



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: August 5, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Bree Mawhorter, SHF
Rebekah Krell, ARTS
Stacey Camillo, DPW
Mabel Ng, ETH
Cynthia Avakian, AIR
Shamica Jackson, PUC
Parveen Boparai, MTA

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 2013-2014	Total for FY 2013-2014
\$19,064,475	\$353,004	\$19,417,479

POSTING FOR

08/05/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-13/14	06	Sheriff	Regular	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSFD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	1/1/2013 - 1/1/2014
4010-13/14	28	Art Commission	Regular	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	7/1/2013 - 6/30/2014
4011-13/14	90	Public Works	Regular	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	9/1/2013 - 2/31/2019

Total Amount - Regular: \$5,056,875

POSTING FOR

08/05/2013

**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
4081-09/10	18	Ethics Commission	Regular	\$687,000	\$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	10/1/2010 - 9/30/2018
4009-11/12	27	Airport Commission	Regular	\$4,000,000	\$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	8/1/2011 - 8/1/2016
4092-10/11	40	Public Utilities Commission	Regular	\$2,000,000	\$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	7/1/2011 - 10/1/2018
4200-06/07	40	Public Utilities Commission	Regular	\$4,000,000	\$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	10/1/2007 - 11/1/2016

POSTING FOR

08/05/2013

**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
4005-11/12	68	Municipal Transportation Agency	Regular	\$0	\$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SEMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	5/16/2011 - 8/14/2016
4095-08/09	90	Public Works	Regular	\$3,320,600	\$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	3/26/2009 - 11/30/2015

Sum of Modified Amounts: \$14,007,600

Bree Mawhorter
San Francisco Sheriff's Department
One Carlton B. Goodlett Place, Rm. 450
San Francisco, CA 94102
(415) 554-4316

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

Stacey Camillo
Department of Public Works
875 Stevenson St, Rm. 420
San Francisco, CA 94103
(415) 554-4886

Mabel Ng
San Francisco Ethics Commission
25 Van Ness Ave., Ste. 220
San Francisco, CA 94102
(415) 252-3102

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128
(650) 821-2014

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., 8th Flr.
San Francisco, CA 94102
(415) 554-0727
David Scott (415) 551-4672

Parveen Boparai
SF Municipal Transportation Agency
1 South Van Ness, 6th Flr.
San Francisco, CA 94103
(415) 701-5377

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
4009-13/14	Sheriff's	1
4010-13/14	Arts Commission	3
4011-13/14	Public Works	20

Modification PSCs	Department	Page
4081-09/10	Ethics Commission	39
4009-11/12	Airport Commission	63
4092-10/11	Public Utilities Commission	74
4200-06/07	Public Utilities Commission	83
4005-11/12	Municipal Transportation Agency	95
4095-08/09	Public Works	111

**Regular/Continuing/Annual
Personal Services Contracts**

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/30/2013

DEPARTMENT NAME: San Francisco Sheriff's Dept

DEPARTMENT NUMBER: 06

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

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

TYPE OF SERVICE: Professional Services - Implementation of Compass software

FUNDING SOURCE: General Fund

PSC AMOUNT: \$56,875 PSC DURATION: 1/1/2013-1/1/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.

B. Explain why this service is necessary and the consequence of denial: This system will be used to assess the needs of all inmates entering the SFSD jail system and to identify the in-jail services required to meet those needs. Compass is used by Adult Probation Department (ADP) to assess the needs of probationers as they exit jail and enter the probation system. Using Compass in SFSD jails will enable the City to provide a better continuum of care and to better track clients as they move from the custody of SFSD to ADP.

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

D. Will the contract(s) be renewed? The software support will be renewed annually.

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

[X] Local 21 Union Name L21PSCReview@ifpte21.org Signature of person mailing/faxing form 7/1/2013 Date [] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Detailed knowledge of Compass software system and how to customize to meet Department needs. Ability to train staff to use Compass. Ability to diagnose and resolve technical problems related to operation of Compass software.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Compass software is a proprietary product of Northpointe Inc. Only Northpointe employees have the required skills and expertise.

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

No. The Compass software is a proprietary product of Northpointe Inc. Only Northpointe employees have the required skills and expertise.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours. 14.5 hours
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. 22 FTE 8304 Deputy Sheriff's

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

Yes No

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

Yes No

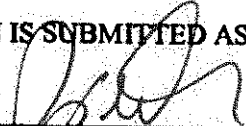
E. Has a board or commission determined that contracting is the most effective way to provide this service?

Yes No

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

Yes No

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



Signature of Departmental Personal Services Contract Coordinator

Bill Manning

Print or Type Name

554 4316

Telephone Number

1 Dr Carter B board place
SE CA 94102

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Mawhorter, Bree
Sent: Monday, July 01, 2013 3:20 PM
To: DHR-PSCCoordinator, DHR
Cc: L21PSCReview@ifpte21.org
Subject: Compass PSC
Attachments: DOC081.PDF

Please see attached.

Bree

Bree Mawhorter
Deputy Director / CFO
415.554.4316

1 Dr. Carlton B Goodlett Place, 450
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 1, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, Fabricate, Transport and Install artworks in association with various Capital Improvement Projects City-wide

FUNDING SOURCE: Art Enrichment Funds (Construction Bond Funding)

PSC AMOUNT: \$3,000,000 PSC DURATION: 7/1/2013 to 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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 Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 7.2.13
Local 21 Union Name Signature of person mailing/faxing form Date 7.2.13

RFP sent to NA Union Name , on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and Fine Art Fabricators are not a Civil Service Classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for Fine Art Transport and the City will not assume liability for damage to artwork sustained during transportation.

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

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

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

Yes No

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

B. Will the contractor train City and County employees?

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

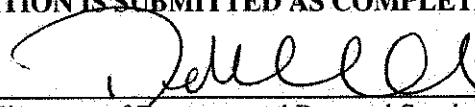
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator
Rebekah Krell 252-4665
Print or Type Name Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 94102
Address

Union Notification(s)

◆ **Local 1021**

◆ **Local 21**

Dang, Leorah

From: Pattie Tamura <pattie.tamura@seiu1021.org>
Sent: Tuesday, July 02, 2013 11:30 PM
To: Lovvorn, Jennifer; Robynn Takayama
Cc: Brook Demmerle; Tonette Garcia; Tiya Thlang; David Canham; Kirsten.clemons@seiu1021.org; sharizinn@yahoo.com; JTanner940@aol.com; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR
Subject: Re: PSC for your review

Approved as is by SEIU.

Pattie Tamura

On Jul 2, 2013, at 4:24 PM, "Lovvorn, Jennifer" <jennifer.lovvorn@sfgov.org> wrote:

> Dear Local 1021 and 21 Representatives, Attached is an Annual PSC
> request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

>

> Attached to this request are two examples of previously approved PSCs for similar artwork contracts.

>

> If you have any questions, please feel free to contact me.

>

> Sincerely,
> Jennifer Lovvorn
> Senior Project Manager
> Civic Art Collection and Public Art Program San Francisco Arts
> Commission
> 25 Van Ness Avenue, Suite 345
> San Francisco, CA 94102
> T: 415-252-4637 F: 415-252-2595
> sfartscommission.org

>

> e-Newsletter<http://visitor.r20.constantcontact.com/manage/optin/ea?v=001WY2H_3RLHWq4IR0dN5CO_A%3D%3D> |
> Twitter<<http://www.twitter.com/SFAC>> |
> Facebook<<http://www.facebook.com/#!/sfacpublicart?ref=ts>> |
> YouTube<<http://www.youtube.com/ArtsCommission>> |
> Flickr<<http://www.flickr.com/photos/sfac>>

>

> <CSC_Request_7-2-2013.pdf>

Dang, Leorah

From: Kim Carter <kcarter@ifpte21.org>
Sent: Monday, July 15, 2013 11:54 AM
To: Lovvorn, Jennifer
Subject: RE: PSC for your review

The union has no objection at this time.

Kim Carter
IFPTE Local 21, AFL-CIO
1182 Market Street, Suite 425
San Francisco, CA 94102
[415-864-2100](tel:415-864-2100) x127
[415-864-2166](tel:415-864-2166) Fax
www.ifpte21.org

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From: Lovvorn, Jennifer [<mailto:jennifer.lovvorn@sfgov.org>]
Sent: Thursday, July 11, 2013 3:58 PM
To: Kim Carter
Subject: RE: PSC for your review

Hi Kim,
Just wondering if you've had a chance to look at the PSC. (Sorry to bug you.)

Thanks,
Jennifer Lovvorn
Senior Project Manager
Civic Art Collection and Public Art Program

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-4637 F: 415-252-2595
sfartscommission.org

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From: Kim Carter [<mailto:kcarter@ifpte21.org>]
Sent: Monday, July 08, 2013 4:33 PM
To: Lovvorn, Jennifer
Subject: RE: PSC for your review

I will review it and get back to you.

Kim

Kim Carter
IFPTE Local 21, AFL-CIO
1182 Market Street, Suite 425
San Francisco, CA 94102
[415-864-2100](tel:415-864-2100) x127
[415-864-2166](tel:415-864-2166) Fax
www.ifpte21.org

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From: Lovvorn, Jennifer [<mailto:jennifer.lovvorn@sfgov.org>]
Sent: Monday, July 08, 2013 3:34 PM
To: Kim Carter
Subject: FW: PSC for your review

Dear Kim,
I am contacting you directly to see if Local 21 has any objections or concerns relative to the attached PSC request. I am hoping that I can have this item calendared on the Civil Service Commission agenda soon since it is for this current fiscal year.

The PSC is to place artists under contract to create artworks for the City's new buildings. Since there are no City classifications for artists, I am hoping that this will be approved.

Feel free to contact me if you have any questions.

Thank you so much for reviewing this.

Regards,
Jen

Jennifer Lovvorn
Senior Project Manager
Civic Art Collection and Public Art Program

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-4637 F: 415-252-2595
sfartscommission.org

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From: Lovvorn, Jennifer
Sent: Tuesday, July 02, 2013 4:28 PM
To: 'Pattie.tamura@seiu1021.org'; 'Brook.demmerle@seiu1021.org'; 'Tonette.garcia@seiu1021.org'; 'Tiya.Thlang@seiu1021.onmicrosoft.com'; 'David.canham@seiu1021.org'; 'Kirsten.clemons@seiu1021.org'; 'sharizinn@yahoo.com'; 'JTanner940@aol.com'; 'L21PSCReview@ifpte21.org'
Cc: DHR-PSCCoordinator, DHR
Subject: PSC for your review

Dear Local 1021 and 21 Representatives,

Attached is an Annual PSC request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

Attached to this request are two examples of previously approved PSCs for similar artwork contracts.

If you have any questions, please feel free to contact me.

Sincerely,

Jennifer Lovvorn

Senior Project Manager

Civic Art Collection and Public Art Program

San Francisco Arts Commission

25 Van Ness Avenue, Suite 345

San Francisco, CA 94102

T: 415-252-4637 F: 415-252-2595

sfartscommission.org

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Dang, Leorah

From: Lovvorn, Jennifer
Sent: Tuesday, July 02, 2013 4:22 PM
To: Pattie.tamura@seiu1021.org; Brook.demmerle@seiu1021.org;
Tonette.garcia@seiu1021.org; Tiya.Thlang@seiu1021.onmicrosoft.com;
David.canham@seiu1021.org; Kirsten.clemons@seiu1021.org; sharizinn@yahoo.com;
JTanner940@aol.com; L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC for your review
Attachments: CSC_Request_7-2-2013.pdf

Dear Local 1021 and 21 Representatives,
Attached is an Annual PSC request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

Attached to this request are two examples of previously approved PSCs for similar artwork contracts.

If you have any questions, please feel free to contact me.

Sincerely,
Jennifer Lovvorn
Senior Project Manager
Civic Art Collection and Public Art Program

San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-4637 F: 415-252-2595
sfartscommission.org

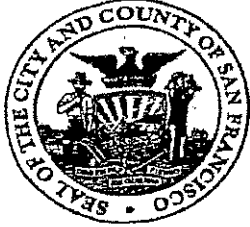
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Prior Notice of Civil Service Commission Action - Similar
Prior DHR Approved PSC Form 1 – Similar

PSC #4101-10/11

Prior Regular Meeting Minutes of 10/01/2012 – Similar
Copy of PSC Form 1 - Similar

PSC #4022-12/13



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4104-10/11
Similar

E. DENNIS NORMANDY
PRESIDENT

May 18, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
COMMISSIONER

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

MARY Y. JUNG
COMMISSIONER

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

LISA SEITZ GRUWELL
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

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

POSTING FOR
5/16/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4104-10/11	28	Art Commission	Regular	\$7,624,000	Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.	5/1/2011 - 6/1/2015
4105-10/11	81	Public Health	Regular	\$6,200,000	Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.	1/1/2011 - 12/31/2013
4106-10/11	90	Public Works	Regular	\$100,000	The Furniture Fixtures & Equipment (FF&E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturers and/or vendors selected through a separate RFQ process.	3/1/2011 - 12/31/2013

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

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

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

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

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$ 2,624,000

PSC DURATION: 5-1-2011 through 6-1-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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

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

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

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

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

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

MAR 15 2011

PSC# 4104-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

None. Artist is not a Civil Service classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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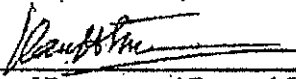
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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


Signature of Departmental Personal Services Contract Coordinator

Kan Htun

252-4604

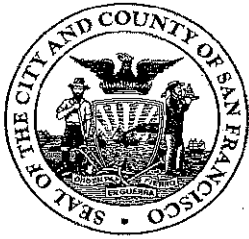
Print or Type Name

Telephone Number

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

Address

4022-12/13
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

KATE FAVETTI
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

MINUTES Regular Meeting October 1, 2012

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Helffond	Present
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Special Meeting of September 17, 2012

Action: Adopted. (Vote of 4 to 0)

Regular Meeting of September 17, 2012

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director stated that the Department of Human Resources (DHR) received a draft copy of the State Personnel Board's Audit of DHR and there a few items that need to be acted on which include rule changes.

She also requested that the Commission re-engage with DHR on the subject of Civil Service Reform.

Also, the report requested by the Commission regarding the standing on the Priority Eligible List established for the former Redevelopment Agency employees will be forthcoming. DHR is in the process of taking requisitions for those positions now. There are some forty people on the list in various classifications.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer reported that due to the generosity of the Department of Human Resources, new computers are being installed and loaded with Microsoft 2010.

She also stated that she will select a date for the tree planting in memory of Commissioner Donald A. Casper in the near future.

0326-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4022-12/13	Art Commission	\$110,000	Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.	Regular	12/31/14

September 17, 2012: Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.

Speakers: None.



Action: Adopted the report; Approved the request for PSC #4022-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0345-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4027-12/13	Airport Commission	\$3,000,000	This request is for the services of a design-build contractor with specially design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot ("Project"). The Design-Build contractor will perform the design and construction of a new parking lot with the Airport's existing parking control system including site drainage and lighting improvements.	Regular	04/01/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2012

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: \$110,000 PSC DURATION: August 8, 2012 - December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

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

City Administrative code section 3.19 requires that 2% of the construction budget of capital improvement projects be spent on art enrichment. Denial would prohibit the inclusion of an art enrichment opportunity.

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

A recent Civil Service approval was for design, fabrication and installation for an artwork at 17th and Folsom Park under PSC# 3004-12/13 on July 30, 2012.

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):

SEIU Union Name Signature of person mailing/faxing form Date 9/18/12

Local 21 Union Name Signature of person mailing/faxing form Date 9/18/12

RFP sent to N/A Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

None. Artist is not a Civil Service Classification.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

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

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

Th. E. DeC...

 Signature of Departmental Personal Services Contract Coordinator

Tom Delaigny signing for →

Rebekah Krell

 Print or Type Name

252-4665

 Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 94102

 Address

Page Intentionally Left Blank

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/05/13

DEPARTMENT NAME: PUBLIC WORKS (DPW) W DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Environmental consulting & planning services for the Better Market Street Project

FUNDING SOURCE: Project funds

PSC AMOUNT: \$2,000,000 PSC DURATION: 9/1/2013 - 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project...

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

These specialized services and expertise are necessary because the City does not currently possess all of them. In addition, the work services are needed to provide the mandatory CEQA/NEPA services for the BMS Project.

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):

Specialized Environmental Review Services for major infrastructure projects are routinely provided by consultants who possess unique qualifications. The most recent personal services contract for similar work was approved via PSC# 4093-06/07 on 2/05/2007...

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

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

Local 21 Union Name Carlos Signature of person mailing/faxing form 6/05/13 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4011-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The project requires specialized CEQA/NEPA consultants with expertise in complex, major projects to analyze the environmental impact of the BMS Project. In particular, the consultants need CEQA/NEPA (where NEPA is administered by the US Department of Transportation) expertise to provide aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the joint CEQA/NEPA analysis.

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

None. The Department of City Planning and San Francisco Municipal Transportation Agency has planners (CS classes 5288 Transit Planner II, 5289 Transit Planner III, 5290 Transit Planner IV, 5291 Planner III, 5293 Planner IV, 5298 Planner III-Environmental Review, 5299 Planner IV-Environmental Review, 5620 Regulatory Specialist, 5642 Senior Environmental Specialist, 5644 Principal Environmental Specialist) who, by process, become the editors of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and other City requirements. However, the City's Planners do not generally review NEPA documents. This is done by Caltrans on behalf of the US Department of Transportation. The consultants augment the work of the City's planners, who do not have specialized expertise required for many of the technical studies.

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

Yes. The Consultant will provide facilities, equipment, and computer software for analyses needed for the work.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The broad and specialized scope of the necessary environmental services exceeds the City's current capabilities of staff and equipment. The work of consultants will also augment the work of the City Planners through the CEQA/NEPA process. The City's planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA/NEPA Guideline requirements.

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

No, the work is highly specialized and project specific. Projects of this type and size requiring this particular work are infrequent so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department's policy and procedures (See attached Environmental Review Process Summary.)

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

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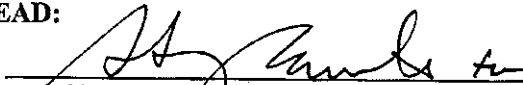
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

<input 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

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103

Address

Additional Attachment(s)

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- **SF Planning Department
Environmental Review Process Summary
Dated: March 17, 2011**



SAN FRANCISCO
PLANNING
DEPARTMENT

GENERAL PLANNING INFORMATION

Environmental Review Process Summary

Planning Department
1650 Mission Street
Suite 400
San Francisco, CA
94103-9425

T: 415.558.6378
F: 415.558.6409

Date:
March 17, 2011

Subject:
**Environmental Review under the California
Environmental Quality Act**

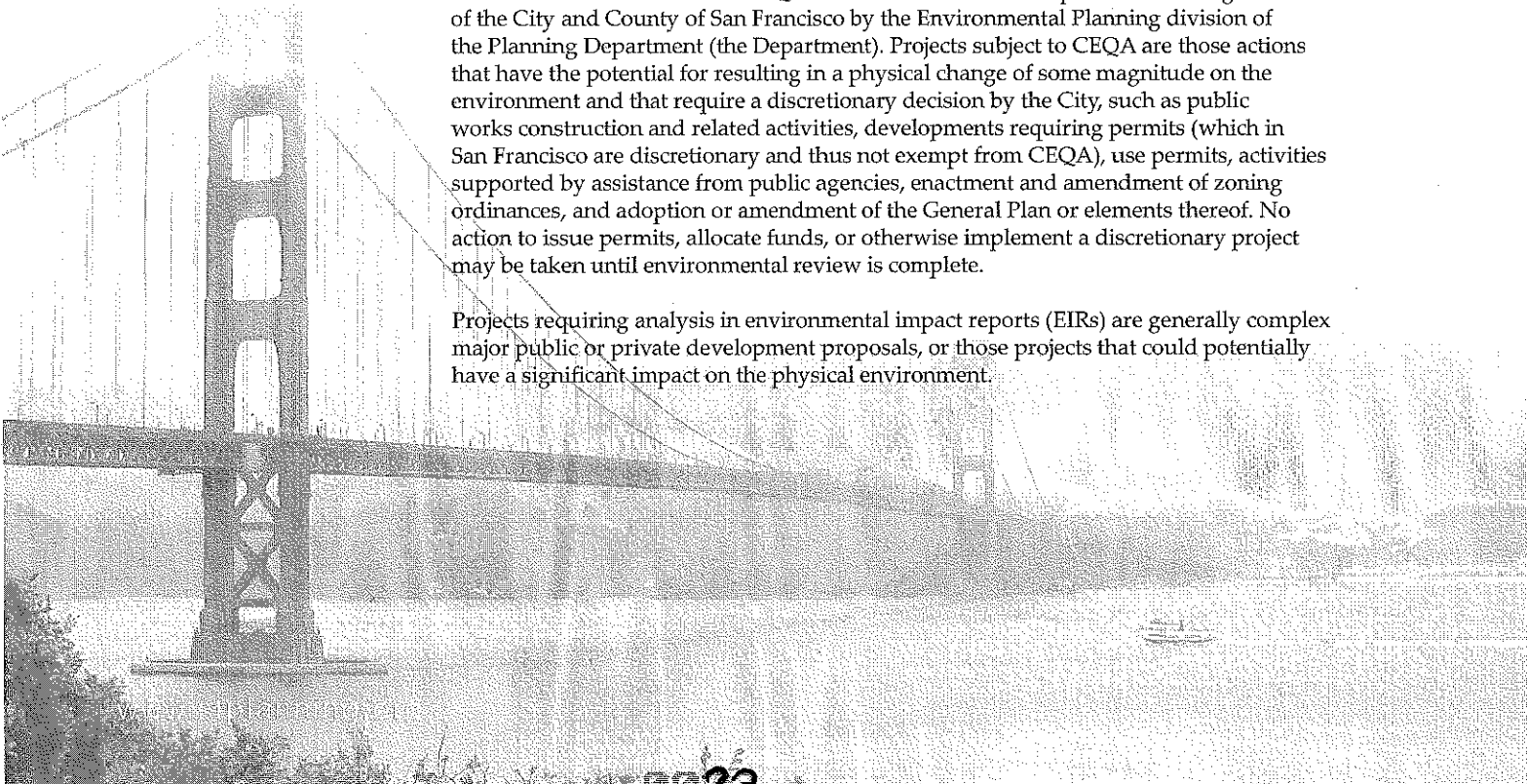
Cal. Pub. Res. Code Section 21000 et seq.; CCR Title 14,
Section 15000 et seq.; and San Francisco Admin. Code
Chapter 31

Introduction

The California Environmental Quality Act (CEQA) was enacted in 1970 in response to the growing awareness that environmental impacts must be carefully considered in order to avoid unanticipated environmental problems resulting from development or planning efforts. The environmental review process provides decision-makers and the general public with an objective analysis of the immediate and long-range specific and cumulative impacts of a proposed project on its surrounding physical environment. In California, environmental review is two-fold in purpose: to disclose the impacts of a project and to ensure public participation.

Environmental review under CEQA is administered for all departments and agencies of the City and County of San Francisco by the Environmental Planning division of the Planning Department (the Department). Projects subject to CEQA are those actions that have the potential for resulting in a physical change of some magnitude on the environment and that require a discretionary decision by the City, such as public works construction and related activities, developments requiring permits (which in San Francisco are discretionary and thus not exempt from CEQA), use permits, activities supported by assistance from public agencies, enactment and amendment of zoning ordinances, and adoption or amendment of the General Plan or elements thereof. No action to issue permits, allocate funds, or otherwise implement a discretionary project may be taken until environmental review is complete.

Projects requiring analysis in environmental impact reports (EIRs) are generally complex major public or private development proposals, or those projects that could potentially have a significant impact on the physical environment.



Exemption from Environmental Review

The environmental review process begins with a determination by the Department as to whether or not a discretionary action by the City falls within a class of projects that are exempt from environmental evaluation pursuant to CEQA Statutes and Guidelines. Projects that are exempt generally include small-scale new construction or demolition, some changes of use, some additions, and other generally small-scale projects. These projects are enumerated in the *Categorical Exemptions from the California Environmental Quality Act*, adopted by the San Francisco Planning Commission (the Commission) on August 17, 2000.

Some small projects may be issued environmental exemptions over the counter at the Planning Information Center (PIC), 1660 Mission Street, First Floor, or may be referred to Environmental Planning staff. In the latter case, the project sponsor (private applicant or government agency) submits an *Environmental Evaluation (EE) Application* to the Environmental Planning intake planner, along with a fee (see *Schedule of Application Fees*).

If the proposed project involves the major alteration or demolition of a property more than 50 years old, the project sponsor will need to file a *Historical Resource Evaluation – Supplemental Information Form* with the *EE Application* so that Department staff can evaluate whether the proposed project would result in impacts on historical resources.

Project sponsors also need to submit a Tree Disclosure Statement with the *EE Application*. Other materials, such as technical reports, may be required on a case-by-case basis. Refer to Special Studies, below.

Community Plan Exemption

Per Section 15183 of the State CEQA Guidelines, community plan exemptions from CEQA review may be issued for projects within adopted plan areas. These exemptions may be issued for larger projects that would not otherwise be exempt, if they are determined not to create significant impacts beyond those identified in the applicable area plan EIR.

Exemption Timeline

A determination of exemption is generally processed in a minimum of two weeks; however, projects that require historical review or other supplemental data may take two months or longer to process, based on factors such as changes in the proposed project, supplemental data requirements, and staff case load.

Appeal of Exemption

A determination of exemption may be appealed to the Board of Supervisors (the Board). The procedures for filing an appeal of an exemption determination are available from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Environmental Review

Please note that some moderate to large projects (e.g., those that create six or more dwelling units and those that create or add 10,000 square feet to a non-commercial building) are required to submit a *Preliminary Project Assessment (PPA) Application* prior to submitting an *EE Application*.

ENVIRONMENTAL EVALUATION APPLICATION

For projects not exempt from environmental evaluation, the project sponsor (private applicant or government agency) files a completed *EE Application* by appointment with the assigned Environmental Planning application intake planner along with a fee based on the construction cost of the proposed project. The Department's *Schedule of Application Fees* and contact information for the intake planner are available online at sfplanning.org, and at the PIC, 1660 Mission Street, First Floor, or by calling (415) 558-6377. The *EE Application* may be filed prior to or concurrently with the building permit application.

SPECIAL STUDIES

To assist Department staff in the environmental evaluation process, the project sponsor may be required to provide supplemental data or studies to the *EE Application* intake planner to address potential impacts on soils, transportation, biological resources, wind, hazards, shadows, noise, air quality, or other issue areas. If a shadow study is required, the project sponsor files a *Shadow Analysis Application* along with a fee (see *Schedule of Application Fees*), and Department staff prepares a shadow fan analysis. If a transportation study is required for impact analysis, the project sponsor submits two fees: one to the Department and one to the Municipal Transportation Agency (see the Department's *Schedule of Application Fees*). Fees are generally non-refundable and are in addition to costs paid by the project sponsor for consultant-prepared reports (see Consultants, below).

INITIAL STUDY

After the project sponsor submits a completed *EE Application*, Department staff prepares an initial study for the proposed project. Projects are evaluated on the basis of the information supplied in the *EE Application*,

any additional information required from the applicant, research, and contact with affected public agencies, citizens groups, and concerned individuals, all by or under the direction of Environmental Planning staff. Initial studies for some large or complex projects may need to be prepared by a consultant rather than by Department staff.

NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION

If the initial study determines that the proposed project would not have a significant effect on the environment, a preliminary negative declaration (PND) is issued, advertised in a local newspaper, posted at the Department, on its website, and on the subject site, and mailed to various parties as requested.

If the initial study determines that the project would result in significant impacts on the environment, but that such impacts could be reduced to a less-than-significant level through mitigation measures, Environmental Planning staff issues a preliminary mitigated negative declaration (PMND), provided that the project sponsor agrees to implement the mitigation measures.

Appeal of PND or PMND

During the 20 (or 30 if required by CEQA) calendar days after legal advertisement of the PND or PMND issued by the Department, concerned parties may comment on the adequacy of the PND or PMND, request revisions or appeal the determination, and/or request preparation of an EIR. Appeals must be in the form of a letter to the Environmental Review Officer stating the grounds for the appeal and must include an appeal fee (see *Schedule of Application Fees*). The Commission will decide the appeal at an advertised public hearing. The Commission may (1) sustain the PND or PMND as written, (2) amend the PND or PMND, or (3) require that an EIR be prepared.

If no appeal is filed within 20 or 30 calendar days, any substantive comments related to environmental effects will be incorporated into the final negative declaration (FND) or final mitigated negative declaration (FMND), which is signed by the Environmental Review Officer and issued. Approval decisions may then be made on the project.

Appeal of FND or FMND

FNDs and FMNDs are appealable to the Board. The procedures for filing an appeal of an FND or FMND determination may be obtained from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Negative Declaration Timeline

A minimum timetable for the negative declaration (ND) or mitigated negative declaration (MND) process is about six months; the timetable may be six to twelve months or longer based on factors such as changes in the proposed project, staff case load, supplemental data requirements, whether the document is appealed, and – where consultant work is required – quality of work.

ENVIRONMENTAL IMPACT REPORT

Before or during the initial study process, the Department may determine that the project could have a significant effect on the environment and that an EIR is required. The determination that an EIR is required is published in a local newspaper, posted at the Department, at the subject site, and on the sfplanning.org website, and mailed to various parties.

Administrative Draft EIR

If an EIR is required, the project sponsor must have an administrative draft EIR (ADEIR) prepared by a qualified environmental consultant and submitted to Department staff. Fees for processing the EIR are billed when staff advertises the EIR notice of preparation, and are payable upon submittal of the first ADEIR. This first administrative draft is reviewed by Environmental Planning staff in consultation with other relevant Department staff and public agencies. Two or three revisions of the ADEIR are often required for completion of research and verification of accuracy before the material is ready for publication.

Draft EIR Publication and Public Hearing

When staff determines that the ADEIR is acceptable for publication, the Department assumes authorship, authorizes publication of the draft EIR (DEIR), and advertises in a local newspaper and with on-site posting that the DEIR is available for public review, will be considered by the Commission at a specified public hearing, and what, if any, significant impacts are identified in the DEIR. The public hearing before the Commission occurs at least 30 days after publication of the DEIR. The purpose of the hearing is to receive

testimony related to the accuracy and completeness of the DEIR; written comments are also accepted during the review period, which extends at least five days beyond the hearing.

Final EIR Certification

Following the DEIR hearing, a comments and responses document is prepared to respond to all substantive issues raised in the written and oral testimony. The document is distributed to the Commission, commentators, and others as requested. After reviewing the comments and responses document, including any revisions to the DEIR and incorporation into the EIR of any further changes requested by the Commission, the Commission certifies at a public meeting that the final EIR (FEIR) has been completed in compliance with State law, and determines whether the project would or would not have a significant effect on the environment. It is important to note that certification does not approve or disapprove a project, but rather concludes that the EIR complies with CEQA and provides environmental information regarding the proposed project to serve as one of the elements upon which a reasoned decision is based.

If the Commission determines that the proposed project would have a significant effect on the environment, it may approve a project in one of two ways: (1) require changes in the project to reduce or avoid environmental damage if it finds such changes feasible (generally via alternatives and/or mitigation), or (2) find that changes are infeasible and make a statement of overriding considerations. CEQA requires decision-makers to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project would outweigh the unavoidable adverse environmental effects, those adverse effects may be considered "acceptable." The Commission must, in such cases, state in writing the specific reasons to support its action based on the FEIR and/or other information in the record.

Appeal of EIR

The certification of an FEIR is appealable to the Board. Any person or entity that has submitted comments to the Commission or to the Environmental Review Officer may appeal the Commission's certification of the FEIR to the Board within 20 calendar days after that certification. Appeals must be in the form of a letter to the Board stating the grounds of the appeal, with submittal of an appeal fee (see *Schedule of Application Fees*).

Upon review by the Department, the appeal fee may be reimbursed for neighborhood organizations that have been in existence for a minimum of 24 months. The Board may reject by motion an appeal that fails to state proper grounds for the appeal. The Board must act on valid appeals at an advertised public hearing, which must be scheduled within 30 calendar days after the Commission's certification of the FEIR, but may in certain circumstances extend such time period up to 90 calendar days from the date of filing the appeal. The Board may affirm or reverse the certification by the Commission by a majority vote. If the Board affirms the Commission's certification, the FEIR is considered certified on the date upon which the Commission originally certified the FEIR. If the Board reverses the Commission's certification, the Board must make specific findings and remand the FEIR to the Commission for further action consistent with the Board's findings. The Commission must take such action as may be required by the Board and consider recertification of the EIR. Only the new or revised portions of the FEIR may then be appealed again to the Board.

EIR Timeline

A minimum timeline for the EIR process is 18 months; the period is variable, however, based on factors such as changes in the proposed project, staff case load, supplemental data requirements, quality of consultant work submitted to the Department, nature and volume of the DEIR comments, and whether the FEIR is appealed.

NOTICES OF EXEMPTION/ DETERMINATION

For projects that are exempt from environmental evaluation, the project sponsor may request that a notice of exemption (NOE) be filed after the project is approved. Though not required, the NOE shortens the statute of limitations for legal challenges under CEQA from 180 calendar days to between 30 and 35 calendar days.

A notice of determination (NOD) may be filed upon approval of a project for which an ND, MND, or EIR has been prepared. The filing of an NOD starts a 30-calendar day statute of limitations on court challenges to the approval under CEQA. If no NOD is filed, the statute of limitations is 180 calendar days.

The NOE or NOD must not be filed until after the project is approved but within five working days of project approval. It is possible that several NODs may be needed for one project if the project requires multiple approvals at different times. To file an NOE or NOD, the project sponsor must submit a fee to the County Clerk. A higher fee established by the State Department of Fish and Game is required for filing an NOD for a project that may result in an adverse impact on sensitive species, sensitive habitat, or wildlife migration.

Consultants

The project sponsor may retain or be required to retain environmental consultants to prepare an initial study, ND, MND, EIR, and other environmental documents or studies. The Department has established pools of qualified consultants with expertise in the preparation of environmental, transportation, historical resource, and archeological resource documents. If required for project analysis, the document must be prepared by a consultant who is included in the respective consultant pool. While the project sponsor pays all costs for preparation of the necessary consultant-prepared documents, the Department scopes, monitors, reviews, and approves all work completed by consultants.

For More Information

The following reference materials, applications, and forms are currently available at the Planning Information Center, 1660 Mission Street, First Floor, and on the Department's website, sfplanning.org:

- **Preliminary Project Assessment (PPA) Application** – Must be submitted prior to the EE Application if the project would create six or more dwelling units or create/add 10,000 square feet to a non-residential building. The PPA process provides project sponsors with early feedback for environmental review and other Department requirements before development applications are filed. This early viewing of the project provides sponsors with early feedback and procedural instructions, and also allows staff to coordinate early in the development process.
- **Environmental Evaluation (EE) Application** – May need to be filed to determine whether projects are environmentally exempt or require environmental review.
- **Historical Resources – Supplemental Information Form** – May need to be filed with the EE Application.
- **Categorical Exemptions from the California Environmental Quality Act** – Lists the types of projects that are exempt from environmental evaluation.
- **San Francisco Preservation Bulletin No. 16: CEQA and Historical Resources** – Provides direction and guidance for the environmental evaluation of historic resources.
- **Initial Study Checklist** – Provides a template for the Initial Study, and also serves to scope an EIR by determining which topics require more extensive review and which do not.
- **Shadow Analysis Application** – Determines whether new structures above 40 feet in height would cast shadows on San Francisco Recreation and Parks Department properties.
- **Transportation Impact Analysis Guidelines for Environmental Review** – Aids consultants in preparing transportation impact analyses for NDs, MNDs, and EIRs.
- **Schedule of Application Fees** – Lists Department fees, including fees for exemptions, initial studies, environmental impact reports, and appeals of environmental determinations. Some fees are based on the construction cost of a proposed project, others are flat fees, and some are based on the cost of time and materials for environmental review processing.

General inquiries regarding environmental review should be directed to Environmental Planning at (415) 575 9025. For information regarding a specific project undergoing environmental review, contact the assigned planner (call the PIC at (415) 558-6377 to request the name and number of the assigned environmental planner).



SAN FRANCISCO
PLANNING
DEPARTMENT

FOR OTHER PLANNING INFORMATION: Call or visit the San Francisco Planning Department

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479

TEL: **415.558.6378**
FAX: **415.558.6409**
WEB: <http://www.sfplanning.org>

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479

TEL: **415.558.6377**
*Planning staff are available by phone and at the PIC counter.
No appointment is necessary.*

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Union Notification(s)
◆ Local 21

Dang, Leorah

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Wednesday, June 05, 2013 4:46 PM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org; Ging Louie
Cc: Wong, Tammy; Choy, Gordon; Kim, Sung; Camillo, Stacey; Divine, Peg; Filice, Frank; Ngan, Sandy
Subject: Environmental consulting & planning services for the Better Market Street Project (Dept #90)
Attachments: Better Market Street Project PSC - 6-05-13.docx; Better Market Street Project PSC - 6-05-13.PDF; PlanningDepartmentEnvironmentalProcess.pdf; Environmental Review Services - SFGH - PSC.pdf; PSC 4093-0607 CSC Notice of Action.pdf

Good afternoon,

Attached are documents related to the PSC for Environmental consulting & planning services for the Better Market Street Project:

1. PSC Summary Form 1 dated 6/05/2013 in PDF format
2. PSC Summary Form 1 dated 6/05/2013 in Word format
3. Environmental Review Process Summary
4. Referenced PSC# 4093-06/07 approved on 2/05/2007
5. CSC Notice of Action for PSC# 4093-06/07

Sandy Ngan has also contacted Ging Louie from Local21 and left him a voicemail regarding the PSC.

Thank you,



Carina Carlos
Contract Analyst

DPW | Department of Public Works
Business Services - Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6416 | Fax: (415) 554-6232
E-Mail: Carina.Carlos@sfdpw.org

Please note that DPW Contract Administration's new address above.

**Prior Notice of Civil Service Commission Action - Similar
Copy of PSC Form 1 - Similar**

PSC #4093-06/07

4093-06/07
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

February 7, 2007

GAVIN NEWSOM
MAYOR

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4092-06/07 THROUGH 4097-06/06 AND 4012-05/06.

THOMAS T. NG
PRESIDENT

At its meeting of February 5, 2007 the Civil Service Commission had for its consideration the above matter.

ALICIA D. BECERRIL
VICE PRESIDENT

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

DONALD A. CASPER
COMMISSIONER

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.

MORGAN R. GORRANO
COMMISSIONER

KATE FAVETTI
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Ed Harrington, Controller
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Department of Emergency Management
- Galen Leung, San Francisco International Airport
- Jonathan Nelly, Department of Human Resources
- Mary Jane Winslow, City Attorney's Office
- Ted Yamasaki, Acting Human Resources Director
- Commission File
- Chron

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CIVIL SERVICE COMMISSION

POSTING FOR
February 5, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4092-06/07	03	City Attorney's Office	Regular	\$750,000.00	Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.	01-Mar-09
4093-06/07	90	Public Works	Regular	\$600,000.00	Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.	29-Feb-12
4094-06/07	40	Public Utilities Commission	Regular	\$240,000.00	Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.	14-Jan-09
4095-06/07	40	Public Utilities Commission	Regular	\$111,000.00	Will provide technical advisory and review services for Harry Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.	14-Feb-09
4096-06/07	77	Department of Emergency Management/Division of Emergency Services	Regular	\$750,000.00	Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.	15-Feb-08
4097-06/07	27	Airport Commission	Regular	\$525,000.00	Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.	31-Dec-07

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 21, 2006

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Environmental Review Services for the San Francisco General Hospital Rebuild Program

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: \$600,000 PSC DURATION: 3/1/2007 through 2/29/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Consultants will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation for the San Francisco General Hospital (SFGH) Rebuild Program.

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

The existing general acute care hospital building does not comply with current California seismic safety requirements established under the 1994 amendment to the Alfred E. Alquist Hospital Seismic Safety Act of 1983 (Senate Bill 1953). It is required that all general acute care patients be relocated from the existing, non-conforming hospital before January 1, 2013. SFGH/the City is obligated to meet this mandate, which establishes the basis for the SFGH Rebuild Program. The environmental review work is a mandatory requirement for a rebuild of this nature.

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):

Environmental Review Services are normally provided by consultants that are awarded a professional services contract selected through the RFP or RFQ process. The department currently has as-needed consultants that were approved by PSC #4024-06/07 but these contracts are of limited use when they must expire with 3 to 5 years of award by ordinance; this project requires consultants that may provide consultation for the duration of the project if the project experiences delays.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 12/27/2006

RFP sent to Local 21 Union Name, on To be sent Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires qualified consultants with expertise in the preparation of environmental impact reports (EIR) and mitigated negative declarations for complex public works projects and encompassing multiple complex environmental issues, and to provide transportation, parking, noise, historic resource/cultural preservation, archaeological, shadow, and wind analysis, and public outreach services.

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

None. The Department of City Planning has City Planners who, by process, become the author(s) of the EIR, and review the EIR and the work of the consultants for conformance with CEQA, environmental, and City requirements. The consultants augment the work of the City Planners through this EIR process. For objectivity, third party consultants normally do the preparation of the EIR.

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

Yes. Consultant will provide facilities, equipment, and computer software for noise, shadow, wind and other analysis.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work of consultants will augment the work of the City Planners through this EIR process. The City's planners who are experienced with environmental review work, do not develop the EIR, but rather, substantiate that the processes and the development of the EIR is in conformance with regulatory requirements. Consultants augment the work of the City's planners and prepare the EIR. This is consistent with Department of City Planning's policies and procedures.

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

No. This work is project specific. Local projects of this type and size requiring this particular work are infrequent and will not be prudent use of taxpayers' money to adopt a civil service class to perform this work on a continuous basis. Further, the utilization of consultants to prepare the EIR is consistent with the City Planning Department's policy and procedures.

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

Yes No

- A. Will the contractor directly supervise City and County employees? Yes No
- B. Will the contractor train City and County employees? Yes No
 - Describe the training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services? Yes No
- 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
Unknown, a RFQ will select the consultant.

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

Gordon Choy

 Signature of Departmental Personal Services Contract Coordinator
Gordon Choy (415) 554-6230

 Print or Type Name Telephone Number

875 Stevenson Street, Room 420

 San Francisco, CA 94103

 Address

MODE = MEMORY TRANSMISSION

START=DEC-27 11:02

END=DEC-27 11:03

FILE NO.=255

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
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***** -DPW ACCOUNTING - *****

City and County of San Francisco



Gavin Newsom, Mayor
Fred V. Abadi, Ph.D., Director



415 554 4066- (415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

FAX

Date December 27, 2006

Number of pages including cover sheet 3

To:

Business Manager

Local 21

Phone (415) 864-2100

Fax Phone (415) 864-2166

CC: _____

From:

Gordon Choy

Division Manager

Phone (415) 554-6225

Fax Phone (415) 554-6232

REMARKS				
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Urgent	For your review	Reply ASAP	Please comment
<p>Please see attached PSC form.</p> <p>In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. A RFQ is being prepared and will be sent to when it received by this office.</p> <p>Mr. Tony Leung of the Bureau of Architecture will respond to any questions about this PSC. His telephone number is (415) 557-4777.</p>				

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/4/2013

DEPARTMENT NAME Ethics Commission

DEPARTMENT NUMBER 18

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC#4081-09/10)

TYPE OF SERVICE: Electronic Filing System

FUNDING SOURCE: General Fund

PSC AMOUNT: \$270,000
MODIFICATION #1 PSC AMOUNT: \$687,000
TOTAL PSC AMOUNT: \$957,000

PSC DURATION: October 1, 2010 - September 30, 2013
PSC DURATION: October 1, 2013 - September 30, 2018
TOTAL PSC DURATION: October 1, 2010-September 30, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112, California Government Code section §§ 84600 et seq, and Ethics Commission Regulation 2.140(a)-1. The Ethics Commission currently offers an electronic filing and management system that is currently certified by the Secretary of State. This system is used by over 30 other local California jurisdictions. Since its initiation, the Ethics Commission has deployed new electronic forms, made significant improvements to ease the accounting process for campaign finance filers, and provided public access to the Commission filing records database of over 59,000 filing records. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Failure to provide an electronic filing system for filers will expose the Ethics Commission to legal jeopardy and cause significant setbacks to the advances in electronic filing made during the existing contract.

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 Department of Technology (DT) provided an electronic filing system to the Ethics Commission from 1999-2007. This provided for the electronic submission of one type of FPPC campaign finance form. In 2007 DT terminated support for the system and was unable to provide a cost effective replacement compared to an alternative system currently on the market that was already in use by other jurisdictions statewide, and to build the additional electronic forms and public disclosure services the Ethics Commission required. On August 20, 2007, the Civil Service Commission approved the Ethics Commission request to contract out for an electronic filing system with PSC# 4000-07/08. On February 1, 2010, the Civil Service Commission approved the Ethics Commission request to continue to contract out for an electronic filing system with PSC# 4081-09/10.

D. Will the contract(s) be renewed:

Yes, the contract will need to be renewed. Unless the Secretary of State is capable of providing local jurisdictions with a certified, equivalent system in the future, it is likely that the same vendor will be selected.

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

Local 21 Union Name Signature of person mailing / faxing form Date 6/4/2013
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires knowledge of local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.

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

I.T. classes in the 1041-1044 and 1051-1054 series would likely develop and maintain an electronic filing system.

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

Yes, The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines. In addition, the vendor has over a decade of experience working with the Secretary of State's electronic format for financial disclosure documents.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.

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

The Ethics Commission believes a new civil service class would be unnecessary for this project.

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

Yes No

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

B. Will the contractor train City and County employees?

Initial staff training for new features or forms is provided by the contractor. Further training of other staff, filers, and members of the public will be provided by Ethics Commission staff.

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? (See Attached Summary of Actions Taken at April 22, 2013 Ethics Commission meeting)

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

The Ethics Commission will use the same vendor, Netfile, that provided the service under PSC# 4000-07/08 and PSC# 4081-09/10.

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



 Signature of Departmental Personal Services Contract Coordinator

Mabel Ng

 Print or Type Name

415-252-3102

 Telephone Number

25 Van Ness Avenue, STE 220
San Francisco, CA 94102

 Address

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Additional Attachment(s)

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- **SF Ethics Commission
Press Release
Summary of Actions Taken at April 22, 2013 Meeting**



ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

PRESS RELEASE

BEVERLY HAYON
CHAIRPERSON

PAUL A. RENNE
VICE-CHAIRPERSON

BENEDICT Y. HUR
COMMISSIONER

JAMIEENNE S. STUDLEY
COMMISSIONER

JOHN ST. CROIX
EXECUTIVE DIRECTOR

Contact:
John St. Croix
(415) 252-3100

For release:
April 23, 2013

SUMMARY OF ACTIONS TAKEN AT APRIL 22, 2013 MEETING

At its regular meeting on April 22, 2013, the San Francisco Ethics Commission took the following actions:

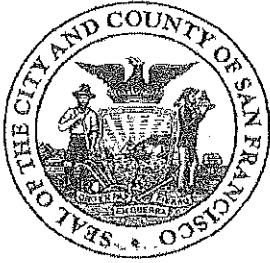
- By a vote of 3-0, granted a waiver to Jonathan Pearlman from the ban on compensated advocacy under San Francisco Campaign and Governmental Conduct Code section 3.224. Mr. Pearlman is a licensed architect who occupies Seat 3, the architectural historian seat, on the Historic Preservation Commission.
- By a vote of 3-0, approved regulations to require signers of electronic campaign finance reports to file a completed Signature Verification Form with the Commission. A regulation adopted by the Commission is effective 60 days after its adoption unless before the expiration of the 60-day period, the Board of Supervisors vetoes the regulation by a two-thirds vote.
- By a vote of 3-0, with respect to a renewed contract with Netfile for professional services, determined that contracting out is the most effective way of providing an electronic filing system that meets the needs of the Ethics Commission, its filers and members of the public.

The next meeting of the Commission will be a special meeting to be held on Thursday, May 30, 2013 in Room 416 City Hall. The special meeting will be held because the Commission's regular 4th Monday of the month meeting in May 2013 falls on a holiday.

#

The Ethics Commission, established in November 1993, serves the public, City employees and officials and candidates for public office through education and enforcement of ethics laws. Its duties include: filing and auditing of campaign finance disclosure statements, lobbyist and campaign consultant registration and regulation, administration of the public financing program, whistleblower program, conflict of interest reporting, investigations and enforcement, education and training, advice giving and statistical reporting.

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ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

BEVERLY HAYON
CHAIRPERSON

PAUL A. RENNE
VICE-CHAIRPERSON

BENEDICT Y. HUR
COMMISSIONER

JAMIENNE S. STUDLEY
COMMISSIONER

JOHN ST. CROIX
EXECUTIVE DIRECTOR

Date: April 12, 2013

To: Members, Ethics Commission

From: John St. Croix, Executive Director
By: Steven Massey, Information Technology Officer

Re: Contracting for the Electronic Filing System

The Commission is nearing the end of a three-year contract with Netfile to provide an electronic filing system for campaign finance, lobbyist, campaign consultant and conflict of interest regulation. This is the second three-year contract the Commission has signed with Netfile. To contract out for professional services, the Commission, as it has done with prior contracts, must seek approval from the Civil Service Commission (CSC). When reviewing a request to contract out for professional services, the CSC takes into consideration whether the Commission has formally determined that contracting out is the most effective way to provide the electronic filing system. Staff is presenting this matter to the Commission for its consideration at this time in order to account for the time it takes for a contract to be approved by all parties in the City. **Staff recommends that the Commission endorse the proposal that contracting out is the most effective way to provide the electronic filing system.**

Background

From 1999 through 2007, the Department of Technology (DT) provided an electronic filing system, called the On-line Filing System (OLFS), for campaign committees to file the Fair Political Practices Commission (FPPC) Form 460 with the Commission. The system was costly to maintain because it was only used by San Francisco filers. At the February 12, 2007 meeting, a representative from the DT informed the Commission that the DT would terminate support for the OLFS because the DT could no longer provide support for its software architecture and that building a new system to replace the OLFS would be a prohibitive financial investment.

At the April 9, 2007 meeting, the Commission endorsed staff's recommendation to contract out for an electronic filing service. On August 20, 2007, the Commission received approval from the CSC to contract out for electronic filing services. On October 31, 2007, the Commission entered into a contractual agreement with Netfile to provide the Commission with an electronic filing system and develop additional services and capabilities.

Netfile delivered on an ambitious deployment schedule to replace the Commission's previous On-Line Filing System (OLFS). Netfile also invested a significant number of hours and resources at no additional cost to the Commission to meet requests and needs as they arose from staff, filers, and members of the public. The Commission has also invested significant time into building an electronic filing infrastructure with Netfile's system. By sharing an electronic filing system with other cities and counties in California, the Commission reduced the cost of developing new functionality and maintaining the system software and servers.

At the December 14, 2009 meeting, the Commission endorsed staff's recommendation to renew the Netfile contract for an additional three-year term. On September 30, 2010, the Commission entered into a new contractual agreement with Netfile to provide existing electronic filing services in addition to new features to be built out over the three-year term.

Netfile continued to deliver on projects for the Commission and accommodated requests from staff to develop new features as needs changed during the course of the contract term. This included building an application programming interface (API) for the public to programmatically access the Commission's databases, a new campaign finance filing application to accommodate new functionality such as electronic signatures developed in response to Assembly Bill 2452 and other requests from filers. Netfile retains a team of experienced programmers with in-depth knowledge of campaign finance filing requirements and the Secretary of State's electronic filing format that has been critical to developing these new features.

Netfile is still the only vendor in California that offers a complete electronic filing system solution for agencies that is capable of meeting and that does meet the Commission's needs. For these reason, staff recommends that the Commission find that contracting out is the most effective way of providing an electronic filing system. The remainder of this memo provides an update on the Netfile contract and its implementation to date. Staff will be pleased to respond to any questions that Commissioners may have at the April 22, 2013 meeting.

Contract Update

During the first two years of current contract, the Commission staff worked with Netfile to make substantial improvements in electronic filing system services. Significant accomplishments include:

- Implemented electronic filing of monthly lobbyist reports and built a web site to access the data;
- Built a new system for lobbyists to register on-line;
- Constructed an application programming interface (API) for the public to directly access the lobbyist data from software application and websites outside the City;
- Added new campaign finance forms in electronic format including FPPC Form 450 and 470;
- Integrated the campaign finance database and lobbyist database with the City's data.sfgov.org web site, which provides the public with tools to view, sort, and filter data,

- download data in a variety of formats, build charts and graphs, and access the data from an API;
- Began development of a public financing component for the campaign finance filing application to be implemented in January 2014 for the November 4, 2014 election. The component will provide a method for campaigns to enter contributions once only, and report them on both public financing forms and FPPC disclosure forms;
 - Developed an electronic signature process to implement Assembly Bill 2452;
 - Created a new campaign finance filing application that added the following features often requested by users of the system:
 - Single sign-on for treasurers with multiple committees;
 - Streamlined data entry and faster data access, particularly for Form 460 Schedules D and G;
 - Ability to edit previously entered bills, payments, and loans;
 - Advanced transaction filtering;
 - Ability to change cover-page information;
 - Ability to add document notes to be attached to a statement;
 - Page help for every form;
 - Ability to add committee officers and assign signatory permissions; and
 - Easier statement amendment process.
 - Added a new fines tracking and revenues reporting component to the Commission's administrative system; and
 - Added single sign-on for SEI electronic filers with multiple positions.

Decision Point

Shall the Commission find that contracting out is the most effective way of providing an electronic filing system that meets the needs of the Ethics Commission, its filers and members of the public?

S:\CAMPAIGN\OLFS\efiling Report\Netfile\Netfile Contract\2013 Renewal\Ethics Commission\Memo to Commission re 2013 Netfile

Renewal.doc

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Union Notification(s)
◆ Local 21

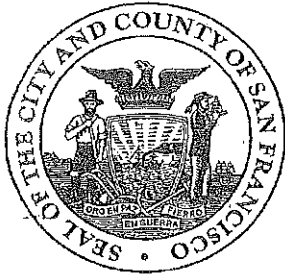
Dang, Leorah

From: Massey, Steven
Sent: Thursday, June 06, 2013 9:52 AM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR; Ng, Mabel
Subject: RE: PSC Form 1 Submission - Ethics Commission - Netfile Contract
Attachments: PSC Form 1 - Ethics Commission - Netfile - Modification 1.pdf

Local 21,

Attached, please find a revised PSC Form 1 for a proposed Ethics Commission contract with Netfile. The revised PSC Form 1 has been changed to a "Regular Modification" and provides an explanation for part 5(F).

Steven Massey
Information Technology Officer
CCSF Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
(P) 415-252-3108
(F) 415-252-3112
Steven.Massey@sfgov.org
<http://www.sfethics.org>



ETHICS COMMISSION CITY AND COUNTY OF SAN FRANCISCO

BEVERLY HAYON
CHAIRPERSON

PAUL A. RENNE
VICE-CHAIRPERSON

BENEDICT Y. HUR
COMMISSIONER

JAMIENNE S. STUDLEY
COMMISSIONER

JOHN ST. CROIX
EXECUTIVE DIRECTOR

June 4, 2013

Dear IFPTE Local 21 (L21):

This letter and attached Personal Services Contract Summary (PSC Form 1) dated June 4, 2013, serves as official notice to L21 that the Ethics Commission intends to pursue a renewal of a contract with Westcoast Online Information Systems, Inc., dba Netfile, to further develop and maintain the San Francisco Electronic Filing System (SFEDS). The Ethics Commission plans to submit the PSC Form 1 with the intent of it being reviewed by the Civil Service Commission (CSC).

On August 20, 2007, the CSC reviewed the PSC Form 1 dated August 2, 2007, for the initial three years of system development and maintenance. On February 1, 2010, the CSC reviewed the PSC Form 1 dated December 21, 2009, for the second three years of the system development and maintenance. L21 did not present opposition to the either contract at the CSC meetings when the contracts were reviewed and the CSC granted the Ethics Commission its approvals.

The Ethics Commission has greatly enhanced its technological capabilities over the past six years as a result of this contract. Please see the attached April 12, 2013 memo to the Ethics Commission.

If L21 would like to meet and confer given the above and attached information regarding this matter, please contact Mabel Ng at 415-252-3100. The Ethics Commission would appreciate L21's attention to this matter such that any issues L21 may have with the contract renewal could be resolved prior to the CSC meeting in which this PSC Form 1 is reviewed and the Ethics Commission staff, filers and members of the public that depend on this system do not suffer any delays or setbacks.

Sincerely,

A handwritten signature in black ink, appearing to be "Mabel Ng", written over a horizontal line.

Mabel Ng

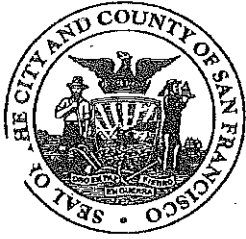
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Prior Notice of Civil Service Commission Action - Original - Current
Prior DHR Approved PSC Form 1 – Original – Current

PSC #4081-09/10

Prior Notice of Civil Service Commission Action - Original - Expired
Prior DHR Approved PSC Form 1 – Original - Expired

PSC #4000-07/08



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
 GAVIN NEWSOM
 MAYOR

4081-09/10
 Original

FILED
 TO FEB -8 PM 4:02
 SAN FRANCISCO
 ETHICS COMMISSION

BY _____
 February 4, 2010

- MORGAN R. GORRONO
PRESIDENT
- E. DENNIS NORMANDY
VICE PRESIDENT
- DONALD A. CASPER
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 4081-09/10 THROUGH 4090-09/10.

At its meeting of February 1, 2010 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 #4084-09/10 at the request of the Department of the Environment.
- (2) Continue PSC #4082-09/10 to the meeting of March 1, 2010.
- (3) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.
- (4) Approve request for all remaining proposed personal services 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
 ANITA SANCHEZ
 Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Jacque Hale, Department of Public Health
- Kan Htun, Art Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Julian Low, Mayor's Office
- Mabel Ng, Ethics Commission
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR
2/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4081-09/10	18	Ethics Commission	Regular	\$270,000	Services to be provided by an approved contractor on the California Secretary of State's certified list to provide a hosted electronic filing system for filing ethics forms and maintaining filing records databases. Services include web-based filing software, a back-office administration system, a database, and a search engine for on-line public disclosure.	9/30/2013
4082-09/10	35	Municipal Transportation Agency	Regular	\$17,100,000	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vaillero Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial & security.	12/31/2012
4083-09/10	28	Art Commission	Regular	\$200,000	Provide services for removal, storage, conservation & relocation of artwork at Cayuga Playground. Prior to the renovation of Cayuga Playground and the retrofit to overhead BART tracks, 376 original sculptures & two-dimensional artworks sited throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park's renovation, the contractor will return conserved artworks to the park and install them on customized bases.	12/31/2012
4084-09/10	22	Environment	Regular	\$250,000	Provide funding to projects that will produce documented reduction of greenhouse gas (GHG) pollution, support local economic development and provide other environmental benefits, including fuel switching from regular diesel to waste grease biodiesel, GHG sequestration through urban forest projects, and GHG destruction. Projects may be proposed by any agency, government, non-profit or for profit. Funding for each project is expected to be around \$15,000 over an 18-month period.	12/31/2011
4085-09/10	04	District Attorney	Regular	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	6/30/2012

53a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/21/09

DEPARTMENT NAME Ethics Commission

DEPARTMENT NUMBER 18

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

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

TYPE OF SERVICE: Electronic Filing System

FUNDING SOURCE: General Fund

PSC AMOUNT: \$270,000

PSC DURATION: October 1, 2010 - September 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The Ethics Commission requires a service that includes a web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112; California Government Code section §§ 84600 et seq, and Ethics Commission Regulation 2.140(a)-1. The Ethics Commission currently offers an electronic filing system to comply with these laws and regulations by contracting with the only agency vendor solution in the state that produces an electronic filing and management system that is currently certified by the Secretary of State. This system is used by 19 other local-California jurisdictions. Since its initiation, the Ethics Commission has deployed five new electronic forms, made significant improvements to ease the accounting process for campaign finance filers, provided public access to the Commission filing records database of over 31,000 records, and made over 15,500 records viewable on the Internet. In addition, Lobbyists will begin electronic filing in January, 2010 through the existing contract and this system will be the only accepted filing method. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Failure to provide an electronic filing system for filers will expose the Ethics Commission to legal jeopardy and cause significant setbacks to the advances in electronic filing made during the existing contract.

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 Department of Technology provided an electronic filing system to the Ethics Commission from 1999-2007. This provided for the electronic submission of one type of FPPC campaign finance form. In 2007 DTIS terminated support for the system and was unable to provide a cost effective replacement compared to an alternative system currently on the market that was already in use by other jurisdictions statewide, and to build the additional electronic forms and public disclosure services the Ethics Commission required. On August 20, 2007, the Civil Service Commission approved the Ethics Commission request to contract out for an electronic filing system with PSC# 4000-07/08.

D. Will the contract(s) be renewed:

Yes, the contract will need to be renewed. Unless the Secretary of State is capable of providing local jurisdictions with a certified, equivalent system in the future, it is likely that the same vendor will be selected.

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

Local 21 Union Name Signature of person mailing / faxing form Date 12/21/09

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081-09/10 STAFF ANALYSIS/RECOMMENDATION:

Reviewed 12/22/09

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires knowledge of local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.

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

I.T. classes in the 1041-1044 and 1051-1054 series would likely develop and maintain an electronic filing system.

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

Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.

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

The Ethics Commission believes a new civil service class would be unnecessary for this project.

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?

Initial staff training for new features or forms is provided by the contractor. Further training of other staff, filers, and members of the public will be provided by Ethics Commission staff.

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? (See Attached Summary of Actions Taken at December 14, 2009 Ethics Commission meeting)

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

Mabel Ng
Print or Type Name

415-252-3102
Telephone Number

25 Van Ness Avenue, STE 220
San Francisco, CA 94102
Address

Transmission Report

Date/Time
Local ID 1
Local ID 2

12-21-2009
415 252 3112

01:44:50 p.m.

Transmit Header Text
Local Name 1
Local Name 2

SF ETHICS COMMISSION
SF ETHICS COMMISSION

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

Ethics Commission



25 Van Ness Ave., Suite 220
San Francisco CA 94102-6053
Phone 252-3100 Fax 252-3112

FAX COVER SHEET

DATE: December 21, 2009

TO: IFPTE Local 21

FROM: San Francisco Ethics Commission

NUMBER OF PAGES FOLLOWING THIS COVER SHEET: 10

MESSAGE:

Attached is a Personal Service Contract Form 1 for the San Francisco Ethics Commission

Total Pages Scanned : 11

Total Pages Confirmed : 11

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
J1	054	415 864 2166	01:41:42 p.m. 12-21-2009	00:02:25	11/11	1	EC	HS	CP26400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

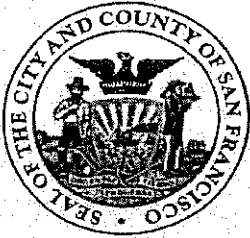
MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

0056

4000-07/08
Expired



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 22, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-07/08 THROUGH 4006-07/08; 4084-05/06; 4098-04/05 AND 4051-03/04.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of August 20, 2007 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRANO
COMMISSIONER

It was the decision of the Commission to: 1) Postpone PSC #4004-07/08 to the meeting of September 4, 2007 at the request of the Public Utilities Commission, and; 2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

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.

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Connie Chang, Public Utilities Commission
- Rion Dugan, Department of Telecommunication & Information Services
- Ed Harrington, Controller
- James Horan, Acting Human Resources Director
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Emergency Communications Department
- Galen Leung, San Francisco International Airport
- Jonathan Nelly, Department of Human Resources
- Mabel Ng, Ethics Commission
- Rob Stengel, Emergency Communications Department
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
August 20, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4000-07/08	18	Ethics Commission	Regular	\$270,000.00	Will provide an electronic filing system service to file ethics forms. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist can campaign reports.	30-Sep-10
4001-07/08	22	Environment Department	Regular	\$900,000.00	Will provide specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals.	30-Sep-11
4002-07/08	35	Municipal Transportation Agency	Regular	\$3,500,000.00	Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.	05-Dec-12
4003-07/08	38	Police	Regular	\$280,000.00	Will provide independent and objective quality audit of the IT management and organizational structure and assurance services to ensure that SF Police Department requirements are met and to mitigate project risks and recommend risk mitigation strategies.	31-Jul-08
4004-07/08	40	San Francisco Public Utilities Commission	Regular	\$39,200,000.00	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	30-Sep-14
4005-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$270,000.00	Will provide interpreters by telephone as needed. This service is necessary in circumstances when a City employee who speaks the target language is temporarily unavailable and there's no City employee trained to provide medical interpretation.	31-Dec-07
4006-07/08	77	Dept. of Emergency Management	Regular	\$2,000,000.00	Will provide emergency mgt. projects aimed at enhancing and expanding the emergency and disaster preparedness of the CCSF. These projects include: Recovery Plan, Mitigation Plan and other related projects as determined by the Dept. of Emergency Mgmt.	31-Jul-09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/2/07

DEPARTMENT NAME Ethics Commission

DEPARTMENT NUMBER 18

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

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

TYPE OF SERVICE: Electronic Filing System

FUNDING SOURCE: General Fund

PSC AMOUNT: \$270,000

PSC DURATION: October 1, 2007 - September 30, 2010

DESCRIPTION OF WORK

A. Concise description of proposed work: The Ethics Commission will contract with a private vendor to provide an electronic filing system service to file ethics forms. The forms include State Political Practices Commission (FPPC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The Ethics Commission will sign on with a vendor that includes a web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This new system must be hosted by the vendor's server infrastructure.

B. Explain why this service is necessary and the consequences of denial: The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112 and California Government Code section §§ 84600 et seq. The Ethics Commission currently offers an On-Line Filing System (OLFS) to comply with these laws, but it is only capable of submitting a single FPPC form. The Department of Telecommunications and Information Services (DTIS) built the OLFS and provided support for the system through FY06-07. The DTIS has informed the Ethics Commission it will no longer support the On-Line Filing System (OLFS) as of FY07-08. The OLFS uses obsolete Lotus application technology at which DTIS is no longer capable of supporting. If the Ethics Commission does not replace the OLFS immediately, the DTIS will require the Ethics Commission to hire private consultants to maintain it and the Ethics Commission will be unable to expand the number of forms that can be completed on-line. The OLFS has become increasingly unreliable as filer demand increases. The DTIS has recommended to the Ethics Commission to contract with a private vendor to replace the OLFS since the DTIS is incapable of providing a cost effective replacement compared to what can be purchased in the market. Asking the DTIS to build an entirely new system from scratch, with all of the forms the Ethics Commission plans to add to the system, would not provide any added benefit to the City compared to using a certified private vendor's system. Failure to supply a new electronic filing system for filers will expose the Ethics Commission to legal jeopardy and wipe out advances made in transparent campaign finance reporting and governmental decision making.

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 DTIS built the OLFS in 1999 and has provided support for the system through FY06-07.

D. Will the contract(s) be renewed: No, it is possible the contract will need to be renewed; however, the Ethics Commission has not reached a determination on this matter at this time. This decision will likely be based on whether the Secretary of State is capable of providing local jurisdictions with a comparable system in the future and the vendor's performance.

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

Local 21 Union Name Signature of person mailing / faxing form Date 8/2/07

RFP sent to Union Name, on Date Signature

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

STAFF ANALYSIS/RECOMMENDATION: 4000-07/08

Approved [Signature]

CIVIL SERVICE COMMISSION ACTION:

07 AUG -9 AM 10:11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge of local and state campaign finance and lobbyist laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements is required. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Trainers would be needed to train staff to use the system. Software support technicians would be needed to provide support during business and after hours.

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

I.T. classes in the 1051-1054 series would likely maintain an electronic filing system.

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

Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DTIS has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.

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

The Ethics Commission believes a new civil service class would be unnecessary for this project.

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

Yes No

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

B. Will the contractor train City and County employees?

The vendor will provide initial staff training on how to use and support the system. The Ethics Commission does not expect to receive more than 5 hours of training. After receiving training, the Ethics Commission staff will train filers how to use the system. The Ethics staff will receive training from the vendor, including clerks and administrative analysts.

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

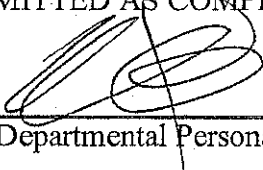
D. Are there federal or state grant requirements regarding the use of contractual services?

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

The Ethics Commission determined that contracting is the most effective; both the Mayor and Board of Supervisors have allocated funds for this program.

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

Mabel Ng

415-252-3102

Print or Type Name

Telephone Number

25 Van Ness Avenue, STE 220

San Francisco, CA 94102

Address

Transmission Report

Date/Time
Local ID 1
Local ID 2

08-02-2007
1111

10:18:36 a.m.

Transmit Header Text
Local Name 1
Local Name 2

SF ETHICS COMMISSION

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

Ethics Commission



25 Van Ness Ave., Suite 220
San Francisco CA 94102
Phone 252-3100 Fax 252-3112

FAX COVER SHEET

DATE: August 2, 2007

TO: Bob Muscat, Executive Director
Professional & Technical Engineers, Local 21
Fax: 415-864-2166

FROM: Steven Massey, Information Technology Officer
San Francisco Ethics Commission

NUMBER OF PAGES FOLLOWING THIS COVER SHEET: 2

MESSAGE:

Attached is a revised proposed personal services contract summary from the Ethics Commission. Edits were needed to comply with the requirements for submission to Human Resources and the Civil Service Commission. Please disregard the version dated 8/1/2007 and use the version dated 8/2/2007 instead.

Total Pages Scanned : 3

Total Pages Confirmed : 3

	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	338	415 864 2166	10:17:08 a.m. 08-02-2007	00:00:54	3/3	1	EC	HS	CP26400

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fall

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

0061

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 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 #4009-11/12]

TYPE OF SERVICE: Construction Management Services for the Terminal 3 East Improvement Project

FUNDING SOURCE: Airport Capital Funds

ORIGINAL PSC AMOUNT: \$4,500,000 ORIGINAL PSC DURATION: 8/1/2011 to 8/1/2016
Proposed Modification: \$4,000,000 Proposed Modification: No change
TOTAL PSC AMOUNT: \$8,500,000 TOTAL PSC DURATION: 8/1/2011 to 8/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the airport to upgrade many facilities, renovate passenger terminals, boarding areas and Transportation Security Administration (TSA) security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand.

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

These services have been previously provided under PSC #4009-11/12.

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 Signature of person mailing/faxing form Date May 23, 2013

RFP sent to: IFPTE, Local 21 on June 21, 2011 Cynthia Avakian Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4009-11/12 STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

LEORAH DHR JUL 17 2013 PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: CM skills with airport design, airline operations and construction experience are essential for this project. Specific expertise in Baggage Handling System (BHS), Passenger Boarding Bridges (PBB), Security, Information Technology (IT), Structural design, Concessions Development Program, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Terminal 3, B/A-F building expansion and security checkpoint expansion and activation to meet TSA's security requirements and better meet the Airport's needs.

B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to airports, boarding areas, Concessions Development Programs at airports and TSA security checkpoints. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of TSA's security checkpoints and airport boarding areas development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5211, 6318).

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of airport's boarding areas and TSA security checkpoints expansion projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

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

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

Cynthia P. Avakian Cynthia Avakian
Jul 17 2013 8:37 AM

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

Additional Attachment(s)

◇ **Section 5. Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0157

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

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

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

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

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

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

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

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

and, be it further

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

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

at its meeting of _____

APR 20 2010


Secretary

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Cynthia Avakian
Sent: Thursday, May 23, 2013 9:49 AM
To: L21PSC Review <L21PSCReview@ifpte21.org> (L21PSCReview@ifpte21.org); 'Ging Louie'
Cc: Joe Brenner; Claudia Luquin; Geri Rayca; Lisa Randall; Judi Mosqueda
Subject: Dept. 27 - Airport DRAFT PSC 4009-11/12 Mod 1 SFO Construction Management Services for the Terminal 3 East Improvement Project
Attachments: PSC 4009-11_12 Form 1 T3 Improve Mod 1.pdf

Ging,

Attached is the Airport DRAFT PSC 4009-11/12 Mod 1 SFO Construction Management Services for the Terminal 3 East Improvement Project.

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

Notice of Civil Service Commission Action – Original - Current
DHR-Approved PSC Form 1 – Original - Current
PSC #4009-11/12

4009-11/12
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONG
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

August 3, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4009-11/12 THROUGH 4015-11/12; 3076-10/11; 4062-07/08; AND 4200-06/07.

At its meeting of August 1, 2011 the Civil Service Commission had for its consideration the above matter.


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

It was the decision of the Commission to:

- (1) Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission.
- (2) Adopt the report; Approve request for of all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Marie de Vera, Department of Human Resources
 - Lavena Holmes-Williams, Port
 - Shamica Jackson, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaun, Public Utilities Commission
 - Diane Lim, Adult Probation Department
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
8/1/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-11/12	27	Airport Commission	Regular	\$4,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.	8/1/2011 - 8/1/2016
4010-11/12	27	Airport Commission	Regular	\$7,000,000	Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.	9/1/2011 - 8/30/2018
4011-11/12	27	Airport Commission	Regular	\$4,200,000	Creates SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (at http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.	9/1/2011 - 6/30/2018
4012-11/12	40	Public Utilities Commission	Regular	\$200,000	The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.	9/1/2011 - 9/1/2014
4013-11/12	40	Public Utilities Commission	Regular	\$670,000	The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations.	11/1/2011 - 11/1/2016
4014-11/12	40	Public Utilities Commission	Regular	\$27,700,000	Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.	11/1/2011 - 11/1/2020

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 13, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:
 INITIAL REQUEST

TYPE OF SERVICE: Construction Management Services for the Terminal 3 Improvements Project

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$ 4,500,000

PSC DURATION: 8/1/2011 to 8/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the airport to upgrade many facilities, renovate passenger terminals, boarding areas and Transportation Security Administration (TSA) security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. The Terminal 3 Improvement Projects will provide facilities that better meet the Airport's operational needs and improve passenger flow thru the security checkpoint. Denial will cause project delays, which will affect customer service, delay the implementation of new security measures, and result in lost revenues.

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

This is a new service.

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

Cynthia P. Auler

June 21, 2011

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE, Local 21

on

June 21, 2011

Cynthia P. Auler

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4009-11/12

STAFF ANALYSIS/RECOMMENDATION: Approved 8/1/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: CM skills with airport design, airline operations and construction experience are essential for this project. Specific expertise in Baggage Handling System (BHS), Passenger Boarding Bridges (PBB), Security, Information Technology (IT), Structural design, Concessions Development Program, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Terminal 3, B/A-F building expansion and security checkpoint expansion and activation to meet TSA's security requirements and better meet the Airport's needs.

B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to airports, boarding areas, Concessions Development Programs at airports and TSA security checkpoints. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of TSA's security checkpoints and airport boarding areas development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5211, 6318). We have an existing Memorandum of Understanding (MOU) with DPW (see attached) that provides one full time DPW Architectural Associate I (5265) and a full time Senior Building Inspector (6333) that the Airport is committed to use for the duration of this project. Prior construction the Airport will consider assigning a City staff person as part of the construction management team in the role of Office Engineer. On the job exposure to project related tasks, software and processes will provide City staff the experience that will benefit them in future projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of airport's boarding areas and TSA security checkpoints expansion projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

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

Yes No
[] [X]

B. Will the contractor train City and County employees?

[] [X]

- 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?

[] [X]

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

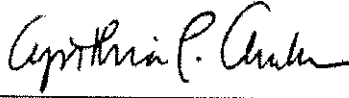
[] [X]

City and County of San Francisco

Department of Human Resources

- E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution number #10-0157
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being prepared and the results of that process are not known at this time.

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



Signature of Departmental Personal Services Contract Coordinator

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: 07/03/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4092-10/11)

TYPE OF SERVICE: Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software Licensing Fees and technical support services for Wastewater Enterprise (CS-171, 318)

FUNDING SOURCE: Wastewater Revenue and Bond Funds

Original Amount: \$1,500,000 PSC Duration: 07/01/2011 to 06/30/2013
Modification Amount \$2,000,000 PSC Duration: 07/01/2013 to 10/01/2018
Total Amount \$3,500,000 Total PSC Duration: 07/01/2011 to 10/01/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.

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

The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE cannot keep system up-to date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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

This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4092-10/11.

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

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

L21/L1021 Union Name David E. Scott Signature of person mailing/faxing form 7/5/2013 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-10/11
STAFF ANALYSIS/RECOMMENDATION: Approved W/W 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specialized knowledge of proprietary Invensys DCS and SCADA systems (hardware and software).

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

None

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the software licenses and hardware for DCS system are proprietary. The DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WVE to upgrade the program codes and patches.

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

No. It would not be cost effective to adopt a new civil service class to develop new software that will require thousands of hours. Furthermore, since, DCS manufacturers only sale integrated package of software and hardware, it will not be possible for WVE to obtain necessary hardware to support the existing Invensys system.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

- One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive emergenc training up to 40 hrs./year each
- The training session will cover the software applicability as it relates to DCS maintenance and operation.

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:

David E. Scott

Signature of Departmental Personal Services Contract Coordinator

David E. Scott

Print or Type Name

415-554-4672

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

◆ **Local 1021**

Dang, Leorah

From: Scott, David E <DEScott@sfwater.org>
Sent: Friday, July 05, 2013 9:54 AM
To: Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Jenkins, Sharon; L21PSCReview; Lee, Tedman; Louie, Ging; Tamura, Pattie ; Jackson, Shamica; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; Lewis, Brent
Cc: Desai, Jignesh; Barraza, Sergio
Subject: RE: Regular-Modification No. 1: Invensys Distributed Control System (DCS) / SCADA Software Licensing Fees and Technical Support Services-PSC No. 4092-10/11 (CS-171/CS-318)-(Dept#40)
Attachments: PSC 4092-1011 Mod One V2.pdf

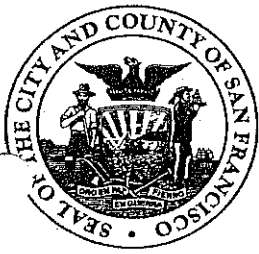
7/5/2013: Re-sending, with attachment.

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-171/CS-318, Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software Licensing Fees and Technical Support Services, modification request for \$2,000,000 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. Thirty-day Union notification required? If no, please explain. **No. This is a modification of a PSC that was previously approved by the Civil Service Commission.**
4. For **August 5, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

David E. Scott, Senior Administrative Analyst
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
Office: (415) 551-4672
descott@sfwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission

Prior Notice of Civil Service Commission Action – Original - Current
Prior DHR Approved PSC Form 1 – Original - Current
PSC #4092-10-11



4092-10/11
Original

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

April 21, 2011

DONALD A. CASPER
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRANO
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4092-10/11.

MARY Y. JUNG
COMMISSIONER

At its meeting of April 18, 2011 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:
Adopt the report; Approve request for PSC #4092-10/11 on the condition that the duration is two (2) years, ending in 2013; the Public Utilities Commission will continue to monitor to identify work within the scope of the contract that can be performed by civil service employees; and the Public Utilities Commission and IFPTE Local 21 to report back to the Commission on the progress in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOK
3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4086-10/11	28	Art Commission	Regular	\$500,000	Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center plaza for return to China.	1/6/2011 - 1/1/2013
4087-10/11	25	Mayor	Regular	\$300,000	The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.	4/1/2011 - 3/31/2014
4088-10/11	25	Mayor	Regular	\$300,000	Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOE. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).	12/1/2011 - 11/30/2015
4089-10/11	35	Municipal Transportation Agency	Regular	\$100,000	The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.	2/1/2011 - 7/31/2011
4090-10/11	35	Municipal Transportation Agency	Regular	\$250,000	The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.	7/1/2011 - 6/30/2013
4091-10/11	38	Police	Regular	\$750,000	Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.	7/1/2011 - 6/30/2015
4092-10/11	40	Public Utilities Commission	Regular	\$1,500,000	Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).	7/1/2011 - 6/30/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/21/2011 (30-day Union Notice)
03/01/2011 (PSC to DHR)

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: Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software annual licensing fees and technical support services for Wastewater Enterprise (CS-171)

FUNDING SOURCE: Wastewater Revenue and Bond Funds

PSC AMOUNT: \$1,500,000 PSC DURATION: 07/01/2011 to 06/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).

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

The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE can not keep system up-to date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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

This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4031-10/11.

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

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

L21/ L1021

Union Name

Shamica Jackson

Signature of person mailing/faxing form

01/21/2011 (30-day Union Notice)

03/01/2011 (PSC to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Requires specialized knowledge of Invensys DCS and SCADA systems (hardware and software).
- B. Which, if any, civil service class normally performs this work?
None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, Contractor will provide required software licenses, test software, and de-bug the software control logics.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Civil service classes are not applicable because the software licenses for DCS system is a standard offerings by Invensys like other enterprise software from the companies like IBM, Oracle, and Microsoft etc. The DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WWE to upgrade the program codes and patches.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It would not be cost effective to adopt a new civil service class to develop new software that will require thousands of hours. Furthermore, since, DCS manufacturers only sale integrated package of software and hardware, it will not be possible for WWE to obtain necessary hardware to support the existing Invensys svstem.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?
•One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive training up to 40 hrs/year each
•The training session will cover the software applicability as it relates to DCS maintenance and operation. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input 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

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/24/2013

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 [x] MODIFICATION (PSC# 4200-06/07)

TYPE OF SERVICE: Security Consulting and Design Services (CS-891/CS-324)

FUNDING SOURCE: SFPUC Project Funds
Table with 4 rows: Original Amount (\$4,000,000), Mod 1 Amount (\$0), Mod 2 Amount (\$4,000,000), Total Amount (\$8,000,000) and corresponding PSC Durations.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.

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

This modification is necessary because SFPUC continues to require a highly specialized security design for its facilities. It is critical to the SFPUC Security's strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC's security vulnerabilities and that of the overall security program.

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

This service is currently being provided by PSC No. 4200-06/07.

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):

Signature block for Shamica Jackson, L21 Union Name, dated 06/24/2013.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4200-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, RAM-W Certification (Risk Assessment Methodology –Water, Sandia National Laboratories), Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.

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

5201-Junior Engineer,5203-Assistant Engineer,5207-Associate Engineer, 5211-Engineer/Architect/Landscape Architect Senior,5212-Engineer/Architect Principal

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:

Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have the RAM-W and CPP certifications or the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.

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

No, civil service classes already exist. This is a specialty short-term service.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, June 24, 2013 11:02 AM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jenkins, Sharon; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie ; Yun, Pauson; Ordikhani, Masood; Kyger, Todd; Degrafinried, Alaric
Subject: Modification-Regular- Security Consulting & Design Services (CS-324) PSC-Dept. 40
Attachments: CS 324_PSC-4200-0607_Security Consulting and Design Services _Dept40.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-324, Security Consulting & Design Services, a modification request for \$4,000,000 and duration to November 1, 2016.**
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. This is a modification to an already approved PSC.**
4. For **August 5, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson

San Francisco Public Utilities Commission

Contract Administration Bureau

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

voice: 415-554-0727

fax: 415-554-3225

email:sjackson@sfwater.org

 Please consider the environment before printing this email

Prior Notice of Civil Service Commission Action - Original - Current
Regular Meeting Minutes of August 1, 2011 - Mod1 - Current
Copy of PSC Form 1 - Mod1 - Current

PSC #4200-06/07

Original
4200-06/07



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 9, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4189-06/07 THROUGH 4200-06/07.

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

THOMAS T. NG
COMMISSIONER

YU-YEE WU
COMMISSIONER

At its meeting of August 6, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: 1) Withdraw PSC #4190-06/07 at the request of the Department of Human Resources. 2) Adopt the Human Resources Director's report on PSC #4195-06/07 and 4197-06/07 as amended with expanded details in #4B. Notify the offices of the Controller and the Purchaser. 3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

ANITA SANCHEZ
EXECUTIVE OFFICER

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Rion Dugan, Department of Telecommunication & Information Services
- Nancy Gonchar, Arts Commission
- James Horan, Acting Human Resources Director
- Jennifer Johnston, Department of Human Resources
- Joan Lubamersky, Administrative Services
- Patti Martin, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Commission File
- Chron

POSTING FOR
August 06, 2007

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4195-06/07	75	Dept. of Telecommunication and Information Services	Regular	\$400,000.00	Will provide retirement system enhancements to PeopleSoft's web-based application technology, in-dept business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.	31-Aug-09
4196-06/07	75	Dept. of Telecommunication and Information Services	Regular	\$1,000,000.00	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	31-Aug-09
4197-06/07	90	Public works	Regular	\$4,100,000.00	Will provide architecture, engineering and related design disciplines needed to supplement Department of Public Works (DPW) staff for projects in Branch Library Improvement Bond Program, Prop. A Nov. 00.	01-Aug-12
4198-06/07	90	Public works	Regular	\$2,000,000.00	Will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, and combined sewer overflow reduction studies.	01-Oct-12
4199-06/07	90	Public works	Regular	\$3,000,000.00	Will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (AVAC) peer reviews, value engineering, and consultation.	01-Oct-12
4200-06/07	40	San Francisco Public Utilities Commission	Regular	\$4,000,000.00	Will provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs.	01-Oct-12

45-891



00000

Meal 1
4200-06/07



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES Regular Meeting August 1, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:12 p.m.

ROLL CALL

President E. Dennis Normandy	Present
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Present
Commissioner Mary Y. Jung	Present (Arrived at 2:15 p.m.; missed Items 1 and 2)
Commissioner Lisa Seitz Gruwell	Not Present (Notified absence)

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 20, 2011

July 18, 2011: Continue to the meeting of August 1, 2011.

Action: Adopt as amended. (Vote of 4 to 0)

Regular Meeting of July 18, 2011

Action: Adopt. (Vote of 4 to 0)

4200-06/07	Public Utilities Commission	Increase Amount \$ New Amount	Provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects	Modification	12/11/15
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Speakers:

Cynthia Avakian, Claudia Luquin and Judi Mosqueda, Airport Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4009-11/12.

Charles Schuler and Cynthia Avakian, Airport Commission spoke on PSC #4011-11/12.

Kofo Domingo, Carl Luckenbill and David Hashemi, Public Utilities Commission spoke on PSC #4012-11/12.

Norma Nelson and James Hurley, Port Commission spoke on PSC #4015-11/12.

Wendy Still, Adult Probation spoke on PSC #3076-10/11.

Kofo Domingo and Howard Fung, Public Utilities Commission spoke on PSC #4062-07/08.

Action:

- (1) Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Adopt the report; Approve request for of all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0205-11-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 10)

Speakers:

Rich David, Department of Human Resources

Action:

Adopt the report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0125-11-4 Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)

May 16, 2011:

Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

Mod 1
4200-06/07

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/07/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4200/06-07)

TYPE OF SERVICE: Security Consulting and Design Services (CS-891)

FUNDING SOURCE: WSIP, R&R and CIP Programs

Original Amount:	<u>\$4,000,000</u>	PSC Duration:	<u>10/01/2007 to 10/01/2012</u>
Modification One	<u>\$0</u>	PSC Duration	<u>08/01/2011 to 12/11/2015</u>
Total Amount	<u>\$4,000,000</u>	Total PSC Duration:	<u>10/01/2007 to 12/11/2015</u>

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects.

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

The PUC requires a highly specialized firm with the confidential knowledge of its security vulnerabilities and overall program. It is critical to the SFPUC Homeland Security strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities to a single source. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC's security vulnerabilities and that of the overall security program. Failure to maintain the consultant at this stage will result in very significant delays and will jeopardize our efforts to implement security at SFPUC's critical sites.

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

PSC#4040-04/05 was approved to develop the engineering designs needed for implementing the security standards for this project.

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

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

L21

Union Name

Shamica Jackson

Signature of person mailing/faxing form

06/07/2011 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, RAM-W Certification (Risk Assessment Methodology –Water, Sandia National Laboratories), Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.

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

There are no known civil service classifications, which normally perform this work. Electrical engineers have only typically designed site-specific electronic security systems including card reader access and camera surveillance monitored on-site, and remote monitoring of alarm contacts using an RTU output to SCADA, and do not possess the skills and expertise described in item 3A.

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:

Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have the RAM-W and CPP certifications nor the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.

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

No, it would be impractical to adopt a new civil service class. This is a short-term, specialty service.

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

Yes

No

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

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? PUC Resolution # 03-0245

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

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

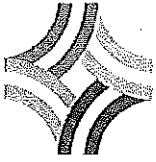
San Francisco, CA 94103

Address

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**SFMTA's Cover Page
Requesting for Modification#1 Approval to an Expired PSC**

PSC #4005-11/12



July 10, 2013

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

Subject: Personal Services Contract #4005-11/12:
Furnish and Install Video Surveillance Systems on Revenue Fleet

Dear President and Commissioners:

SFMTA respectfully requests a Modification of Duration of the subject personal services contract (PSC).

The PSC duration expired due to an oversight that occurred when there was a change of project manager. This error was just discovered and not prior to its expiration date.

The following history highlights key points in this request for an extension of duration and an exception to the process.

The subject PSC was approved by the Civil Service Commission uncontested by the Unions on July 18, 2011.

As a result of a lengthy Request for Proposal process that involved a protest from one of the two bidding parties, the contract award was delayed for 14 months and completed on August 13, 2012. Only 4 months remained on the Civil Service Commission approval given the intense activities surrounding the award process. The duration of the contract is 4 years and includes a 2-year warranty period.

The consequences of denial of this request are discussed in the supporting documentation.

Your consideration of this matter at a future Civil Service Commission meeting is greatly appreciated.

Sincerely,

Parveen Boparai
Sr. Personnel Analyst
Employee and Labor Relations

Enclosure: PSC Form 1 – Summary Modification

Edwin M. Lee
Mayor

Tom Nolan
Chairman

Cheryl Brinkman
Vice-Chairman

Leona Bridges
Director

Malcolm Helnicke
Director

Jerry Lee
Director

Joél Ramos
Director

Cristina Rubke
Director

Edward D. Reiskin
Director of
Transportation

One South Van Ness Ave.
Seventh Floor
San Francisco, CA 94103
Tele: 415.701.4500
www.sfmta.com



PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2013 (Amended)

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

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

() CONTINUING () ANNUAL

TYPE OF REQUEST: () INITIAL REQUEST (x) MODIFICATION (PSC# 4005-11/12)

TYPE OF SERVICE: Furnish and Install Video Surveillance Systems on Revenue Fleet

FUNDING SOURCE: I-Bond and Federal Emergency Management Agency (FEMA)

PSC AMOUNT: \$6,000,000.00

PSC DURATION: May 16, 2011 through December 31, 2012

PSC MOD #1:

PSC DURATION: May 16, 2011 through August 14, 2016

TOTAL: \$6,000,000.00

TOTAL DURATION: May 16, 2011 through August 14, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicles, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks at three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.

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

The existing system does not have wireless download capability, whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading in the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the Internet. The new system will allow wireless downloading of all captured images through the new Wi-Fi network installed in the yards, which will then allow the users to access the images through the Internet; thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law-enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 500 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above; therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our fleet. Please see attached sheet.

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

This is the first time this type of system and service is being installed in SFMTA fleet.

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 & IBEW, Local 6
Union Name

Signature of person mailing / faxing form

7/10/13
Date

SEIU, Local 1021 & IAM, Local 1414
Union Name

Signature of person mailing / faxing form

7/10/13
Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

SFMTA approved
7-10-13

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

A. Specify required skills and/or expertise:

Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless downloading, internet access and real-time viewing capability.

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

7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would be able to perform installation of the equipment. However, they will not be able to provide the design and integration of the entire system.

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

The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and retesting all vehicles until they are proven to meet SFMTA's operating parameters prior to returning them to revenue service

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

A. Explain why civil service classes are not applicable:

This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the Contractor to provide 2 years of warranty on the equipment and installation.

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

No, 7318 - Electronic Maintenance Technicians will operate and maintain the system after receiving training from the contractor.

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

Yes No

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

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

- Describe training and indicate approximate number of hours.

The Contractor will provide 8 hours of classroom instruction on the use and operation of the new video surveillance system and its software interface package and 8 hours of maintenance, trouble shooting and repair of the new video surveillance system.

- Indicate occupational type of City and County employees to receive training

(i.e., clerks, civil engineers, etc.) and approximate number to be trained.

7318 - Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician Assistant Supervisor: 1; 7241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2

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

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

This grant is from Dept. of Homeland Security Transit Security Grant Program with restriction on personnel cost.

E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board of Directors Resolution #12-1-2 (x) ()

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? KRATOS/Henry Brothers Electronics, Inc. (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 So. Van Ness Avenue, 6th Floor, S. F. CA 94103
Address

Additional Attachment(s)

◇ **Section 1. Description of Work**

1B. Explain why this service is necessary and the consequences of denial

- **SFMTA's Continuation Memo
Dated: July 10, 2013**

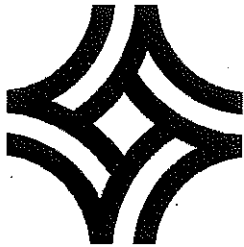
◇ **Section 5. Additional Information**

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

- **U.S. Department of Homeland Security
FEMA, Dated: March 31, 2011**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- **SF Municipal Transportation Agency
Board of Directors
Resolution No. 12-102**



PSC #4005-11/12, Item 1B: (continuation)

Denial of this request for Modification of Duration of this personal services contract will likely result in the loss of Homeland Security funds committed to this large-scale project and compromise the ability of SFMTA to meet requirements set forth by the California Public Utilities Commission.

The additional consequences of denial for your consideration are:

1. Loss of Homeland Security Funding – Most of the funds for this project are Homeland Security Funds which only allows for outside contracting work and does not allow for in-house staff support. The majority of these grants have expiration dates ranging from March 2013 to June 2014, and smaller grants will expire by the end of the project.
2. The SFMTA has a standing order from the California Public Utilities Commission to meet General Order 172 (Rules And Regulations Governing The Use Of Personal Electronic Devices By Employees Of Rail Transit Agencies And Rail Fixed Guideway Systems) and to have all such cameras installed and functional on all LRVs by October 2014. The ability for SFMTA to meet compliance with this order will be compromised.

SFMTA
Municipal Transportation Agency



July 10, 2013



FEMA

To: San Francisco Municipal Transportation Agency
Brenda Walker

From: DHS/Federal Emergency Management Agency (FEMA)
Grant Programs Directorate (GPD)
Grants Administration and Assistance Division (GAAD)

Date: March 31, 2011

Re: Award Number 2010-RA-T0-K043

Program: Transit Security Grant Program

Subject: Release of Funds (ROF) Number: R1

This letter serves as official notification from FEMA that Special Condition(s) #5 and #6 has/have been removed. Funds in the amount of \$7,510,190 may be available for payment request under grant number 2010-RA-T0-K043:

- Cameras on Transit Vehicles – (\$4,000,000)
- Subway Station Hardening – (\$3,510,190)

Funds may not be available if outstanding holds remain or if the grantee has not accepted the award.

Please register in FEMA's Payment and Reporting System (PARS) to submit your requests for payment and financial status reports. Also, the quarterly financial status reports (SF-425) for this grant must be current to successfully submit a request for payment. The website to access PARS is <https://isource.fema.gov/sf269/>.

Please print and include this notice in your official grant file.

If you have any questions regarding this notification, please contact your Program Analyst, the FEMA Call Center at (866) 927-5646 (Option #3) or send an email to ASK-GMD@dhs.gov.

cc: Brian Cavanaugh, Program Analyst (DHS HQ)
John B. Louryk, Branch Chief
Neville Hunte, Grantee POC
Official Grant File

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 12-102

WHEREAS, The existing video surveillance systems in the San Francisco Municipal Transportation Agency's (SFMTA) revenue fleet are outdated and require excessive maintenance; and,

WHEREAS, The SFMTA wishes to replace the existing digital video recording systems (DVRs) with a reliable, technologically advanced system that has wireless download capability, health check monitoring capability, remote programming, real time viewing of images inside the bus by emergency responders from a distance of 500 yards in cases of emergency, and other capabilities as required in the Technical Specifications; and,

WHEREAS, The scope of this project is to replace all existing DVRs equipment on SFMTA revenue transit vehicles, including diesel and diesel hybrid buses, trolley coaches, and LRVs; and,

WHEREAS, On September 20, 2011, the SFMTA Board adopted Resolution No. 11-125, which authorized the issuance of a Request for Proposals (RFP) for Contract No. CPT 672, Replacement of Video Surveillance Systems In Revenue Vehicles, and,

WHEREAS, The SFMTA issued an RFP on September 23, 2011, and received two responsive proposals in response to the RFP; and,

WHEREAS, After reviewing the proposals, the selection committee ranked Henry Bros. Electronics Inc. (dba Kratos-HBE) as the highest qualified proposer; and,

WHEREAS, Under the base contract, the contractor will install DVRs equipment on 357 vehicles – 44 NABI clean diesel standard (40') coaches, 40 New Flyer articulated (60') trolley coaches, 33 ETI articulated trolley coaches, and 240 ETI standard trolley coaches; the contract also includes an option to install DVRs equipment on up to 613 additional vehicles; and

WHEREAS, This contract is fully funded by the Department of Homeland Security; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute Contract No. CPT 672, Replacement of Video Surveillance Systems in Revenue Vehicles, with Henry Bros. Electronics, Inc., in an amount not to exceed \$5,988,886 and for an initial term of four years.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of July 17, 2012.

R. Bowmer

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

Union Notification(s)

◆ **Local 21**

◆ **Local 6**

◆ **Local 1021**

◆ **Local 1414**

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Wednesday, July 10, 2013 2:51 PM
To: DHR-PSCCoordinator, DHR; L21PSCReview@ifpte21.org; 'kbyrne@ifpte21.org'; 'khughes@ibew6.org'; 'pattie.tamura@seiu1021.org'; 'speedy4864@mac.com'
Cc: Nguyen, Trinh; Boparai, Parveen
Subject: Mod. PSC #4005-11/12 Install Video Surveillance Systems on Revenue Fleet
Attachments: 20130710142259923.pdf

Unions - This PSC is modified and amended to reflect accurately the duration and services to be provided.

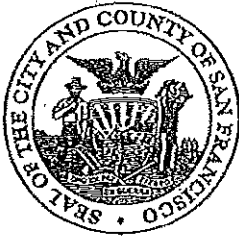
DHR - For your review.

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

Scan Date: 07.10.2013 14:22:59 (-0400)

Prior Notice of Civil Service Commission Action – Original - Expired
Prior DHR Approved PSC Form 1 – Original - Expired
PSC #4005-11/12

4005-11/12
Original
Egived



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

July 26, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASPER
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-11/12 THROUGH 2003-11/12; 4000-11/12 THROUGH 4007-11/12; 3041-10/11; 3005-10/11; 4045-09/10 AND 4113-05/06.

MORGAN R. GORRONO
COMMISSIONER

At its meeting of July 18, 2011 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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

LISA SEITZ GRUWELL
COMMISSIONER

It was the decision of the Commission to:

ANITA SANCHEZ
EXECUTIVE OFFICER

- (1) Postpone PSC #2000-11/12 through 2003-11/12 to the meeting of August 1, 2011 at the request of the Health Services System.
- (2) Postpone PSC #4003-11/12 to the meeting of August 1, 2011 at the request of the Municipal Transportation Agency.
- (3) Adopt the report; Approve request for PSC #4005-11/12 on the condition that: 1) the Municipal Transportation Agency consult with IBEW Local 6 regarding the concerns placed on record by IBEW Local 6 at the meeting of July 18, 2011 and 2) the Municipal Transportation Agency report to the Commission in three (3) months. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Robin Courtney, Health Service System
 - Marie de Vera, Department of Human Resources
 - Kendall Gary Department of Technology
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Merrick Pascual, Mayor's Office of Economic Workforce Development
 - Maria Ryan, Department of Human Resources
 - Officer Shawn Wallace, San Francisco Police Department
 - Commission File
 - Clara

POSTING FOR

7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4007-1112	35	Municipal Transportation Agency	Regular	\$6,000,000	The scope of this project to furnish and install video surveillance systems on 558 buses, including but not limited to cameras, digital video recorders (DVRs), Wi-Fi networks on three bus yards complete with servers, computers and software interface packages that will enable SEMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVRs. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SEMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	5/16/2011 - 12/5/2012
4006-1112	38	Police	Regular	\$96,000	The vendor chosen will complete all required tests and performance checks to validate the Identifier Plus PCR amplification kit using 9700 thermal cyclers, the 3130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.	8/1/2011 - 7/50/2012
4007-1112	40	Public Utilities Commission	Regular	\$2,500,000	Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (boulders) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.	12/1/2011 - 6/30/2012

Total Amount - Regular: \$12,575,235

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING _____)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Furnish and Install Video Surveillance Systems on 358 buses and equipment in three bus yards.

FUNDING SOURCE: I-Bond and Federal Emergency Management Agency (FEMA)

PSC AMOUNT: \$6,000,000.00

PSC DURATION: May 16, 2011 through December 31, 2012

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

The scope of this project to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.

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

The existing system does not have wireless download capability, whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading in the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the internet. The new system will allow wireless downloading of all captured images through the new Wi-Fi network installed in the yards, which will then allow the users to access the images through the internet; thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law-enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 500 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above; therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our 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):

This is the first time this type of system and service is being installed in SFMTA fleet.

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): Panveen Boparai

IFPTE, Local 21	Signature of person mailing / faxing form	Date
Union Name	<u>Panveen Boparai</u>	<u>5-6-11</u>
IBEW, Local 6	Signature of person mailing / faxing form	Date
Union Name	<u>Panveen Boparai</u>	<u>5-6-11</u>
SEIU, Local 1021	Signature of person mailing / faxing form	Date
Union Name	<u>Panveen Boparai</u>	<u>5-6-11</u>
IAM, Local 1414	Signature of person mailing / faxing form	Date
Union Name	<u>Panveen Boparai</u>	<u>5-6-11</u>

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

PSC# 4005-11/12 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
STAFF ANALYSIS/RECOMMENDATION: _____ 5-6-11
CIVIL SERVICE COMMISSION ACTION: _____
PSC FORM 1 (9/06)

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

A. Specify required skills and/or expertise:

Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless downloading, internet access and real-time viewing capability.

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

7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would be able to perform installation of the equipment. However, they will not be able to provide the design and integration of the entire system.

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

The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and retesting all vehicles until they are proven to meet SFMTA's operating parameters prior to returning them to revenue service

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

A. Explain why civil service classes are not applicable:

This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the Contractor to provide 2 years of warranty on the equipment and installation.

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

No, 7318 - Electronic Maintenance Technicians will operate and maintain the system after receiving training from the contractor.

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

Yes No

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

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

- Describe training and indicate approximate number of hours.

The Contractor will provide 8 hours of classroom instruction on the use and operation of the new video surveillance system and its software interface package and 8 hours of maintenance, trouble shooting and repair of the new video surveillance system.

- Indicate occupational type of City and County employees to receive training

(i.e., clerks, civil engineers, etc.) and approximate number to be trained.

7318 - Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician Assistant Supervisor: 1;

7241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2

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

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

This grant is from Dept of Homeland Security Transit Security Grant Program with restriction on personnel cost.

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

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415.701.5377
Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness, 7th Floor, S. F. CA 94103
Address

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/18/2013

DEPARTMENT NAME: Department of Public Works DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4095-08/09)

TYPE OF SERVICE: RFQ - A/E Team led by an Executive Architect for a new Public Safety Building

FUNDING SOURCE: Earthquake Safety and Emergency Response (ESER) Bond

Table with 2 columns: Amount and PSC Duration. Rows include Original Amount, Modification#1-3, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Architectural and Engineering (A/E) Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building.

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

The current project is a major component of the program to replace the Hall of Justice, which has serious facility operations deficiencies and life safety hazards.

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 by the Civil Service Commission under PSC# 4095-08/09 on 01/05/2009.

D. Will the contract(s) be renewed:

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

Local 21 Union Name Signature of person mailing/faxing form Date 6/21/2013

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved MW 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

LEORAH-DHR JUN 21 2013

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Friday, June 21, 2013 11:34 AM
To: 'glouie@ifpte21.org'; L21PSCReview@ifpte21.org
Cc: Camillo, Stacey; Kim, Sung; Colon, Carlos; Chui, Samuel; Higueras, Charles; DHR-PSCCoordinator, DHR
Subject: PSC#4095-08/09 Modification for A/E Team led by an Executive Architect for a new Public Safety Building (PSB)
Attachments: PSC Mod#3 Request.PDF

Good morning,

Attached is the PSC modification to PSC#4095-08/09 for the A/E Team led by an Executive Architect for Public Safety Building. The project manager is Charles Higueras and he can be reached at (415) 557-4646.



Michelle Lim
Contract Analyst

DPW | Department of Public Works
Business Services – Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6233
Fax: (415) 554-6232
E-Mail: Michelle.Lim@sfdpw.org

Please note our new address.

Prior Notice of Civil Service Commission Action – Original – Current

Prior DHR Approved PSC Form 1– Original – Current

Prior Administrative Approval – Mod1 – Current

Prior Administrative Approval – Mod2 - Current

PSC #4095-08/09

4095-08/09
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 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:

- (1) Postpone PSC #2000-08/09 through 2009-08/09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.
- (2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFPTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.
- (3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.
- (4) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Rachel Buerkle, Department of the Environment
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- David Curto, Human Services Agency
- Rion Dugan, Department of Technology
- Nancy Gonchar, Arts Commission
- Sharnica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Florence Kyaun, Public Utilities Commission
- William Lee, Emergency Communications Department
- Julian Low, Mayor's Office of Business & Economic Development
- Mary Ng, Department of Human Resources
- Brigitte Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
February 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contact Amount	Description of work	Duration
4088-08/09	25	Mayor's Office	Regular	\$ 187,200.00	Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	31-Mar-09
4089-08/09	28	Arts Commission	Regular	\$ 100,000.00	Will create a temporary public art project, including rotating poster series, with auxiliary public programming for the Arts Commission's Art on Market Street Program which brings contemporary art by Bay Area artist to SF's main thoroughfare year round.	30-Dec-10
4090-08/09	28	Arts Commission	Regular	\$ 5,500,000.00	Will design, fabricate, transport and install artwork in a variety of media for SFGH new Acute Care Unit as part of the capital projects for the hospital.	31-Dec-15
4091-08/09	31	Fire Department	Regular	\$ 200,000.00	Will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.	30-Jun-11
4092-08/09	33	Human Resources	Regular	\$ 4,000,000.00	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) admin., State-mandated utilization review, and case management.	30-Jun-12
4093-08/09	40	San Francisco Public Utilities Commission	Regular	\$ 1,600,000.00	Will plan, conduct and evaluate Emergency Response training and tabletop exercises for Key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWWE).	15-Mar-13
4094-08/09	77	Department of Emergency Management	Regular	\$ 4,000,000.00	Will provide the creation of the Northern California Regional Intelligence Center (NCRIC), a regional multi-jurisdiction fusion center with representatives from numerous other public and private entities through a contract with the County of San Mateo.	30-Jun-11
4095-08/09	90	Public Works	Regular	\$ 12,000,000.00	Will provide architectural and engineering planning, design, and construction support services for the complete, new, \$125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell.	30-Jun-15

0117

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 26, 2008 (revised December 31, 2008)

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: RFQ - A/E Team led by an Executive Architect for a new Public Safety Building

FUNDING SOURCE: General Fund

PSC AMOUNT: \$12,000,000 PSC DURATION: 3/26/09 to 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.

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

The proposed project is a major component of the program to replace the Hall of Justice, which has serious facility operations deficiencies and life safety hazards. These services are a critical component for properly estimating the costs for a bond proposal for the November 2009 ballot. Delay in procurement of these services beyond mid-March would reduce confidence in the bond proposal which comprises capital projects totaling \$580M, potentially risking delay of the entire capital program.

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):

Executive A/E services for the Laguna Honda Hospital Replacement Program were approved via PSC #4112-99/00 and for the San Francisco General Hospital Rebuild Project via PSC #4105-06/07.

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

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

Local 21 Union Name, Ana Carolina C. Carlos Signature of person mailing/faxing form, 12/31/08 Date

Union Name, Signature of person mailing/faxing form, Date

RFP sent to Union Name, on Date, Signature

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

PSC# 4095-08/09 STAFF ANALYSIS/RECOMMENDATION: Approved by [Signature] 1/5/09

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 2009 JAN -5 PM 3:56

Transmission Report

Date/Time 12-31-2008 03:27:09 p.m.
 Local ID 1 415 554 6232
 Local ID 2

Transmit Header Text
 Local Name 1 DPW
 Local Name 2

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

City and County of San Francisco



Garin Newsom, Mayor
 Edward D. Holskin, Director



(415) 554-6229
 FAX (415) 554-6232
<http://www.sfdpw.com>
 Department of Public Works
 Contract Administration Division
 Financial Management and Administration
 875 Stevenson Street, Room 420
 San Francisco, CA 94103-0903
 Gordon Choy, Division Manager

FAX

Date December 31, 2008
 Number of pages including cover sheet 3
 To: _____
 Manager
 _____ Local 21

 Phone _____
 Fax Phone (415) 864-2166
 CC: _____

From: _____
 Gordon Choy
 _____ Division Manager

 Phone (415) 554-6230
 Fax Phone (415) 554-6232

REMARKS:					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
Please see the attached revised PSC form, which replaces the PSC form previously sent to you on 12/26/08.					
In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.					
The Contract Manager is Charles Higuera, and he may be reached at (415) 558-4646 for any additional questions.					

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 2009 JAN -5 PM 3:56

Total Pages Scanned : 3

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	276	415 864 2166	03:26:00 p.m. 12-31-2008	00:00:44	3/3	1	EC	HS	CP31200

Abbreviations:

HS: Host send
 HR: Host receive
 WS: Waiting send

PL: Polled local
 PR: Polled remote
 MS: Mailbox save

MP: Mailbox print
 CP: Completed
 FA: Fall

TU: Terminated by user
 TS: Terminated by system
 RP: Report

G3: Group 3
 EC: Error Correct

119a

Mod 1

City and County of San Francisco

San Francisco Department of Public Works
Office of Financial Management and Administration
Division of Contract Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103
(415) 554-6230 www.sfdpw.org



Edwin M. Lee, Mayor
Edward D. Reiskin, Director

MEMORANDUM



February 18, 2011

Gordon Choy, Division Manager

TO: Citywide Personal Services Contract Coordinator
Department of Human Resources
FROM: Gordon Choy, PSC Coordinator
Department of Public Works (90)
SUBJECT: Civil Service Commission PSC Modification less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4095-08/09 Approved on: 2/2/2009

Description: A/E Team led by an Executive Architect for a new Public Safety Building

Original Approved Amount	\$12,000,000	Original Approved Duration	03/26/09 thru 06/30/15
Modification Amount:	\$ 5,205,152	Modification of Duration	03/26/09 thru 06/30/15
Total Modified Amount:	\$17,205,152	Total Modified Duration:	03/26/09 thru 06/30/15

Reason for the modification:

DPW entered into an interim agreement with HOK on July 22, 2009 subsequent to a competitive RFQ and screening process to design a new Public Safety Building. The basic services will include the following phases (1) Program Verification/Options; (2) Concept; (3) Design; (4) Construction Documents/Bl'd; (5) Construction Administration; and (6) Warranty. The fee for these services were negotiated and agreed at \$15,999,920. The modified amount reflected above includes a contingency of \$1,205,232 to modify HOK's agreement for an amount not to exceed \$17,205,152.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

c: Charles Higuera, Marisa Fernandez, Bureau of Project Management
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 2/24/11

By:
Micki Callahan, Human Resources Director



San Francisco Department of Public Works
Making San Francisco a beautiful, livable, vibrant, and sustainable city.

Mod 2

City and County of San Francisco



Edwin M. Lee, Mayor
Mohammed Nuru, Director

San Francisco Department of Public Works
Office of the Deputy Director for Financial Management and Administration
Division of Contract Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103
(415) 554-6230 ■ www.sfdpw.org



Gordon Choy, Division Manager

MEMORANDUM

February 1, 2013

TO: Citywide Personal Services Contract Coordinator
Department of Human Resources
FROM: Gordon Choy, PSC Coordinator
Department of Public Works (90) *Gordon Choy*
SUBJECT: Civil Service Commission PSC Modification Up To 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is up to 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4095-08/09 Approved on: 2/2/2009

Description: A/E Team led by an Executive Architect for a new Public Safety Building

Original Approved Amount	\$12,000,000.00	Original Approved Duration	03/26/09 thru 06/30/15
Mod#1 Approved Amount	\$ 5,205,152.00	Mod#1 Approved Duration	No Change
Mod#2 Amount	\$ 435,445.50	Modification of Duration	No Change
Total Modified Amount:	\$ 17,640,597.50	Total Modified Duration:	03/26/09 thru 06/30/15

Reason for the modification:

This modification increases the scopes of work to basic architectural/ engineering services, including architectural, civil, telecommunications, waterproofing, mechanical, electrical, and plumbing.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

C: Samuel Chui, Charles Higuera, Carlos Colón, Project Management
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 2/7/2013

By: *Micki Callahan*
Micki Callahan, Human Resources Director

