



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 01, 2013
 To: The Honorable Civil Service Commission
 Through: Micki Callahan
 Human Resources Director *[Signature]*
 From: Kimberlee Kimura, ASR
 Rebekah Krell, ART
 Shamica Jackson, PUC
 Joan Lubamersky, GSA
 William Lee, DEM

Subject: Personal Services Contracts Approval Request

This report contains seventeen (8) 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
\$39,992,000	\$2,039,548	\$686,372,939

POSTING FOR

04/01/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-12/13	02	Assessor	Regular	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	4/15/2013 - 6/30/2017
4098-12/13	28	Art Commission	Regular	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to: Pier 92, The Bayview Gateway and Heron's Head Park.	2/5/2013 - 2/5/2018
4099-12/13	40	Public Utilities Commission	Regular	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	7/8/2013 - 2/31/2018
4100-12/13	40	Public Utilities Commission	Regular	\$12,000,000	Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	7/1/2013 - 6/30/2018
4101-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	3/15/2013 - 3/14/2018
4102-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	3/15/2013 - 3/14/2018

POSTING FOR

04/01/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4103-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	3/15/2013 - 3/14/2018
4104-12/13	77	Emergency Management	Regular	\$356,000	The chosen consultant(s) will perform planning activities and provide the Bay Area with a regional JIS gap analysis with tailored guidance to establish planning priorities and enhance regional JIS capabilities. The chosen will also provide training and exercises on JIS and JIC methodology and design and conduct a regional JIS and JIC exercise tabletop and functional exercises to assess current plans and boost regional JIS capabilities.	2/1/2013 - 2/28/2016

Total Amount - Regular: \$39,992,000

Kimberlee Kimura
Office of the Assessor-Recorder
1 Dr. Carlton B. Goodlett Pl., Rm 190
San Francisco, CA 94102
(415) 554-7911

Rebekah Krell
Art Commission
25 Van Ness, Suite 345
San Francisco, CA 94102
(415) 252-4665

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., Flr. 8
San Francisco, CA 94102
(415) 554-0727

Joan Lubamersky
General Services Agency
1 Dr. Carlton Goodlett Pl., Rm 362
San Francisco, CA 94102
(415) 554-4859

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
(415) 558-3866

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PSC Submissions

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Modifications

None

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/15/13

DEPARTMENT NAME: Office of the Assessor-Recorder DEPARTMENT NUMBER 02

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

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

TYPE OF SERVICE: Digital Preservation Services (scanning to microfilm)

FUNDING SOURCE: Non-General Fund

PSC AMOUNT: \$336,000 (\$84k per year) PSC DURATION: 04/15/13 - 6/30/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.

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

By law, as the official recorder of county documents, the Office of the Assessor-Recorder is required to archive documents. Microfilm is widely considered to be the most stable medium for permanent document storage. Denial would prevent the Department from being able to archive documents to microfilm as required by law.

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 were provided in the past year by a vendor through Purchase Order (PO). W

D. Will the contract(s) be renewed:

Subject to evaluation of contract performance and Department needs.

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

SEIU 1021 Union Name Signature of person mailing/faxing form Date 1/15/2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4097-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The selected Contractor will be required to demonstrate experience performing scanning-to-microfilm services at a minimum volume of 1 million images per year. Services must have been performed in the past five years. The Contractor shall provide microfilm of archival analogue readable image permanence and all materials for archiving of data on microfilm, i.e., film, chemistry, reels, acid-free containers, etc., as well as maintain archival test protocols, i.e., D-min/D-max data, methylene blue archive tests for ammonia thiosulfate levels (detects negative levels of ammonia thiosulfate on archival films).

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

1752 Senior Microphoto/Imaging Technicians previously performed this work. However, based on a meet-and-confer and subsequent agreement with SEIU 1021, the Department has outsourced the service due to the potential hazardous nature of the chemicals required to perform this function, as well as the disposal of equipment and the dedicated space – with legally compliant ventilation and egress – needed for an in-house operation. The 1752 positions continue to perform non-microfilm scanning and digitizing services as required by law.

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

Yes. Contractor will be required to provide the hardware and software equipment for scanning and direct file transfer protocol ("FTP") transmission (single or multiple) capability to title companies, along with technical support to correct missing file and FTP protocol issues. The Contractor must also provide an earthquake-proof location to store a second copy of backup microfilm.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable based on a meet-and-confer and subsequent agreement with SEIU 1021 to outsource the function. The Department of Building Inspection, Public Library and Employee Retirement System have all also successfully transitioned from an in-house micrographics functions to outsourced digital preservation services.

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

No. It would not be feasible given the reasons provided.

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"/>
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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.

The Contractor will be asked to handle start-up training and coordinate with the Department's information technology ("IT") and Recorder Division staff.

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

<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:

Signature of Departmental Personal Services Contract Coordinator

Kimberlee Kimura

415-554-7911

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl, Rm 190
San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 1021

From: Dennis McLaughlin <Dennis.McLaughlin@seiu1021.org>
To: "Kimberlee.Kimura@sfgov.org" <Kimberlee.Kimura@sfgov.org>
Cc: David Canham <david.canham@seiu1021.org>, Joe Tanner <jtanner940@aol.com>, Shari Zinn <sharizinn@yahoo.com>
Date: 01/22/2013 01:42 PM
Subject: RE: help requested: for approval by the Civil Svc Commission: ASR 02 PSC Scanning-to-microfilm Services

Hi Kimberlee,

After review with our PSC Committee and SF Director David Canham, Local 1021 waives the 60-day comment period for the PSC request below, ASR 02 PSC Scanning-to-microfilm Services.

Dennis McLaughlin
Field Representative
SEIU Local 1021, San Francisco

Member Resource Center 1-877-687-1021

From: Kimberlee.Kimura@sfgov.org [Kimberlee.Kimura@sfgov.org]
Sent: Thursday, January 17, 2013 4:01 PM
To: Dennis McLaughlin
Subject: help requested: for approval by the Civil Svc Commission: ASR 02 PSC Scanning-to-microfilm Services

Hi Dennis, I have submitted a Professional Services Contract for Civil Service Commission approval for contracted work that ASR and SEIU 1021 agreed should be sent offsite and no longer performed in-house. I am attaching the Nov 2011 ASR-SEIU agreement to this email.

Since SEIU is already aware and approves of sending this work out, would SEIU be willing to waive the 60-day comment period, so that we can get this calendared @ the Commission as soon as possible?

Please let me know if this is possible - also, if you have any questions regarding this work, just let me know.

thanks, Kimberlee

Transmission Report

Date/Time
Local ID 1

01-15-2013
415 554 7869

06:10:55 p.m.

Transmit Header Text
Local Name 1

SF Assessors-Admin Back

**This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"**

FAXED TO: David Canham, SEIU 1021, (415) 431-6241

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/15/13
 DEPARTMENT NAME: Office of the Assessor-Recorder DEPARTMENT NUMBER 02
 TYPE OF APPROVAL: EXPEDITED REGULAR (OMT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)
 TYPE OF SERVICE: Digital Preservation Services (scanning to microfilm)
 FUNDING SOURCE: Non-General Fund
 PSC AMOUNT: \$336,000 (\$84k per year) PSC DURATION: 04/15/13 - 6/30/17

1. **DESCRIPTION OF WORK**
 A. Concise description of proposed work:
 The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.
 B. Explain why this service is necessary and the consequences of denial:
 By law, as the official recorder of county documents, the Office of the Assessor-Recorder is required to archive documents. Microfilm is widely considered to be the most stable medium for permanent document storage. Denial would prevent the Department from being able to archive documents to microfilm as required by law.
 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 were provided in the past year by a vendor.

D. Will the contract(s) be renewed:
 Subject to evaluation of contract performance and Department needs.
 2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):
 SEIU 1021 _____ 1/15/2013
 Union Name Signature of person mailing/faxing form Date

 Union Name Signature of person mailing/faxing form Date
 RFP sent to _____, on _____
 Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE
 PSC# _____
 STAFF ANALYSIS/RECOMMENDATION: _____
 CIVIL SERVICE COMMISSION ACTION: _____

PSC FORM 2 REV (9/06)

Total Pages Scanned : 2 Total Pages Confirmed : 2

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	637	4154316241	06:09:55 p.m. 01-15-2013	00:00:27	2/2	1	EC	HS	CP28800

Abbreviations:
 HS: Host send PL: Polled local MP: Mailbox print CP: Completed TS: Terminated by system
 HR: Host receive PR: Polled remote RP: Report FA: Fall G3: Group 3
 WS: Waiting send MS: Mailbox save FF: Fax Forward TU: Terminated by user EC: Error Correct



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 30, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks for various Port locations

FUNDING SOURCE: In-Kind Agreement

PSC AMOUNT: \$800,000.00 PSC DURATION: 02/05/13 - 02/05/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contract for artist to design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park.

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

This is a specialized service only available from a qualified artist. Denial would prohibit the inclusion of an art enrichment opportunity within the Southern Waterfront beautification scheme.

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

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

D. Will the contract(s) be renewed:

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

Local 1021 Union Name Signature of person mailing/faxing form Date 01/30/13

Local 21 Union Name Signature of person mailing/faxing form Date 01/30/13

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4098-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be a professional fine artist who is selected by independent selection panel and approved by the Arts Commission and Port Authority to enter into contract to design, fabricate, transport and install artwork along the Port's Southern Waterfront. This artist must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service Classification. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Topfer, Justine
Sent: Thursday, January 31, 2013 2:20 PM
To: DHR-PSCCoordinator, DHR; 'L21PSCReview@ifpte21.org'; 'ed.warshauer@seiu1021.org'; 'Brook.Demmerle@seiu1021.org'; 'pattie.tamura@seiu1021.org'; 'rebecca@sfmea.com'
Cc: Krell, Rebekah; Tran, Victoria
Subject: RE: Reg-Initial: Design, Fabricate, Transport & Install Artworks for Various Port Locations (Dept 28)
Attachments: UpdatedPSC_SFAC_Port.pdf

Third time's a charm. Here is the SFAC/Port PSC + supporting documents collated with page numbers!

Thanks,

Justine

Justine Topfer, Project Manager
Public Art Program / San Francisco Arts Commission

25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
(p) 415.252.2551
www.sfartscommission.org/pubartcollection/

[e-Newsletter](#) | [Twitter](#) | [Facebook](#) | [YouTube](#) | [Flickr](#)

Prior Notice of Civil Service Commission Action – Similar

PSC #4104-10/11

PSC #4022-12/13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

May 18, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

At its meeting of May 16, 2011 the Civil Service Commission had for its consideration the above matter.

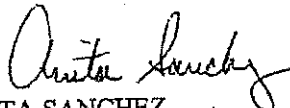
PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

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

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Public Safety Building.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$ 2,624,000 PSC DURATION: 5-1-2011 through 6-1-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.

B. Explain why this service is necessary and the consequences of denial: City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Police and Fire Departments from complying with this ordinance. This work is being funded under art enrichment funds generated from the construction of the new Public Safety Building capital improvement projects.

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 Civil Service approval was for design, fabrication and installation of artwork for the General Hospital Acute Care Unit projects under PSC# 4090-08/09 on FEBRUARY 2, 2009.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 3-15-2011
Local 21 Union Name Signature of person mailing/faxing form Date 3-15-2011

RFP sent to Union Name, on Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE MAR 15 2011

PSC# 4104-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Public Safety Building. These artists must have their design approved by the Arts Commission as required by City Charter.

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

None. Artist is not a Civil Service classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by an independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.

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

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

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

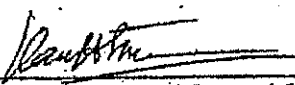
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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 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

Kan Htun

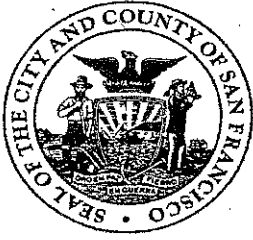
252-4604

Print or Type Name

Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 941102

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 21, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

At its meeting of September 17, 2012 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

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

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Acting Executive Officer

Attachment

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

POSTING FOR
9/17/2012
PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4019-12/13	27	Airport Commission	Regular	\$150,000,000	<p>Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4106-09/10 for the construction management portion of this Project.</p> <p>The Design-Build T3 Project will provide a building expansion to expand the Transportation Security Administration (TSA) security screening checkpoint on the east side of the Terminal to improve circulation, meet the latest security requirements and improve passenger throughput per forecast demand. The Project will remodel existing Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; Concessions Program; terminal seismic upgrade; HVAC, Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System; Passenger Boarding Bridges (PBB) upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets, WIFI infrastructure; new Access Control and close circuit television (CCTV) systems. The project will reconfigure the TSA security checkpoint and departures lobby to improve security and operational efficiency. This project will be LEED certified.</p>	10/1/2012 - 10/1/2016
4020-12/13	27	Airport Commission	Regular	\$35,000,000	<p>This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-11/12 on February 6, 2012 for construction management services for this project.</p> <p>The Design-Build contractor will perform the design and construction of a new cargo building including landside and airfield site improvements. This project will replace an existing outdated cargo facility performing needed hazardous abatement and site remediation in the airport cargo area known as the West Field Cargo Area. This project will be LEED certified.</p>	9/17/2012 - 12/31/2014
4021-12/13	27	Airport Commission	Regular	\$500,000	<p>The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting, thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life-cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specified contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.</p>	10/1/2012 - 9/30/2018
4022-12/13	28	Art Commission	Regular	\$110,000	<p>Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.</p>	8/8/2012 - 12/31/2014

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02/12/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Hetchy Improvement Program Management Support Services (CS-296)

FUNDING SOURCE: Water Revenue Bonds & Power Revenue Bonds

PSC AMOUNT: \$ 25,000,000 PSC DURATION: 07/08/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of: facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.

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

The SFPUC is seeking to obtain the services of a firm that has completed multi-million dollar capital improvements on capital improvement construction programs. This City-led Program is located in a remote area of the system and the City needs the services of an experienced program management firm to provide resident technical and managerial expertise and staff augmentation at Moccasin, CA. If the contract is denied, critical improvements to the City's water & power system will be delayed causing increased risk that the system will be out of regulatory compliance and suffer operations failure.

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: 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 01/10/2013 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved WW 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills necessary to assist management of a \$600-\$700 Million water & power system capital improvement program implementation experience, programmatic scheduling and estimating, risk management, facilities needs integration within the program, systems integration, staff training, water & power design & construction management support.

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

5203 Assistant Engineer, 5207 Associate Engineer, 5241 Engineer, 5211 Senior Engineer, 5212 Principal Engineer, 6318 Construction Inspector.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. The City does not routinely develop multi-million dollar capital improvement programs for the Hetchy water and power system. This work happens about every 50 years.

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

No. This program will only require resources to provide support during the capital projects after the program concludes this staff will no longer be needed.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours. **Technical Training-500 hours.**
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. **Five Engineers.**

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 Gate Avenue 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@sflower.org>
Sent: Thursday, January 10, 2013 3:05 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Domingo, Kofo
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-296 draft PSC to Unions for review
Attachments: Initial-Regular DRAFT PSC Hetchy Improvement Program Management Support Services (CS-296) Dept 40.DOC


Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/06/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-Needed Construction Management Services For Non-Water System Improvement Program (WSIP) Work (CS-297)

FUNDING SOURCE: Non-WSIP Improvement Projects

PSC AMOUNT: \$12,000,000 PSC DURATION: 07/01/2013 - 06/30/2018

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide professional construction management-related services for Non-WSIP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up, Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.
B. Explain why this service is necessary and the consequences of denial: The SFPUC currently does not have sufficient personnel to perform work that will be required in the programs and departmental projects listed above. Neither does the SFPUC have the capacity to hire new City Personnel that could meet the timing nor the requirements of limited duration and specialized expertise for the anticipated work efforts. Denial will result in delay to the execution of the projects, unmanaged & uninspected work, and non-compliance to permit requirements.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): No, this service has not been provided in the past for Non-WSIP projects within the SFPUC.
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/L1021 Shamica Jackson 12/21/2012
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4100-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved MW 3/15/13

CIVIL SERVICE COMMISSION ACTION:

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

- A. **Specify required skills and/or expertise:** See supplemental attachment.
- B. **Which, if any, civil service class normally performs this work?** Engineering Classes 5201, 5203, 5207 & 5241; Construction Inspector Classes 6317, 6318 & 6319; Utility Specialist Classes 5601 & 5602; Planner Class 5298; Materials Testing Classes 5304 & 5305; Surveying Classes 5310, 5314 & 5216; Safety Officer Class 6130; and Administrative Classes 1444 & 1446.
- 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 resources listed under Part 3.B are needed to perform work for the various programs listed under Part 1.A, but the level of resources is not a long-term need warranting the hiring of additional permanent Civil Service personnel. Resources with specific skills and expertise will be needed only on a project-by project basis and will span only the duration of a project activity, the project life, or the duration of the As-Needed CM Services Contract.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. The various types of skills and expertise to be included in the As-Needed CM Services Contract are found in the existing Civil Service classes described under Part 3.B. As indicated above, however, the SFPUC will not always have sufficient personnel to perform work nor have the capacity to hire new City personnel that could meet the requirements of timing, limited duration and specialized expertise for the unanticipated work efforts.

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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

Additional Attachment(s)

◇ **Section 3A. Specify required skills and/or expertise**

Supplemental Attachment

3A. Specify required skills and/or expertise:

Skills & expertise required are directly related to Construction Management work in the areas of: Construction Contract Administration; QA/QC Inspection (General, Warranty & Specialty); Cost Control (Cost Estimation & Scheduling); Environmental Inspection (Environ., Biological & Archaeological); Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety (Inspection & review of safety documents); Partnering; and Administrative & Clerical Support.

Union Notification(s)

◆ **Local 21**

◆ **Local 1021**

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Friday, December 21, 2012 3:23 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; McGee, Bonita
Subject: 30/60 DAY NOTICE PRIOR TO DHR: CS-297 draft PSC to Unions for review
Attachments: Regular-Initial_As-Needed Construction Management Services for Non-WSIP Work (CS-297) Dept40.DOC


Importance: High

To All Interested Parties,

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30/60 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@sfgwater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Jan. 15, 2013

DEPARTMENT NAME: GSA - Real Estate Division

DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Real Estate Appraisal Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 3/15/2013 - 3/14/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

Accurate and professionally produced appraisals are essential to the successful management of the City's real property assets. Denial will result in the inability of the Real Estate Division to perform its statutory duties and may cause the City to lose millions of dollars in the sale or purchase of incorrectly valued property.

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 4105-07/08. This service has been provided by a panel of approved private appraisers whose last creation was 5 years ago.

D. Will the contract(s) be renewed:

Yes. A new solicitation for qualified appraisers will be issued at the end of the five-year term.

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

IFTPE Local 21 Union Name Signature of person mailing / faxing form Date 4/23/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and certified to conduct business in the State of California; Five years of experience in the appraisal of commercial real estate; Appraisal work for government agencies in the San Francisco Bay Area; Experience testifying as an expert witness on real property valuation; Recent experience in San Francisco appraising: commercial properties, high- and mid-rise office buildings, land proposed for development of office, residential, or mixed-use buildings, special use properties. Experience as a review appraiser or senior review appraiser; Experience on a three-appraiser arbitration panel; Member in good standing of the Appraisal Institute (hold Member of Appraisal Institute (MAI) designation).

B. Which, if any, civil service class normally performs this work? None. Class 4261 Real Property Appraiser is limited to appraisal for tax assessment only. No other class performs this work, although Class 1823, if in possession of specific appraisal skills, may provide appraisal reviews under certain limited circumstances.

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:

Class 4261 Real Property Appraiser is focused on valuation for tax assessment purposes only.

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

No. The as-needed and sporadic nature of the work and the high level of specialty skills required for each assignment make it impractical for any one individual to possess the necessary expertise.

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?

X

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

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

X

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

X


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

X

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

Unknown. Current contractors may or may not submit applications to be on the panel.

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

Union Notification(s)
◆ Local 21



To: L21PSCReview@ifpte21.org,
Cc:
Bcc:
Subject: Department of Real Estate PSCs for Appraisals, Brokers, Title Insurance
From: Joan Lubamersky/ADMSVC/SFGOV - Wednesday 01/23/2013 03:09 PM



PSC Form 1 DRE Appraisal Services, \$500K 3.15.13 - 3.14.18.pdf PSC Form 1 DRE Brokers \$500K 3.15.13 - 3.14.18.pdf



DRE PSC Form 1 Title Insurance \$500K 3.15.13 - 3.14.18.pdf

Please let me know if you have any questions or desire additional information.

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

Prior Notice of Civil Service Commission Action - Expired
PSC #4105-07/08



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM
MAYOR

March 5, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4103-07/08
THROUGH 4108-07/08; 4003-07/08 AND 4067-05/06.**

At its meeting of March 3, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Joan Lubamersky, Administrative Services
Sheila Maxwell, Department of Telecommunications and Information Services
Jennifer Johnston, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
March 03, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4103-07/08	38	Police	Regular	\$225,555.23	Will provide SFPD requested software enhancements to vendors proprietary software product.	30-Sep-08
4104-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,799,191.00	Will provide detailed analysis and design for the tunnel including required supplemental geotechnical characterizations; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates.	31-Mar-12
4105-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will provide commercial property appraisal services including: draft and final appraisal reports, studies, reports, surveys, etc.; expert witness testimony in condemnation trials or other proceedings, and review appraisals.	28-Feb-13
4106-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the division to create a list of pre-qualified firms who will be engaged on an as-needed basis.	28-Feb-13
4107-07/08	70	General Services Agency, Real Estate Division	Regular	\$2,000,000.00	Will establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations.	06-Mar-13
4108-07/08	75	Telecom & Information Services	Regular	\$2,252,991.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	01-Nov-08

PERSONAL SERVICES CONTRACT SUMMARY

ATE: January 24, 2008
DEPARTMENT NAME General Services Agency, Real Estate Division
DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Real Estate Appraisal Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: March 1, 2008-February 28, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

Accurate and professionally produced appraisals are essential to the successful management of the City's real property assets. Denial will result in the inability of the Real Estate Division to perform its statutory duties and may cause the City to lose millions of dollars in the sale or purchase of incorrectly valued property.

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 by a panel of approved private appraisers whose last creation was more than 5 years ago.

D. Will the contract(s) be renewed:

Yes. A new solicitation for qualified appraisers will be issued at the end of the five-year term.

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

IFTPE Local 21 Signature of person mailing faxing form 1/31/08
Union Name Date
L 1021 Signature of person mailing faxing form 1/31/08
Union Name Date
RFP sent to on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4105-07108
STAFF ANALYSIS/RECOMMENDATION:

Approved

CIVIL SERVICE COMMISSION ACTION:

0035 10

RECEIVED 08 FEB 15 PM 12:26
DEPARTMENT OF HUMAN RESOURCES
PSC FORM 1

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and certified to conduct business in the State of California; Five years of experience in the appraisal of commercial real estate; Appraisal work during the last three years for government agencies in the San Francisco Bay Area; Experience testifying as an expert witness as to valuation of real property ; Recent experience in San Francisco appraising a) commercial properties; b) high- and mid-rise office buildings; c) land proposed for development of office, residential, or mixed-use buildings; and d) special use properties. Experience as a review appraiser or senior review appraiser; Experience on a three-appraiser arbitration panel; Member in good standing of the Appraisal Institute (hold Member of Appraisal Institute (MAI) designation).

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 4261 Real Property Appraiser is focused on valuation for tax assessment purposes only. It does not include review appraisals, experience in specialized areas such as right-of-way appraisal nor require a license under the State Business and Professions Code or a MAI designation.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The as-needed nature of the work and the high level of specialty skills required for each assignment make it impractical for any one individual to possess the necessary expertise.

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

Yes No

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? X
Unknown. Current contractors may or may not submit applications to be on the panel.

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

[Handwritten signature]

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

GSA/City Administrator, One Carlton B. Goodlett Place Rm 362, San Francisco 94102A

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: Jan. 15, 2013
DEPARTMENT NAME: GSA - Real Estate Division
DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Real Estate Preliminary Title Reports, Escrow Services, Title Insurance & Other Title Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 3/15/2013 - 3/14/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.

B. Explain why this service is necessary and the consequences of denial: Accurate and professionally produced title services are required for the successful completion of real estate transactions. Denial will result in the inability of the Real Estate Division to perform its statutory duties.

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 by a panel of approved title companies whose last creation was more than 5 years ago. PSC Number 4106-07/08.

D. Will the contract(s) be renewed: Yes. A new solicitation for qualified title companies will be issued at the end of the five year term.

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 Signature of person mailing / faxing form Date 1/23/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4102-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved MW 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed to conduct business in the State of California; Experience in residential and commercial title and escrow services for governmental agencies in the State of California; Working offices in San Francisco; Experience with the State Lands Commission on Public Trust. Experience with actions under the Destroyed Lands Records Act.

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service classification for title insurance companies

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

No. Title Insurance companies perform specialized, licensed services that are not provided by a single individual, nor possible to be provided by a public sector agency. Work is as-needed.

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?

.X

- Describe training and indicate approximate number of hours.

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

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

X *W*

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? Unknown

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

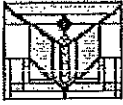
Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky
Print or Type Name

554-4859
Telephone Number

One Carlton Goodlett Pl, Rm 362, SF CA 94102

Union Notification(s)
◆ Local 21



To: L21PSCReview@ifpte21.org,
Cc:
Bcc:
Subject: Department of Real Estate PSCs for Appraisals, Brokers, Title Insurance
From: Joan Lubamersky/ADMSVC/SFGOV - Wednesday 01/23/2013 03:09 PM



PSC Form 1 DRE Appraisal Services, \$500K 3.15.13 - 3.14.18.pdf



PSC Form 1 DRE Brokers \$500K 3.15.13 - 3.14.18.pdf



DRE PSC Form 1 Title Insurance \$500K 3.15.13 - 3.14.18.pdf

Please let me know if you have any questions or desire additional information.

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

Prior Notice of Civil Service Commission Action - Expired
PSC #4106-07/08



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM
MAYOR

March 5, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4103-07/08
THROUGH 4108-07/08; 4003-07/08 AND 4067-05/06.**

At its meeting of March 3, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Joan Lubarnersky, Administrative Services
Sheila Maxwell, Department of Telecommunications and Information Services
Jennifer Johnston, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
March 03, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No	Depth	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4103-07/08	38	Police	Regular	\$225,555.23	Will provide SFDP requested software enhancements to vendors proprietary software product.	30-Sep-09
4104-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,799,191.00	Will provide detailed analysis and design for the tunnel including required supplemental geotechnical characterizations; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates.	31-Mar-12
4105-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will provide commercial property appraisal services including: draft and final appraisal reports, studies, reports, surveys, etc.; expert witness testimony in condemnation trials or other proceedings, and review appraisals.	28-Feb-13
4106-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the division to create a list of pre-qualified firms who will be engaged on an as-needed basis.	28-Feb-13
4107-07/08	70	General Services Agency, Real Estate Division	Regular	\$2,000,000.00	Will establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations.	06-Mar-13
4108-07/08	75	Telecom & Information Services	Regular	\$2,252,991.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	01-Nov-08

5011

PERSONAL SERVICES CONTRACT SUMMARY

ATE: January 24, 2008
DEPARTMENT NAME General Services Agency, Real Estate Division
DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Real Estate Preliminary Title Reports, Escrow Services, Title Insurance and other Title Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION March 1, 2008-February 28, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.

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

Accurate and professionally produced title services are required for the successful completion of real estate transactions. Denial will result in the inability of the Real Estate Division to perform its statutory duties.

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 by a panel of approved title companies whose last creation was more than 5 years ago.

D. Will the contract(s) be renewed:

Yes. A new solicitation for qualified title companies will be issued at the end of the five year term.

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

SEIU Local 1021
Union Name
Union Name

Signature of person mailing / faxing form
Signature of person mailing / faxing form
Date 1/31/08
Date 1/31/08

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4106-07102
STAFF ANALYSIS/RECOMMENDATION:

Approved
[Signature]

CIVIL SERVICE COMMISSION ACTION:

0045
[Stamp]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed to conduct business in the State of California; Experience in residential and commercial title and escrow services for governmental agencies in the State of California; Working offices in San Francisco; Experience with the State Lands Commission on Public Trust; Experience with actions under the Destroyed Lands Records Act.

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is no civil service classification for title insurance companies

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

No. Title Insurance companies perform specialized, licensed services that are not provided by a single individual.

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"/> | X |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | 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? | <input type="checkbox"/> | X |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | X |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
Current contractors may or may not submitted proposals in response to the RFQ | <input type="checkbox"/> | X |

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

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

Print or Type Name

554-4859

Telephone Number

GSA/City Administrator, One Carlton B. Goodlett Place, Rm 362, San Francisco CA 94102

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: Jan. 7, 2013

DEPARTMENT NAME: GSA - Real Estate Division

DEPARTMENT NUMBER: 70

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

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

TYPE OF SERVICE: Brokerage Property Analysis & Special Project Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 03/15/2013 - 03/14/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Real Estate Division is in need of qualified brokerage firms to assist in reviewing complex property matters involving the purchase, sale or leasing of public or private real estate. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.

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

On occasion, special real estate projects require the expertise of brokerage firms with access to market data and background unavailable to City staff, or beyond the skills and abilities of City staff. Examples of such projects in the past five years have been a review of development options for Treasure Island, and expansion options for the Moscone Center. Denial will result in the inability of the Real Estate Division to perform assignments requested of them of our client departments.

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 by a panel of approved brokerage firms whose last creation was 5 years ago. PSC # 4107-07/08 W

D. Will the contract(s) be renewed:

Yes. A new solicitation for qualified companies will be issued at the end of the five year term.

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 Signature of person mailing / faxing form Date 1/23/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed to conduct business in the State of California; Experience in residential and commercial property development in the State of California with Brokerage License; Working offices in San Francisco; Experience with the State Lands Commission and BCDC on Public Trust or waterfront issues; Experience analyzing complex economic and real estate market dynamics and delivering forecasts:

B. Which, if any, civil service class normally performs this work? Class 4143 Principal Property Officer and Class 1823 Senior Administrative Analyst.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The nature of this work involves in-depth market knowledge and trend analysis, and requires access to data sets usually not available to City staff.

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

No, the infrequent nature of the work, combined with the level of expertise and in-depth market knowledge required, make it impractical to employ full time staff to provide such services.

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?

Current contractors may or may not submitted proposals in response to the RFQ

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

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

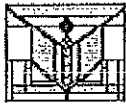
554-4859

Print or Type Name

Telephone Number

One Carlton Goodlett Rm 362 SF CA 94102

Union Notification(s)
◆ Local 21



To: L21PSCReview@ifpte21.org,
Cc:
Bcc:
Subject: Department of Real Estate PSCs for Appraisals, Brokers, Title Insurance
From: Joan Lubamersky/ADMSVC/SFGOV - Wednesday 01/23/2013 03:09 PM



PSC Form 1 DRE Appraisal Services, \$500K 3.15.13 - 3.14.18.pdf PSC Form 1 DRE Brokers \$500K 3.15.13 - 3.14.18.pdf



DRE PSC Form 1 Title Insurance \$500K 3.15.13 - 3.14.18.pdf

Please let me know if you have any questions or desire additional information.

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

Prior Notice of Civil Service Commission Action - Expired
PSC #4107-07/08



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

GAVIN NEWSOM
MAYOR

March 5, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4103-07/08
THROUGH 4108-07/08; 4003-07/08 AND 4067-05/06.**

At its meeting of March 3, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Joan Lubarnersky, Administrative Services
Sheila Maxwell, Department of Telecommunications and Information Services
Jennifer Johnston, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
March 03, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DepthNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4103-07/08	38	Police	Regular	\$225,555.23	Will provide SFPD requested software enhancements to vendors proprietary software product.	30-Sep-08
4104-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,799,191.00	Will provide detailed analysis and design for the tunnel including required supplemental geotechnical characterizations; assisting in the preparation of construction contract documents including plans, specifications, and cost estimates.	31-Mar-12
4105-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will provide commercial property appraisal services including: draft and final appraisal reports, studies, reports, surveys, etc.; expert witness testimony in condemnation trials or other proceedings, and review appraisals.	28-Feb-13
4106-07/08	70	General Services Agency, Real Estate Division	Regular	\$500,000.00	Will assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the division to create a list of pre-qualified firms who will be engaged on an as-needed basis.	28-Feb-13
4107-07/08	70	General Services Agency, Real Estate Division	Regular	\$2,000,000.00	Will establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations.	06-Mar-13
4108-07/08	75	Telecom & Information Services	Regular	\$2,252,991.00	Will provide consulting services for the modification and customization of Customer Relationship Management (CRM) software to the City's 311 system, and the management of the City's service requests.	01-Nov-08



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 28, 2008
DEPARTMENT NAME: General Services Agency, Real Estate Division
DEPARTMENT NUMBER: 70
TYPE OF APPROVAL: EXPEDITED, REGULAR (OMIT POSTING), CONTINUING, ANNUAL
TYPE OF REQUEST: INITIAL REQUEST, MODIFICATION (PSC#)
TYPE OF SERVICE: Real Estate Advisory Services
FUNDING SOURCE: General Fund
PSC AMOUNT: \$2,000,000.00 PSC DURATION: March 7, 2008 to March 6, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Real Estate Division seeks to establish a pool of real estate advisors to be used in connection with various types of transactions to include strategic planning for the City's space needs; portfolio analysis and strategy recommendations; site location, market analysis, and lease negotiation in support of the City as landlord or City as tenant; acquisition or disposition of property and air rights; sales of transferable development rights; and the proposal, analysis, and implementation of a variety of real estate based financial transactions including public/private partnerships, joint ventures, sales or lease/leasebacks, and concession leasing. Real estate advisors may also be asked to provide information, judgments, and forecasts regarding general economic and real estate market conditions; assist in conducting surveys of the real estate activities of other major metropolitan cities and counties and the State of California; provide the City with a review or special study of any real estate related financial products or techniques, such as concession leasing, which may be proposed to City staff.

B. Explain why this service is necessary and the consequences of denial: The City may not receive fair market value in our real estate transactions and would not be able to ensure the highest public benefit from the sale of this valuable commodity. For example, establishing the fair market value of Transferable Development Rights, which are scheduled to be sold in the next year, is highly complex and specialized. Expertise sought in this contract request is critical to such a transaction.

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): No such service has 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).

L 21, L: 1021
Union Name
Signature of person mailing / faxing form
Date 2/27/08
RFP sent to, on
Union Name
Date
Signature

RECEIVED BY
DEPARTMENT OF HUMAN RESOURCES
08 FEB 27 5 PM 12

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4107 07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved
Sm

0055 18

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise in strategic space planning and forecasting space needs, site and market analysis, sales of transferable development rights; and the proposal, analysis, and implementation of a variety of real estate based financial transactions.

B. Which, if any, civil service class normally performs this work? Limited less complex work could be performed by staff in the 4140 series, and an 1824 could do staff level research, but the bulk of the work requires high-level expertise that is not possessed by City staff.

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:

Even the most senior real estate classification, 4143, does not require experience at the level required; work to be performed by this pool high level multiple skills and experience.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. Any work will be sporadic and non-routine, so it would not be prudent to hire civil service at this level.

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

Yes No

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky
Print or Type Name

415-554-4859
Telephone Number

GSA, One Carlton B. Goodlett Place, Rm 362, San Francisco, CA 94102



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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/11/2013

DEPARTMENT NAME: Department of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Consulting Services for Communications and Marketing

FUNDING SOURCE: 2011 Urban Area Security Initiative

PSC AMOUNT: \$ 358,000.00 PSC DURATION: 02/01/2013 - 02/31/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The chosen consultant(s) will perform planning activities and provide the Bay Area with a regional JIS gap analysis with tailored guidance to establish planning priorities and enhance regional JIS capabilities. The chosen will also provide training and exercises on JIS and JIC methodology and design and conduct a regional JIS and JIC exercise tabletop and functional exercises to assess current plans and boost regional JIS capabilities.

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

The contract would provide an unprecedented opportunity to develop plans and train and exercise information leaders to be successful in their vital role to respond and inform the public during catastrophic incidents.

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 project to enhance the Bay Area Region's collective ability to provide necessary, accurate and coordinated public messaging during a disaster through a regional Joint Information System (JIS) has not been undertaken in the past. The selected vendor will be responsible for creating and implementing work products under the project

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

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

Local 21 Union Name Patrick Leung Signature of person mailing/faxing form 4/19/2013- 1/25/13 lw Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4104-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved W 3/15/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Subject matter expertise in ESF 15 (External Affairs) methodology and capability to provide technical support in developing tailored ESF 15 Bay Area Region Plan and training and exercising Bay Area public information leaders on Joint Information System methodology.

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

1312 Public Information Officer
1314 Public Relations Officer

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

No, this is a temporary project designed enhance the Bay Area Region's ability to provide necessary, accurate and coordinated public messaging during a disaster through a regional Joint Information System (JIS) in which information leaders can connect to effectively respond to catastrophic incidents.

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? [POSSIBLY]

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

• Describe the training and indicate approximate number of hours.

The contractor will be providing specialized Emergency Support Function 15 (External Affairs) Joint Information System and Joint Information Center

• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
Public Information Officers; approximately 25

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 checked="" type="checkbox"/>	<input type="checkbox"/>
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Please see attachment. W

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

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

Will LGR
Signature of Departmental Personal Services Contract Coordinator

WILL LGR
Print or Type Name

558-866
Telephone Number

1011 TURK ST.
Address

SF CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Leung, Patrick
Sent: Friday, January 25, 2013 5:24 PM
To: L21PSC Review
Cc: Hogan, Kristin
Subject: PSC Request for Regional JIS Capabilities
Attachments: DC1928 - Regional JIS Capabilities CSCRequest.doc

Attached is a PSC request for your review. If you have any questions, please let me know. I will follow up next week with an invitation for a meet-and-confer for my department's outstanding PSC requests to respond to any issues you may have.

Patrick Leung
Department of Emergency Management
30 Van Ness Avenue, Suite 3300
San Francisco, CA 94102
patrick.n.leung@sfgov.org
415-487-5024 (Work)
415-609-7013 (Cell)

Additional Attachment(s)

◇ **Section 5D. Are there federal or state grant requirements regarding the use of contractual services?**

- **Grant Programs Directorate Information Bulletin
3/18/2011, No. 358**
- **Title 6 – Domestic Security
§609 and §611**



FEMA

Grant Programs Directorate Information Bulletin
No. 358
March 18, 2011

TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors
All State Emergency Management Agency Directors
All Urban Areas Security Initiative Points of Contact
All Tribal Nation Points of Contact

FROM: Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

SUBJECT: Clarification on the *Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act)*

This Information Bulletin serves to clarify the implementation of the PRICE Act in regard to the State Homeland Security Grant Program (SHSP), Urban Areas Security Initiative (UASI), Tribal Homeland Security Grant Program (THSGP), and Operation Stonegarden (OPSG), and provides examples of how to account for typical personnel costs.

The PRICE Act amends the Homeland Security Act of 2002, (P.L.107-296, 6 U.S.C. 609), Title 6, Chapter 1, Subchapter XV, Part A, §609. As such, 6 U.S.C 609(b)(2)(A) states: "*Not more than 50 percent of the amount awarded to a grant recipient under section 604 (Urban Area Security Initiative) or 605 (State Homeland Security Grant Program) of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).*"

Subsection (a) [6 U.S.C 609(a) – *Permitted Uses*] state: "... *grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans.*"

In other words, the PRICE Act clarifies what is covered by the 50 percent cap on personnel costs. To comply with the PRICE Act, grantees should keep track of personnel and personnel-related activities that would contribute to a personnel cap. In general, costs associated with:

- Work performed under contract for a specific deliverable DOES NOT count against the personnel cap, however,
- Work performed under contract for an undefined period, such as for personnel costs supporting operational activities, including general planning, training or exercise activities DO count against the personnel cap; and
- Work performed by all non-contractor personnel, including for full- or part-time staff and operational overtime DO count against the personnel cap.

The following examples **would not** count towards the personnel cap:

- Vendor installation of a radio tower;
- Vendor training on new equipment purchased;
- Contractor hired to create an Emergency Operations Plan;
- Contractor hired to provide deliveries of ICS 400; and
- Contractor hired to assist with planning, training, evaluating, and reporting the effectiveness of a specific exercise.

The following examples **would** count towards the personnel cap:

- Contractor hired to be the State's WMD training instructor with *no specific* deliverables under contract;
- Contractor hired to facilitate unidentified number of exercises throughout the performance period;
- Contractor hired to be the part-time auditor of HSGP grants throughout the year; and
- Contractor hired to be an intelligence analyst.

Recipients should also know that cap created under 6 U.S.C. 609(b)(2)(A) may be waived at the discretion of the FEMA Administrator.

6 U.S.C. 609(b)(2)(B) states:

At the request of the recipient of a grant under section 604 or 605 of this title, the Administrator may grant a waiver of the limitation under subparagraph (A).

Sections 604 and 605 are SHSGP and UASI respectively.

Please make your state and local sub grantees aware of this additional clarification, as it will assist in the development of both Investment Justifications and to ensure accuracy of reporting requirements.

For questions related to the PRICE Act or waiver requests, please contact your Program Analyst or the Centralized Services Information Desk at 1-800-368-6498 or via email at askcsid@dhs.gov.

(F) whether the State has, or the high-risk urban area is located at or near, an international border;

(G) whether it has a coastline bordering an ocean (including the Gulf of Mexico) or international waters;

(H) its likely need to respond to acts of terrorism occurring in nearby jurisdictions;

(I) the extent to which it has unmet target capabilities;

(J) in the case of a high-risk urban area, the extent to which that high-risk urban area includes—

(i) those incorporated municipalities, counties, parishes, and Indian tribes within the relevant eligible metropolitan area, the inclusion of which will enhance regional efforts to prevent, prepare for, protect against, and respond to acts of terrorism; and

(ii) other local and tribal governments in the surrounding area that are likely to be called upon to respond to acts of terrorism within the high-risk urban area; and

(K) such other factors as are specified in writing by the Administrator; and

(2) the anticipated effectiveness of the proposed use of the grant by the State or high-risk urban area in increasing the ability of that State or high-risk urban area to prevent, prepare for, protect against, and respond to acts of terrorism, to meet its target capabilities, and to otherwise reduce the overall risk to the high-risk urban area, the State, or the Nation.

(b) Types of threat

In assessing threat under this section, the Administrator shall consider the following types of threat to critical infrastructure sectors and to populations in all areas of the United States, urban and rural:

- (1) Biological.
- (2) Chemical.
- (3) Cyber.
- (4) Explosives.
- (5) Incendiary.
- (6) Nuclear.
- (7) Radiological.
- (8) Suicide bombers.
- (9) Such other types of threat determined relevant by the Administrator.

(Pub. L. 107-296, title XX, §2007, as added Pub. L. 110-53, title I, §101, Aug. 3, 2007, 121 Stat. 282.)

§ 609. Use of funds

(a) Permitted uses

The Administrator shall permit the recipient of a grant under section 604 or 605 of this title to use grant funds to achieve target capabilities related to preventing, preparing for, protecting against, and responding to acts of terrorism, consistent with a State homeland security plan and relevant local, tribal, and regional homeland security plans, through—

(1) developing and enhancing homeland security, emergency management, or other relevant plans, assessments, or mutual aid agreements;

(2) designing, conducting, and evaluating training and exercises, including training and exercises conducted under section 321a of this title and section 748 of this title;

(3) protecting a system or asset included on the prioritized critical infrastructure list established under section 124l(a)(2) of this title;

(4) purchasing, upgrading, storing, or maintaining equipment, including computer hardware and software;

(5) ensuring operability and achieving interoperability of emergency communications;

(6) responding to an increase in the threat level under the Homeland Security Advisory System, or to the needs resulting from a National Special Security Event;

(7) establishing, enhancing, and staffing with appropriately qualified personnel State, local, and regional fusion centers that comply with the guidelines established under section 124h(i) of this title;

(8) enhancing school preparedness;

(9) supporting public safety answering points;

(10) paying salaries and benefits for personnel, including individuals employed by the grant recipient on the date of the relevant grant application, to serve as qualified intelligence analysts, regardless of whether such analysts are current or new full-time employees or contract employees;

(11) paying expenses directly related to administration of the grant, except that such expenses may not exceed 3 percent of the amount of the grant;

(12) any activity permitted under the Fiscal Year 2007 Program Guidance of the Department for the State Homeland Security Grant Program, the Urban Area Security Initiative (including activities permitted under the full-time counterterrorism staffing pilot), or the Law Enforcement Terrorism Prevention Program; and

(13) any other appropriate activity, as determined by the Administrator.

(b) Limitations on use of funds

(1) In general

Funds provided under section 604 or 605 of this title may not be used—

(A) to supplant State or local funds, except that nothing in this paragraph shall prohibit the use of grant funds provided to a State or high-risk urban area for otherwise permissible uses under subsection (a) on the basis that a State or high-risk urban area has previously used State or local funds to support the same or similar uses; or

(B) for any State or local government cost-sharing contribution.

(2) Personnel

(A) In general

Not more than 50 percent of the amount awarded to a grant recipient under section 604 or 605 of this title in any fiscal year may be used to pay for personnel, including overtime and backfill costs, in support of the permitted uses under subsection (a).

(B) Waiver

At the request of the recipient of a grant under section 604 or 605 of this title, the Ad-

ministrator may grant a waiver of the limitation under subparagraph (A).

(3) Limitations on discretion

(A) In general

With respect to the use of amounts awarded to a grant recipient under section 604 or 605 of this title for personnel costs in accordance with paragraph (2) of this subsection, the Administrator may not—

(i) impose a limit on the amount of the award that may be used to pay for personnel, or personnel-related, costs that is higher or lower than the percent limit imposed in paragraph (2)(A); or

(ii) impose any additional limitation on the portion of the funds of a recipient that may be used for a specific type, purpose, or category of personnel, or personnel-related, costs.

(B) Analysts

If amounts awarded to a grant recipient under section 604 or 605 of this title are used for paying salary or benefits of a qualified intelligence analyst under subsection (a)(10), the Administrator shall make such amounts available without time limitations placed on the period of time that the analyst can serve under the grant.

(4) Construction

(A) In general

A grant awarded under section 604 or 605 of this title may not be used to acquire land or to construct buildings or other physical facilities.

(B) Exceptions

(i) In general

Notwithstanding subparagraph (A), nothing in this paragraph shall prohibit the use of a grant awarded under section 604 or 605 of this title to achieve target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism, including through the alteration or remodeling of existing buildings for the purpose of making such buildings secure against acts of terrorism.

(ii) Requirements for exception

No grant awarded under section 604 or 605 of this title may be used for a purpose described in clause (i) unless—

(I) specifically approved by the Administrator;

(II) any construction work occurs under terms and conditions consistent with the requirements under section 5196(j)(9) of title 42; and

(III) the amount allocated for purposes under clause (i) does not exceed the greater of \$1,000,000 or 15 percent of the grant award.

(5) Recreation

Grants awarded under this part may not be used for recreational or social purposes.

(c) Multiple-purpose funds

Nothing in this part shall be construed to prohibit State, local, or tribal governments from

using grant funds under sections 604 and 605 of this title in a manner that enhances preparedness for disasters unrelated to acts of terrorism, if such use assists such governments in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

(d) Reimbursement of costs

(1) Paid-on-call or volunteer reimbursement

In addition to the activities described in subsection (a), a grant under section 604 or 605 of this title may be used to provide a reasonable stipend to paid-on-call or volunteer emergency response providers who are not otherwise compensated for travel to or participation in training or exercises related to the purposes of this part. Any such reimbursement shall not be considered compensation for purposes of rendering an emergency response provider an employee under the Fair Labor Standards Act of 1938 (29 U.S.C. 201 et seq.).

(2) Performance of Federal duty

An applicant for a grant under section 604 or 605 of this title may petition the Administrator to use the funds from its grants under those sections for the reimbursement of the cost of any activity relating to preventing, preparing for, protecting against, or responding to acts of terrorism that is a Federal duty and usually performed by a Federal agency, and that is being performed by a State or local government under agreement with a Federal agency.

(e) Flexibility in unspent homeland security grant funds

Upon request by the recipient of a grant under section 604 or 605 of this title, the Administrator may authorize the grant recipient to transfer all or part of the grant funds from uses specified in the grant agreement to other uses authorized under this section, if the Administrator determines that such transfer is in the interests of homeland security.

(f) Equipment standards

If an applicant for a grant under section 604 or 605 of this title proposes to upgrade or purchase, with assistance provided under that grant, new equipment or systems that do not meet or exceed any applicable national voluntary consensus standards developed under section 747 of this title, the applicant shall include in its application an explanation of why such equipment or systems will serve the needs of the applicant better than equipment or systems that meet or exceed such standards.

(Pub. L. 107-296, title XX, § 2008, as added Pub. L. 110-53, title I, § 101, Aug. 3, 2007, 121 Stat. 283; amended Pub. L. 110-412, § 2, Oct. 14, 2008, 122 Stat. 4336.)

REFERENCES IN TEXT

The Fair Labor Standards Act of 1938, referred to in subsec. (d)(1), is act June 25, 1938, ch. 678, 52 Stat. 1060, which is classified generally to chapter 8 (§ 201 et seq.) of Title 29, Labor. For complete classification of this Act to the Code, see section 201 of Title 29 and Tables.

AMENDMENTS

2008—Subsec. (a). Pub. L. 110-412, § 2(1)(A), substituted “The Administrator shall permit the recipient of a

grant under section 604 or 605 of this title to use grant funds" for "Grants awarded under section 604 or 605 of this title may be used" in introductory provisions.

Subsec. (a)(10). Pub. L. 110-412, §2(1)(B), inserted " , regardless of whether such analysts are current or new full-time employees or contract employees" after "analysts".

Subsec. (b)(3) to (5). Pub. L. 110-412, §2(2), added par. (3) and redesignated former pars. (3) and (4) as (4) and (5), respectively.

PART B—GRANTS ADMINISTRATION

§ 611. Administration and coordination

(a) Regional coordination

The Administrator shall ensure that—

(1) all recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) coordinate, as appropriate, their prevention, preparedness, and protection efforts with neighboring State, local, and tribal governments; and

(2) all high-risk urban areas and other recipients of grants administered by the Department to prevent, prepare for, protect against, or respond to natural disasters, acts of terrorism, or other man-made disasters (excluding assistance provided under section 203, title IV, or title V of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5133, 5170 et seq., and 5191 et seq.)) that include or substantially affect parts or all of more than 1 State coordinate, as appropriate, across State boundaries, including, where appropriate, through the use of regional working groups and requirements for regional plans.

(b) Planning committees

(1) In general

Any State or high-risk urban area receiving a grant under section 604 or 605 of this title shall establish a planning committee to assist in preparation and revision of the State, regional, or local homeland security plan and to assist in determining effective funding priorities for grants under sections 604 and 605 of this title.

(2) Composition

(A) In general

The planning committee shall include representatives of significant stakeholders, including—

(i) local and tribal government officials; and

(ii) emergency response providers, which shall include representatives of the fire service, law enforcement, emergency medical response, and emergency managers.

(B) Geographic representation

The members of the planning committee shall be a representative group of individuals from the counties, cities, towns, and Indian tribes within the State or high-risk urban area, including, as appropriate, rep-

resentatives of rural, high-population, and high-threat jurisdictions.

(3) Existing planning committees

Nothing in this subsection may be construed to require that any State or high-risk urban area create a planning committee if that State or high-risk urban area has established and uses a multijurisdictional planning committee or commission that meets the requirements of this subsection.

(c) Interagency coordination

(1) In general

Not later than 12 months after August 3, 2007, the Secretary (acting through the Administrator), the Attorney General, the Secretary of Health and Human Services, and the heads of other agencies providing assistance to State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters, shall jointly—

(A) compile a comprehensive list of Federal grant programs for State, local, and tribal governments for preventing, preparing for, protecting against, and responding to natural disasters, acts of terrorism, and other man-made disasters;

(B) compile the planning, reporting, application, and other requirements and guidance for the grant programs described in subparagraph (A);

(C) develop recommendations, as appropriate, to—

(i) eliminate redundant and duplicative requirements for State, local, and tribal governments, including onerous application and ongoing reporting requirements;

(ii) ensure accountability of the programs to the intended purposes of such programs;

(iii) coordinate allocation of grant funds to avoid duplicative or inconsistent purchases by the recipients;

(iv) make the programs more accessible and user friendly to applicants; and

(v) ensure the programs are coordinated to enhance the overall preparedness of the Nation;

(D) submit the information and recommendations under subparagraphs (A), (B), and (C) to the appropriate committees of Congress; and

(E) provide the appropriate committees of Congress, the Comptroller General, and any officer or employee of the Government Accountability Office with full access to any information collected or reviewed in preparing the submission under subparagraph (D).

(2) Scope of task

Nothing in this subsection shall authorize the elimination, or the alteration of the purposes, as delineated by statute, regulation, or guidance, of any grant program that exists on August 3, 2007, nor authorize the review or preparation of proposals on the elimination, or the alteration of such purposes, of any such grant program.