \$1 million over four years for consultants to help with implementation of ESIP.



PSC Form 1 ESIP \$1 million seismic safety 2013-2017.pdf
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

Dang, Leorah

From: Joan.Lubamersky@sfgov.org
Sent: Thursday, January 10, 2013 3:43 PM
To: L21PSCReview@ifpte21.org; glouie@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: Clerical correction Form 1 ESIP
Attachments: REV PSC Form 1 ESIP \$1 million seismic safety 2013-2017.pdf

I wrote in error that these services had been provided under contract in the past. They have not.

Please let me know if you desire additional information.

Thanks.

Joan

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

To: Joan.Lubamersky@sfgov.org
Date: 02/14/2013 10:32 AM
Subject: Notification re: \$1 million specialized earthquake consultants

Joan,

Thank you for sending this notification. MEA does not have any specific concerns about this PSC.

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: Joan.Lubamersky@sfgov.org [<mailto:Joan.Lubamersky@sfgov.org>]
Sent: Tuesday, February 12, 2013 1:47 PM
To: staff@sfmea.com
Subject: Notification re: \$1 million specialized earthquake consultants

Hi Rebecca.

It appears I forgot to send this to you. I apologize. I will be in touch to ask if you have any concerns.
Many thanks.

Joan

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 7, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION No. 1 [PSC #4057-11/12]

TYPE OF SERVICE: As-Needed Project Support Services

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$ 2,000,000 Original PSC DURATION: 12/19/11-12/31/16
PSC Mod#1 Amount: \$ 2,000,000 PSC Mod#1 Duration: No change
TOTAL PSC AMOUNT: \$ 4,000,000 TOTAL PSC DURATION: 12/19/11 - 12/31/16

1. DESCRIPTION OF WORK

A. Concise description of proposed work: As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand.

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

These services have been previously provided through PSC #4057-11/12.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date January 7, 2013

RFP sent to: IFPTE, Local 21 on October 28, 2011 Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4057-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved MW 2/15/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

B. Which, if any, civil service class normally performs this work? The following civil service classifications could potentially perform some of the work: 1052 – IS Business Analyst; 1054 – IS Business Analyst – Principal; 5201- Junior Engineer; 5203 – Assistant Engineer; 5207 – Associate Engineer; 5211 – Senior Engineer; 5212 – Principal Engineer; 5241 – Engineer; 5260 – Architectural Assistant I; 5261 – Architectural Assistant II; 5262 – Landscape Architectural Associate I; 5264 – Airport Noise Abatement Specialist; 5265 – Architectural Associate I; 5266 – Architectural Associate II; 5268 – Architect; 5310 – Survey Assistant I; 5312 – Survey Assistant II; 5362 – Engineering Assistant; 5364 – Engineering Associate I; 5366 – Engineering Associate II; 5502 – Project Manager I; 5504 – Project Manager II; 5506 – Project Manager III; 5508 – Project Manager IV; 6116 – Supervising Wastewater Control Inspector; and 6318 – Construction Inspector. For the planned Airport projects, these civil service classes with the appropriate project expertise in managing the planning, design, construction inspection, testing and/or systems commissioning of Airport specific projects will participate in and supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing staff does not have the required expertise and specialized skills related to Airport terminal design and construction, airport air-side and land-side development and in preparing cost estimates, schedules, peer reviews and commissioning services critical for an operating airport with critical construction schedules. The Airport will use experienced Airport design, project and construction management staff integrated with the consultant staff to provide all of the required services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist and will be utilized on the various projects and will be assigned based on individual project requirements and staff expertise.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission approved Resolution #10-0157 to issue and RFP for these services. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the current work under this approval has been performed by AECOM and EPC/CM West, A Joint Venture. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Feb 7 2013 11:36 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, January 07, 2013 5:57 PM
To: Ging Louie (glouie@ifpte21.org); L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org)
Cc: Claudia Luquin; Geri Rayca; Lisa Randall
Subject: Draft Modification 1 for PSC 4057-11/12, As-Needed Project Support Services
Attachments: PSC 4057-11_12 Form 1_As Needed Support Services_Mod 1 DRAFT.pdf; PSC 4057-11_12 Form 1 As-Needed Project Support Svs.pdf; 10-0157.pdf

Ging,

Attached is the draft Mod 1 for PSC 4057-11/12 Mod. 1 As-Needed Project Support Services.

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

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

**Airport Commission
City And County of San Francisco
Resolution No.: 10-0157**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0157

APPROVE SELECTION PANEL'S RECOMMENDATION ESTABLISHING A POOL LIST OF PREQUALIFIED FIRMS FOR PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT SERVICES AND AUTHORIZE RFP'S AS REQUIRED TO SUPPORT PROJECTS OF THE AIRPORT'S 5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, on September 15, 2009, by Resolution No. 09-0223, the Commission approved the issuance of a Request for Qualifications (RFQ) to create a consultant pool list for project management and construction management support services for projects of the Airport's 5-year CIP; and

WHEREAS, on March 26, 2010, the Airport received fourteen Statements of Qualifications (SOQ's) and determined that eleven met the minimum qualifications as stated in the RFQ; and

WHEREAS, the RFQ stipulated that following the evaluation of the SOQ's, up to seven Respondents receiving the highest scores would be placed on the pool list; and

WHEREAS, the Airport convened a three-member selection panel to thoroughly evaluate the SOQ's of each firm, and rank them for consideration in developing a pool list of prequalified firms to provide the required services; and

WHEREAS, as needs arise for project management support and construction management services for CIP projects, Staff will issue to the Pool List RFP's for the required services and convene a selection panel to review and score the RFP's, and return to the Commission with a recommendation to approve the selection of the highest ranked proposer and authorize negotiations; now, therefore be it

RESOLVED, that the Commission hereby approves the Pool List comprised of the following firms:

- The Allen Group, LLC/Cornerstone, A Joint Venture
- URS/ECS, A Joint Venture
- F.E. Jordan/Hill International
- PGH Wong Engineering, Inc.
- EPC/CM West Joint Venture
- AECOM
- PMA/NBA, Joint Venture


and, be it further

RESOLVED, that this Commission hereby approves issuance of Request for Proposals (RFP's), as required, to the Pool List to provide project management and construction management support services for projects of the Airport's 5-year Capital Improvement Program.

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

at its meeting of _____

APR 20 2010


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 21, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING
 CONTINUING ANNUAL

TYPE OF REQUEST:
 INITIAL REQUEST

TYPE OF SERVICE: As-Needed Project Support Services

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$2,000,000 PSC DURATION: 12/19/2011 to 12/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some projects are of limited duration and some involve specialty oversight which is why as-needed support services are a compliment for Airport staff. Denial may cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

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

D. Will the contract(s) be renewed? If there continues to be a need for such services at SFO this contract will be renewed.

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

IFPTE, Local 21 *Cynthia P. Auler* 10/31/11
Union Name Signature of person mailing/faxing form Date

RFP sent to: IFPTE, Local 21 on 10/28/11 *Cynthia P. Auler*
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4057-11/12

STAFF ANALYSIS/RECOMMENDATION: Approved 12/5/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Professional project support skills with Airport project experience and specific expertise in development of master schedules, project phasing plans, project phase cost estimates and check-estimates, project controls and reporting, pre-construction services, regulatory compliance, Airport special systems and operating protocols including special knowledge and skills required to develop, design, construct and commission an Airport terminal and all of its operating systems are required.

B. Which, if any, civil service class normally performs this work? The following civil service classifications could potentially perform some of the work: 1052 – IS Business Analyst; 1054 – IS Business Analyst – Principal; 5201- Junior Engineer; 5203 – Junior Engineer; 5207 – Associate Engineer; 5211 – Senior Engineer; 5212 – Principal Engineer; 5241 – Engineer; 5260 – Architectural Assistant I; 5261 – Architectural Assistant II; 5262 – Landscape Architectural Associate I; 5264 – Airport Noise Abatement Specialist; 5265 – Architectural Associate I; 5266 – Architectural Associate II; 5268 – Architect; 5310 – Survey Assistant I; 5312 – Survey Assistant II; 5362 – Engineering Assistant; 5364 – Engineering Associate I; 5366 – Engineering Associate II; 5502 – Project Manager I; 5504 – Project Manager II; 5506 – Project Manager III; 5508 – Project Manager IV; 6116 – Supervising Wastewater Control Inspector; and 6318 – Construction Inspector. For the planned Airport projects, these civil service classes with the appropriate project expertise in managing the planning, design, construction inspection, testing and/or systems commissioning of Airport specific projects will participate in and supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing staff does not have the required expertise and specialized skills related to Airport terminal design and construction, Airport air-side and land-side development and in preparing cost estimates, schedules, peer reviews and commissioning services critical for an operating airport with critical construction schedules. The Airport will use experienced Airport design, project and construction management staff integrated with the consultant staff to provide all of the required services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist and will be utilized on the various projects and will be assigned based on individual project requirements and staff expertise.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
- | | Yes | No |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution #10-0157 to issue a RFP for 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? An RFQ and an RFP is being conducted and the outcome of that process is not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 3, 2012

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4140-07/08)

TYPE OF SERVICE: Crime Prevention Education Services

FUNDING SOURCE: General Fund

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Contractor will act as a liaison between the community and the Police Department.

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

Crime Prevention is key to the reduction of crime and violence in San Francisco. The Police Department relies on the Contractor to provide crime prevention and education services and referrals to victims of crime and violence. Denial of the contract will result in the elimination of educational crime prevention services for San Francisco residents and businesses. The San Francisco Police Department does not offer Crime Prevention Education 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):

This service has been provided through PSC # 4140-07/08.

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):

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Local 21 and SFPOA.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4140-07/08 STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/13 lw

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor employs people with education backgrounds and specialized skills in teaching, training, law, community organization, public speaking and facilitation, crime prevention, (technical skills to evaluate commercial and residential facilities) and experience working with vulnerable populations like the elderly, disabled, and children. Contractor employs individuals who are bi lingual and bi literate in Cantonese, Russian and Spanish languages. Contractor must be able to produce crime prevention fliers and information bulletins, etc.

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

Class 1232 Training Officers may perform some duties. Some Police Department staff (Q2 Police Officer, Q50 Police Sergeant, Q60 Police Lieutenant) have only limited training in Crime Prevention education 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:

1232 training Officers do not have the knowledge and skills in Crime Prevention Education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which may include bi lingual skills and weekend and evening availability. Services must be tailored to the needs of citizens' therefore numerous qualified staff must be available.

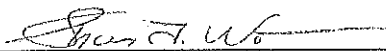
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, funding is determined year to year.

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? San Francisco SAFE Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street

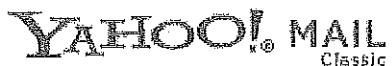
San Francisco, CA. 94103

Address

Union Notification(s)

◆ **Local 21**

◆ **SFPOA**



PSC for Crime Prevention Education Services

Tuesday, December 4, 2012 9:19 AM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

To: "Local 21" <L21PSCReview@ifpte21.org>, "Klm Carter" <kcarter@ifpte21.org>, "Gary Delagnes" <gary@sfpoa.org>

1 File (108KB)



SAFE PS...

Hello,

Please see attached PSC.

Thanks

Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096

Prior Administrative Approval of PSC - Mod1
Prior Notice of Civil Service Commission Action - Original
PSC #4140-07/08



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: December 27, 2011
TO: PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4140-07/08 Approval Date: April 21, 2008

Description of Service(s): Contractor provides Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on work safety, robbery and burglary prevention and violence in the work place.

Original Approved Amount: \$2,720,000.00 Original Approved Duration: 7-1-08 – 6-30-12
Modification Amount: \$ 680,000.00 Modification of Duration: 7-1-12 – 6-30-13
Total Amount as Modified: \$3,400,000.00 Total Duration as Modified: 7-1-08 – 6-30-13

Reason for the modification:

Contract option is being renewed.

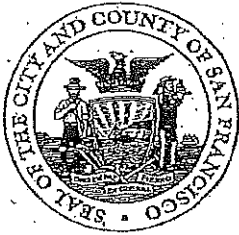
Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 1/6/12

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 23, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of April 21, 2008 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRANO
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.

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to:

YU-YEE WU
COMMISSIONER

- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
- (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment:

- c: Shawn Allison, Department of Telecommunications & Information Services
- Parveen Boparai, Municipal Transportation Agency
- Eugene Clendinen, District Attorney
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Julian Low, Mayor's Office of Business & Economics
- Joan Lubamersky, Administrative Services
- Patti Martin, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, Police
- Commission File
- Chron

POSTING FOR
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSG No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4140-07/08	38	Police Department	Regular	\$2,720,000.00	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	30-Jun-12
4141-07/08	40	San Francisco Public Utilities Commission	Regular	\$28,000,000.00	Will provide Bay Division Regional Construction Management (CIM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4142-07/08	40	San Francisco Public Utilities Commission	Regular	\$27,700,000.00	Will provide San Joaquin Regional Construction Management (CIM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4143-07/08	40	San Francisco Public Utilities Commission	Regular	\$17,700,000.00	Will provide Sunol Valley Regional Construction Management (CIM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4144-07/08	40	San Francisco Public Utilities Commission	Regular	\$65,000.00	Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened Californian red-legged frog (CRLF) at three locations on the Peninsula Watershed.	31-Dec-08
4145-07/08	40	San Francisco Public Utilities Commission	Regular	\$405,000.00	Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	31-Jul-10
4146-07/08	70	Risk Management/GSA-City Administrator	Regular	\$9,500,000.00	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support service.	30-Jun-15
4147-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	21-Apr-09
4148-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$500,000.00	Will provide at the approval of in house staff, as needed printing and bindery services to include low color printing, collating, folding and binding.	14-Apr-13
4149-07/08	90	Public Works	Regular	\$4,000,000.00	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	15-Jun-13

0073

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03-05-08

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: EXPEDITED

REGULAR (OMIT POSTING _____)

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

Crime Prevention Education Services

TYPE OF SERVICE:

General Fund

FUNDING SOURCE:

\$ 2,720,000.00

7-1-08- 6-30-2012

PSC AMOUNT:

PSC DURATION:

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as a liaison between the community and the Police Department.

B. Explain why this service is necessary and the consequences of denial: Crime Prevention is key to the reduction of crime and violence in San Francisco. The Police Department depends on the contractor to provide crime prevention education services and referrals to victims of crime and violence. Denial of the contract will result in the elimination of educational crime prevention services for San Francisco residents and businesses. The San Francisco Police Department does not offer Crime Prevention Education 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. This service was provided through PSC # 4102-04/05.

D. Will the contract(s) be renewed: Unknown at this time.

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

Local # 21 * 796

Union Name

Signature of person mailing / faxing form

3-19-08

Date

Police Officers Association

Union Name

Signature of person mailing / faxing form

3-19-08

Date

RFP sent to

, on

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Vendor employs people with education backgrounds and specialized skills in teaching, training, law, community organization, public speaking and facilitation, crime prevention, (technical skills to evaluate commercial and residential facilities) and experience working with vulnerable populations like the elderly, disabled and children. Vendor employs individuals who are bi lingual and bi literate in Cantonese, Russian, and Spanish languages. Vendor must be able to produce crime prevention fliers and information bulletins, etc.

B. Which, if any, civil service class normally performs this work? Class 1232, Training Officers may perform some duties. Some Police Department staff (Q2, Q50, Q60's) have only limited training in Crime Prevention Education 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: 1232 Training Officers do not have the knowledge and skills in Crime Prevention Education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which may include bi lingual skills and weekend and evening availability. Services must be tailored to the needs of citizens' therefore numerous qualified staff must be available.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, funding is determined year to year.

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

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

Yes No

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours.

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, "San Francisco SAFE Inc"

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

Shawn Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/05/2013

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# 3040-11/12)

TYPE OF SERVICE: Environmental tracking and documentation services (CS-233 & CS-234)

FUNDING SOURCE: Operating Fund

Original Amount: \$49,000 PSC Duration: 12/13/2011 to 12/13/2016
Modification Amount \$3,451,000 PSC Duration: 12/14/2016 to 12/31/2019
Total Amount \$3,500,000 Total PSC Duration: 12/13/2011 to 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs.

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

WREGIS is the only REC tracking system approved by the State for compliance with California laws mandating the use of renewable energy. If this service were not approved, the San Francisco Public Utilities Commission (SFPUC) could face financial penalties for failing to comply with State regulation. Additionally, the monetary and compliance values of this resource would be lost or diminished. The purpose of this modification is to align the current capacity and duration with the capacity and duration as approved by Board of Supervisors Ordinance No.240-11.

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

This service is currently being provided by PSC# 3040-11/12 (CS-233 & CS-234).

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows show N/A for all fields.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3040-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/13 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

WREGIS is the only entity which can register renewable energy credits for the purpose of compliance with California laws mandating the use of renewable energy, therefore WREGIS administrative services and software must be used.

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

There are no civil service classes that normally perform this work.

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

This contract provides the SFPUC access to WREGIS proprietary software, a tool mandated for use to demonstrate compliance with State regulation for issuing, registering, and tracking renewable energy credits.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes that do environmental attribute tracking and documentation services. This work must be completed by WREGIS, pursuant to State regulation. The use of a central institution to certify and track RECs for all parties in the West protects against multiple counting and selling of the same RECs and provides a high standard, resulting in RECs that hold more compliance and monetary value than non-certified RECs.

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

No, environmental attribute tracking and documentation services can only be done by WREGIS, pursuant to State regulation.

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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B. Will the contractor train City and County employees?

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

◆ **Local 1021**

Dang, Leorah

From: Jackson, Shamica <SJackson@swater.org>
Sent: Tuesday, February 05, 2013 3:32 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: Regular-Modification No. 1: Environmental Tracking & Document Services-PSC No. 3040-11/12 (CS-233 & CS-234)-(Dept#40)
Attachments: Regular-Modification1-Environmental tracking & documentation services-PSC No. 3040-1112-CS-233 -CS-234-Dept40.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-233 & CS-234, Environmental Tracking & Document Services, modification request for \$3,451,000 and duration to December 31, 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. There are no affected unions.**
4. For **March 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@swater.org

 Please consider the environment before printing this email

**Public Utilities Commission
Board of Supervisor
Ordinance No.: 240-11**

1 [Agreement - Tracking Environmental Attributes]

2

3 Ordinance approving a contract between the City and County of San Francisco and the

4 Western Renewable Energy Generation Information System (WREGIS) for documenting

5 and tracking environmental attributes at an estimated initial cost of \$4,500 per year,

6 depending on account activity; waiving the competitive procurement requirements of

7 the San Francisco Administrative Code Chapter 21 for this service, waiving the

8 requirement of Section 21.9(b) of the San Francisco Administrative Code that a City

9 contract not contain an automatic renewal provision, waiving the requirement of

10 Section 21.35 of the San Francisco Administrative Code that every contract contain a

11 statement regarding liability of claimants for submitting false claims, waiving the

12 requirement of Section 12F.5 of the San Francisco Administrative Code that every

13 contract contain a statement urging companies abide by the MacBride Principles, and

14 waiving the requirement of Section 12O.2 of the San Francisco Administrative Code

15 that every contractor provide EIC forms to eligible employees; and authorizing the San

16 Francisco Public Utilities Commission to enter other similar contracts for tracking

17 environmental attributes.

18 NOTE: Additions are single-underline italics Times New Roman;

19 deletions are ~~strike-through italics Times New Roman~~.

20 Board amendment additions are double-underlined;

21 Board amendment deletions are ~~strikethrough normal~~.

22 Be it ordained by the People of the City and County of San Francisco:

23 Section 1. Findings: The Board of Supervisors of the City and County of San Francisco

24 hereby finds, determines and declares that:

25 (a) Background

(1) The City and County of San Francisco (City), through the San Francisco

1 Public Utilities Commission (PUC) owns facilities that generate renewable energy and also
2 purchases renewable energy generated by others. Renewable energy has what are called
3 "environmental attributes" which are a way of recognizing the environmental benefits of
4 renewable energy. These environmental attributes can be used to meet renewable energy
5 requirements established by state law and may have value in the energy markets.
6 Renewable Energy Credits are one example of this type of instrument. A Renewable Energy
7 Credit is a certificate which demonstrates that one unit of electricity was generated and
8 delivered by an eligible renewable energy generating unit.

9 (2) Increasingly, instruments to document and track environmental attributes
10 are being developed to allow entities to demonstrate achievement of environmental goals,
11 comply with environmental laws and regulations, and ensure that environmental attributes are
12 verifiable and not double-counted. The City will need to establish one or more accounts with
13 tracking entities in order to certify, track, and ultimately trade environmental instruments that
14 are owned, purchased, or otherwise obtained by the City.

15 (3) The Western Renewable Energy Generation Information System
16 (WREGIS) was developed by the California Energy Commission (CEC), the Western
17 Governors' Association (WGA), and the Western Regional Air Partnership. WREGIS is a
18 single, centralized entity responsible for issuing WREGIS certified Renewable Energy Credits
19 for electricity from renewable facilities in the western U.S. and tracking Renewable Energy
20 Credits from those facilities to allow entities to demonstrate compliance with state regulations.
21 Renewable Energy Credits issued by WREGIS have more value in the electric market than
22 those certified by other sources. WREGIS is the only entity which can register Renewable
23 Energy Credits for purposes of compliance with California's laws mandating the use of
24 renewable energy.

25 (4) Establishing accounts with WREGIS will allow the City to accurately track

1 and report the environmental attributes of the City's renewable resources including solar,
2 wind, geothermal, and small hydroelectric generation, and in so doing, maximize the benefits
3 of those environmental attributes.

4 (5) In addition to the WREGIS tracking system for renewable energy
5 resources, tracking systems for other kinds of environmental attributes are being developed.
6 The California Air Resources Board recently adopted regulations to reduce greenhouse gas
7 emissions and is establishing similar programs that will be used to track greenhouse gas
8 emissions from fossil-fuels, methane, and other sources and track emission reductions over
9 time. These programs include carbon emission allowances, carbon offset credits, and other
10 greenhouse gas credits. Under the California Air Resources Board's regulations, entities such
11 as the SFPUC and other City departments will be required to register with tracking systems
12 and participate in these programs.

13 (6) A delay in establishing accounts with WREGIS and other agencies as
14 needed would prevent the City from certifying and tracking Renewable Energy Credits and
15 other environmental instruments that it controls, reporting on its environmental performance,
16 and demonstrating its compliance with applicable laws and regulations. Failure to establish
17 these accounts could result in losing the value associated with the environmental attributes of
18 San Francisco-controlled resources.

19 (7) The PUC Commission authorized the PUC General Manager to execute
20 the WREGIS agreement, subject to approval by the Board of Supervisors, on September 13,
21 2011, in Resolution 11-0151, and to enter other such agreements that are needed in order to
22 track environmental attributes.

23 (b) WREGIS Terms of Use Agreement

24 (1) WREGIS requires the registering entity to sign a Terms of Use agreement
25 outlining the roles and responsibilities of the registrant, including authorizing account access,

1 agreeing to payment terms, and delineating software licensing provisions. A copy of the
2 WREGIS Terms of Use Agreement is on file with the Clerk of the Board of Supervisors in File
3 No. 111154.

4 (2) The WREGIS Terms of Use Agreement is a standard contract that is not
5 subject to negotiation or modification. The Agreement renews annually on payment of an
6 annual fee, currently \$1,500. Other fees are based on the quantity of energy tracked. For
7 example, the PUC estimates a total annual cost (annual fee plus usage based charges) of
8 \$4,500 to track RECs from the PUC's solar resources. The Agreement may be terminated by
9 either party with 60 days written notice. Other key provisions include:

- 10 • WREGIS has sole discretion to increase or decrease customer fees with sixty days
11 notice;
- 12 • Late fees of one and on-half percent computed on overdue amounts.
- 13 • No liability for most claims of intellectual property infringement, except for those due to
14 WREGIS' own actions.
- 15 • WREGIS has no liability for any direct, general, special, indirect, consequential,
16 incidental, exemplary, punitive or other indirect damages regardless of cause.
- 17 • WREGIS reserves the right to audit the City's relevant records to verify any information
18 submitted by the City to WREGIS under the agreement.

19 (c) Other Agreements for Tracking Environmental Attributes

20 The PUC anticipates that other registries similar to WREGIS will be developed in the
21 near future. As additional registries are developed that provide value for tracking other
22 environmental attributes, the PUC will consider entering into agreements on a case-by-case
23 basis.

24 Section 2. Waiver of City Administrative Code Provisions:

25 (a) The Board of Supervisors hereby waives the requirement of Section 21 of the

1 San Francisco Administrative Code that requires competitive procurement for City contracts.
2 This waiver is reasonable because WREGIS is the only entity that certifies renewable energy
3 credits recognized for purposes of complying with California laws mandating the use of
4 renewable energy.

5 (b) The Board of Supervisors hereby waives the requirement of San Francisco
6 Administrative Code Section 21.9(b) that contracts not include an automatic renewal provision.
7 This waiver is reasonable because the City may terminate the contract at any time with notice
8 to WREGIS and this service is one that the City will need continuously for the foreseeable
9 future.

10 (c) The Board of Supervisors hereby waives the requirement of Section 21.35 of the
11 San Francisco Administrative Code that every contract contain a false claims provision. This
12 waiver is reasonable because the City's fees will consist of an annual subscription amount
13 and a fee based on the number of Renewable Energy Credits the City registers with WREGIS.

14 (d) The Board of Supervisors hereby waives the requirement of Section 12F.5 of the
15 San Francisco Administrative Code that every contract contain a statement urging companies
16 to abide by the MacBride Principles. This waiver is reasonable because the WREGIS
17 agreement cannot be modified to include this provision.

18 (e) The Board of Supervisors hereby waives the requirement of Section 12O.2 of
19 the San Francisco Administrative Code that every contractor provide EIC forms to eligible
20 employees. This waiver is reasonable because the WREGIS agreement cannot be modified
21 to include this provision.

22 Section 3. Authorizations: Section 9.118 of the San Francisco Charter requires
23 approval by the Board of Supervisors of agreements with a term of ten years or more.

24 (a) The Board of Supervisors authorizes the PUC General Manager to execute
25 Agreements with WREGIS in substantially the form on file with the Clerk of the Board of

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Supervisors, in File No. 111154 , with such changes or modifications, including without limitation modifications to the exhibits, as may be acceptable to the PUC General Manager and the City Attorney, and which do not materially increase the obligations and liabilities of the City. This authorization is subject to annual appropriation of funds and shall extend so long as total expenditures for the WREGIS agreements do not exceed \$1,000,000.

(b) The Board of Supervisors authorizes the PUC General Manager to execute other similar agreements in the future as necessary to track environmental attributes. This authorization is subject to annual appropriation of funds and so long as total expenditures for those other agreements do not exceed \$2,500,000.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: Margarita Gutierrez
Margarita Gutierrez
Deputy City Attorney

0085



City and County of San Francisco

Tails
Ordinance

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

File Number: 111154

Date Passed: December 13, 2011

Ordinance approving a contract between the City and County of San Francisco and the Western Renewable Energy Generation Information System for: 1) documenting and tracking environmental attributes at an estimated initial cost of \$4,500 per year, depending on account activity; 2) waiving the competitive procurement requirements of the San Francisco Administrative Code Chapter 21 for this service, waiving the requirement of Section 21.9(b) of the San Francisco Administrative Code that a City contract not contain an automatic renewal provision, waiving the requirement of Section 21.35 of the San Francisco Administrative Code that every contract contain a statement regarding liability of claimants for submitting false claims, waiving the requirement of Section 12F.5 of the San Francisco Administrative Code that every contract contain a statement urging companies abide by the MacBride Principles, and waiving the requirement of Section 12O.2 of the San Francisco Administrative Code that every contractor provide EIC forms to eligible employees; and 3) authorizing the San Francisco Public Utilities Commission to enter other similar contracts for tracking environmental attributes.

November 30, 2011 Budget and Finance Committee - RECOMMENDED

December 06, 2011 Board of Supervisors - PASSED, ON FIRST READING


Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

December 13, 2011 Board of Supervisors - FINALLY PASSED

Ayes: 11 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Kim, Mar, Mirkarimi and Wiener

File No. 111154

I hereby certify that the foregoing Ordinance was FINALLY PASSED on 12/13/2011 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor Edwin Lee

12/20/11
Date Approved

DD 86

Prior DHR Approved - Original
PSC #3040-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/08/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Environmental tracking and documentation services (CS-233 & CS-234)

FUNDING SOURCE: Operating Fund

PSC AMOUNT: \$49,000 PSC DURATION: 12/13/2011 to 12/13/2016

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Western Renewable Energy Generation Information System (WREGIS) is a single institution in the West that issues, registers, and tracks renewable energy credits (RECs) for use in compliance with regulatory and voluntary programs. WREGIS uses its proprietary information system and administrative operations to certify and track RECs, protecting against multiple counting and selling of the same RECs.

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

WREGIS is the only REC tracking system approved by the State for compliance with California laws mandating the use of renewable energy. If this service were not approved, the San Francisco Public Utilities Commission (SFPUC) could face financial penalties for failing to comply with State regulation. Additionally, the monetary and compliance values of this resource would be lost or diminished.

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: Yes.

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

L21 Shamica Jackson 12/08/2011
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3040-11/12

Approval Date: 12/12/11

DEC 08 2011

By: Micki Callahan, Human Resources Director

0088

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Because WREGIS is the only entity which can register renewable energy credits for the purpose of compliance with California laws mandating the use of renewable energy, WREGIS administrative services and software must be used.

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

There are no civil service classes that normally perform this work.

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

This contract provides the SFPUC access to WREGIS proprietary software, a tool mandated for use to demonstrate compliance with State regulation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no civil service classes that do environmental attribute tracking and documentation services. This work must be completed by WREGIS, pursuant to State regulation. The use of a central institution to certify and track RECs for all parties in the West protects against multiple counting and selling of the same RECs and provides a high standard, resulting in RECs that hold more compliance and monetary value than non-certified RECs.

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

No, environmental attribute tracking and documentation services can only be done by WREGIS, pursuant to State regulation.

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/06/2013

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# 4138-09/10)

TYPE OF SERVICE: Community Outreach and Technical Support Services (CS-142/306)

FUNDING SOURCE: Water System Improvement Program (WSIP) Funds

Table with 4 columns: Amount, Duration, Modification 1 Amount, Duration, Modification 2 Amount, Duration, Modification 3 Amount, Duration, Modification 4 Amount, Duration, Total Amount as Modified, Total Duration as Modified.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC is seeking to retain the services of Consultants to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including Water System Improvement Program (WSIP), Wasterwater, and Power. Services include, but are not limited to: (i) conducting outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff.

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

Continuity of these services is critical to ensure a robust pool of construction bidders for Sewer System Improvement Program (SSIP) projects and the Power Capital Improvement Program. In addition, if good will is not maintained with local residents in communities where work is located then stakeholder confidence will diminish, extra effort will be required to rebuild relationships, projects will be delayed which will result in increased vulnerability to a seismic event and program costs will increase.

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

This service is currently being provided under contracts with a focus on WSIP, most recently PSC No. 4138-09/10 (CS-142). A new solicitation will allow participation by new firms and will continue with expanded work on SSIP and Power Capital Improvement Programs.

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 Union Name Shamica Jackson Signature of person mailing/faxing form 02/06/2013 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved W 2/15/13

CIVIL SERVICE COMMISSION ACTION: D.E.SCOTT

Handwritten initials or marks at the bottom of the page.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

Minimum 5 years of experience providing as-needed outreach services

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

Classes 1312, Public Information Officer, and 1314, Public Relations Officer.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

The SFPUC staff lacks connections to community based organizations to perform the services due to their lack of experience in outreach to local, regional, and national construction firms and related and supportive community based organizations, including employment and job training programs.

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 and temporary nature of the local business outreach activities for SFPUC projects as determined by the SFPUC Infrastructure Division.

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.

Training will include assisting SFPUC to identify and understand the connection between community needs and the potential employment opportunities with contractors and consultants bidding on SFPUC work. Approximate number of hours will be five to ten hours a month for two years.

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

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. **Has a board or commission determined that contracting is the most effective way to provide this service?** SFPUC Resolution No. 13-0009, approved on January 8, 2013.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. **Will the proposed work be completed by a contractor that has a current personal services contract with your department?**

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

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 Gate, 8th Floor

San Francisco, CA 94102

Address


Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Wednesday, February 06, 2013 3:24 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
Cc: Martin Lopez, Iris
Subject: Regular-Modification No. 4: Community Outreach and Technical Support Services-PSC No. 4138-09/10 (CS-142/CS-306)-(Dept#40)
Attachments: Regular-Mod4 Community Outreach and Technical Support Services CS-142-CS-306 PSC 4138_0910 Dept 40 to DHR02062013.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-142/CS-306, Community Outreach and Technical Support Services**, modification request for **\$500,000** and duration to **January 1, 2016**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **No. This is a modification of a PSC that was previously approved by the Civil Service Commission.**
4. For **March 4, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

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

Public Utilities Commission
Resolution No.: 13-0009

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 13-0009

WHEREAS, Commission Resolution 09-0117 on January 27, 2009 authorized the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement No. CS-142A, As-Needed Community and Contractors Outreach Services in the amount of \$50,000, and with a term of two years, concluding on June 15, 2012, with The Thier Group; and

WHEREAS, Amendment No.1 was issued for six months to complete tasks consistent with the original scope of work, extending the agreement duration to two years and six months; and

WHEREAS, Amendment No.2 is being requested for \$49,000 to provide additional community and contractor outreach services consistent with the original agreement and extend the agreement duration by one year, increasing the not-to-exceed agreement amount to \$99,000 and extending the total agreement duration to three years and six months; and

WHEREAS, Pursuant to Chapter 14B of the San Francisco Administrative Code, Local Business Enterprise (LBE) subcontracting goals do not apply to Micro-LBE Set-Aside contracts; and

WHEREAS, Funds for this agreement will be made available from the Infrastructure Operating Budget; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No.2, Infrastructure Operating Budget-funded Agreement No. CS-142A, As-Needed Community and Contractors Outreach Services, with The Thier Group to continue conducting outreach to local and regional contractors' to create partnerships between primes and certified Local Business Enterprises (LBE) thus increasing the number of qualified firms and teams bidding on SFPUC projects; and authorize the General Manager of the San Francisco Public Utilities Commission (SFPUC) to execute this amendment increasing the agreement by \$49,000, for a total not-to-exceed agreement amount of \$99,000, and with a time extension of one year for a total agreement duration of three years and six months.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of January 8, 2013.



Secretary, Public Utilities Commission

Prior Administrative Approval of PSC – Mod3
PSC #4138-09/10



MEMORANDUM

DATE: December 13, 2012
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

Shamica Jackson

PSC No: 4138-09/10 Approval Date: 5/17/2010

Description of Service(s): **SEFUC sought the services of Micro Local Business Enterprises (LBE) to increase the participation of local and regional construction firms and trade associations for the advancement of all SFPUC Capital Improvement Projects, including WSIP, Waste Water, and Power. Services include: (i) conducting outreach to local and regional contractors' to create partnerships between primes and certified LBEs thus increasing the number of qualified firms and teams bidding on projects; (ii) facilitating compliance with HRC's 12B Equal Benefit Ordinance and 14B LBE subcontracting goals; (iii) educating non-union contractors to ensure compliance with SFPUC's Project Labor Agreement; (iv) educating potential bidders and proposers on employment and job training opportunities to ensure the inclusion and participation of a diverse and well trained workforce; (v) identifying, maintaining and developing new local and regional stakeholders to engender goodwill in communities impacted by SFPUC's construction programs; and (vi) assisting with training and development of labor relations staff. (CS-142I)**

Original Approved Amount:	<u>\$150,000</u>	Original Approved Duration:	<u>05/20/2010 – 05/20/2012</u>
Modification 1 Amount:	<u>\$0</u>	Modification 1 Duration:	<u>05/21/2012 – 12/31/2013</u>
Modification 2 Amount:	<u>\$5,000</u>	Modification 2 Duration:	<u>N/A</u>
Modification 3 Amount:	<u>\$50,000</u>	Modification 3 Duration:	<u>N/A</u>
Total Amount as Modified:	<u>\$205,000</u>	Total Duration as Modified:	<u>05/20/2010 – 12/31/2013</u>

Reason for the modification: **To align the PSC authority (amount) with the contract authority.**

Attachments: **Copy of modification two (2) DHR approval.**

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved
 Approval Date: 12/13/12
 By: MW
 Micki Callahan, Human Resources Director

fw

- Edwin M. Lee
Mayor
- Art Torres
President
- Wince Courtney
Vice President
- Ann Moller Esen
Commissioner
- Francesca Viator
Commissioner
- Anson Moran
Commissioner
- Harlan L. Kelly, Jr.
General Manager

Received
DEC 13 2012
MW



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 2, 2013

DEPARTMENT NAME: General Services Agency/JUSTIS Program DEPARTMENT NUMBER 70

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4043-04/05)

TYPE OF SERVICE: Specialized Computer Programming

FUNDING SOURCE: Interdepartmental Work Order

Original Amount:	<u>\$1,600,000</u>	PSC DURATION:	<u>January 1, 2005 to December 31, 2006</u>
Modification 1	<u>\$1,200,000</u>	PSC Duration:	<u>September 25, 2007 to June 30, 2009</u>
Modification 2	<u>\$ 0.00</u>	PSC Duration:	<u>January 1, 2005 to December 30, 2009</u>
Modification 3	<u>\$2,000,000</u>	PSC Duration:	<u>January 1, 2005 to June 30, 2015</u>
Modification 4	<u>\$ 800,000</u>	PSC Duration:	<u>No Changes</u>
Total Amount	<u>\$5,600,000</u>	PSC Duration:	<u>January 1, 2005 to June 30, 2015</u>

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Modification would allow the City to maintain current Court Management System (CMS, which uses obsolete technology) while its replacement system is being completed, adapt CMS to function as interim data spoke on JUSTIS Hub as the City's Criminal Justice departments migrate to the JUSTIS system; provide knowledge transfer to City staff on business practices related to criminal justice. JUSTIS system replaces the Legacy CMS for the DA, Public Defender, Superior Court, Adult Probation, Sheriff and Police.
- B. Explain why this service is necessary and the consequences of denial: This service is necessary to provide the Criminal Justice departments with the level of data processing support required to support their business processes and to continue this highly complex, mission critical operation. Failure to provide these services would result in a deterioration of application systems and ultimately the cessation of some criminal justice functions which are heavily reliant on automation.
- 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 current level of services has been provided through joint effort from the Department of Technology and the consulting and programming services from a contractor. This was previously approved by PSC 4043-04/05
- 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):

L 21 [Signature] 1/3/13
 Union Name Signature of person mailing/faxing form Date
 RFP sent to _____, on _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-04/05
 STAFF ANALYSIS/RECOMMENDATION: Approved 2/15/13 LW
 CIVIL SERVICE COMMISSION ACTION:

0098

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Requires expert knowledge of COBOL, Assembly Level Code (ALC), GENQ, JCL, OS Utilities, TSO/SPF, CABLE telecommunications monitor and database software, file conversions/recover technique, systems analysis and design techniques.
- B. Which, if any, civil service class normally performs this work? None. Classes 1064 IS Programmer Analyst, 1063 Senior IS Programmer Analyst with the unlikely combination of high-level expertise and specialties in: Assembly Level Code (ALC), GENQ query language, CICS and CABLE might be able to complete the less complex tasks. Positions equivalent to a 1071 IS Manager would be required for the more complex assignments in the Experts in Criminal Justice procedures and in systems analysis, design and implementation. However, no civil service class has the ability to support this obsolete system.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? No If yes, explain:

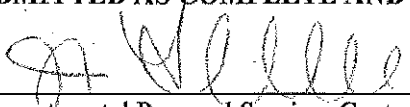
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: CMS is a Legacy system and the CABLE technology that it uses is obsolete. No City employee presently has experience with supporting it. Requires two years of OJT. City employees are now building the replacement CMS system and will maintain it.
- B. Would it be practical to adopt a new civil service class to perform this work? No. Explain. Given the age of technology, it is not advisable to have a civil service class be hired to work with outdated systems.

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? Yes, SEE ATTACHED | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| 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? Owens Information Systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



 Signature of Departmental Personal Services Contract Coordinator
 Joan Lubamersky 554-4859

 Print or Type Name Telephone Number

One Carlton Goodlett Place #362

 San Francisco CA 94102

 Address

Additional Attachment(s)
◆ **Additional Information**
◦ **Section 5B**

Attachment, Item 5B

The contractor will assist City staff in understanding the complex business processes used in the various City's Criminal Justice departments and how those processes are handled in the legacy applications. Approximately 5 – 10% of the contractor's time will be allocated for this task

Occupational type of City employee to be trained: 1070 IS Project Director, 1053 Senior IS Business Analyst, 1064 Principal IS Programmer Analyst.

Union Notification(s)
◆ Local 21



To: L21PSCReview@ifpte21.org.
Cc:
Bcc:
Subject: Amend JUSTIS Add \$800K no increased duration
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 01/03/2013 04:25 PM

Please see attached proposed amendment to add \$800K to specialized computer programming contract for JUSTIS (inter-agency data for criminal justice).



PSC Form 1 JUSTIS amend add \$800K.pdf
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

Prior DHR Approved – Mod3
PSC #4043-04/05

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 27, 2009

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4043-04/05)

TYPE OF SERVICE: Computer Programming

FUNDING SOURCE: Interdepartmental Work Order

Table with 4 columns: Amount, PSC Duration, and Total Amount/Duration. Rows include Original Amount (\$1,600,000), Modification Amount (\$1,200,000), This modification (\$2,000,000), and Total Amount (\$4,800,000).

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Maintain current Court Management System (aka CMS, which includes CABLE technology); adapt CMS to function as interim data spoke on JUSTIS Hub...
B. Explain why this service is necessary and the consequences of denial: This service is necessary to provide the Criminal Justice departments with the level of data processing support...
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The current level of services has been provided through joint effort from the Department of Technology and the consulting and programming services of an external contractor. This was previously approved by PSC # 4043-04/05.
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):

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes Local 21 and SEIU 790.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-04/05 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Handwritten number 67 in a circle

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 2009 AUG 31 PM 4:06

Vertical stamp: RECEIVED BY DEPT. OF HUMAN RESOURCES 2009 SEP 2 AM 0:15

Handwritten number 0105

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
requires expert knowledge of COBOL, Assembly Level Code (ALC), GENQ, JCL, OS Utilities, TSO/SPF, CABLE telecommunications monitor and database software, file conversions/recover techniques, systems analysis and design techniques. Skills with MS-Visual Basic and SQL-Server.
- B. Which, if any, civil service class normally performs this work?
Classes 1064 Principal IS Programmer Analyst, 1063 Senior IS Programmer Analyst with the unlikely combination of high-level expertise and specialties in: Assembly Level Code (ALC), GENQ query language, CICS and CABLE would be efficient to complete the less complex tasks. Positions equivalent to a 1071 IS Manager would be required for the more complex assignments in the Experts in Criminal Justice procedures and in systems analysis, design and implementation.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Because CABLE is a Legacy system, no City employee has experience with it, and the City and contractor's history with the project indicates that it takes two years for someone to become proficient with the system. All City staff are being required to build and then maintain the CABLE replacement system.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Given the age of the technology, it is not advisable to have a civil service class applicable to it.

ADDITIONAL INFORMATION (if "yes," attach explanation)

- A. Will the contractor directly supervise City and County employees? Yes No
- B. Will the contractor train City and County employees? Yes No
• Describe the training and indicate approximate number of hours.
The contractor will assist City staff in understanding the complex business processes used in the various City's Criminal Justice departments and how those processes are handled in the legacy applications. Approximately 5-10% of the contractor's time will be allocated for this task.
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
1070 IS Project Director, 1053 Senior IS Business Analyst, 1064 Principal IS Programmer Analyst
- C. Are there legal mandates requiring the use of contractual services? Yes No
- D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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



 Signature of Departmental Personal Services Contract Coordinator

Kendall Gary 415 581 4066

 Print or Type Name Telephone Number

One South Van Ness Ave., 2nd Floor

 San Francisco, CA 94103

 Address

68

DIDY

09 SEP -2 AM 8:25