



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 06, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *MLC*
From: Cynthia Avakian, AIR
Shamica Jackson, PUC
Sean McFadden, RPD
Parveen Boparai, MTA
Joan Lubamersky, GSA
Jacquie Hale, DPH

Subject: Personal Services Contracts Approval Request

This report contains nine (9) 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
\$146,806,000	\$2,678,238	\$858,626,129

POSTING FOR

05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4109-12/13	27	Airport Commission	Regular	\$2,450,000	The Airport is seeking security consulting services to assist Airport Aviation Security staff by providing aviation security industry 'best practices', methods, and procedures relating to a wide variety of special systems, including, but not limited to: perimeter intrusion detection systems (PIDS), fence motion sensing devices, gate access control systems, closed circuit television (CCTV), video analytics, and license plate recognition (LPR) systems. The security consultant will also provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport's Security Operations Center (SOC), as well as produce detailed technical specifications, drawings and documents for future requests for proposals (RFPs).	6/3/2013 - 12/31/2020
4110-12/13	40	Public Utilities Commission	Regular	\$80,000,000	Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.	5/6/2013 - 3/31/2024
4111-12/13	40	Public Utilities Commission	Regular	\$1,000,000	The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.	10/1/2013 - 10/1/2018
4112-12/13	42	Recreation & Park Commission	Regular	\$3,200,000	Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2012 CSNPE projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, system compatibility, sub-grade information, existing utilities and interfaces with existing operations as well as access, egress, availability of proposed building materials, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.	6/1/2013 - 5/31/2018
4113-12/13	68	Municipal Transportation Agency	Regular	\$8,200,000	Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with proprietary software and Automatic Vehicle Location System (AVLS) including software updates, non-custom software upgrades that the contractor provides to other customers, equipment repair and maintenance, system support surfaces necessary to maintain the operations of the AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. The contractor will provide training of SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may perform the maintenance of the AVLS equipment.	8/1/2013 - 7/31/2017

POSTING FOR

05/06/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4114-12/13	70	General Services Agency	Regular	\$56,000	To provide 5 card key entry systems throughout building, complete with suppressors, electric locking, card keys and elevator access control. To provide 6 dome cameras throughout the building, complete with 6 Terabyte (TB) video recorder, 40" flat screen monitor and network switch.	3/1/2013 - 6/30/2014

Total Amount - Regular: \$94,906,000

POSTING FOR

05/06/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4017-11/12	27	Airport Commission	Regular	\$1,000,000	\$1,350,000	This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.	8/15/2011 - 8/14/2018
4152-08/09	27	Airport Commission	Regular	\$3,900,000	\$9,050,000	Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports; and performing airport sustainability and climate change planning. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental monitoring; conducting specialized environmental studies and providing recommendations; monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.	7/1/2009 - 6/30/2018
2011-08/09	81	Public Health	Regular	\$47,000,000	\$166,000,000	Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in- and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.	7/1/2009 - 6/30/2016

Sum of Modified Amounts: \$51,900,000

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Jacquie Hale
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Table of Contents
PSC Submissions

PSC#	Department	Page#
4109-12/13	Airport Commission	1
4110-12/13	Public Utilities Commission	6
4111-12/13	Public Utilities Commission	11
4112-12/13	Recreation & Park	13
4113-12/13	Municipal Transportation Agency	23
4114-12/13	General Services Agency	37

Modifications

4017-11/12	Airport Commission	45
4152-08/09	Airport Commission	53
2011-08/09	Public Health	65

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Skills and expertise relating to the selection and implementation of specialized Airport security systems, existing within a highly-regulated secured area with multiple security layers is required. The consultant must also have specific knowledge of Airport-industry best practices and leading technologies so as to provide appropriate analysis and recommendations to Airport staff.

B. Which, if any, civil service class normally performs this work? No combination of civil service classifications normally performs this work. The consultant will be working closely with Airport Aviation Security staff who will oversee the consultant's work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Existing civil service classifications do not perform this type of work, and do not have skills or experience with the level of detail necessary to perform the scope of work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since these services change frequently in the aviation industry. Additionally, the type and quantity of services required is unpredictable.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0018 for this work. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be issued in Spring 2013 and the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Apr 10 2013 9:42 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian
Print or Type Name

(650) 821-2014
Telephone Number

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

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 11, 2013 6:02 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Rob Forester; Lisa Randall
Subject: SFO-Draft PSC Security Consultant Services
Attachments: PSC Form 1_Security Consultant Services 130311.pdf; 13-0018.pdf

Ging,

Attached is the SFO's DRAFT PSC for Security Consultant Services.

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

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
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Phone: (650) 821-2014, Fax: (650) 821-2011

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0018**

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13-0018

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES FOR CONTRACT NO. 9263, AVIATION SECURITY CONSULTANT SERVICES, AND AUTHORIZE STAFF TO NEGOTIATE WITH THE HIGHEST-RANKED PROPOSER

- WHEREAS, San Francisco International Airport (SFO) staff continuously monitors day-to-day security and periodically performs comprehensive assessments of all aspects of aviation security; and
- WHEREAS, SFO staff wishes to engage the services of an aviation security consultant to assist in an upcoming comprehensive assessment of security at SFO and, if needed, advise on developing modifications to the existing security systems; and
- WHEREAS, the funding necessary for the requested Aviation Security Consultant is included in the FY 2012-13 Budget; and
- WHEREAS, the work product from these consultant services will position the Airport to separately procure services to implement any recommended modifications in the most comprehensive, cost-effective, and timely manner possible; now, therefore, be it
- RESOLVED, that this Commission approves this resolution authorizing the issuance of a Request for Proposals for an Aviation Security Consultant and authorizes staff to enter into negotiations with the highest ranked, responsible and responsive firm. The Airport shall return to the Commission for authorization to award the contract.

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

at its meeting of

JAN 30 2013


Secretary

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/26/2013

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: Planning and Engineering Services for the Southeast Plant Biosolids Digester Facilities Project (CS-235)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) Capital Funds

PSC AMOUNT: \$ 80,000,000 PSC DURATION: 05/06/2013 - 03/31/2024

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.

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

The existing SEP digester biosolids handling facilities are old and failing and are in need of replacement. The digesters are operating well beyond their useful lives and are outdated, representing a 1940's technology. There is visible corrosion of structural elements and a frequent failure of digester roof covers (the most recent being November 27, 2012). Replacement of the aging digester/ biosolids facilities is critically needed. Failure of the SEP digestion and/or solids handling processes would be catastrophic. The City's ability to treat wastewater would be compromised, resulting in public health and regulatory compliance impacts.

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):

In the past, design of large and complex wastewater treatment facilities such as this, have been completed through engineering consultant services with support and review from City engineering staff. Specifically, the last wastewater facility of this size and complexity was the Oceanside Plant, which was designed in the 1980's and completed in 1993.

D. Will the contract(s) be renewed: Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract at this time.

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

L21 Shamica Jackson 02/15/2013
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 4/19/2013

CIVIL SERVICE COMMISSION ACTION:

K.DOMINGO

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

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

Typically, the engineering classifications - 5211 and 5241 (Senior and Full engineers) perform planning and design work. For communication efforts, 5408 (Coordinator of Citizen Involvement) and 1314 (Public Relations Officers) are involved.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The existing civil service classes do not have the demonstrated specialized expertise in these areas listed in Item 3A. Expertise is needed in the engineering areas related to the planning and design of infrastructure and technologies associated with a large complex biosolids/ wastewater treatment facility. Similarly, communication and outreach efforts require significant expertise given the stakeholders, and project complexity and location.

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

No. The design of other large treatment process facilities of this magnitude is not anticipated at this time.

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

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

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

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

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

Training may include SFPUC technology transfer/cross training related to the scope of work and deliverables. While training content will be identified jointly with SFPUC during the Design phase, training areas may include process technology, system/equipment knowledge, instrumentation and controls, plant construction, facility operation and maintenance. The training duration shall be approximately 500 hours of training and preparation time.

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

A preliminary estimate of twenty (20) Civil, electrical and/or mechanical engineers, and Public relations officers may receive technology transfer/ cross training.

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Avenue, 8th Floor

San Francisco, CA 94102

Address

Additional Attachment(s)

◇ Section 3. Description of Required Skills/Expertise

3A. Specify required skills and/or expertise

Supplemental Attachment A:

3A. Proven experience/expertise in needed in the areas of: 1) Process engineering (biosolids treatment); 2) Multi-discipline design of large industrial urban infrastructure; 3) Seismic/structural/geotechnical engineering; 4) Wastewater operations and maintenance; 5) Cost estimating; 6) Project/construction scheduling; 7) Architectural mitigation and land use planning; 8) Alternative project delivery methods, such as design-build and/or construction management at risk; 9) Development of bid-ready plans and specifications for large complex construction projects; 10) Public outreach expertise in various modes of written and visual communication to internal and external stakeholders. Expertise is needed in strategic outreach planning and crisis management.

Union Notification(s)

◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@sfgwater.org>
Sent: Friday, February 15, 2013 5:35 PM
To: Isen, Carol; Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; Domingo, Kofo; Ordikhani, Masood
Cc: Chiu, Carolyn
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-235 draft PSC to Unions for review
Attachments: Intial-Regular DRAFT PSC Planning & Engineering Services Southeast Plant Biosolids Digester Facilities Project CS-235.doc

Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/28/2013

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

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

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

TYPE OF SERVICE: Integrated Receivables Services including Electronic Bill Presentment and Payment ("EBPP") and other various payment options (CS-310)

FUNDING SOURCE: SFPUC Operating Budget

PSC Amount: \$1,000,000 PSC Duration: 10/01/2013 to 10/01/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, In person cash, check and/or card payments, and others.

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

SFPUC currently offers various payment options to its customers including EBPP. Approximately 20% of SFPUC customers receive their water and sewer bills electronically and over 50% of SFPUC customers pay their water and sewer bills electronically or through other options such as direct debit, home banking, in person, etc. Further, SFPUC has plans to change its billing frequency from bi-monthly to monthly. For this reason, it is critical that increased EBPP service and expanded payment options are available to SFPUC customers.

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):

EBPP service is currently provided through a blanket purchase order.

D. Will the contract(s) be renewed:

The contract includes a provision for an additional two (2) year extension, optional at SFPUC's discretion.

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111-12/13 STAFF ANALYSIS/RECOMMENDATION: Approved [Signature] 4/19/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in designing, developing/engineering, implementing, operating and servicing a complete, internet-based EBPP solution, and associated support services. In addition, the service requires expertise in payment processing and private data management.

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

None. Presently, the EBPP product cycle is in its infancy and only a very few highly specialized, well-financed participants are capable of satisfying the SFPUC's sophisticated customer communication and enrollment; integration, technology; money movement; accounts receivable reporting; and customer service expectations.

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

Yes, contractor will host, manage and control its EBPP service at its own facility. Federal and state regulations/laws require extremely careful management of private customer data (including bank account and credit/debit card information) and outsourcing this responsibility to a qualified, audited third party is considered a "best practice" by industry experts.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classes are not applicable since presently no persons or CCSF agencies have designed, built and operated an EBPP service. EBPP product development, engineering, operation and customer support requires very unique skill sets with knowledge not available within CCSF.

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

No. EBPP requires very specialized engineering, operation and support skills. Developing the skills internally would simply not be practical, cost-effective or in the best interest of SFPUC or CCSF.

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

Address


**Civil Service Classes are Not Affected
Department Decided to Inform the Following Unions:**

- ◆ Local 21
- ◆ Local 1021

Dang, Leorah

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Thursday, March 28, 2013 5:28 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Isen, Carol; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Yun, Pauson; Ordikhani, Masood; Kyger, Todd
Subject: Initial-Regular- Electronic Bill Presentment and Payment Services (CS-310) PSC Dept. 40
Attachments: Initial-Regular_Electronic Bill Presentment and Payment Services_PSC_CS-310_Dept40.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-310, Electronic Bill Presentment and Payment Services, an initial request for \$1,000,000 and duration to October 1, 2018.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Union notification required? If no, please explain. **No. There are no affected unions.**
4. For **May 6, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
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San Francisco, CA 94102
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfwater.org
 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2013

DEPARTMENT NAME: Recreation & Park Department (RPD) DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Construction Management Services

FUNDING SOURCE: 2012 Clean and Safe Neighborhood Parks Bond Program (CSNPB)

PSC AMOUNT: Maximum \$3,200,000 PSC DURATION: ~~06/2013 thru 06/2018~~ - 5 years

1. DESCRIPTION OF WORK 06/01/2013 - 05/31/2018 W

A. Concise description of proposed work:
Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2012 CSNPB projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, system compatibility, sub-grade information, existing utilities and interfaces with existing operations as well as access, egress, availability of proposed building materials, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.

B. Explain why this service is necessary and the consequences of denial:
This service is a necessary part of the voter approved implementation of the 2012 CSNPB. Peer constructability and schedule review is the process of evaluating the construction documents (design drawings, and technical specifications) for clarity, consistency, completeness, and constructability to achieve overall project objectives. The objective of this review is to provide clarity, consistency, and completeness of the contract documents in order to facilitate construction bidding, administration, and interpretation of the project documents. Failure to complete these reviews will result in errors, conflicts, and omissions. These reviews will minimize future costly field changes and schedule delays. The peer review is an additional factor of quality assessment (QA) and quality control (QC) that can add a measure of increased confidence to the design.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
These services have been provided in the past through the 2008 Clean and Safe Neighborhood Bond program by a pool of outside constructability review firms. The personal services contract approval number is: 4113-09110.

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

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

<u>Local 21</u>		<u>03/04/2013 3/6/2013 W</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____

RFP sent to _____, on _____ RFP Not Issued Yet _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4112-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved W 4/19/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This effort requires 10 years of experience performing constructability reviews, cost-estimating and scheduling for similar size and scope projects. Requires direct experience in detailed review of drawings to identify project features that will be difficult or exceedingly costly to construct, ambiguous or difficult to interpret. Experience identifying prudent construction sequence and to reduce costs. Expertise in all phases of construction field work as a project construction manager. For cost estimates, experience analyzing project documents to provide time, cost, materials and labor estimates and recommended changes that will enhance the projects. Experience verifying construction components by utilizing a directory of suppliers, manufacturers and contractors. Experience interpreting project scheduling, application of estimating productivity information to project scheduling, and ability to create a work breakdown structure for construction activities. Experience performing reviews of activity durations. Experienced in integrating project schedule with budget control, utilization of schedules to balance resources, and ability to link project activities into a logical construction sequence.

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

The following classes may be able to perform various tasks related to this project; 5211 Engineer/Architect Sr, 5212 Engineer/Architect Prin., 5214 Building Plan Engineer, 5268 Architect. These classes exist within DPW, however they will be performing the design components of the project for RPD. The scope of services requires an independent review of all documents related to the project. The peer review is an additional factor of QA/QC that will add a measure of increased confidence to the design.

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:

It would not be appropriate for civil services classes to be providing a Peer Constructability Review on a project they are designing. An example is the Chinese Recreation Center which was performed under the EPC-CM West JV by an as-needed DPW contractor. This project was designed by DPW staff. The scope of services required an independent review of all documents related to the project. In addition, DPW currently procures outside services for cost estimates and scheduling services.

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

The scope of services requires an independent review of all documents related to the project. DPW staff are providing the design services, thus it is not appropriate for them to provide Peer Review. DPW currently procures outside services for cost estimates and scheduling 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 the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

(415) 831-2779

Print or Type Name

Telephone Number

501 Stanyan Street

San Francisco, CA 94117

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jasmin, Matt
Sent: Wednesday, March 06, 2013 1:23 PM
To: jebrenner@ifpte21.org; glouie@ifpte21.org; lwong@ifpte21.org; L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; McFadden, Sean; Ajike, Toks
Subject: Rec and Park - PSC for Construction Management Services
Attachments: DPW - Letter - 02.27.13.pdf; 2012 Bond RFQ - PSC Summary.pdf; 2008 Bond RFQ - PSC Notice 041910.pdf

Hi Folks:

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department (RPD) is notifying Local 21 of the Personal Service Contract (PSC) Summary for Construction Management Services for 2012 Clean And Safe Neighborhood Park Bond projects.

Please find the following attached:

1. PSC Summary form for the above-referenced project for RPD - "2012 Bond RFQ - PSC Summary.pdf"
2. 2008 Bond RFQ – PSC Notice and Civil Service Award document – "2008 Bond RFQ - PSC Notice 041910.pdf"
3. A letter from DPW indicating that they are not interested in perusing this work – "DPW - Letter - 02.27.13.pdf"

If you wish to discuss this project further, please contact RPD Project Manager, Matt Jasmin, at 415.581.2552 or Sean McFadden, SFRPD Manager, Purchasing and Contract Administration, at 415.831.2779.

Thank you.

Matt

Matt Jasmin AIA, LEED AP
Assistant Project Manager
Capital Improvement Division
San Francisco Recreation and Park Department
30 Van Ness Avenue, 5th Floor
San Francisco CA 94102
Phone: (415) 581-2552
Fax: (415) 581-2540
matt.jasmin@sfgov.org



Visit us at sfrecpark.org
Like us on [Facebook](#)
Follow us on [Twitter](#)
Watch us on [sfRecParkTV](#)
Sign up for our [e-News](#)

Letter from Department of Public Works (DPW)

- DPW is not interested in perusing work



Edwin M. Lee, Mayor
Mohammed Nuru, Director

Deputy Director for Buildings
30 Van Ness Avenue, 4th Floor
San Francisco, CA 94102
(415) 557-4700 ■ www.sfdpw.org



Edgar Lopez, Deputy Director and City Architect

Toks Ajike
Project Manager
Recreation and Park Department – Capital Program
30 Van Ness Avenue, Suite 5000
San Francisco, Ca 94102

Dear Toks:

Thank you for setting up the meeting of February 14, 2012 with Albert and me regarding construction management services for the Recreation and Park Department's (RPD) 2012 bond program.

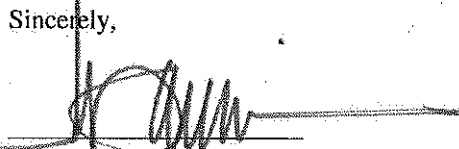
We understand that the RPD wants to contract out for construction management services, specifically for services that DPW Construction Management does not commonly provide:

- Detailed project document constructability reviews
- Development of construction cost estimates
- Development of critical path method (CPM) project schedules, and schedule reviews

The Department of Public Works (DPW), Building Design and Construction division fully supports RPD's approach for retaining the services stated above. Further, DPW is prepared to provide the bulk of the construction management services required of the program to complete the numerous capital projects within it, including the provision of construction managers, resident engineers, and inspectors.

We appreciate the opportunity to serve the RPD and look forward to providing the planning, design, and construction services toward making the 2012 Clean and Safe Neighborhood Bond Program a success.

Sincerely,


Mark Dorjan, AIA
Architecture Services Manager


Albert Ko
Construction Management Services Manager



Prior DHR Approved – Similar

PSC #4113-09/10

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/10/2010

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Construction Management: Peer Constructability Review, Cost Estimating and Scheduling

FUNDING SOURCE: 2008 Clean and Safe Park Bond

Original Amount: \$ 1,500,000 PSC Duration: 5/1/2010 - 4/8/2014
Modif. Amount \$ PSC Duration:
Total Amount \$ 1,500,000 Total PSC Duration: 5/1/2010 - 4/8/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2008 Clean and Safe Bond projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, intersystem compatibility, subsurface information, existing facilities and utilities, interfaces with existing operations and other construction projects, access, egress, availability of proposed building materials, long lead procurement, and labor sources. In addition provide independent cost estimates and engage with architect to provide reconciliation estimates when necessary or directed by RPD CM.

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

This service is a necessary part of the voter approved implementation of the 2008 Clean and Safe Park Bond. Peer constructability and schedule review is the process of evaluating the construction documents (design drawings, and technical specifications) for clarity, consistency, completeness, and ease of construction to achieve overall project objectives. The objective of this review is to provide clarity, consistency, and completeness of the contract documents to facilitate construction bidding, administration, and interpretation to achieve overall project objectives. Failure to complete these reviews will result in errors, conflicts, and omissions. These reviews will minimize future costly field changes and schedule delays. The peer review is an additional factor of safety that can add a measure of increased confidence to the design.

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

These services have been provided in the past through an outside constructability review firm, EPC-CM West JV. Please see the attached Constructability Review Report for the Chinese Recreation Center. This is an example of a detailed independent peer review report that has been beneficial to the whole project team. Many of these comments have been included in the construction documents now as the project is ready for bid.

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

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

LOCAL 21, L102

[Handwritten Signature]

3/10/10, 3/12/10

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on RFP Not Issued Yet Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113-09/10

Reviewed 3/12/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

0020

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

This effort requires 10-12 years of documented experience performing constructability reviews, cost-estimating and scheduling for similar size and scope projects. Requires direct hands-on experience in detailed review of drawings to identify project features that be difficult or exceedingly costly to construct, ambiguous or difficult to interpret. Experience identifying prudent construction sequence and ability to apply that experience to reduce costs. Expertise in all phases of construction field work as a project construction manager. For cost estimates, experience analyzing blueprints and other documentation to provide time, cost, materials and labor estimates and recommended avenues for changes that will enhance the projects. Experience verifying construction components utilizing a directory of suppliers, manufacturers and contractors. Experience interpreting project scheduling, application of estimating productivity information to project scheduling, and ability to create a work breakdown structure for construction activities. Experience performing reviews of activity durations. Experienced in integrating project schedule with budget control, utilization of schedules to balance resources, and ability to link project activities into a logical construction

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

5211 Engineer/Architect Sr.; 5212 Engineer/Architect Prin.; 5214 Building Plan Engineer; 5268 Architect. The listed classes exist within DPW, however, these classes are performing the design components of the projects for RPD. The scope of services requires an independent review of all documents related to the project. The peer review is an additional factor of safety that will add a measure of increased confidence to the design.

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:

It would not be appropriate for civil services classes to be providing a Peer Constructability Review on a project they are designing. An example is the Chinese Recreation Center which was performed under the EPC-CM West JV by an as-needed DPW contractor. This project is being designed by DPW staff. The scope of services requires an independent review of all documents related to the project. Attached is the Chinese Recreation Center Renovation Constructability Review Report for use as reference.

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

The scope of services requires an independent review of all documents related to the project. DPW staff are providing the design services, thus it is not appropriate for them to provide Peer Review.

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

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

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Sean Mc Fadden

Print or Type Name

415-831-2779

Telephone Number

501 Stanyan Street San Francisco,
94117

0021



Sean
McFadden/RPD/SFGOV

03/10/2010 01:36 PM

To bmuscat@ifpte21.org, glouie@ifpte21.org

cc Toks Ajike/RPD/SFGOV@SFGOV, Rhoda
Parhams/RPD/SFGOV@SFGOV, Dawn
Kamalanathan/RPD/SFGOV@SFGOV

bcc

Subject PSC Summary: Peer Constructability Review, Cost
Estimating and Scheduling (3rd Submittal Attempt)

Hi Folks:

Attached is RPD's PSC Summary: Peer Constructability Review, Cost Estimating and Scheduling. This is the second attempt at submission for this PSC. At this point there is no RFP to forward. Per her previous e-mail, Rhoda is interested in meeting in person when you are available. Feel free to contact Rhoda directly at 415.581.2544. I have also included a Constructability Review Report for Chinese Recreation Center for reference on the current standard for accomplishing this scope of work.

Thanks.

Sean



CM PSC 031010.doc



Chinese Rec CR Doc.pdf

Save the earth—don't print this email



Sean McFadden
Recreation and Park Department
Purchasing/Contract Administration
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779; Facsimile (415) 668-3330
Sean.McFadden@sfgov.org

10/11 10:11:09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 7, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

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

TYPE OF SERVICE: Maintenance of Automatic Vehicle Location System ("AVLS")

FUNDING SOURCE: General Fund

PSC AMOUNT: \$8,200,000.00

PSC DURATION: August 1, 2013-July 31, 2017

1. DESCRIPTION OF WORK

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

Contractor shall provide San Francisco Municipal Transportation Agency (SFMTA) with proprietary software and Automatic Vehicle Location System (AVLS) including software updates, non-custom software upgrades that the contractor provides to other customers, equipment repair and maintenance, system support surfaces necessary to maintain the operations of the AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. The contractor will provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may perform the maintenance of the AVLS equipment.

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

The software and equipment are proprietary to the contractor. The software and equipment provide vital operations and passenger information including vehicle location information and real-time vehicle tracking capability for operations and supervision, real-time arrival predictions for passengers including website and public feed for 511 and third-party applications, and on-time performance data required for Proposition E and the SFMTA Board of Directors reporting. Denial would result in loss of vehicle tracking and supervision capabilities, real-time predictions at bus stops and stations, and passenger interface capabilities. This would also lead to losses and degradation in supervision capabilities, operator and passenger safety, service accountability, and efficiency opportunities to SFMTA in the management of the City's public transit fleet.

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 through PSC #4040-09/10.

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

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

<u>IFPTE, Local 21</u> Union Name	<u><i>[Signature]</i></u> Signature of person mailing / faxing form	<u>3/7/13</u> Date
<u>IBEW, Local 6</u> Union Name	<u><i>[Signature]</i></u> Signature of person mailing / faxing form	<u>3/7/13</u> Date

RFP sent to _____ on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113-12/13

SFMTA approved
Approved W 4/19/2013
3-7-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:**
Extensive knowledge of both proprietary and non-custom software development, computer engineering, database management, as well as, website management and integration, GPS classification systems, and AVLS proprietary systems.
- B. **Which, if any, civil service class normally performs this work?**
There are no civil service classifications that can perform this work. However, 7318 Electronic Maintenance Technicians have been trained to provide fleet and facility maintenance on equipment.
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. **Explain why civil service classes are not applicable:**
This is a proprietary software and computerized system that is only available through the vendor. The SFMTA are using existing 7318 Electronic Maintenance Technicians that were trained and have the experience to maintain the hardware equipment related to the proprietary AVLS operating system.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. The software program for AVLS is proprietary and Civil Service employees do not possess the required knowledge base.

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

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
<i>On-hands training provided for up to 160 hrs. per year upon request by SFMTA for six (6) 7318 electronic Maintenance Technicians.</i> | (X) | () |
| B. 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?
<i>Pending SFMTA Board approval</i> | () | (X) |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
<i>The current contract is with "NextBus, Inc."</i> | (X) | () |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

Union Notification(s)

◆ **Local 21**

◆ **Local 6**

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, March 07, 2013 2:36 PM
To: DHR-PSCoordinator, DHR; L21PSCReview@ifpte21.org; 'glouie@ifpte21.org'; 'khughes@ibew6.org'
Cc: Flynn, Jeffrey; Boparai, Parveen
Subject: Reg PSC for Maintenance of Automatic Vehicle Location System ("AVLS")
Attachments: 20130307141731589.pdf

DHR-PSC Coordinator - Please review and approve for posting. By copy of this email, IFPTE Local 21 and Electricians Local 6 have been noticed.

Unions - For your information. Please contact Jeffrey Flynn, Data Development Manager, SFMTA, if you have any additional questions. Phone: 701-4646 Email: Jeffrey.Flynn@sfmta.com

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

Scan Date: 03.07.2013 14:17:31 (-0500)

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

From: Kevin Hughes [mailto:KevinH@ibew6.org]

Sent: Friday, March 08, 2013 3:19 PM

To: Hamada, Cynthia

Subject: RE: Reg PSC for Maintenance of Automatic Vehicle Location System ("AVLS")

Hi Cynthia,

IBEW6 has no problems with the PSC for the AVLS referenced in the below email.

Thank you for your persistence in getting us a copy of the document.

Makes life easier for all of us.

Best Regards,

Kevin Hughes

Assistant Business Manager

IBEW Local 6

Ph: (415) 861-5752

Fax: (415) 861-0734

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**Prior Notice of Civil Service Commission Action – Original - Expired
Prior Administrative Approval of PSC – Mod 1**

PSC #4040-09/10



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4040-09/10 \$3,954,858-

4041-09/10 \$175,000-

APU 10-5-09

October 8, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4040-09/10 THROUGH 4049-09/10; 4113-05/06; 4050-09/10; 4026-06/07; 4085-06/07 AND 4043-04/05.

At its meeting of October 5, 2009 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) Withdraw PSC #4050-09/10 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4043-09/10 to the meeting of October 19, 2009 at the request of the Public Utilities Commission.
- (3) Approve request for PSC #4041-09/10 on the condition that: 1) there be knowledge transfer between the trainers and the employees trained, especially with respect to managerial employees; 2) that there be skills training in conflict resolution; 3) the Municipal Transportation Agency meet with IFPTE Local 21 to discuss and plan for all issues related to knowledge transfer and conflict resolution skills training; and, 4) report and update the Commission in one year on how the program is working. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC # 4046-09/10 on the condition that the City Administrator meet with IFPTE Local 21 to discuss how various skill sets in public opinion research can be transferred to existing civil service classifications or whether a new civil service classification or family of classifications can be created for the transfer of such skills. There being no obligation on the part of the City Administrator's Office at this time or at any time to effectuate such a skills transfer. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

POSTING FOR
October 05, 2009

PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4040-09/10	35	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$3,954,858.00	Will provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the base AVL's.	31-Jul-11
4041-09/10	35	San Francisco Municipal Transportation Agency (SFMTA)	Regular	\$175,000.00	Will provide mandatory conflict resolution training workshops for employees in relevant classifications in the Agency's Security & Enforcement Division (SED).	04-Oct-12
4042-09/10	81	Public Health	Regular	\$400,000.00	Will provide access to a web based computer training (CBT) application, allowing Public Health staff to meet training requirements mandated by the Joint Commission on the Accreditation of Health Care Organizations and other regulatory agencies.	31-Aug-12
4043-09/10	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	31-Jan-15
4044-09/10	40	San Francisco Public Utilities Commission	Regular	\$4,500,000.00	Will provide preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and foundation designs criteria for various utility projects on an as-needed basis.	01-Dec-15
4045-09/10	40	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	Will provide engineering design services and geotechnical support for three pipes crossing the Serra Fault and possible areas of liquefaction.	01-Feb-13
4046-09/10	70	City Administrator	Regular	\$150,000.00	Will provide the framework for \$28 billion in proposed citywide capital infrastructure investments over the next decade.	01-Nov-11
4047-09/10	28	Arts Commission	Regular	\$760,000.00	Will provide multiple contracts for design, fabrication, transportation and installation of public artwork for eight to ten Recreation and Parks Facilities in conjunction with the 2008 Clean & Safe Neighborhood Park Bond Program.	31-Dec-14
4048-09/10	28	Arts Commission	Regular	\$115,500.00	Will design, fabricate, transport and install free-standing sculptural elements for the streetscape improvements along Church Street from Market Street to Duboce Avenue and along Duboce Avenue to Fillmore Street.	31-Dec-12
4049-09/10	8	Treasurer and Tax Collector's Office	Regular	\$120,000.00	Will perform supplemental collection services on delinquent accounts referred by various city departments; also perform credit reporting, skip-tracing, notice issuance and negotiation of payments plans.	01-Nov-13

100014

Original

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 31, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 35

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING___)
() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Maintenance of Automatic Vehicle Location System ("AVLS")

FUNDING SOURCE: General Fund

PSC AMOUNT: \$3,954,858.00 PSC DURATION: October 1, 2009 - July 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SFMTA staff may eventually perform maintenance of the AVLS vehicle equipment.

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

This service is necessary as the software and equipment is proprietary to the Contractor. Denial would result in loss of "Tracker Suite" capabilities; meaning the AVLS Equipment installed on a transit vehicle comprising of the following components; Tracker and cable (includes GPS receiver, wireless modem, and serial interface); GPS antenna and cable (Internal Units); radio antenna and cable; charge guard. These elements lead to cost savings, greater accountability, and higher efficiency opportunities to SFMTA in the management of the City's public transit fleet.

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 specific services have not been provided, however under a construction contract, the agreement between Contractor (NextBus) and City, dated July 15, 2002 and as subsequently amended for the purchase and implementation of an AVLS for the SFMTA's bus and rail transit fleet the Base System was installed which provided for support services until the contract was accepted.

D. Will the contract(s) be renewed:

This contract may extend this Agreement for up to two additional years.

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date
IBEW, Local 6 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-09/10

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Extensive knowledge of application software development, computer engineering, database management, as well as website management and integration, GPS classification systems, and AVLS systems.
- B. Which, if any, civil service class normally performs this work?
There are no civil service classification that can perform this work; however, 7318 Electronic Maintenance Technicians can be trained to maintain the AVLS system.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
Existing 7318 Electronic Maintenance Technicians do not have the experience and expertise to maintain this equipment and currently there is inadequate staff to accept this assignment. The hiring and training cycle is lengthy to perform this work. After hire, employees would be subject to a one month vendor provided classroom training, plus, six months on the job training for both fleet and fixed facility equipment associated with the AVLS system.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No.

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

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees?
- Describe training and indicate approximate number of hours.
<i>One month classroom plus six months field training for both fleet and facility equipment.</i>
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
<i>Approximately six 7318 Electronic Maintenance Technicians.</i> | (X) | () |
| B. 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?
<i>SFMTA Board approved at its meeting of August 4, 2009 Board Resolution #09-136.</i> | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | () | (X) |

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

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

Mod 1

Edwin M. Lee | Mayor
Tom Nolan | Chairman
Jerry Lee | Vice-Chairman
Cameron Beach | Director
Leona Bridges | Director
Cheryl Brinkman | Director
Malcolm Halaloko | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

MEMORANDUM

TO: DHR-PSC Coordinator
Department of Human Resources

FROM: Parveen Bopara, Sr. Personnel Analyst *PB*
Personal Services Contract Coordinator
San Francisco Municipal Transportation Agency (SFMTA)

DATE: April 22, 2011

RE: Request to Increase Amount and Extend Duration of: PSC # 4040 - 09/10
Approved on 10/05/09 - Awarded to: Nextbus, Inc..
Type of Service: Maintenance of Automatic Vehicle Location System (AVLS)

This memo is to request an increase in amount and extension of duration for Personal Services Contract (PSC) listed above. The SFMTA Board resolution allows an extension of up to two years, however, SFMTA is requesting an extension for one year only at this time.

A personal service contract does not require approval from Civil Service Commission (CSC) if an increase is less than fifty percent (50%) of the contract amount or duration approved by CSC/DHR or SFMTA.

Initial Contract for:	\$3,954,858.00	07/01/09 - 07/31/11
Modification to Increase Amount & Duration	\$1,977,000.00	08/01/11 - 07/31/12
Total	\$5,931,858.00	07/01/09 - 07/31/12

Should you have any questions, please contact me at 415.701.5377.

Attachment: SFMTA Board Resolution No. 09-136

Cc: Trinh Nguyen, SFMTA Operations
PSC File

Approval Date: 4/28/11 Modification Approved *GW*

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

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
RESOLUTION No. 09-136

WHEREAS, NextBus, Inc., formerly NextBus Information Services, Inc. ("Nextbus") was awarded Contract No. MR-1138 on December 18, 2001 to provide the San Francisco Municipal Transportation Agency (SFMTA) an Automatic Vehicle Location System ("AVLS") including associated vehicle hardware, passenger information display signs and proprietary predictive software; and

WHEREAS, NextBus has completed the work under Contract No. MR-1138; and

WHEREAS, The SFMTA wishes to obtain software, hardware, and related professional services for ongoing maintenance, operations, and improvement of the AVLS; and,

WHEREAS, SFMTA seeks to maintain the AVLS in a good state of repair, current with system upgrades as technology evolves and as changes to SFMTA's operating environment are implemented; and,

WHEREAS, SFMTA seeks to train SFMTA staff in operating, maintenance, and repair of the system under that agreement; and,

WHEREAS, SFMTA has committed to support the Metropolitan Transportation Commission's regional 511 real-time transit information system; and,

WHEREAS, This contract will assist SFMTA in meeting the goals and objectives of the agency's Strategic Plan: to improve service delivery, to improve communication to patrons, to provide an improved transit management tool, and to improve service by leveraging technology; and,

WHEREAS, Contract No. SFMTA 2009/10-60 is contingent upon approval by the Civil Service Commission; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors accepts the work performed under Contract MR-1138 by NextBus and authorizes the Executive Director/CEO to execute the Final Modification and Close-out Agreement with NextBus, Inc.; and be it further

RESOLVED, That the SFMTA Board of Directors approves and authorizes the Executive Director/CEO to execute the Contract No. SFMTA 2009/10-60, Software and Equipment Maintenance Services Agreement for Automatic Vehicle Location System, with NextBus, Inc., for an amount not to exceed \$1,977,429 per year and an initial term of two years with options to extend the term for up to an additional two years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of AUG 04 2009

R. Boomer
Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2013

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: Card Key System at 850 Bryant Street

FUNDING SOURCE: Grant funds

PSC AMOUNT: \$56,000

PSC DURATION: 3.1.13 - 6.30.14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide 5 card key entry systems throughout building, complete with suppressors, electric locking, card keys and elevator access control. To provide 6 dome cameras throughout the building, complete with 6(TB) video recorder, 40" flat screen monitor and network switch. Terabyte W

B. Explain why this service is necessary and the consequences of denial: Security is crucial in this high profile building. The building contains confidential legal documents, high profile tenants and high value audio/visual equipment. Furthermore, the staff in this building have a tendency to work long hours and are often times very isolated in the building, making safety another factor.

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 building currently has a simple lock and key entry, which has been breached on prior occasions (resulting in a significant risk to the safety of building staff). For another building, 555-7th Street, services were performed under PSC 4014-11/12: 4104-11/12. W

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

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

IFPTE Local 21
Union Name

Signature of person mailing / faxing form

3/7/13
Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4114-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W 4/19/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: The systems are complex, with multiple passwords utilizing the Muni and building networks, with static IP address that need to be kept private. Vendor has access to several high security server rooms, and equipment to access to maintain the integrity of the network, security systems and other electrical components that are vital to the daily operations. One misstep could bring down the whole network campus-wide. To purchase and work on this equipment requires factory training and certification and guaranteed night and weekend work in case the system needs immediate repair.

B. Which, if any, civil service class normally performs this work? 1051 Business Analyst Assistant and 1062 Programmer Analyst may perform some of the less complex work such as analyzing and developing processes and may generate reports and determine and analyze operating characteristics.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes; this is a proprietary system that contractor is the only local vendor providing this system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

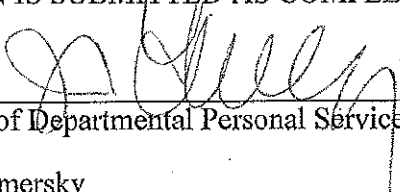
A. Explain why civil service classes are not applicable: There is no Civil Service classification that performs the duties required for installing the systems. Microbiz is the only certified vendor located in San Francisco using the higher level Honeywell Winpak ESG, and prowatch panels and boards.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The services require more than one individual to perform a variety of tasks with varied skills and abilities. Furthermore, this is a onetime installation with no ongoing work.

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? | <input type="checkbox"/> | 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? Microbiz | 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

Union Notification(s)
◆ Local 21

Lubamersky, Joan

To: L21PSCReview@ifpte21.org
Subject: Form 1 Real Estate \$56K car key entry system
Attachments: PSC Form 1 \$56K 3.13 - 6.14 Card Key System for 850 Bryant.doc.pdf

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

Joan

Joan Lubamersky
GSA/City Administrator
One Carlton B. Goodlett Place, Room 362
San Francisco, CA 94102
Telephone: 415-554-4859
Fax: 415-554-4849

Prior Notice of Civil Service Commission Action – Similar

PSC #4104-11/12



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 5, 2012

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4102-11/12 THROUGH 4107-11/12; 4056-10/11; 3027-11/12; 4033-10/11; AND 4093-09/10.

At its meeting of April 2, 2012 the Civil Service Commission had for its consideration the above matter.

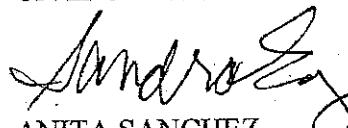
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission adopted the following:

Adopted the report; Approved request for proposed personal services 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


ANITA SANCHEZ FOR
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Jacque Hale, Department of Public Health
- Greg Kato, Treasurer/Tax Collector
- William Lee, Department of Emergency Management
- Joan Lubamersky, General Services Agency
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Jeannie Wong, Controller's Office
- Commission File
- Chron

POSTING FOR

4/2/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4102-11/12	77	Emergency Management	Regular	\$6,566,042	DEM is upgrading its current CAD software to the new Total Command Computer Aided Dispatching Platform. This will consist of deploying hardware and customized, proprietary software developed by Tiburon Inc. The system connects to several interfaces including Police Records, Fire Records, CLETS/NCIC, 911 Telephones to provide the best form of communications.	4/1/2012 - 11/30/2017
4103-11/12	31	Fire Department	Regular	\$300,000	Provider must be available to perform maintenance and repair, as needed, 24 hours per day, seven days per week. Additionally, work must be performed by a qualified, certified vendor recognized by the exhaust extractor manufacturer; otherwise, the warranty would be nullified.	1/1/2012 - 6/30/2015
4104-11/12	70	General Services Agency	Regular	\$50,000	To provide 22 card key entry systems throughout the building, complete with suppressors, electrical locking, card keys and elevator access control.	1/1/2012 - 6/30/2012
4105-11/12	70	General Services Agency	Regular	\$5,000,000	Contractor will provide structural pest control work for City facilities. This includes inspections of buildings, recommendations for pest prevention, use of mechanical, physical, and chemical controls (including pesticides), monitoring of pest populations, record keeping of infestations, and compliance with the Integrated Pest Management Ordinance. Duties also include the control of mosquitoes in a wide variety of situations such as storm sewer catchment basins and the control of rats in sewers and other structures. Contractor will perform work on an as needed basis dependent on actual levels of infestation and mosquito populations. Contractor will work with IPM managers at Dept. of Environment and Individual City facilities managers to identify IPM needs and review work completed and potential changes to IPM plan at monthly IPM meetings conducted by the Dept of Environment.	4/1/2012 - 3/31/2015
4106-11/12	82	Public Health	Regular	\$1,800,000	For continued support and custom development of the One-e-App system used by the Healthy San Francisco and San Francisco Provides Access to Health Care (SF PATH) programs. The scope of work includes continued use of One-e-App as a system of record or enrollment database, electronic application system, application assistants use One-e-App to screen over 70,000 unique San Francisco applicants in the system for eligibility for health care programs. Continuation of the contract will facilitate several thousand new enrollments in Healthy San Francisco and SF PATH. The proposed work requires supporting system end users, completing quarterly system modifications to reflect required program changes, and conducting detailed quality assurance activities to monitor system performance.	7/1/2012 - 6/30/2017

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 11, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION No. 1 [PSC #4017-11/12]

TYPE OF SERVICE: San Mateo County Transit District (SamTrans) Owl Bus Service

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$ 350,000 Original PSC DURATION: 8/15/11 - 8/14/13
Proposed Modification: \$1,000,000 Modification PSC Duration: 8/15/11 - 8/14/18
TOTAL PSC AMOUNT: \$1,350,000 TOTAL PSC DURATION: 8/15/11 - 8/14/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This is an agreement to partially fund SamTrans Owl Bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m. Since there continues to be need for this service, the Airport is modifying this request to extend the term to continue having SamTrans Owl Bus service operate during late night hours.

B. Explain why this service is necessary and the consequences of denial: SamTrans provides vital transportation to SFO employees and passengers who access the Airport. A denial of service would create a deficit in service that would harm the economic viability of the Airport and inconvenience employee and passengers.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service has been provided by SamTrans in the past; most recently under PSC # 4017-11/12.

D. Will the contract(s) be renewed? Yes, if there continues to be a need to provide late night bus service to and from the Airport.

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

IFPTE, Local 21 TWU-250A Union Name Cynthia Avakian Signature of person mailing/faxing form March 11, 2013 Date Apr 10 2013 9:51 PM

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4017-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved 4/19/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provide public transportation with own facilities, equipment, operating personnel, insurance, permits, licenses, maintenance, all other labor or material necessary or required for adequate and continued performance of the service.

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

Class 9163 Transit Operator can provide service.

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

Yes, Buses and facilities in San Mateo and Santa Clara Counties.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 9163, Transit Operator, can provide the service, but the City does not operate buses as far south as Palo Alto in Santa Clara County.

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

No. The City does not have an ability to provide backup services in San Mateo and Santa Clara Counties including radio communication and repair 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 the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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? These services have been provided through a contract with the San Mateo County Transit District.

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

Cynthia P. Avakian Cynthia Avakian
Apr 10 2013 9:51 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Union Notification(s)

◆ **Local 21**

◆ **TWU-250A**

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 11, 2013 6:15 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org); 'ewilliams@twusf.org'
Cc: Lisa Randall
Subject: SFO-Draft PSC Mod 1 to 4017-11/12 San Mateo County Transit District (SamTrans) Owl Bus Service
Attachments: PSC 4017-11_12 SamTrans Owl Bus Form 1 Mod 1 130311.pdf; PSC 4017-11_12 SamTrans Owl Bus Form 1.pdf

Ging/Eric,

Attached is the SFO's DRAFT MODIFICATION#1 to PSC 4017-11/12 San Mateo County Transit District (SamTrans) Owl Bus Service as well as the original approval.

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

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

Prior DHR Approved - Original
PSC #4017-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: San Mateo County Transit District (SamTrans) Owl Bus Service

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$350,000 PSC DURATION: August 15, 2011 - August 14, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This is an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the south. SamTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night bus service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.

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

SamTrans provides vital transportation to SFO employees and passengers who access the Airport. A denial of service would create a deficit in service that would harm the economic viability of the Airport and inconvenience employee and passengers.

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

The service has been provided by SamTrans in the past; most recently under PSC # 1001-09/10.

D. Will the contract(s) be renewed? Yes, if there continues to be a need to provide late night bus service to and from the Airport.

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

TWU-250A Union Name Signature of person mailing/faxing form June 14, 2011 Date
IFPTE, Local 21 Union Name Signature of person mailing/faxing form June 14, 2011 Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4017 -11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Approved 9/23/11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provide public transportation with own facilities, equipment, operating personnel, insurance, permits, licenses, maintenance, all other labor or material necessary or required for adequate and continued performance of the service.

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

Class 9163 Transit Operator can provide service.

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

Yes, Buses and facilities in San Mateo and Santa Clara Counties.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Class 9163, Transit Operator, can provide the service, but the City does not operate buses as far south as Palo Alto in Santa Clara County.

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

No. The City does not have an ability to provide backup services in San Mateo and Santa Clara Counties including radio communication and repair services.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #11-0110.

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? These services have been provided through a contract with the San Mateo County Transit District.

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

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 11, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION: [PSC 4152-08/09]

TYPE OF SERVICE: Environmental Planning Services

FUNDING SOURCE: Airport Operating, Capital Funds, and Federal Grant

Table with 4 columns: Amount, Duration, Original PSC Amount, Original PSC Duration, Admin. Mod. 1 Amount, Admin. Mod. 1 Duration, Proposed Mod. 2 Amount, Proposed Mod. 2 Duration, TOTAL PSC AMOUNT, TOTAL PSC DURATION.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise...

B. Explain why this service is necessary and the consequences of denial: SFO must meet the regulatory requirements of agencies including but not limited to the Federal Aviation Administration (FAA)...

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

These services have been provided PSC approval # 4152-08/09.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 3/11/2013 RFP sent to: IFPTE, Local 21 on May 1, 2009 Cynthia P. Avakian Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4152-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved MW 4/19/2013 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Ability to develop environmental review/disclosure documents, obtain regulatory permits and approvals for development with wetland fill; perform specialized natural resource investigations and prepare related reports based on those studies. Monitor construction and maintenance of airport facilities, public access and environmental mitigation projects within an airport environment. Requires specialized environmental planning expertise particularly in an airport environment. Familiarity with the Airport environmental permitting process and consultation to ensure compliance with federal, state, regional, and local agency mandates.

B. Which, if any, civil service class normally performs this work? Planner III and IV (5298 and 5299) manage the work products prepared by technical specialists in fields such as wildlife biology, specializing in wetland and threatened and endangered species; airport environmental planning including airport sustainability and climate change planning, air quality, and aircraft noise. The Biologist series (2483, 2484, and 2485) work on projects related to "freshwater, estuarine and marine environments and watershed resources"; however, the City does not have a USFWS-permitted biologist authorized to handle the SF Garter Snake and CA Red Legged Frog or a FAA-certified Airport Wildlife Biologist to assist Airport Planning staff with implementation of the Airport Wildlife Hazard Management Plan. Three Airport Planning staff will oversee and manage the projects; however, these Airport projects would not require these technical experts on a full time basis. Since 2009, one new Planner II (5278) hire has been assisting Planner III and IV with managing work products.

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 specialized knowledge and expertise related to the Airport environment will be required only for the duration of the project. The various areas of technical expertise required to support Airport staff does not overlap. For example, a wetlands biologist will often not have the expertise in airport wildlife biology experience that requires FAA Certification. However, these disparate biological sources are required for the Airport wetland permit authorization under the Clean Water Act, Endangered Species Act, and the FAA Part 139 requirements for the Wildlife Hazard Management Plan.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, since civil services classes exist.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.

Contractor will provide about 80 hours of training on FAA's Integrated Noise Modeling (INM) and Emissions and Dispersion Modeling System (EDMS) modeling tools for aircraft noise and air emissions analyses of aviation sources. These are models required for use in FAA environmental documents as documented in FAA Orders 1050.1E and 5050.4B. The purpose of the training is to assist Airport Planning staff to critically review contractor-prepared analyses and results for use in environmental documents. However, contractors must prepare environmental analyses for the FAA and SF Planning Department to avoid any conflict of interest, per federal and state guidelines.

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

Airport Planners will receive about 80 hours (EDMS air emissions and INM noise modeling); and Airport Noise Abatement Specialists will receive about 40 hours (INM noise modeling only).

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission has approved Resolution #13-0017 to issue a RFP/RFQ for these services.

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? RFP/Qs will be issued and contractors may be awarded new contracts.

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

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

Cynthia P. Avakian Cynthia Avakian
Apr 10 2013 10:03 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Page Intentionally Left Blank

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, March 11, 2013 5:50 PM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); Ging Louie (glouie@ifpte21.org)
Cc: Audrey Park
Subject: SFO-Draft PSC Mod 2 to 4152-08/09 Environmental Planning Services
Attachments: PSC 4152-08_09 RFQ Env Projects Form 1.pdf; PSC 4152-08_09 RFQ Env Projects Admin Mod 2011.pdf; PSC 4152-08_09 Form 1 2013 Mod 2 130311.pdf; 13-0017.pdf

Ging,

Attached is the SFO's DRAFT MODIFICATION#2 to PSC 4152-08/09 Environmental Planning Services as well as the original approval.

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

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

**Airport Commission
City and County of San Francisco
Resolution No.: 13-0017**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 13_0017

AUTHORIZE STAFF TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR BIOLOGICAL SERVICES IN SUPPORT OF THE AIRPORT'S WILDLIFE HAZARD MANAGEMENT PLAN AND WILDLIFE ASSESSMENT

- WHEREAS, Airport staff must periodically update the 1999 Wildlife Hazard Management Plan (WHMP), a federally required element in SFO's Airport Certification Manual, per 14 CFR Part 139.337, *Wildlife Hazard Management*; and
- WHEREAS, the purpose of the WHMP is to identify wildlife species and habitat on or near the airport that create potential hazards to safe aircraft operations; and
- WHEREAS, FAA qualified airport wildlife biologists who have professional training, certification, and/or experience in wildlife hazard management at airports, as detailed in FAA's Advisory Circular 150/5200-36A, *Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports*, are needed to implement the WHMP; and
- WHEREAS, the services to be provided include, but are not limited to, implementing the FAA-approved WHMP; providing recommended actions for reducing identified wildlife hazards to safe operations; training SFO staff; compiling and analyzing wildlife hazard data for annual reports; and monitoring airfield construction, maintenance and airfield operations activities; and
- WHEREAS, based on the results of the Request for Proposals selection process, Airport staff will recommend that the Commission award the contract to the highest ranked proposer; and
- WHEREAS, the anticipated contract duration is three years with one two-year option to renew; and
- WHEREAS, the Human Rights Commission has approved a waiver for Chapter 14B LBE participation goals for this contract; now, therefore, be it
- RESOLVED, that this Commission approves this resolution authorizing Airport staff to issue a Request for Proposals for biological services in support of the Wildlife Hazard Management Plan and Wildlife Assessment, and to enter into contract negotiations with the highest ranked firm.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of JAN 30 2013

Juan Cammatti
Secretary

**Prior DHR Approved - Original
Prior Administrative Approval of PSC – Mod 1**

PSC #4152-08/09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 5, 2009

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Environmental Planning Services

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: \$3,750,000

TOTAL PSC DURATION: 7/1/2009 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Complex environmental analyses, assessments, compliance monitoring and reporting tasks requiring specialized environmental planning expertise and familiarity of federal, state, and local environmental regulations, especially those pertaining to airports. These tasks may include, but are not limited to: obtaining regulatory permits and approvals; consultation with regulatory agencies and public outreach; producing environmental studies, disclosure; performing specialized natural resource investigations; performing technical analyses and modeling; conducting specialized environmental studies and providing recommendations; and monitoring of construction sites and airport-managed environmental mitigation sites in accordance with appropriate federal, state, regional and local environmental regulations.

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

The Airport must meet the regulatory requirements of agencies including but not limited to the Federal Aviation Administration (FAA), U. S. Army Corps of Engineers, U. S. Fish and Wildlife Service (USFWS), U.S. Environmental Protection Agency, California Department of Fish and Game, SF Bay Regional Water Quality Control Board, and the Bay Conservation and Development Commission (BCDC). These agencies require mitigation of any impacts on wetlands, threatened and endangered species, and shoreline development. If the Airport fails to comply with these permit conditions, the Airport is subject to fines and other legal actions.

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

These services have been provided through previous on-call service contracts (PSC approval # 4083-05/06).

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

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

IFPTE, Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form MAY 5 2009 Date RFP sent to: IFPTE, Local 21 Union Name on May 1, 2009 Date [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4152-08/09

STAFF ANALYSIS/RECOMMENDATION: Approved 6/1/09

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to develop environmental review/disclosure documents, obtain regulatory permits and approvals for development with wetland fill; perform specialized natural resource investigations and prepare related reports based on those studies. Monitor the construction and maintenance of airport facilities, public access and environmental mitigation projects within an airport environment. Requires specialized environmental planning expertise particularly in an airport environment. Familiarity with the Airport environmental permitting process and consultation to ensure compliance with federal, state, regional, and local agency mandates.

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

Planner series (5298-5299) manage the work products prepared by technical specialists in fields such as wildlife biology, specializing in wetland and threatened and endangered species, airport environmental planning, air quality, and aircraft noise. The Biologist series (2483-2485) work on projects related to "freshwater, estuarine and marine environments and watershed resources"; however, the City does not have a USFWS-permitted biologist authorized to handle the SF Garter Snake and CA Red Legged Frog. Airport Planning staff will oversee and manage the projects; however, these Airport projects would not require these technical experts on a full time basis.

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 specialized knowledge and expertise related to the Airport environment will be required only for the duration of the project. The various areas of technical expertise required to support Airport staff does not overlap. For example, a wetlands biologist will often not have the expertise in airport wildlife biology experience that requires FAA Certification. However, these disparate biological sources are required for the Airport wetland permit authorization under the Clean Water Act, Endangered Species Act, and the FAA Part 139 requirements for the Wildlife Hazard Management Plan.

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

No, see question 4A above.

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

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

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? Attached is Airport Commission Resolution #08-0177.

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

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 10, 2013

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 2011-08/09 W)

TYPE OF SERVICE: Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program

FUNDING SOURCE: State, Federal Funds; Grant Funds, SF First (PATH), General Fund

Table with 2 columns: Amount and Duration. Rows include PSC Original Amount, PSC Mod#1-3 Amounts, Total Amount as Modified, PSC Original Duration, PSC Mod#1-3 Durations, and Total Duration as Modified.

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN), to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting in- and out-of-county, in small, home-like, owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for DPH Housing and Urban Health's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH) with no other homes, those served using Mental Health Services Act ("Prop 63") funds, and those referred from the SF First, SF Homeless Outreach Team (HOT), Project Homeless Connect and DPH-funded case management programs.

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

As the County's health department, DPH is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State mandated to provide mental health and substance abuse treatment services. While DPH provides many of these services directly, some services are either mandated to be provided at the community level, require facilities which the City does not have (e.g., residential care homes and stabilization rooms in hotels), or require business capacity not available through the very small providers who are needed. Many of these services enable stabilization of mental health and elderly clients which, if unavailable, would result in an increase of both physical and mental diseases, often resulting in increased unemployment and crime, and the utilization of more expensive health and social services, as well as exposing the City to lawsuits, and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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 previously approved under PSC 2011-08/09. This modification will extend the duration of the PSC to correspond to a contract amendment extending the contract term to the maximum stated in the RFP. The original agreement's term was established for a shorter period, as the vendor was a new provider of these services and funding at the time was particularly unpredictable. (Services are the same.)

D. Will the contract(s) be renewed: Yes, if funding is available and services are satisfactory.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate:

[X] IFPTE Local 21 & SEIU Local 1021 Union Name Signature of person mailing/faxing form Date 02/06/12

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2011-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved W 4/19/2013 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the Description of Work above.

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

IFPTE Local 21: 1650 Accountant; 2589/2591/2593 Health program Coordinators I, II, and III.

SEIU Local 1021: 2574 Psychologist, 2585/86/87/88; 2910 Social Worker, 2930 Psychiatric Social Worker; 2706 Housekeeper/Food Service Cleaner.

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

Services enabled by this contract will be provided by contractors with appropriately licensed and approved facilities located in the community, as required by State law.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are currently utilized to provide some of these services related to this contract, particularly assessment, referral and support services for client stabilization. However, neither the County nor DPH have the facilities or infrastructure to implement client stabilization efforts which require the level of either temporary or permanent housing needed, and the very small businesses ("mom-and-pop" residential care facilities) and intermittent out-of-county and wraparound services provided primarily by sole proprietors do not have the business capacity to enable adequate provision of services. The services under this contract assist the County in meeting its obligations as San Francisco's health safety net for very diverse populations.

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

No. If the City did acquire the facilities/infrastructure to provide those services, classes already exist which might perform the work, as outlined in 3.B. above.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

(Note: For reference, Attachment A, with excerpts from the Ca. Welfare & Inst. Code outlining requirements to utilize private nonprofit resources and facilities and appropriate use of local and private organizations is attached, as it was attached to previous requests for these services.)

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

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

(Note: For reference, Attachment A, with excerpts from the Ca. Welfare & Inst. Code outlining requirements to utilize private nonprofit resources and facilities and appropriate use of local and private organizations is attached, as it was attached to previous requests for these services.)

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

◆ **Local 1021**

Jacquie Hale/DPH/SFGOV

02/06/2012 04:44 PM

To pattie.tamura@seiu1021.org, Ed.warshauer@seiu1021.org,
Brooke.Demmerle@seiu1021.org, l21pscreview@ifpte21.org
cc Michelle Ruggels, Yvonne Eckhoff/DPH/SFGOV, Junko Craft
bcc Shirley Giang/DPH/SFGOV@SFGOV; Philip
Tse/DPH/SFGOV@SFGOV
Subject Modification to PSC 2011-08/09 Fiscal Intermediary Services
for Mental Health Residential Care Facilities, Children's
Wraparound Services, and Emergency Housing Program (for
Civil Service Commission meeting of April 2, 2012

Please find attached the a draft of the following personal services contract summary, which we plan to request for calendaring on the April 2, 2012, Civil Service Commission meeting agenda:

- Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program

Please let us know if you need further information. Thank you.



DPH PSC MODIFICATION #2011-0809 FI Mental Health and Housing.pdf

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

Local 21 Request a Meeting to be Coordinate with SEIU 1021

- **Department's E-mail Correspondences with Labor Unions**



City and County of San Francisco

San Francisco Department of Public Health

Barbara A. Garcia, MPA
Director of Health

DATE: April 10, 2013

TO: Leorah Dang, DHR, PSC Coordinator

FROM: Jacquie Hale, Public Health, PSC Coordinator
Director, Office of Contract Management and Compliance *JH*

RE: Request to Modify PSC 2011-08/09 for Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program

Please find attached our request for calendaring of the above-referenced Personal Services Contract (PSC) for the May 6, 2013, meeting of the Civil Service Commission, which includes:

- April 10, 2013, request to modify the original PSC (Modification #3)
- Correspondence with labor unions related to Modification #3:
 - February 6, 2012, original emailed notice to SEIU Local 1021 and IFPTE Local 21
 - February 7, 2012, SEIU request to meet
 - February 8, 2012, Local 21 request to meet in coordination with SEIU
 - June 27, 2012, email asking if meeting still requested (and returned receipt)
- June 25, 2012 administrative approval (Modification #2)
- March 21, 2012, administrative approval (Modification #1)
- April 27, 2009; Notice of Civil Service Commission Action, regarding actions taken at the April 20, 2009, meeting of the Civil Service Commission

Preparation of this modification request took longer than originally planned. We have notified both unions potentially affected by this PSC well in advance, and while we have been in communication and/or meeting with both unions on several other PSCs, we have not had further response from either union regarding their initial request to meet sent last year.

Since W

We need to move forward on this PSC so that we can continue:

- regular payments to small, "mom-and-pop" board and care homes caring for mental health clients under our responsibility;
- as-needed payments for as-needed services to children and adolescents receiving mental health care in our system (e.g., special tutoring, limited transportation or recreation expenses, etc.), e.g., children's wraparound services; and
- as-needed payments for emergency stabilization housing (rental subsidies) for our clients who would otherwise be homeless, while they are waiting for treatment and/or placement in more permanent housing.

Please let me know if you need any further information. Thank you for your time and consideration.

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~

~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org – office 415-554-2509 fax 415 554-2555

101 Grove Street, Room 307, San Francisco, CA 94102



Pattie Tamura
<Pattie.Tamura@SEIU1021.ORG>
RG>

02/07/2012 11:11 AM

To 'Jacquie Hale' <Jacquie.Hale@sfdph.org>, Ed Warshauer
<Ed.Warshauer@SEIU1021.ORG>,
"l21pscreview@ifpte21.org" <l21pscreview@ifpte21.org>,
Brook Demmerle <Brook.Demmerle@SEIU1021.ORG>,
Karen Joubert <Karen.Joubert@SEIU1021.ORG>,
"jtanner940@aol.com" <jtanner940@aol.com>

cc Michelle Ruggels <Michelle.Ruggels@sfdph.org>, Yvonne
Eckhoff <Yvonne.Eckhoff@sfdph.org>, Junko Craft
<Junko.Craft@sfdph.org>

bcc

Subject RE: Modification to PSC 2011-08/09 Fiscal Intermediary
Services for Mental Health Residential Care Facilities,
Children's Wraparound Services, and Emergency Housing
Program (for Civil Service Commission meeting of April 2,
2012

History: This message has been forwarded.

While this is a "continuing" PSC - the contract more than doubles...with the additional years added in.

I'm asking that a meeting be set up where we can fully understand the scope of this work. - Please coordinate date and time and location with Ed Warshauer.

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
Sent: Monday, February 06, 2012 4:45 PM
To: Pattie Tamura; Ed Warshauer; Brooke.Demmerle@sei1021.org;
l21pscreview@ifpte21.org
Cc: Michelle Ruggels; Yvonne Eckhoff; Junko Craft
Subject: Modification to PSC 2011-08/09 Fiscal Intermediary Services for
Mental Health Residential Care Facilities, Children's Wraparound Services, and
Emergency Housing Program (for Civil Service Commission meeting of April 2,
2012

Please find attached the a draft of the following personal services contract summary, which we plan to request for calendaring on the April 2, 2012, Civil Service Commission meeting agenda:

Fiscal Intermediary Services for Mental Health Residential Care
Facilities, Children's Wraparound Services, and Emergency Housing
Program

Please let us know if you need further information. Thank you.

(See attached file: DPH PSC MODIFICATION #2011-0809 FI Mental Health and
Housing.pdf)

Jacquie Hale
Director
Office of Contract Management and Compliance Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org



Sharon Jenkins
 <sjenkins@ifpte21.org>
 02/08/2012 11:23 AM

To: Jacquie Hale <Jacquie.Hale@sfdph.org>
 cc
 bcc
 Subject: RE: Modification to PSC 2011-08/09 Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program (for Civil Service Commission meeting of April 2, 2012)

You do not need to include me.

Thanks.

Sharon E. Jenkins
 Representative/Organizer
 IFPTE, Local 21
 (p) 415-864-2100, x145
 (f) 415-864-2166
 sjenkins@ifpte21.org

"Find Local 21 on Facebook!"

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

From: Jacquie Hale [mailto:Jacquie.Hale@sfdph.org]
 Sent: Tuesday, February 07, 2012 10:53 AM
 To: Sharon Jenkins
 Subject: Fw: Modification to PSC 2011-08/09 Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program (for Civil Service Commission meeting of April 2, 2012)

Sharon, I just wanted to check in with you and confirm whether or not this should have gone to you, in addition to "l2lpscreview@ifpte21.org." It's a big help to just send an email to one address per union, but if you still need us to include you, please let me know.

Thanks.

----- Forwarded by Jacquie Hale/DPH/SFGOV on 02/07/2012 09:57 AM -----

Jacquie
 Hale/DPH/SFGOV

02/06/2012 04:44
 PM

pattie.tamura@seiul021.org,
 Ed.warshauer@seiul021.org,
 Brooke.Demmerle@seiul021.org,
 l2lpscreview@ifpte21.org

To

cc

Michelle Ruggels, Yvonne
 Eckhoff/DPH/SFGOV, Junko Craft
 Subject:
 Modification to PSC 2011-08/09
 Fiscal Intermediary Services for
 Mental Health Residential Care
 Facilities, Children's Wraparound
 Services, and Emergency Housing

Program (for Civil Service
Commission meeting of April 2, 2012

Please find attached the a draft of the following personal services contract summary, which we plan to request for calendaring on the April 2, 2012, Civil Service Commission meeting agenda:

*Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program

Please let us know if you need further information. Thank you.

(See attached file: DPH PSC MODIFICATION #2011-0809 FI Mental Health and Housing.pdf)

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

Jacquie Hale/DPH/SFGOV

06/27/2012 01:57 PM

To L21PSC Review <L21PSCReview@ifpte21.org>

cc "ed.warshauer@seiu1021.org"
<ed.warshauer@seiu1021.org>,
"pattie.tamura@seiu1021.org"
<pattie.tamura@seiu1021.org>, Sharon Jenkins
<sjenkins@ifpte21.org>

bcc

Subject Re: PSC-DPH Fiscal Intermediary Services for Mental Health
Residential Care Facilities, Children's Wraparound Services,
and Emergency Housing Program - \$68M /4 yrs

Hi, Larry,

I know you have all been busy with negotiations, etc., but I'm trying to clean up my loose ends and wanted to know if you still wanted to meet about this. If you do, please just send me some times that might be good for you next week? If not, I'd like to go ahead with this one. If there's any other info I can send you that might answer questions without a meeting or in advance of a meeting, please just let me know that, too.

Thank you,

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)
Jacquie.Hale@SFDPH.org

L21PSC Review <L21PSCReview@ifpte21.org>



L21PSC Review
<L21PSCReview@ifpte21.org>

02/08/2012 09:28 AM

To "jacquie.hale@sfdph.org" <jacquie.hale@sfdph.org>

cc "ed.warshauer@seiu1021.org"
<ed.warshauer@seiu1021.org>,
"pattie.tamura@seiu1021.org"
<pattie.tamura@seiu1021.org>, Sharon Jenkins
<sjenkins@ifpte21.org>

Subject PSC-DPH Fiscal Intermediary Services for Mental Health
Residential Care Facilities, Children's Wraparound Services,
and Emergency Housing Program - \$68M /4 yrs

Local #21 request a meeting to be coordinate with SEIU 1021.

Larry Wong
L21 PSC Reviewer

From: Jacquie Hale [Jacquie.Hale@sfdph.org]
Sent: Monday, February 06, 2012 4:44 PM
To: pattie.tamura@seiu1021.org; Ed.warshauer@seiu1021.org;
Brooke.Demmerle@seiu1021.org; L21PSC Review

Cc: Michelle Ruggels; Yvonne Eckhoff; Junko Craft
Subject: Modification to PSC 2011-08/09 Fiscal Intermediary Services for
Mental Health Residential Care Facilities, Children's Wraparound Services, and
Emergency Housing Program (for Civil Service Commission meeting of April 2,
2012

Please find attached the a draft of the following personal services
contract summary, which we plan to request for calendaring on the April 2,
2012, Civil Service Commission meeting agenda:

-Fiscal Intermediary Services for Mental Health Residential Care
Facilities, Children's Wraparound Services, and Emergency Housing
Program

Please let us know if you need further information. Thank you.

(See attached file: DPH PSC MODIFICATION #2011-0809 FI Mental Health and
Housing.pdf)

Jacquie Hale
Director
Office of Contract Management and Compliance
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102
(415) 554-2609
(415) 554-2555 (fax)



Jacquie.Hale@SFDPH.org DPH PSC MODIFICATION #2011-0809 FI Mental Health and Housing.pdf



Ed Warshauer
<Ed.Warshauer@SEIU1021.ORG>

06/27/2012 02:24 PM

To "Jacquie.Hale@sfdph.org" <Jacquie.Hale@sfdph.org>

cc

bcc

Subject Read: Re: PSC-DPH Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program - \$68M /4 yrs

Your message

To: Ed Warshauer

Subject: Re: PSC-DPH Fiscal Intermediary Services for Mental Health Residential Care Facilities, Children's Wraparound Services, and Emergency Housing Program - \$68M /4 yrs

Sent: Wednesday, June 27, 2012 1:57:21 PM (UTC-08:00) Pacific Time (US & Canada)

was read on Wednesday, June 27, 2012 2:24:41 PM (UTC-08:00) Pacific Time (US & Canada).

Final-recipient: RFC822; Ed.Warshauer@SEIU1021.ORG

Disposition: automatic-action/MDN-sent-automatically; displayed

X-MSEch-Correlation-Key: Tpn7XLPzDUW5dfat5VN8Dw==

Original-Message-ID:

<OF3A6540C2.8E6DEEC9-ON88257A2A.0072D210-88257A2A.00732881@sfgov.org>

X-Display-Name: Ed Warshauer

Personal Services Contract Summary
Department of Public Health/Community Behavioral Health Services
Attachment "A"
Excerpts from California Welfare & Institutions Code

Personal Services Contract Summary
Department of Public Health / Community Behavioral Health Services
Attachment "A"
Excerpts from California Welfare and Institutions Code

5000. This part shall be known and may be cited as the Lanterman-Petris-Short Act.

5120. It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient.

Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospitals and nursing homes are permitted by conditional use permit.

5652.5. (a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used.

(b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care.

5653. In developing the county Short-Doyle plan, optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds which may be available for mental health planning.

In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county Short-Doyle plan of vocational rehabilitation services for the mentally disordered.

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5657>

**Prior Notice of Civil Service Commission Action – Original
Prior Administrative Approval of PSC – Mod 1 & Mod 2**

PSC #2011-08/09

Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

April 27, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.

At its meeting of April 20, 2009 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: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Jacquie Hale, Department of Public Health
- Kan Htun, Arts Commission
- Jennifer Johnston, Department of Human Resources
- Mary Ng, Department of Human Resources
- Brigette Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 56th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$20,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$800,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-18



09 09 12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/25/09

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Behavioral health services: Fiscal intermediary services for Client Stabilization Programs

FUNDING SOURCE: General Fund, State and Federal Funds (including MediCal), Grant Funds

Original PSC AMOUNT: \$17 million per year; PSC DURATION: 7/1/09-6/30/12
\$51 million for 3 years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan, including services to the indigent and uninsured; for licensed Residential Care Facilities (RCFs) and licensed Residential Care Facilities for the Elderly (RCFEs) to assist clients to live in a stable community setting, within San Francisco and out-of-county, in small, home-like operations that are owner-occupied licensed facilities ("board-and-care homes"); for wraparound services for CBHS's Children, Youth and Families' clients to assist in client stabilization, including emergency food and housing, transportation, and clothing; and for its Housing and Urban Health office's emergency housing program for homeless clients with special needs, including those discharged from San Francisco General Hospital (SFGH), those served using State Substance Abuse Crime Prevention and Administration ("Prop. 36") and Mental Health Services Act ("Prop. 63") funds, those referred from the SF First, SF Homeless Outreach Team (HOT), and Project Homeless Connect programs, and DPH-funded case management programs.

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

As the County's health department, DPH is responsible for the protection and promotion of the health of all San Franciscans, which includes providing safety net health services to residents who need it and fulfilling State mandates to provide mental health and substance abuse treatment services. While DPH provides many of these services directly, some services are either mandated to be provided at the community level, require facilities which the City does not have (e.g., residential care homes and stabilization rooms in hotels), or require business capacity not available through the very small providers who are needed. Many of these services enable stabilization of mental health and elderly clients which, if unavailable, would result in an increase of both physical and mental diseases, often resulting in increased unemployment and crime, and the utilization of more expensive health and social services, as well as exposing the City to lawsuits, and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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 previously approved under PSC 2013-04/05 (mental health and substance abuse services).

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 procedure):

[X] IFPTE Local 21; Jacquie Hale MAR 25 2009
SEIU Local 1021

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2011-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: April 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have appropriate experience to be able to serve as fiscal intermediary to enable provision of services by direct service providers with State licensed and Commission approved facilities and trained and licensed staff, as applicable, to provide the services outlined in the Description of Work above.

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

IFPTE Local 21: 1650 Accountant; 2589/2591/2593 Health Program Coordinators I, II, and III;
SEIU Local 1021: 2574 Psychologist, 2585/86/87/88; 2910 Social Worker, 2930 Psychiatric Social Worker;
2706 Housekeeper/Food Service Cleaner.

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

Yes. Contractors will provide services in applicably licensed and approved facilities in the community.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing civil service classes are currently utilized to provide some of these services related to this contract, particularly assessment, referral and support services for client stabilization. However, neither the County or DPH have the facilities or infrastructure to implement client stabilization efforts which require the level of either temporary or permanent housing needed, and the very small businesses ("mom-and-pop" residential care facilities) and intermittent out-of-county and wraparound services provided primarily by sole proprietors do not have the business capacity to enable adequate provision of services. The services under this contract assist the County in meeting its obligations as San Francisco's health safety net for very diverse populations.

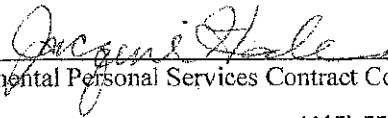
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. If the City did acquire the facilities/infrastructure to provide those services, classes already exist which might perform the work, as outlined in 3.B. above.

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

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

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


Signature of Departmental Personal Services Contract Coordinator

JH

Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102
Address

Mod #1



San Francisco Department of Public Health
Barbara A. Garcia, MPA
Director of Health

City and County of San Francisco

Date: March 14, 2012
To: Maria Ryan, DHR PSC Coordinator
From: Jacquie Hale, DPH PSC Coordinator
Re: Request for Administrative Approval of PSC Modification

PSC No: 2011-08/09 Approval Date: April 20, 2010 ~~2009~~ W 4/11/13

Description of Services:
Behavioral health services: Fiscal Intermediary services for Client Stabilization Program

Original Approved Amount:	\$17 million per year; \$51 million for 3 years	Original Approved Duration:	7/1/09-6/30/12
Amount of Modification: #1	\$0	Modification of Duration:	7/1/12-9/30/12
Total Amount as Modified:	\$17 million per year; \$51 million for 3 years	Total Duration as Modified:	7/1/09-9/30/12

Reason for the modification

DPH is in the process of requesting Board of Supervisors approval for another 4 years, and will request approval for that increase from the Civil Service Commission prior to July 1, 2012. This request for administrative approval for a no-cost, 3-month extension will enable DPH to extend the contract long enough to ensure that there will be no disruption in cash flow for the services which this contract enables while the Board's approval process is underway.

Attachment: Copy of Approved PSC Summary DPH CMS #6551

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Approval Date: 3/21/12

By: Micki Callahan
Micki Callahan, Human Resources Director

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.
We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~
~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~
Jacquie.hale@sfdph.org - office 415-554-2509 fax 415 554-2555
101 Grove Street, Room 307, San Francisco, CA 94102

Mod #2



San Francisco Department of Public Health
Barbara A. Garcia, MPA
Director of Health

City and County of San Francisco

Date: June 22, 2012
To: Maria Ryan, DHR PSC Coordinator
From: Jacquie Hale, DPH PSC Coordinator *JH*
Re: Request for Administrative Approval of PSC Modification
PSC No: 2011-08/09 Approval Date: April 20, ~~2010~~ 2009 *W* 4/11/13

Description of Services:

Behavioral health services: Fiscal intermediary services for Client Stabilization Program

Original Approved Amount:	\$17 million per year; \$51 million for 3 years	Original Approved Duration:	7/1/09-6/30/12
Modification #1 Approved 3/21/12:	\$0	Modification Approved 3/21/12:	7/1/12-9/30/12
Amount of this Modification #2:	\$17 million/1 year	Modification of Duration:	10/1/12-6/30/13
Total Amount as Modified:	\$17 million per year; \$68 million for 4 years	Total Duration as Modified:	7/1/09-6/30/13

Reason for the modification:

DPH is in the process of responding to union requests to meet and get more information on this PSC modification, but needs to continue services while that discussion is taking place. Due to the several participants' summer schedules, we want to provide for any scheduling challenges leading to an anticipated calendaring request on August 6, 2012, for the CSC meeting of September 17, 2012, for the full contract amount recently approved by the Board of Supervisors of an additional 4 years. While we do not anticipate these discussions to take a full year, we would like to be able to process a full year contract through the Office of Contract Administration to avoid further delays during this fiscal year once the discussions with the union are complete and further modification is then needed.

Attachment: Copy of Approved PSC Summary DPH CMS #6551

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Approval Date: 6/25/12

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

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans.

We shall ~ Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~

Jacquie.hale@sfdph.org -- office 415-554-2509 fax 415 554-2555

101 Grove Street, Room 307, San Francisco, CA 94102

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