



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 07, 2013
 To: The Honorable Civil Service Commission
 Through: Micki Callahan *[Signature]*
 Human Resources Director
 From: Cynthia Avakian, AIR
 Shamica Jackson, PUC
 Parveen Boparai, MTA
 Jacquie Hale, DPH
 Merrick Pascual, ECN
 Lavena Homes, PRT
 Sung Kim, DPW
 Stacey Camillo, DPW

Subject: Personal Services Contracts Approval Request

This report contains twelve (12) 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
\$41,879,950	\$968,603	\$42,848,553

POSTING FOR

10/07/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4023-13/14	27	Airport Commission	Regular	\$300,000	The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.	11/1/2013 - 03/31/2015
4024-13/14	40	Public Utilities Commission	Regular	\$100,000	The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.	11/22/2013 - 1/22/2017
4026-13/14	68	Municipal Transportation Agency	Regular	\$650,000	The contractor will design, install and maintain a closed-circuit (CCTV) wireless video surveillance system to monitor nineteen (19) surface public parking facilities primarily for administrative and maintenance needs. This work will include the entire design of the system and installation of mounting equipment, cameras and network devices to communicate back to a centralized control station dedicated to monitoring these properties. Maintenance of the entire system is also included.	11/15/2013 - 1/14/2018
4027-13/14	81	Public Health	Regular	\$4,000,000	Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.	8/5/2013 - 6/30/2018

Total Amount - Regular: \$5,050,000

POSTING FOR
10/07/2013

**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
3082-12/13	21	Business, Economic Development	Regular	\$49,950	\$99,900	Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.	4/1/2013	2/31/2014
4106-09/10	27	Airport Commission	Regular	\$6,300,000	\$13,700,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A Joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.	6/1/2010	2/1/2017
4113-10/11	39	Port Commission	Regular	\$200,000	\$800,000	Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.	7/1/2011	2/31/2018
3012-13/14	68	Municipal Transportation Agency	Regular	\$1,000,000	\$1,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	8/1/2013	2/31/2018

POSTING FOR
10/07/2013

**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
2010-08/09	81	Public Health	Regular	\$28,300,000	\$54,300,000	Contractor provides Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking on copayments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.	7/1/2009 - 6/30/2018
4007-09/10	90	Public Works	Regular	\$350,000	\$800,000	The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services. DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.	7/1/2009 - 4/1/2016
4016-10/11	90	Public Works	Regular	\$400,000	\$800,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 2 as-needed contracts, each not to exceed \$200,000.	8/20/2010 - 9/30/2016

POSTING FOR

10/07/2013

**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
4039-11/12	90	Public Works	Regular	\$230,000	\$450,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHDP) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHDP's NPC4 seismic requirements.	11/1/2011 - 4/30/2015

Sum of Modified Amounts: \$36,829,950

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 12, 2013

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Air Passenger Ground Access Survey at SFO and OAK

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$300,000 PSC DURATION: 11/1/13 to 10/31/15

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contracted work will consist of an intercept and online survey of 25,000 air passengers departing San Francisco International (SFO) and Oakland International (OAK) Airports. The survey will be conducted for a full year at both SFO and OAK to capture seasonal fluctuations, and will involve developing a survey instrument and programming electronic devices, interviewing air traffic passengers, probing accuracy of responses, correcting and compiling specialized data, and preparing survey analysis reports.

B. Explain why this service is necessary and the consequences of denial: This survey will provide information to the airports that is used for planning physical improvements, managing passenger services and for marketing. The information is also used by researchers and the airports in developing models of future passenger access by geographic location, travel mode, and other factors.

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 services.

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

IFPTE Local 21 Union Name Cynthia Avakian Sep 11 2013 7:34 PM Signature of person mailing/faxing form August 12, 2013 Date

RFP sent to: IFPTE Local 21 Union Name on August 12, 2013 Date Cynthia Avakian Sep 11 2013 7:34 PM Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4023-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/30/2013

CIVIL SERVICE COMMISSION ACTION:

DHR Rec 9/11/13 MW

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

A. **Specify required skills and/or expertise:** Specific skills include developing response choices and logic checks for answers, programming electronic devices with complex branched survey questions, experience in interviewing air passenger traffic, management of survey logistics such as scheduling, physical planning and supervision, assessment of data accuracy, tabulation of approximately 25,000 interviews or online survey completions, and analysis and reporting on survey data.

B. **Which, if any, civil service class normally performs this work?** No civil service classifications currently perform this work, however, the contractor will be supervised by a Transit Planner IV (5290).

C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** Specialized electronic handheld survey instruments, programmed as required (equipment will be retained by contractor).

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

A. **Explain why civil service classes are not applicable:** The work will be for a temporary amount of time, and existing classes do not have the expertise or skill set for the required work. Additionally, San Francisco civil servants are not authorized to work at Oakland Airport.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No, as the work is temporary and specialized.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (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 # 12-0184 for this work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted. The results of that process are not known at this time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Cynthia P. Avakian Cynthia Avakian
Sep 11 2013 7:35 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

P.O. Box 8097, San Francisco, CA 94128

Address

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?

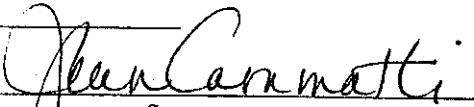
**Airport Commission
City and County of San Francisco
Resolution No.: 12-0184**

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 12_0184

AUTHORIZATION TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OAKLAND INTERNATIONAL AIRPORT, ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT NO. 9262, AND NEGOTIATE WITH THE HIGHEST RANKED PROPOSER FOR A REGIONAL AIR PASSENGER GROUND ACCESS SURVEY

- WHEREAS, since 1975, a regional air passenger ground access survey has been conducted at Bay Area airports every five to seven years, yielding valuable planning and marketing information; and
- WHEREAS, Oakland International Airport (OAK) has tentatively agreed to partner with SFO on the next regional survey, and the Metropolitan Transportation Commission's Regional Airport Planning Committee has endorsed it; and
- WHEREAS, the parties agree that the regional survey will be conducted over an entire year, eliminating seasonal bias and allowing experienced survey workers to conduct far more interviews without significant additional cost; and
- WHEREAS, SFO has budgeted \$150,000 towards survey costs at SFO in fiscal year 2012-2013, while OAK has budgeted sufficient funds to conduct the survey at OAK; now, therefore, be it
- RESOLVED, that this Commission approves execution of a MOU with OAK, issuing an RFP for Contract No. 9262, and negotiations with the highest ranked proposer for a Regional Air Passenger Ground Access survey at San Francisco and Oakland International Airports commencing in 2013.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of AUG 07 2012*


Secretary

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Lisa Randall
Sent: Monday, August 12, 2013 3:19 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org; 'jebrenner@ifpte21.org'
Cc: Cynthia Avakian
Subject: DRAFT PSC Form 1 for Bay Area Airports Ground Access Survey
Attachments: DRAFT PSC 1_Bay Area Airports Ground Access Survey.pdf

Hi,

Attached is a draft PSC Form 1 for Bay Area Airports Ground Access Survey for your review. The RFP is currently posted on OCA's website at the following: <http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=7041>

Please let me know if you have any questions.

~Lisa

Lisa Randall MA

Contracts Administration Unit
San Francisco International Airport
PO Box 8097, San Francisco, CA 94128
Email: lisa.randall@flysfo.com
Phone: (650) 821-2012 | Fax: (650) 821-2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/04/2013

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

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

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

TYPE OF SERVICE: Membrane Filtration System Selection (CS-327)

FUNDING SOURCE: SFPUC Capital Improvement Program Bonds (CUW302-01 Westside Recycled Water Project)

PSC AMOUNT: \$100,000 PSC DURATION: 11/22/2013 - 11/22/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The selected vendor will submit shop drawings, and basic operating procedures, and will provide design support for membrane filtration (MF) equipment which is a critical component of the proposed recycled water treatment facility.

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

The Westside Project is the SFPUC's first recycled water project. The space currently allocated for the project within the existing Oceanside Wastewater Plant footprint is limited. The early selection of this critical piece of equipment will allow for the design of the project to be completed around known equipment dimensions/features; knowledge of vendor-specific operating procedures will also allow for other aspects of the facility design (such as chemical systems) to be completed with greater certainty. This will help the SFPUC avoid major changes during the late phases of design, and will also minimize design changes during construction.

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

The City of San Francisco has not owned or operated a recycled water treatment facility; the proposed project will be the first of its kind for the City/SFPUC. Likewise, it will be the first time that the SFPUC will be owning/operating membrane filtration equipment such as the one that will be identified through this contract (CS-327).

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 Shamica Jackson 07/30/2013
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved WW 9/30/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge/expertise in the design, manufacture, installation, operation, and optimization of membrane filtration equipment and related appurtenances to produce tertiary recycled water from wastewater secondary effluent.

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

The engineering series, 5207 Associate Engineer, 5241 Engineer, and 5211 Senior Engineer, perform design work. However, civil service classes do not design equipment for manufacture.

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

Yes. The contractor will ultimately provide membrane filtration (MF) equipment through the future construction contract. This contract, however, is for shop drawings, operating procedures and design support specific to the selected equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The selected equipment vendor will ultimately provide the MF equipment through the future construction contract; the shop drawings and operating procedures to be provided under this contract require knowledge that is proprietary to the selected vendor.

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

No. The equipment and services are highly specialized and associated with vendor-specific equipment information.

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

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

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Jackson, Shamica <SJackson@swater.org>
Sent: Tuesday, July 30, 2013 10:39 AM
To: Degrafinried, Alaric; Jackson, Shamica; L21PSCReview@ifpte21.org; glouie@ifpte21.org; kcarter@ifpte21.org; McGee, Bonita; Kyger, Todd; Ordikhani, Masood; Combs, Simone
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-327 draft PSC to Unions for review
Attachments: CS-327 Membrane Filtration System Selection PSC_Dept40.doc
Importance: High

To All Interested Parties,

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

Best regards,

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

 Please consider the environment before printing this email

Department's Request to Postpone

PSC #4025-13/14

to 11/18/2013 CSC Meeting Date

Pages 9 – 11 Removed

*DHR
Rec' 9/24/13*

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2013

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 68

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

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

TYPE OF SERVICE: Closed-Circuit Video Surveillance for Public Parking Facilities

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$650,000.00 PSC DURATION: November 15, 2013 - November 14, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will design, install and maintain a closed-circuit (CCTV) wireless video surveillance system to monitor nineteen (19) surface public parking facilities primarily for administrative and maintenance needs. This work will include the entire design of the system and installation of mounting equipment, cameras and network devices to communicate back to a centralized control station dedicated to monitoring these properties. Maintenance of the entire system is also included.

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

This service is necessary to efficiently and effectively monitor the properties for activities such as illegal dumping, graffiti, fallen trees, inoperable lights, or damaged equipment in order to respond to these situations in a timely manner. Denial of this service means that City property could pose a liability risk and an eyesore to the community in which it resides if staff visits to each location only occur as time permits.

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 for surface public parking facilities. Similar services have been provided by PSC #4098-08/09 and #4058-11/12.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 8/8/13
IBEW Local 6 Union Name Signature of person mailing / faxing form Date 8/8/13

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4026-13/14

Approved MW 9/20/2013

SFMTA approved 8-8-13

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

5 years of experience and expertise in design and installation of close-circuit video surveillance networks. Experience must include successful installation of wireless CCTV systems with 12+ locations transmitting to a centralized control station. Installation and maintenance technicians must possess software certification in order to troubleshoot, cable and wire, replace batteries, and adhere to OSHA regulations.

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

Classifications: 1824 Principal Administrative Analyst; 1062 IS Programmer; 7345 Electrician; and 7318 Electronic Maintenance Technician can perform some portions of this service.

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

Yes. The contractor will provide the entire system of cameras, transmitters, and computer software not currently installed at SFMTA surface public parking lots.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

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

This type of system is designed and installed using proprietary computer software that requires certification from the vendor. City employees do not possess this specialization or certification. Using employees to maintain the system (changing batteries and cleaning lenses) would then invalidate the warranty.

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

No. Classifications already exist.

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.
2 hrs. "hands-on" user training.
 - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
(2) 1824 Principal Administrative Analyst
- C. Are there legal mandates requiring the use of contractual services? () (X)
- D. Are there federal or state grant requirements regarding the use of contractual services? () (X)
- E. Has a board or commission determined that contracting is the most effective way to provide this service? () (X)
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? () (X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415-701-5377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94103

Address

Union Notification(s)

◆ **Local 21**

◆ **Local 6**

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Thursday, August 08, 2013 12:20 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review; 'khughes@ibew6.org'
Cc: Noiles, Rob; Robertson, Michael; Boparai, Parveen
Subject: PSC- Closed Circuit Video Surveillance for Public Parking Facilities
Attachments: 20130808104342014.pdf

DHR-PSC Coordinator: Please review and approval for posting and Civil Service Commission.

Unions: For your information.

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

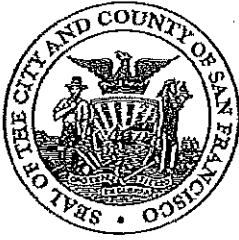
Scan Date: 08.08.2013 10:43:41 (-0400)

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

PSC #4098-08/09

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

PSC #4058-11/12



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

RECEIVED JAN 18 2012

4098-08/09 \$280,28.
MOD#1 Similar

January 13, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4069-11/12 THROUGH 4075-11/12; 3052-09/10; 4098-08/09; 4037-08/09; 4072-06/07; 4073-06/07; AND 4162-08/09.

At its meeting of January 9, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission adopted the following:

- (1) Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. Commissioner Jung recused from any discussion or voting on this item.
- (2) Adopted the report; Approved request for PSC #4037-08/09 on the condition that a revised submission of the PSC Summary be sent to the Executive Officer and the Human Resources Director indicating that the approval of this contract is necessary because the City does not have the appropriate equipment for shredding to maintain the security of confidential and sensitive documents. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Bopara, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Alario Degrafinried, Public Utilities Commission
 - Marlo de Vera, Department of Human Resources
 - Lavena Holmes, Port
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Rebekah Krell, Arts Commission
 - William Lee, Department of Emergency Management
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Jeannie Wong, Controller's Office
 - Commission File
 - Chron

POSTING FOR
1/9/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
3052-08/10	09	Controller	Regular	\$75,525	\$123,000	The City seeks Hoosbridge software development and training services to (1) integrate the city's financial accounting and management information system (FAMS) managed by the Controller's Office with SFUC's web-based MAXIMO purchase order web service and SFUC's web-based online invoice processing system (SOLES), as a pilot project, as well as (2) develop and train additional City department staff on other potential interfaces between FAMS and City department systems to integrate and reconcile data.	1/1/2010 - 1/1/2016
4098-08/09	35	Municipal Transportation Agency	Regular	\$181,280	\$280,280	Contractor will provide additional technical design assistance, project coordination and integration with BART, MCT, M3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the SF Municipal Transportation Agency (SEMATA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.	3/30/2009 - 6/30/2013
4037-08/09	38	Police	Regular	\$100,000	\$264,000	Recycling and shredding of Confidential Documents.	2/1/2009 - 1/31/2014
4072-06/07	40	Public Utilities Commission	Regular	\$850,000	\$1,850,000	Legislative representation and advocacy before the California State Legislature and State Administration in areas of water, wastewater, energy and natural resources.	5/1/2007 - 3/15/2017
4075-06/07	40	Public Utilities Commission	Regular	\$1,362,000	\$2,612,000	Legislative representation and advocacy before Congress and federal regulatory agencies in areas of water, wastewater, energy and natural resources.	5/1/2007 - 3/13/2017

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 30, 2011 Reissued December 9, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC#4098-08/09)

TYPE OF SERVICE: Development of Request for Proposal (RFP) and Project Oversight of Installation of Security Cameras in MUNI's Subway Stations.

FUNDING SOURCE: Security Grant from Transportation Security Administration (TSA)

PSC AMOUNT: \$ 99,000.00
MODIFICATION: \$181,280.00
TOTAL: \$280,280.00

PSC DURATION: 03/30/09- 03/30/12
PSC DURATION: 11/19/09- 06/30/13
PSC DURATION: 11/19/09- 06/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide additional technical design assistance, project coordination and integration with BART, +C3 (Central Control & Communications) and New Central Subway Projects. In addition to the procurement services and project oversight services that the Contractor is providing to the S.F. Municipal Transportation Agency (SFMTA), they will modify the Closed Circuit Television (CCTV) systems design documents (drawings and specifications) to include artificial intelligence-based video analytics (VA) capabilities (hardware and software) using technology that was previously not available.

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

This service is necessary and serves the subway system and its perimeter that we learned is owned and maintained by BART. This is a critical infrastructure enhancement that would provide a higher level of security at various SFMTA facilities and on revenue vehicles. The Department of Homeland Security (DHS), through the TSA, has made it a national priority to upgrade the security structures and programs of major public transit agencies as part of its ongoing efforts to mitigate anti-terror activities. Consequences of denial would make SFMTA facilities and employees more vulnerable to potential terrorist acts. The SFMTA could also lose the funding for this project. Additionally, denial of the contract modification will affect the SFMTA's ability to monitor and secure its underground subway system thereby impacting passenger safety and security.

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

This service was previously approved by the Civil Service Commission (PSC# 4098-08/09).

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

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

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

RFP sent to Union Name on Date Signature

PSC# 4098-08/09 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

12-9-11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Five (5) or more years of the required skills below are needed:

- Creating and implementing a Master Plan for multiple CCTV projects;
- Developing engineering drawings using CAD technology;
- Developing detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments;
- Developing project RFPs for a broad range of high technology video installation platforms.

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

Although civil service classes 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II, and 9180 Manager VI Municipal Transportation Agency can develop the RFP, these classes do not possess the requisite skills/experience of detailed specification for equipment, materials, logistics and requirements for implementing CCTV project installations in a wide array of highly sensitive environments and for a broad range of high technology video installation platforms.

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 scope of this service requires specialized and extensive knowledge and expertise in the field of security systems.

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

No. This is a one-time, specialized project. It would not be practical to adopt a new civil service class.

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

	<u>Yes</u>	<u>No</u>
--	------------	-----------

- | | | |
|---|-------|-------|
| A. Will the contractor directly supervise City and County employees? | () | (X) |
| B. Will the contractor train City and County employees? | () | (X) |
| C. Are there legal mandates requiring the use of contractual services? | () | (X) |
| D. Are there federal or state grant requirements regarding the use of contractual services? | () | (X) |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?
<i>SFMTA Board Resolutions No. 09-179 approved October 20, 2009.</i> | (X) | () |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes,
<i>Alta Consulting Services Inc.</i> | (X) | () |

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

(415) 701-5377
Telephone Number

San Francisco Municipal Transportation Agency

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

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-179

WHEREAS, The federal Department of Homeland Security has created the Transit Security Grant Program (TSGP) to create a sustainable effort in the protection of regional transit systems' critical infrastructure from terrorism; and,

WHEREAS, On October 21, 2008, SFMTA received a letter awarding FY 2006 TSGP grant funds, a large portion of which are intended for the planning and installation of Closed Circuit Television (CCTV) cameras and equipment in the subway; and

WHEREAS, Given that TSGP funds cannot be used for in-house staff costs, SFMTA therefore must rely on outside consultants to review the security needs, evaluate technologies, recommend the design specifications and installation requirements, and assist with project oversight for the installation contractor; and

WHEREAS, The SFMTA issued a Request for Proposals on February 10, 2009, inviting firms with expertise in the design and installation of CCTV systems to submit proposals to provide this technical assistance; and

WHEREAS, Five proposals were received and the top three proposals were reviewed by a panel of SFMTA senior executives; and

WHEREAS, The evaluation panel selected Alta Consulting Services, Inc., 2107 N. 1st Street, Suite 470, San Jose, CA 95131, as the highest-ranked proposer; and

WHEREAS, The SFMTA has successfully negotiated contract terms and conditions with Alta Consulting Services; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors authorizes the SFMTA, through its Executive Director/CEO (or his designee), to execute Contract No. SFMTA 2008/09-18, Closed Circuit TV System Technical Installation Project, with Alta Consulting Services, Inc., to provide technical assistance and develop a master plan for a closed circuit television camera system in the subway, and provide project oversight during the installation of cameras and related security equipment; in an amount not to exceed \$230,030; and for a term of three years, with two one-year options to extend the term at the sole discretion of the SFMTA.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of OCT 20 2009

R. Boomer

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

4056-11/12 P BOOK
Similar

RECEIVED DEC 14 2011

December 13, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4056-11/12
THROUGH 4063-11/12 AND 4064-07/08.

At its meeting of December 5, 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.

ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission:

- (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION:

ANITA SANCHEZ
ANITA SANCHEZ FOR
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - 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
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR

12/5/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4056-11/12	27	Airport Commission	Regular	\$300,000	Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management skills in an aviation environment; violation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills, with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values. General objectives of this contract are: - Assessment of managerial employees' development and learning needs; - Leadership curriculum development, leadership curriculum implementation; - Recommendation of leadership readiness (and at what stage) from moderately ready to high performer readiness).	12/19/2011 - 12/31/2016
4057-11/12	27	Airport Commission	Regular	\$2,000,000	As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.	12/19/2011 - 12/31/2016
4058-11/12	35	Municipal Transportation Agency	Regular	\$300,000	Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software of San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.	12/1/2011 - 11/30/2014
4059-11/12	35	Municipal Transportation Agency	Regular	\$22,000,000	The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipments required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, floors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.	1/1/2012 - 1/31/2015
4060-11/12	40	Public Utilities Commission	Regular	\$500,000	The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.	12/5/2011 - 12/30/2013

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 29, 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: Maintenance of Fixed Asset Video Equipment

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$300,000.00 PSC DURATION: December 1, 2011 to November 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software on San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.

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

The SFMTA has 57 fixed asset facility, station and platform sites that have roughly 500 cameras. The future Central Subway project will add 250+ additional cameras. SFMTA has over 1,000 vehicles equipped with about 8,000 cameras.

All this equipment needs frequent programmed preventive maintenance that includes cleaning the enclosure or camera lens, adjusting cameras, repairing or replacing cameras or recording equipment as needed to maintain maximum video uptime and image quality. This large amount of diverse equipment types is also different on vehicles versus fixed/stationary applications.

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):

At present, this service is provided at a limited capacity by seven (7) employees.

D. Will the contract(s) be renewed:

This is unknown at this time.

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

Table with 3 columns: Union Name, Signature of person mailing / faxing form, Date. Rows for IBEW Local 6 and IFPTE Local 21.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 9-29-11

PSC# 4068-11/12

STAFF ANALYSIS/RECOMMENDATION; CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

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

The Technicians are required to install, test and troubleshoot complete video systems, cabling and wiring of video cameras, interfaces, microphones at all job sites (moving or stationary). Must be knowledgeable and adhere to OSHA and SFMTA regulations in the use of personal protective equipment, subway access and SFMTA requirements as dictated by the work environment.

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

7329 - Electronic Maintenance Technician Assistant Supervisor
7318 - Electronic Maintenance Technician

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 are currently (6) class 7318 Electronic Maintenance Technicians and (1) 7329 Assistant Supervisor performing this work. However, the full scope of the work far exceeds the physical capabilities of the seven (7) Technician positions SFMTA is held to due to budget constraints.

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

No. Classifications already exist.

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

Yes No

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

(415) 701-5377

Telephone Number

San Francisco Municipal Transportation Agency

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

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 11, 2013

DEPARTMENT NAME: PUBLIC HEALTH (DPH) DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: As-Needed Physician Services for Public Health Community Clinics

FUNDING SOURCE: Federal Grants, State Grants, and General Fund

PSC AMOUNT: \$4,000,000 PSC DURATION: August 5, 2013, through June 30, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide as-needed primary care physician services to persons living in San Francisco, including preventative, diagnostic, and related emergency care. Services will be provided at DPH primary care community clinics.

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

DPH is responsible for the protection and promotion of health to all San Franciscans. A wide spectrum of services are necessary to effectively deal with the multi-faceted and complex health care needs of persons seeking care, including comprehensive primary care services. These services are an important feature of the City's response to national health care reform, as many DPH clients utilize primary care clinics in the community as their medical home. Denial of these services would seriously hinder the City's ability to provide services to persons seeking primary care services, especially those not served by non-City health care resources, including low-income or indigent persons and immigrants.

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 are new services.

D. Will the contract(s) be renewed? Yes, if funding is available.

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

[X] IFPTE Local 21 Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: July 26, 2013

[X] UAPD Physicians & Dentists - 8CC Union Name, Signature of person mailing/faxing form: Jacquie Hale, Date: July 26, 2013

RFP sent to IFPTE Local 21 & SEIU Local 1021 Union Name, on May 21, 2013 Date, Irene Carmona Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4027-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must be a Board Certified and Licensed Medical Physician with extensive experience and knowledge in the provision of comprehensive primary care services, familiar with the intent and parameters of community based primary care services, and sensitive to the target population(s).

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

Physician Specialist (2230), Senior Physician Specialist (2232), Supervisor Physician Specialist (2233)

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These services are temporary and intended to support regular primary care services at DPH primary care community clinics until recruitment and retention of permanent physicians can be established.

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

No. These services are as-needed and not a substitute for current classifications. It would not be practical to adopt a new Civil Service classification to perform this specialized work.

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.

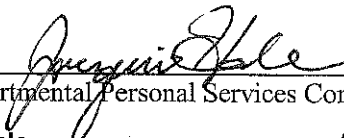
C. Are there legal mandates requiring the use of contractual services?

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
Jacquie Hale (415) 554-2609

 Print or Type Name Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102

 Address

Union Notification(s)

◆ **Local 21**

◆ **Local 8CC**

Sharon Jenkins to: Jacquie.Hale@sfdph.org, L21PSC Review
, uapd@uapd.com

08/21/2013 11:50 AM

Hi Jacquie,

Local 21 does not represent any classifications that would normally do this work. I believe all of the classifications listed on the PSC are SEIU represented.

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

"Find Local 21 on Facebook!"

Re: Union Notification of PSC Summary to DHR 

Jacquie Hale to: Jacquie Hale

09/11/2013 10:06 AM

Cc: Emily Prescott, Jeff Duritz, Martin Gran, Ron Weigelt

Bcc: Ileana Samanc, leorah.dang, Willie Ramirez, Bill Blum, Irene Carmona

Jeff,

Hi. This is just to close the loop for the email thread about this PSC and to note that, since I understand that you will be discussing the concerns you noted earlier with regards to this PSC through a process that is separate from the PSC process, we are requesting that this PSC be calendared for the October 7, 2013, Civil Service Commission meeting.

We continue to be willing to provide any further information or to meet with you regarding this PSC specifically while this contract moves forward.

Thank you,

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

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Re: Union Notification of PSC Summary to DHR

Re: Union Notification of PSC Summary to DHR 

Jacquie Hale to: Jeff Duritz

08/22/2013 03:06 PM

Cc: Emily Prescott, Martin Gran, Ron Weigelt

Jeff,

Thanks for your voicemail and the email below. We had emailed you yesterday only to see if it would be possible to calendar this a bit sooner, as we had not heard from you yet. As we were not able to connect yesterday, and that was the deadline we were just trying to see if we could meet, we're going to go ahead with our original plan to calendar this for the October 21, 2013, meeting. It seems from your email that perhaps just trying to move this up a bit raised some questions for you? If you do need more time to review the PSC, the deadline for the October 21, 2013, meeting is not until September 25, so you still have time to do that. When you've had a chance to review it, could you please let me know if you still want to meet? Please also let me know if you want a formal meet-and-confer, as our office is not authorized to conduct that process. (We only meet to discuss the PSC.)

Thank you,

Jacque
554-2609

Re: Union Notification of PSC Summary to DHR

Re: Union Notification of PSC Summary to DHR

Jeff Durtiz to: Jacquie.Hale

08/22/2013 02:22 PM

Cc: Martin Gran, Emily Prescott, Ron Weigelt

Hi Jacquie,

I left a voice mail for you this morning. I appreciate that DPH provided notice on July 26 of the plan to submit this PSC. But that email said you planned to submit it to DHR for review on September 25, with a foreseen CSC hearing on October 21.

Your email yesterday gave a same-day deadline to respond with concerns, saying it will be calendared for a CSC hearing on September 16. Your email was forwarded to me in the afternoon while I was in meetings in the City and I wasn't able to respond within four hours. That was too short of a window.

UAPD does not want to obstruct DPH's efforts to have enough physicians to meet patient care needs. I've been hearing from members about the difficulty of hiring new doctors. I also saw there continues to be open postings at many City clinics:
<http://www.jobaps.com/sf/sup/BulPreview.asp?R1=PEX&R2=2230&R3=PH9000>

In order for us to partner with the City on this, we need to feel that the City is proceeding in good faith. I attached our contract language on Meet and Confer sessions over recruitment and retention issues. Other highlighted language at the top of the same page would make it highly risky for UAPD to propose wage increases. So addressing systemic recruitment and retention problems would require creative proposals from the City and the Union.

Since DPH is expediting the PSC, UAPD is formally requesting DHR to Meet and Confer on an expedited basis. We would need to make progress before the Sept 16 CSC hearing.

Martin and Emily: I attached the PSC request. Please let me know who from DHR would be assigned to our Meet and Confer and whether you anticipate we could schedule several meetings before September 16.

Thanks everyone.

On Wed, Aug 21, 2013 at 1:15 PM, Union of American Physicians and Dentists, Oakland <uapd@uapd.com> wrote:

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

From: Jacquie.Hale@sfdph.org [mailto:Jacquie.Hale@sfdph.org]
Sent: Wednesday, August 21, 2013 11:24 AM
To: L21PSC Review; Sharon Jenkins; uapd@uapd.com
Subject: Re: Union Notification of PSC Summary to DHR
Importance: High

To: Jeff Duritz/UPAD; Sharon Jenkins/IPFTE Local 21

From: Calendaring for September 16, 2013, rather than October 7, 2013,
Civil Service Commission meeting

Please see the email below, sent to you 18 City business days ago regarding the San Francisco Department of Public Health's planned locum tenens contracts for as needed physician services at our community based clinics.

As we prepare for implementation of the Affordable Care Act, we would like to begin these services one month sooner, and to request approval of this PSC for the September 16, 2013, meeting of the Civil Service Commission.

If you have any questions about this PSC or objections to this somewhat (2 weeks) earlier calendaring, please do let us know ASAP, as the deadline for calendaring is today.

(Mr. Duritz, I also left you a voicemail message about this.)

Note to DHR and Local 21: While we sent this PSC to you as a courtesy/FYI, the Civil Service classes we have listed as normally performing this work are all under UAPD: 2230 Physician Specialist, 2232 Senior Physician Specialist, and 2233 Supervisor Physician Specialist.

Thank you,

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

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Union Notification of PSC Summary to DHR

Jacquie Hale to:

uapd, jduritz, sjenkins, l21pscreview
07/26/2013 03:25 PM

TO: Jeff Duritz, UAPD Physicians & Dentists--8CC
Sharon Jenkins, IFPTE, Local 21 (via Email Only)

DATE: July 26, 2013

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following PSC request which will be submitted to the Department of Human Resources for review on September 25, 2013, for consideration at the October 21, 2013; Civil Service Commission meeting.

1. As-Needed Physician Services for Public Health Community Clinics

The PDF File for the item listed above is attached to this email.

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

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(See attached file: PSC DPH As-needed Physicians for Public Health Cmty Clinics.pdf

--

Jeff Duritz
Representative

Union of American Physicians and Dentists
180 Grand Avenue, Suite 1380, Oakland, CA 94612
510-839-0193 (office)
510-763-8756 (fax)



www.uapd.com PSC DPH As-needed Physicians for Public Health Cmty Clinics.pdf



UAPD recruit-retent language, 2012-2015 MOU.pdf

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Modification
Personal Services Contracts

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/20/13

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 3082-12/13)

TYPE OF SERVICE: Professional Service: Economic Development Strategy for the Invest in Neighborhoods Program

FUNDING SOURCE: General Fund

Original Amount: \$49,950 PSC Duration: April 1, 2013 to June 30, 2014
Modification Amount \$49,950 PSC Duration: July 1, 2014 to December 31, 2014
Total Amount \$99,900 Total PSC Duration: April 1, 2013 to December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.

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

The Invest in Neighborhoods Initiative, one of the 17 points of the Mayor's jobs plan, will strengthen and revitalize commercial corridors around the City by marshaling City resources from across multiple departments and ensuring the strategic deployment of existing City programs. Invest in Neighborhoods will also help to offset some of the neighborhood resources that have been lost due to the dissolution of the SF Redevelopment Agency. Conducting an assessment of each corridor's strengths and needs and creating a customized intervention plan based on the results of that assessment is critical to the program. The results will include measurable economic outcomes related to job creation, increased sales tax revenues, increased private investment, and lower vacancy rates. If the service is denied, the program will not go forward, and the results will not be realized.

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):

Under the original PSC #3082-12/13, which is being modified through this modification, similar service was provided for different communities. Prior to PSC #3082-12/13, this specific service had not been provided.

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

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

IFPTE Local 21

Union Name

Signature of person mailing/faxing form

RFP sent to IFPTE Local 21, on 9/20/13
RFQ W Union Name Date

Date

9/12/13 Original W
9/20/13 Revised W

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3082-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be able to perform a comprehensive analysis of the physical, demographic, and economic conditions in neighborhoods; develop survey tools, conduct stakeholder interviews; gather community input; conduct focus groups; facilitate community workshops; develop presentations and meeting materials; and develop a draft action matrix that describes and prioritizes economic development strategies.

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

Certain administrative analyst classes (1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst) could perform some elements of this work. However, they lack the comprehensive skill set to perform all the tasks described above.

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

No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work is of such highly specialized nature and short duration that it is impractical to perform by an existing civil service class.

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

No. This work is of such highly specialized nature and short duration that it is impractical to adopt a new civil service class. Performing an economic development strategy analysis as described herein requires previous experience and subject matter mastery that would be difficult to attain in a new classification. Once all the data have been collected, a contractor with experience in other jurisdictions can perform the work in a matter of weeks.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *AECOM Technical Services, Inc.*

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

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



Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

415-701-4811

Print or Type Name

Telephone Number

1 South Van Ness, 5th Floor

San Francisco, CA 94103

Address

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Kurylo, Richard
Sent: Thursday, September 12, 2013 1:55 PM
To: L21PSCReview@ifpte21.org; sjenkins@ifpte21.org; kcarter@ifpte21.org
Cc: Pascual, Merrick; Liedl, Fred; Klein, Jordan; PoncedeleLeon, Diana; Cohen, Amy; Tano, Crezia
Subject: PSC Summary for Modification for PSC#3082-12/13
Attachments: IIN Econ Dev PSC #3082-12.13 Mod Form.pdf; IIN Econ Dev PSC #3082-12.13 Approval.pdf; RFQ#CON2012-07 RFQ 6-26-12 REVISED.doc

IFPTE Local 21:

Attached, please find a Personal Services Contract Summary modification that the Office of Economic and Workforce Development is submitting for PSC#3082-12/13, an economic development strategy for the Invest in Neighborhoods Program.

Also attached for your reference is the approval for PSC#3082-12/13 and the original Request For Qualifications.

If you need additional information, or if you have any questions, please contact me at (415) 554-6680.

Sincerely,
Richard Kurylo

Richard Kurylo
City and County of San Francisco
Office of Economic and Workforce Development
1 Dr. Carlton B. Goodlett Place, Room 448
San Francisco, CA 94102
(415) 554-6680
richard.kurylo@sfgov.org
www.oewd.org | [Facebook](#) | [Twitter](#)

Dang, Leorah

From: Kurylo, Richard
Sent: Friday, September 20, 2013 10:38 AM
To: 'L21PSCReview@ifpte21.org'; 'sjenkins@ifpte21.org'; 'karter@ifpte21.org'
Cc: Pascual, Merrick; Liedl, Fred; Klein, Jordan; PoncedeLeon, Diana; Cohen, Amy; Tano, Crezia
Subject: REVISED: PSC Summary for Modification for PSC#3082-12/13
Attachments: IIN Econ Dev PSC #3082-12.13 Mod Form.pdf; RFQ#CON2012-07 RFQ 6-26-12 REVISED.doc; IIN Econ Dev PSC #3082-12.13 Mod Form REVISED.pdf

IFPTE Local 21:

Attached, please find a REVISED Personal Services Contract Summary modification that the Office of Economic and Workforce Development is submitting for PSC#3082-12/13, an economic development strategy for the Invest in Neighborhoods Program. It's the file titled "IIN Econ Dev PSC #3082-12.13 Mod Form REVISED.pdf."

Also attached for your reference is the original modification form for PSC#3082-12/13 that we sent on 9/12/13 for your review (see e-mail message below) and the original Request For Qualifications.

If you need additional information, or if you have any questions, please contact me at (415) 554-6680.

Sincerely,
Richard Kurylo

Richard Kurylo
City and County of San Francisco
Office of Economic and Workforce Development
1 Dr. Carlton B. Goodlett Place, Room 448
San Francisco, CA 94102
(415) 554-6680
richard.kurylo@sfgov.org
www.oewd.org | [Facebook](#) | [Twitter](#)

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Prior DHR Approved PSC Form 1 – Original - Current

Expedited PSC #3082-12/13

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/18/13

DEPARTMENT NAME: Economic and Workforce Development DEPARTMENT NUMBER 21

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

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

TYPE OF SERVICE: Professional Service: Economic Development Strategy for the Invest in Neighborhoods Program

FUNDING SOURCE: General Fund

PSC AMOUNT: \$49,950 PSC DURATION: April 1, 2013 to June 30, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will provide an economic development action plan for two "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and report being prepared by the Planning Department; identifying any gaps in the data collection; developing a survey tool and conducting interviews with stakeholders in the neighborhood to focus on potential actions and improvements; conducting focus groups with non-profits, community/business organizations, and residents in the area; attending and facilitating community workshops; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.
B. Explain why this service is necessary and the consequences of denial: The Invest in Neighborhoods Initiative, one of the 17 points of the Mayor's jobs plan, will strengthen and revitalize commercial corridors around the City by marshaling City resources from across multiple departments and ensuring the strategic deployment of existing City programs. Invest in Neighborhoods will also help to offset some of the neighborhood resources that have been lost due to the dissolution of the SF Redevelopment Agency. Conducting an assessment of each corridor's strengths and needs and creating a customized intervention plan based on the results of that assessment is critical to the program. The results will include measurable economic outcomes related to job creation, increased sales tax revenues, increased private investment, and lower vacancy rates. If the service is denied, the program will not go forward, and the results will not be realized.
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 specific service has not been provided in the past.
D. Will the contract(s) be renewed: No.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form 3/18/13 Date RFQ sent to IFPTE Local 21 Union Name on 3/18/13 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3082-12/13

Approval Date: 3/22/2013

By: Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be able to perform a comprehensive analysis of the physical, demographic, and economic conditions in neighborhoods; develop survey tools, conduct stakeholder interviews; gather community input; conduct focus groups; facilitate community workshops; develop presentations and meeting materials; and develop a draft action matrix that describes and prioritizes economic development strategies.

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

Certain administrative analyst classes (1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst) could perform some elements of this work. However, they lack the comprehensive skill set to perform all the tasks described above.

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

No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work is of such highly specialized nature and short duration that it is impractical to perform by an existing civil service class.

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

No. This work is of such highly specialized nature and short duration that it is impractical to adopt a new civil service class. Performing an economic development strategy analysis as described herein requires previous experience and subject matter mastery that would be difficult to attain in a new classification. Once all the data have been collected, a contractor with experience in other jurisdictions can perform the work in a matter of weeks.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Merrick Pascual

415-701-4811

Print or Type Name

Telephone Number

1 South Van Ness, 5th Floor

San Francisco, CA 94103

Address

PSC Summary for Economic Development Strategy for the Invest in Neighborhoods Program

Kurylo, Richard

Sent: Monday, March 18, 2013 10:44 AM

To: L21PSCReview@ifpte21.org; [sjenkins@ifpte21.org]; kcarter@ifpte21.org

Attachments: IIN Strategy PSC Memo and ~1.pdf (327 KB); RFQ#CON2012-07 RFQ 6-26-12~1.doc (150 KB)

IFPTE Local 21:

Attached, please find a Personal Services Contract Summary for an economic development strategy for the Invest in Neighborhoods Program.

Also attached is the original Request For Qualifications.

If you need additional information, or if you have any questions, please contact me at (415) 554-6680.

Sincerely,

Richard Kurylo

Office of Economic and Workforce Development

(415) 554-6680

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 12, 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. 2 [PSC #4106-09/10]

TYPE OF SERVICE: Professional Project Management and Construction Management Services for Various Projects

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$ 2,400,000 Original PSC DURATION: 6/1/10 - 6/30/15
Modification No. 1: \$ 5,000,000 Modification No. 1 PSC Duration: 7/1/12 - 2/1/17
Proposed Modification No. 2: \$ 6,300,000 Modification No. 2 PSC Duration: No change
TOTAL PSC AMOUNT: \$ 13,700,000 TOTAL PSC DURATION: 6/1/2010 - 2/1/2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.

B. Explain why this service is necessary and the consequences of denial: The Airport is an ever-evolving site and requires an upgrade of its facilities and renovation of the passenger terminals to improve operational efficiency, improve safety/security, and meet forecasted demand. Services are needed to ensure proper and timely development of the projects. If these services are not approved, the Airport would be unable to appropriately manage and oversee the work of the design-build contractors under the T3 Program. Denial will cause project delays, which will affect customer service, delay the implementation of the Transportation Security Administration (TSA) 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):

The services have been previously provided under PSC #4106-09/10.

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

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

IFPTE, Local 21; Building Inspectors Union Name Signature of person mailing/faxing form Date August 12, 2013
RFP sent to: IFPTE, Local 21 on January 19, 2010 Cynthia Avakian Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4106-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved ML 9/30/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Project and construction management skills with specialized experience in large airport projects and specific expertise in Airport development and construction, including special knowledge and skills required to construct and commission an airport terminal and all of its assets and special operating systems.

B. Which, if any, civil service class normally performs this work? Architectural (5268), Building Inspector (63xx series), and engineering (52xx series) classes exist but their expertise is not applicable to Airport terminal or Airport asset projects. City Project Managers (55xx series) with the appropriate expertise in managing terminal construction and 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, building inspector, and engineering classifications do not have the required expertise and specialized skills related to airport terminal development and construction. Staff does not have knowledge in airport's air-side and land-side operations, development and maintenance, and preparing commissioning services essential for an operating airport with critical construction schedules. We have a Memorandum of Understanding (MOU) with Department of Public Works (DPW) which has changed since this contract was approved. The MOU now provides one DPW 5265-Architectural Associate I and one 6333- Senior Building Inspector to work on the Terminal 3, Boarding Area E Improvements Project. Upon expiration of the MOU, the Airport intends to request a modification and extend its duration.

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 terminal airport projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, the Airport Commission approved Resolution No. 10-0242 awarded these services to PGH Wong Engineering, Inc. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the current work under this approval has been performed by PGH Wong Engineering, Inc. | <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
Sep 17 2013 1:13 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

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.: 10-0242**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0242

ACCEPT SELECTION PANEL'S RECOMMENDATION AND AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS AND PREPARE A PROFESSIONAL SERVICES AGREEMENT FOR CONTRACT 8974.9, CONSTRUCTION MANAGEMENT SERVICES FOR TERMINAL 3/BOARDING AREA E REFURBISHMENT WITH PGH WONG ENGINEERING, INC.

WHEREAS, on April 20, 2010, by Resolution No. 10-0157, the Commission approved the Selection Panel's recommendation establishing a pool list of prequalified firms for Project Management and Construction Management Support Services and authorizing RFP's as required to support projects of the Airport's 5-year Capital Improvement Program (CIP); and

WHEREAS, on June 25, 2010, the Airport received six proposals in response to the RFP, from URS/ECS, FE Jordan/Hill International, PGH Wong Engineering, EPC/CM West; AECOM, and PMA/NBA; and

WHEREAS, the Airport convened a three-member selection panel, which thoroughly evaluated the proposals of each firm, and identified the three highest ranking firms, and interviewed key personnel from the top-ranked firms; and

WHEREAS, the Selection Panel scored the proposals and interviews based on the selection criteria contained in the RFP, with PGH Wong Engineering, Inc. receiving 172 points, URS/ECS, A Joint Venture receiving 168.95 points and EPC/CM West Joint Venture receiving 162.33 points, out of a total of 200 points; and

WHEREAS, the Human Rights Commission has reviewed the RFP documentation, proposals and scoring and has determined that the selection process meets all Chapter 14B requirements; and

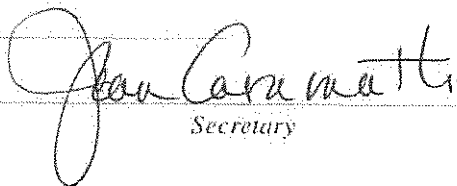
WHEREAS, the HRC has approved a subconsultant participation goal of 18% and PGH Wong Engineer, Inc. has committed to 20.55% LBE participation; now, therefore be it

RESOLVED, that the Commission hereby accepts the Selection Panel's recommendation, and authorizes Staff to enter into negotiations and prepare a Professional Services Agreement for Commission's consideration for Contract 8974.9, Construction Management Services for Terminal 3/Boarding Area E Refurbishment with PGH Wong Engineering, Inc.

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

at its meeting of

JUL 20 2010


Secretary

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Lisa Randall
Sent: Monday, August 12, 2013 3:34 PM
To: L21PSCReview@ifpte21.org; glouie@ifpte21.org
Cc: Cynthia Avakian
Subject: DRAFT PSC Form 1 for PM / CM Services Mod 2
Attachments: DRAFT PSC 4106-09_10 Form 1 RFQ PM_CM Mod 2.pdf

Hello,

Attached is a draft modification 2 to PSC Form 1 for PM/CM Services.

Please let me know if you have any questions.

~Lisa

Lisa Randall MA

Contracts Administration Unit
San Francisco International Airport
PO Box 8097, San Francisco, CA 94128
Email: lisa.randall@flysfo.com
Phone: (650) 821-2012 | Fax: (650) 821-2011

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

**Prior Notice of Civil Service Commission Action – Mod1 - Current
Copy of DHR Approved PSC Form 1– Mod1 - Current**

PSC #4106-09/10

4106-09/10
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4103-09/10 THROUGH 4106-09/10; 1015-08/09; 4072-07/08 AND 4102-09/10.

At its meeting of **March 15, 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) Approve request for proposed personal services contract 4103-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the San Francisco Police Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Kan Htun, Art Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- William Lee, Department of Emergency Management
- Mary Ng, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
3/15/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4103-09/10	38	Police	Regular	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	6/30/2014
4104-09/10	40	Public Utilities Commission	Regular	\$3,750,000	Provide analytical and technical support for SFPU's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operations consistent with our goals and objectives.	6/30/2015
4105-09/10	77	Emergency Management	Regular	\$200,000	Consultant will develop a Disaster Debris Management Program, which will include the development of a local Debris Management Plan, and providing Debris Management Plan training to stakeholders. This plan is critical to any major response and is required by FEMA. Failure to remove and manage debris can hinder response and recovery efforts which will impact public health and safety.	2/1/2011
4106-09/10	27	Airport Commission	Regular	\$2,400,000	Work will include: Project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management, and construction management services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.	6/30/2015

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2010 Amended February 19, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Professional Project Management and Construction Management Services for Various Projects

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$2,400,000 PSC DURATION: 6/1/2010 to 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Work will include: Project Controls and Reporting, Project Scheduling, Project Budgeting, Document Control, Project Coordination, Project Planning, Design Management, and Construction Management Services for Airport Terminal and Facility projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.

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 the facilities, and renovate the passenger terminals to improve operational efficiency, improve safety/security, and meet forecast demand. Some projects will be developed using in-house staff while the more complex and time-sensitive projects will involve outside firms with expert staff. Project and construction management services are needed to ensure proper and timely development of the projects. The projects are of limited duration, some involving specialty oversight. Denial will cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The services have been previously provided through a contract, most recently under PSC #4029-05/06.

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

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

IFPTE, Local 21 Cynthia P. Avakian FEB 17 2010
Union Name Signature of person mailing/faxing form Date
RFP sent to: IFPTE, Local 21 on February 19, 2010
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4106-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved 3/15/10

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Project management and construction management skills with large-airport-project experience and specific expertise in Airport terminal development and construction, including special knowledge and skills required to construct and commission and Airport terminal and all of its operating systems.

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 Airport terminal projects. City Project Managers with the appropriate expertise in managing terminal development and construction and 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 airport terminal development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. Depending on the project, the Airport estimates that up to 30% of the administrative work on the various projects, including project management, construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff. As discussed with Don Eng of DPW on December 18, 2009, an Engineer may be available to work on future Airport projects and we will coordinate with Mr. Eng when a project is identified.

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 terminal airport 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? Attached is Airport Commission Resolution #09-0223 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFQ and an RFP is being conducted and it is unknown at this time the results of that process. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



 Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

 Print or Type Name

(650) 821-2014

 Telephone Number

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

 Address

4106-09/10
Mod 1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 19, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4108-11/12 THROUGH 4114-11/12; 4106-09/10; 4008-09/10; 4054-08/09 AND 4067-09/10.

At its meeting of April 16, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission adopted the report; Approved request for proposed personal services contracts and notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Alaric Degrafinried, Public Utilities Commission
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Jacque Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- Sheila Layton, Juvenile Probation
- Brent Lewis, Department of Human Resources
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

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
4106-09/10	27	Airport Commission	Regular	\$5,000,000	\$7,400,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.	6/1/2010	2/1/2017
4008-09/10	40	Public Utilities Commission	Regular	\$300,000	\$600,000	This service is necessary as an adjunct to the SFPUC SFGreasecycle program designed to reduce or eliminate grease discharges to the sewer system. This successful pilot program now provides cooking oil collection service, as well as participation in a renewable energy program, to over 600 San Francisco restaurants as well as City residents. Expansion of this program to adequately handle other organic waste streams allows for dramatic reduction in SFPUC greenhouse gas emissions while procuring "energy Rich" assets to be utilized in co-generation of our treatment plants and biodiesel for the SFPUC fleet. Without this program there is no low cost alternative for commercial enterprises to grease disposal and other incentives to eliminate grease disposal to the sewer system. Further, not expanding this program would result in reduced revenue and possible penalties.	7/20/2009	7/1/2015
4054-08/09	40	Public Utilities Commission	Regular	\$15,000,000	\$29,700,000	This modification is necessary because there are several projects (see attached list) that will require as-needed environmental services. Additional Sewer System Improvement Program (SSIP) projects, Hetch Hetchy Water and Power Improvement Program (HHIP) projects, and other capital projects will be identified during the Agreements' durations. These infrastructure improvement programs and other capital projects require additional short-term, specialized work and technical expertise to support their environmental, design, and construction management phases. Without the information and recommendations generated by this specialized expertise, these phases can be delayed or stopped; hence construction would be delayed or, if environmental permits were not obtained, disallowed.	3/31/2009	3/30/2018

0057

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 17, 2012

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION No. 1 [PSC #4106-09/10]

TYPE OF SERVICE: Professional Project Management and Construction Management Services for Various Projects

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT:	\$ 2,400,000	Original PSC DURATION:	6/1/10 – 6/30/15
<i>Proposed Modification:</i>	\$ 5,000,000	<i>Modification PSC Duration:</i>	4/16/12 – 2/1/17
TOTAL PSC AMOUNT:	\$ 7,400,000	TOTAL PSC DURATION:	6/1/10 – 2/1/17

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2.

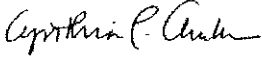
Construction Management services on this project were originally approved for \$2.4M; however, due to the increased project scope and duration of the Terminal 3, Boarding Area E Improvements Project, the Airport has increased the budget. The construction project scope now includes expanding the building's footprint by approximately 18,700 square feet and updating fixtures to code. The existing footprint of the building is approximately 48,000 square feet. Construction Management services have increased to incorporate the applicable seismic work.


B. Explain why this service is necessary and the consequences of denial: The Airport is an ever-evolving site and requires an upgrade of its facilities and renovation of the passenger terminals to improve operational efficiency, improve safety/security, and meet forecasted demand. Services are needed to ensure proper and timely development of the projects. If these services are not approved, the Airport would be unable to appropriately manage and oversee the work of the design-build contractor. Denial will cause project delays, which will affect customer service, delay the implementation of the Transportation Security Administration (TSA) 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):
 The services have been previously provided under PSC #4106-09/10.

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; Building Inspectors		February 17, 2012
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to:	IFPTE, Local 21	on	January 19, 2010	
	_____ Union Name		_____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4106-09/10
 STAFF ANALYSIS/RECOMMENDATION: Approved 4/16/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Project and construction management skills with specialized experience in large airport projects and specific expertise in Airport development and construction, including special knowledge and skills required to construct and commission an airport terminal and all of its assets and special operating systems.

B. **Which, if any, civil service class normally performs this work?** Architectural (5268), Building Inspector (63xx series), and engineering (52xx series) classes exist but their expertise is not applicable to Airport terminal or Airport asset projects. City Project Managers (55xx series) with the appropriate expertise in managing terminal construction and 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, building inspector, and engineering classifications do not have the required expertise and specialized skills related to airport terminal development and construction. Staff does not have knowledge in airport's air-side and land-side operations, development and maintenance, and preparing commissioning services essential for an operating airport with critical construction schedules. We have a new Memorandum of Understanding (MOU) with DPW (see attached) which now provides for one DPW 5265- Architectural Associate I and one 6333- Senior Building Inspector to work on the Terminal 3, Boarding Area E Improvements Project. Upon expiration of the MOU, the Airport intends to request a modification and extend its duration.

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 terminal airport 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 <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	---------------------------------	---

- B. Will the contractor train City and County employees?
 - Describe the training and indicate approximate number of hours.
 - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.
- 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? No, however, the Airport Commission has approved Resolution # 10-0157 to issue an RFP for these services.
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the current work under this approval has been performed by PGH Wong.

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

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 13, 2013

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4113-10/11)

TYPE OF SERVICE: Special Events Public Relations and Media Consulting Services

FUNDING SOURCE: 34th America's Cup Event Authority and Other Sources

Table with PSC AMOUNT and PSC DURATION columns. PSC AMOUNT: Original \$600,000.00, Modification \$200,000.00, Total \$800,000.00. PSC DURATION: Original 07/01/2011 - 06/30/2014, Duration Mod 07/01/2014 - 12/31/2018, Total Duration 07/01/2011 - 12/31/2018.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.

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

Existing staff resources are insufficient to support the above proposed work. If additional professional resources are not made available, the Port as an enterprise agency will not be positioned to market itself for current and future revenue generating opportunities.

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 Port has used consulting services for the 34th America's Cup and the 150th Anniversary. The Port would like to continue utilizing these professional consulting services for the new cruise terminal and large development projects in the Southern waterfront such as Pier 70.

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):

Form for Union Notification with fields for Union Name, Signature, and Date. Includes handwritten notes: 'ME 8/30/2013 Original Revised' and 'ME 8/30/2013 Original Revised'.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113-10/11

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Approved ME 9/20/2013

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure District areas. Additional information pertaining to the TWICs requirement is also available in the Transportation Security Administration website, www.tsa.gov/twic. Skilled and access to current mass media resources required to facilitate a national, regional and local marketing campaign and ability to secure appropriate revenue generating event sponsors.

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

- 0923 - Manager II (MEA)
1312 - Public Information Officer (L21)
1314 - Public Relations Officer (L21)

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

No. Contractor will provide services only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above does not perform these services on comprehensive and strategic basis because these are one time events that do not require on-going access to media resources and a higher level of expertise.

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 because these are one-time events that do not require permanent job placement.

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

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

Table with 2 columns: Yes, No. Row 1: Yes (empty), No (X). Row 2: Yes (empty), No (X).

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?

Table with 2 columns: Yes, No. Row 1: Yes (empty), No (X). Row 2: Yes (empty), No (X). Row 3: Yes (empty), No (X).

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? Port plans to execute new contracts with selected consultants from the existing pool as stated in 1C.

Table with 2 columns: Yes, No. Row 1: Yes (X), No (empty).

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

Signature of Lavena Holmes, Departmental Personal Services Contract Coordinator

Lavena Holmes

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Union Notification(s)

◆ **Local 21**

◆ **MEA**

Dang, Leorah

From: Braganza, Lorceli
Sent: Friday, August 30, 2013 11:29 AM
To: kcarter@ifpte21.org; L21PSCReview@ifpte21.org; raquel@sfmea.com; DHR-PSCCoordinator, DHR
Cc: Holmes, Lavena
Subject: Modification - PSC 4113-10/11 Special Events Public Relations and Media Consulting Services (Dept 39 - PRT)
Attachments: PSC 4113 - 1011 Modification.pdf

For your review... please see attached MODIFICATION of Personal Services Contract Summary #4113 - 10/11 for:

Type of Service: **Special Events Public Relations and Media Consulting Services**

in PDF version. Please let us know if you have any questions or concerns.

Thank you,
Lbraganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

Dang, Leorah

From: Braganza, Lorceli
Sent: Friday, September 13, 2013 11:11 AM
To: kcarter@ifpte21.org; L21PSCReview@ifpte21.org; raquel@sfmea.com; DHR-PSCCoordinator, DHR
Cc: Holmes, Lavena
Subject: Modification - PSC 4113-10/11 Special Events Public Relations and Media Consulting Services (Dept 39 - PRT)
Attachments: PSC 4113 - 1011 Modification 091313.pdf

For your review... please see attached MODIFICATION of Personal Services Contract Summary #4113 - 10/11 for:

Type of Service: **Special Events Public Relations and Media Consulting Services**

in PDF version. Please let us know if you have any questions or concerns.

Thank you,
Lbraganza



Lorceli Braganza
Human Resources
Port of San Francisco
Work: 415-274-0424
Fax: 415-274-0583

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

PSC #4113-10/11

4113-10/11
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. GORRONO
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- LISA SEITZ GRUWELL
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

June 10, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4107-10/11 THROUGH 4115-10/11; 4066-08/09; 4099-09/10; 3154-07/08 AND 4049-05/06.

At its meeting of June 6, 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) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21.
- (2) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative.
- (3) 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: Sheila Arcelona, District Attorney's Office
- Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Carina Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kahala Drain, Children and Families Commission
- Kendall Gary, Department of Technology
- 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
- Joan Lubamersky, General Services Agency
- Merrick Pascual, Mayor's Office of Economic Workforce Development
- Esther Reyes, Controller's Office
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
6/6/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4119-10/11	39	Port Commission	Regular	\$600,000	Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/city undertaking the 34th America's Cup event and the Port's 150th Anniversary Celebration.	7/1/2011 - 6/30/2014
4114-10/11	40	Public Utilities Commission	Regular	\$2,000,000	The primary role of the selected Proposer will be to provide professional services to assist in engineering planning and alternative analysis for improvements to Auxiliary Water Supply System (AWSS) pipelines and associated facilities.	6/30/2011 - 6/30/2016
4115-10/11	90	Public Works	Regular	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	6/7/2011 - 12/31/2017

Total Amount - Regular: \$7,227,500

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Special Events Public Relations and Media Consulting Services

FUNDING SOURCE: 34th America's Cup Event Authority and Other Sources

PSC AMOUNT: \$600,000 PSC DURATION: July 1, 2011 - June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Development of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This proactive media campaign is necessary as a result of the Port/city undertaking the 34th America's Cup event and the Port's 150th Anniversary Celebration.

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

Existing staff resources are insufficient to support the above proposed work. If additional professional resources are not made available, the Port as an enterprise agency will not be positioned to market itself for current and future revenue generating opportunities.

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 Port has not previously required the level of consulting services as described in this request due to the unique nature of highly visible upcoming events such as the 34th America's Cup and 150th Anniversary.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include IFPTE, Local 21 and Municipal Exec. Assoc. with handwritten signatures and dates.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 - 10/11 case 05/06/2011 approved!

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Personnel that render services on secure areas of District facilities must obtain and present a TWIC for entry to secure District areas. Additional information pertaining to the TWICs requirement is also available in the Transportation Security Administration website, www.tsa.gov/twic. Skilled and access to current mass media resources required to facilitate a national, regional and local marketing campaign and ability to secure appropriate revenue generating event sponsors.

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

- 0923 - Manager II (MEA)
- 1312 - Public Information Officer (L21)
- 1314 - Public Relations Officer (L21)

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

No. Contractor will provide services only.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Typically, the civil service classes listed above does not perform these services on comprehensive and strategic basis because these are one time events that do not require on-going access to media resources and a higher level of expertise.

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 because these are one-time events that do not require permanent job placement.

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

B. Will the contractor train City and County employees?

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

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

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

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?

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

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

Lavenna Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavenna Holmes-Williams

Print or Type Name

(415) 274-0305

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

69a

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 17, 2013

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

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

TYPE OF REQUEST: () INITIAL REQUEST (X) MODIFICATION (PSC# 3012-13/14)

TYPE OF SERVICE: Street Team Outreach and Information Services

FUNDING SOURCE: General / Operating Funds and Federal Funding

PSC AMOUNT: \$ 49,000.00 PSC DURATION: August 1, 2013 - September 30, 2013
MODIFICATION: \$1,000,000.00 PSC DURATION: October 1, 2013 - October 31, 2018
TOTAL: \$1,049,000.00 PSC DURATION: August 1, 2013 - October 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

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

These services are essential to assist actual or potential SFMTA customers to the extent possible by providing information regarding the SFMTA's transit connections as well as other transit agencies. The consequence of denial will result in a void of outreach, education and assistance to the public at times of peak need for information on transportation services.

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

These services were not provided in the past by Personal Services Contract (PSC). SFMTA is in the process of remediating this situation and used PSC 3012-13/14 to assist with continuing the service during the transition.

D. Will the contract(s) be renewed:

Yes.

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 9/17/13
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved

PSC# 3012-13/14

9-17-13

STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/20/2013
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have the following skills: three years' experience providing transportation information/outreach at public events; three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper (transit pass) system; spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Tagalog; and a working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.

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

There are no civil service classes that perform this 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:

Current civil service classes do not perform this type of work.

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

No. Given the intermittent, as-needed, nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

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

Yes No

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

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 S. Van Ness Avenue, 6th Floor, San Francisco, CA 94103

Union Notification(s)
◆ Local 21

Dang, Leorah

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Tuesday, September 17, 2013 1:38 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Tang, Kezia; Patel, Ashish; Boparai, Parveen
Subject: MOD PSC for Street Team Outreach and Information Services
Attachments: 20130917131840875.pdf

DHR-PSC Coordinator: For your review and processing.

IFPTE Local 21: For your information.

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

Scan Date: 09.17.2013 13:18:40 (-0400)

Copy of DHR Approved PSC Form 1– Original – Current

Expedited PSC #3012-13/14

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2013 (Amended)

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

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

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

TYPE OF SERVICE: Street Team Outreach and Information Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$49,000.00 PSC DURATION: August 1, 2013 - September 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA's "ambassadors" to the general public at sports events, street fairs, parades, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

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

These services are essential to assist actual or potential SFMTA customers to the extent possible by providing information regarding the SFMTA's transit connections as well as other transit agencies. The consequence of denial will result in a void of outreach, education and assistance to the public at times of peak need for information on transportation services.

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

This is the initial request to contract for these services.

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

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

IFPTE Local 21 Union Name Signature of person mailing / faxing form Date 7/10/13
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3012-13/14 Approved [Signature] 7/11/2013 SFMTA approved 7-10-13
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have the following skills: five years' experience providing transportation information/outreach at public events; three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper (transit pass) system; spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Tagalog; and a working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.

B. Which, if any, civil service class normally performs this work?
There are no civil service classes that perform this 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;
Current civil services classes do not perform this type of work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Given the intermittent, as-needed nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

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

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

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

Parveen Bopara

Signature of Departmental Personal Services Contract Coordinator

Parveen Bopara
Print or Type Name

416-701-5377
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 11, 2013

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 81

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 2010-08/09)

TYPE OF SERVICE: Pharmacy Benefit Management Services for Community Behavioral Health Services

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

ORIGINAL AMOUNT: \$26,000,000 (\$5 million per year) PSC DURATION: 07/01/09-06/30/14 (5 years)
MODIFICATION AMOUNT: \$28,300,000 (\$5.66 million/yr.) PSC DURATION: 07/01/14-06/30/18 (4 years)
TOTAL AMOUNT: \$54,300,000 (\$5 million per year) PSC DURATION: 07/01/09-06/30/18 (9 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor provides Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on copayments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

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

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing 120 pharmacies in San Francisco allowing clients to access pharmacies in their neighborhood, as well as pharmacies with threshold language bilingual capacities, and pharmacies with 7 day and/or 24 hour service. The provider's services also allow CBHS to administer a medication formulary to promote optimal and cost effective medication use. This contract is necessary to provide these services as SFDPH only has two outpatient pharmacies which are already working at capacity. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds with State legislative guidelines.

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

These services were previously approved under this same PSC, 2010-08/09. This modification reflects a new contract awarded under a recent RFP.

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

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

[X] SEIU Local 1021 Union Name, Jacquie Hale Signature of person mailing/faxing form, April 5, 2013 Date

[X] RFP sent to SEIU Local 1021 Union Name, on September 6, 2012 Date, Junko Craft Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2010-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have a network of at least 120 independent and chain retail pharmacies in San Francisco, dispersed throughout the county which provide service seven days and/or 24 hours, and three pharmacies which provide delivery services. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to State fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

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

Due to the nature of the services required, no civil service class normally performs this work, as the City does not have a network of accessible pharmacies available in the community and throughout the City. Typical classes which might perform this work would include 2450 Pharmacist, 2454 Clinical Pharmacist.

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

Yes. Contractor will have an established pharmacy network (please see question 3 above) with 120 pharmacy locations, and services must be provided through an accessible network of participating retail pharmacies in the community. DPH has only two pharmacies, one at 1380 Howard Street, the other at San Francisco General Hospital. Both are open only 5 days a week from 8:00 a.m. to 5:00 p.m.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical and not as effective clinically. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness. Client satisfaction surveys of results from 2009 and 2011 show that clients chose their pharmacy based primarily on location and were overwhelmingly satisfied with using their own local pharmacies, with 98% planning on continuing to use their local pharmacy.


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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

 Jacquie Hale (415) 554-2609

 Print or Type Name Telephone Number

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

 Address

Union Notification(s)
◆ Local 1021

Dang, Leorah

From: dhr-psccordinator@sfgov.org
Sent: Friday, April 05, 2013 4:09 PM
To: tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; Hale, Jacquie; DHR-
PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of a Modification Request to PSC # 2010 08/09 - MODIFICATION - April 5, 2013
over 50%

PSC RECEIPT of Expedited Modification notification sent to DHR

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) for \$28,300,000 for Initial Request services for the period July 1, 2013 – June 30, 2018. This is an expedited modification request.

DHR needs to approve this request before administrative approval memo is generated.

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

<http://apps.sfgov.org/dhrdrupal/node/256>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org

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

PSC #2010-08/09

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

PSC #2013-04/05

2010-08/09
original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRANO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

April 27, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

At its meeting of **April 20, 2009** the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Jacque Hale, Department of Public Health
- Kan Htun, Arts Commission
- Jennifer Johnston, Department of Human Resources
- Mary Ng, Department of Human Resources
- Brigette Rockett, Department of Human Resources
- Commission File
- Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of Work	Duration
1015-08/09	28	Arts Commission	Annual	\$1,737,925.00	Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 58th year for Summer POPS concerts.	31-Mar-10
2010-08/09	81	Department of Public Health	Continuing	\$26,000,000.00	Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco.	30-Jun-14
2011-08/09	81	Department of Public Health	Continuing	\$51,000,000.00	Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan.	30-Jun-12
2012-08/09	81	Department of Public Health	Continuing	\$247,200,000.00	Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services.	31-Dec-10
4130-08/09	27	Airport Commission	Regular	\$6,000,000.00	Will establish pool of overseas representation partners with on-the ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide.	30-Jun-14
4131-08/09	81	Department of Public Health	Regular	\$750,000.00	Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital.	30-Jun-18
4132-08/09	81	Department of Public Health	Regular	\$1,200,000.00	Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health.	31-Dec-13
4133-08/09	81	Department of Public Health	Regular	\$600,000.00	Will provide on-site, comprehensive dental service program for the residents of Laguna Honda Hospital (LHH).	30-Jun-14
4134-08/09	81	Department of Public Health	Regular	\$1,650,000.00	Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco.	31-Dec-19

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/25/09

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

[X] CONTINUING [] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [] MODIFICATION PSC #

TYPE OF SERVICE: Behavioral health services: Pharmacy Benefits Management Services

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

Original PSC AMOUNT: \$5.2 million per year; PSC DURATION: 7/1/09-6/30/14
\$26 million total for five years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

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

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

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

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

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

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

[X] SEIU Local 1021 Jacquie Hale MAR 25 2009
Union Name Signature of person mailing/faxing form Date
RFP sent to , on Jacquie Hale
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2010-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: April 20, 2009

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

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

Due to the nature of the services required, no civil service class normally performs this work, as the City does not have a network of accessible pharmacies available in the community and throughout the City. Typical classes which might perform this work would include 2450 Pharmacist, 2454 Clinical Pharmacist (*SEIU Local 1021*).

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

Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.


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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input 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 & ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



 Signature of Departmental Personal Services Contract Coordinator
 JH **Jacquie Hale** **(415) 554-2609**

 Print or Type Name Telephone Number

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

2013-04/05
Mod 1
Similar



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

January 7, 2009

MORGAN R. GORRONO
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4074-08/09 THROUGH 4080-08/09; 4082-08/09 THROUGH 4085-08/08; 2013-04/05; 4059-06/07; 4128-06/07 AND 4026-07/08.

E. DENNIS NORMANDY
COMMISSIONER

At its meeting of January 5, 2009 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #s 4076-08/09 and 4083-08/09 as amended. Notify the offices of the Controller and the Purchaser.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Jacque Hale, Department of Public Health
- Mikhael Hart, Planning Department
- Lavena Holmes-Williams, Port
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Julian Low, Mayor's Office of Business & Economic Development
- Joan Lubamersky, General Services Agency/County Clerk
- Allison Magee, Juvenile Probation
- Esther Reyes, Office of the Controller
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Tajel Shah, Treasurer/Tax Collector
- Commission File
- Chron

POSTIN - FOR
January 05, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

Psc No.	DeptNo	DeptName	Approval Type	Increase Amount	New Amount	Description of work	Duration
2013-04/05	81	Department of Public Health	Modification	\$310,000,000.00	\$750,000,000.00	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations.	30-Jun-09
4059-06/07	29	Planning Department	Modification	\$0.00	\$480,000.00	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	31-Dec-10
4128-06/07	35	S.F. Municipal Transportation Agency	Modification	\$823,915.00	\$823,915.00	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court Injunction and California Environmental Quality Act (CEQA).	31-Dec-09
4026-07/08	21	Office of Economic and Workforce Development	Modification	\$0.00	\$150,000.00	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public services announcements, production of written and web-based informational materials.	31-Jan-09

City and County of San Francisco

Department of Public Health




Gavin Newsom
Mayor

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, California 94102
Telephone: 554-2607

MEMORANDUM

TO: Mary Ng, Department of Human Resources,
Citywide Personal Services Contract Coordinator

FROM: Jacquie Hale,
Director, Office of Contract Management 

DATE: December 12, 2008

SUBJECT: Civil Service Calendaring

Attached is the ^{PSC-1} revised ~~page one~~, along with proof of Union notification, of the following personal services contract summary for calendaring for the meeting of January 5, 2009. The original was hand delivered to DHR (and faxed and mailed to the Unions) on December 10, 2008.

PSC #2013-04/05 1. Behavioral Health Services.

Attachments

cc: Robert Muscat, IFPTE, Local 21, w/a
Jet Chapman, SEIU, Local 1021, w/a
Ed Warshauer, SEIU [Nurses], Local 1021, w/a
Patricia Hernandez, Union of American Physicians & Dentists, w/a
Gregg Sass
Jim Soos, Health Commission
File, w/a

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Central Office

101 Grove Street

San Francisco, CA 94102

Broadcast Report

P 1
 12/12/2008 08:27
 Serial No. 57AE04423
 TC: 239778

Destination	Start Time	Time	Prints	Result	Note
UAPD 510-763-8756	12-12 08:24	00:00:37	003/003	OK	L1
Local 21 864-2155	12-12 08:25	00:00:34	003/003	OK	L1
Local 1021 431-6241	12-12 08:26	00:00:46	003/003	OK	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
 CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,
 FCODE: F-Code, RTX: Re-Tx, RLV: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
 NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,
 Busy: Busy, M-Full: Memory Full.

DEPARTMENT OF PUBLIC HEALTH
 OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
 101 Grove Street, Room 307
 San Francisco, CA 94102
 Telephone: (415) 554-2607
 FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: December 12, 2008

TO: Robert Muscat, Local 21 FAX NO. (415) 864-2155
Jet Chapman & Ed Warshauer, Local 1021 FAX NO. (415) 431-6241
Patricia Hernandez, Union of Am. Physicians & Dentists FAX NO. (510) 763-8756
 _____ FAX NO. _____
 _____ FAX NO. _____

FROM: Jacque Hale - Director, Office of Contract Management and Compliance FAX NO. (415) 554-2555

RE: Revised Personal Services Contract Summary page one for Civil Service Commission calendaring for the meeting of Jan. 5, 2009

Number of Pages (including this transmittal page)

3

COMMENTS: Hard copy to follow in U.S. Mail

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2609




Gavin Newsom
Mayor

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, California 94102
Telephone: 554-2607

MEMORANDUM

TO: Mary Ng, Department of Human Resources,
Citywide Personal Services Contract Coordinator

FROM: Jacquie Hale,
Director, Office of Contract Management 

DATE: December 10, 2008

SUBJECT: Civil Service Calendaring

Attached is the following personal services contract summary [with proof union notification and of prior Civil Service Commission approval], for calendaring for the meeting of January 5, 2009:

1. Behavioral Health Services.

Attachments

cc: Robert Muscat, IFPTE, Local 21, *w/a*
Jet Chapman, SEIU, Local 1021, *w/a*
Ed Warshauer, SEIU [Nurses], Local 1021, *w/a*
Patricia Hernandez, Union of American Physicians & Dentists, *w/a*
Gregg Sass
Jim Soos, Health Commission
File, *w/a*

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Broadcast Report

P 1
 12/10/2008 16:23
 Serial No. 57AED4423
 TC: 239551

Destination	Start Time	Time	Prints	Result	Note
UAPD 510-763-8756	12-10 16:10	00:05:17	020/020	OK	L1
4154316241	12-10 16:20	00:00:56	000/020	No Ans	L1
4158642166	12-10 16:22	00:00:56	000/020	No Ans	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
 CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,
 FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
 NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,
 Busy: Busy, M-Full: Memory Full.

DEPARTMENT OF PUBLIC HEALTH
 OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
 101 Grove Street, Room 307
 San Francisco, CA 94102
 Telephone: (415) 554-2607
 FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: December 10, 2008

TO: Robert Muscat, Local 21 FAX NO. (415) 864-2166
Jet Chapman & Ed Warshauer, Local 1021 FAX NO. (415) 431-6241
Patricia Hernandez, Union of Am. Physicians & Dentists FAX NO. (510) 763-8756
 _____ FAX NO. _____
 _____ FAX NO. _____

FROM: Jacquie Hale - Director, Office of Contract Management and Compliance FAX NO. (415) 554-2555

RE: Personal Services Contract Summary for Civil Service Commission calendaring for the meeting of Jan. 5, 2009

Number of Pages (including this transmittal page)

20

COMMENTS: Hard copy to follow in U.S. Mail

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2609

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/10/08

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION PSC #2013-0405

TYPE OF SERVICE: Behavioral health services

FUNDING SOURCE: General Fund, Private, Public (State and Federal), Grant funds

Original PSC AMOUNT: \$110 million per year; \$440 million total PSC DURATION: July 1, 2005 through June 30, 2009 (4 years)

This modification: \$310 million total July 1, 2005 through June 30, 2009 (4 years)

New Total Amount: \$750 million total July 1, 2005 through June 30, 2009 (4 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations, in the following modalities: crisis resolution and management, psychiatric emergency transportation back up services, inpatient hospitalization, residential treatment, transitional housing, supportive housing, intensive case management, case management, day treatment, intensive outpatient, outpatient, methadone maintenance, drug detoxification, outreach, prevention and medication/support.

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

Severe or chronically disabled clients who are not treated expose the city to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines. There is also a shortage of city-owned facilities that are able to provide this range of services. Denial of these services will result in an increase of disease, unemployment, and crime.

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 and are currently accessed through PSC 2013-04/05 (mental health and substance abuse services). Administrative modifications to this PSC are projected to bring the total for the many contracts it covers to 147% of the originally approved amount as of December 31, 2008. DPH plans to return to the Commission prior to July 1, 2009, to request approval of a similar group of contracts for the fiscal year beginning July 1, 2009. This current modification to the approval for this group of contracts represents increases over the past 3 years approved administratively of \$205.5 million through December 31, 2008, as well as projections for the period of July 1, 2009, through June 30, 2009 of approximately \$104.5 million. (Please note that these amounts were calculated prior to mid-year budget cuts. Final figures for those cuts were not available at the time of this writing.)

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

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

[X] Locals 21, Local 1021 Signature of person mailing/faxing form Date 12/12/08
[X] Union of American Physicians & Dentists Signature of person mailing/faxing form Date 12/12/08

RFP sent to Union Name, on Date, Signature

PSC# 2013-04/05

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide the following services (or access to services) to individuals suffering from mental illness and/or substance abuse: medical; educational; social; prevocational; vocational; rehabilitative; and other needed community services to cope with mental health crisis, acute psychiatric symptoms, or other mental disorders that will require testing, screening, diagnosis, treatment, therapy, medication, or a combination of therapeutic and/or rehabilitation services. As applicable, the contractors must have trained and licensed staff to provide substance abuse (with mental health/HIV/other) prevention, intervention, support, case management and ancillary services as described in Section 1.A herein.

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

No one civil service classification performs all necessary services. If these services were to be performed by civil service classes, they would be a combination of any or all the following: 2930 Psych. Soc Worker; 2574 Psychologist; 2232 Psychiatrist; 2305 Psychiatric Technician; 2320 Nurse; 2910 Soc Worker; 2552 Recreation Therapist, 2230 Physician; 2110 Medical Records Clerk, 2328 Nurse Practitioner; 2589/2591/2593 Health Program Coordinators; 2585/86/87/88 Health Workers; 2822 Health Educator; 2706 Housekeeper.

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

Yes. The contractors will provide services in licensed and approved facilities which are located in the community, as required by State law.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

To the extent that they are not used, existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can practically be performed by the City and County. The remainder of the mental health/substance abuse treatment services System of Care must be based in the community and is best performed by community based service providers with expertise which is often specific to the target population they serve, who necessarily have the trust of and credibility in the community, have access to linkages and resources unavailable at a comparable level to the government, who are able to provide the highest available level of culturally competent services, and are able to operate the small, flexible, grassroots-oriented, community based programs required by State law and found to be most effective in treating San Francisco residents who are mentally ill and/or have substance abuse problems.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

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

Jacquie Hale
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale (415) 554-2609
Print or Type Name Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/10/08

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81 & 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION PSC #2013-04/15

TYPE OF SERVICE: Behavioral health services

FUNDING SOURCE: General Fund, Private, Public (State and Federal), Grant funds

Table with 2 columns: Amount/Percentage and PSC DURATION. Rows include Original PSC AMOUNT, Cl. awards 05-06 thru 07-08, Ct. awards 08-09, Qtrs. 1, 2, Ct. awards 08-09 projected ttl, Total 05-06 through 08-09, and New Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations...

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

Severe or chronically disabled clients who are not treated expose the city to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines. There is also a shortage of city-owned facilities that are able to provide this range of services.

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

These services were previously approved and are currently accessed through PSC 2013-04/05 (mental health and substance abuse services).

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

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

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Local 21, Local 1021 and Union of American Physicians & Dentists.

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

PSC# 2013-04/05
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide the following services (or access to services) to individuals suffering from mental illness and/or substance abuse: medical; educational; social; prevocational; vocational; rehabilitative; and other needed community services to cope with mental health crisis, acute psychiatric symptoms, or other mental disorders that will require testing, screening, diagnosis, treatment, therapy, medication, or a combination of therapeutic and/or rehabilitation services. As applicable, the contractors must have trained and licensed staff to provide substance abuse (with mental health/HIV/other) prevention, intervention, support, case management and ancillary services as described in Section 1.A herein.

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

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A. Explain why civil service classes are not applicable:

To the extent that they are not used, existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can practically be performed by the City and County. The remainder of the mental health/substance abuse treatment services System of Care must be based in the community and is best performed by community based service providers with expertise which is often specific to the target population they serve, who necessarily have the trust of and credibility in the community, have access to linkages and resources unavailable at a comparable level to the government, who are able to provide the highest available level of culturally competent services, and are able to operate the small, flexible, grassroots-oriented, community based programs required by State law and found to be most effective in treating San Francisco residents who are mentally ill and/or have substance abuse problems.

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

The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

OR

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

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

Address

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

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

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

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

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

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

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

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

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5667>

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

04-09 CBHS PSC 1 - Attachment B

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
RFQ 01-2003					
Alameda County	Alameda County Behavioral Health Care Services	Longterm Care	Adults and Older Adults	Neuro-behavioral	Out of County
Asian-American Recovery Services, Inc.	AARS Project Adapt BP 7th Street House	Outpatient Residential Treatment	Adults, Asian focus, dual dx	Asian	Citywide
Baker Places, Inc.	BP Westside Lodge Day Treatment & Residential	Day Rehabilitation Services, med support, residential	Adults	Substance abuse	Citywide
Baker Places, Inc.	BP Assisted Independent Living Program (AILP)	Residential / Supportive Housing Case Management	Adults	Dual Dx. Mental ds. Substance abuse	Citywide
Baker Places, Inc.	BP Baker Street House	Residential Treatment	Adults		Citywide
Baker Places, Inc.	BP Grove Street House	Residential Treatment, Crisis, Med Support	Adults	Tripa Dx. (HIV, mental ds, substance abuse)	Citywide
Baker Places, Inc.	BP Robertson Place Residential	Residential Treatment, med support, day tx	Adults		Citywide
Baker Places, Inc.	Baker Vocational Rehabilitation Services	Vocational Service	Adults	African American adults	Citywide
Baker Places, Inc.	BP Odyssey House	Supportive housing / outpatient	Adults		Citywide
Bayview Hunters Point Foundation for Community Improvement	BVHP School MH Partnership	School-Based Outpatient	Emotionally disturbed (ED) youth in special education, special day classrooms, 1,600 high school students, adolescents identified through AB3632, students who are recently released from the Youth Guidance Center, and pregnant and parenting teens.	Children and adolescents enrolled in Special Education Program.	School-site in SF Unified School District.
Bayview Hunters Point Foundation for Community Improvement	BVHP Balboa Teen Clinic	Outpatient	Severely emotionally disturbed children and adolescents between ages of 9 and 18.	1,200 students of Balboa High School and the 400 students of the Independent Learning Center.	Balboa High School and Independent Learning Center
Bayview Hunters Point Foundation for Community Improvement	BVHP Family Mosaic Project	Fiscal-Intermediary		Children in out-of-home placements or at risk for out-of-home placements.	City and County of SF
Bayview Hunters Point Foundation for Community Improvement	BVHP 4301 Family Center (Bayview Third St. Clinic)	outpatient	Adult, Child		Bayview
Bayview Hunters Point Foundation for Community Improvement	BVHP Thunderseed Day Tx	Day Rehabilitation Services	Adult		South East
Bayview Hunters Point Foundation for Community Improvement	BVHP Clubhouse Day Tx	Day Treatment	Adult	Pre-vocational	Tenderloin
Bayview Hunters Point Foundation for Community Improvement	BVHP Clubhouse, Wellness and Recovery Center	Peer Support	Adult		Tenderloin
Bayview Hunters Point Foundation for Community Improvement	BVHP Anchor Program	Outpatient	Adult	Dual Dx. (developmental disorder and mental ds)	Sunset
Big Brothers/Big Sisters of SF	Big Brothers/Big Sisters Mentoring Services	Wraparound	At-risk youth, ages 6-17.	Step down from outpatient treatment.	City-wide
California Pacific Medical Center**** Catholic Charities	CPMC Outpatient Peter Claver Community, AIDS / HIV Program	Outpatient Supportive Housing	Adults	Dual Dx. HIV & substance abuse	Citywide
Catholic Health Care West	CHW St. Francis Hospital *	Local Acute Hospital	Adults	uninsured	Citywide
Community Awareness Treatment Services	CAATS A Woman's Place	Crisis residential care	Adults	Homeless Women	Citywide
Community Vocational Enterprises	Community Vocational Enterprises (CVE)	Vocational Service	Adults		Citywide

Community Behavioral Health Services
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Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Conard House, Inc.	Conard House Supportive Housing/Co-Ops & Hotels	Residential Supportive Housing/ Case Management	Adults		Citywide
Conard House, Inc.	Conard House Outpatient Services	Residential Case Management	Adults		Citywide
Conard House, Inc.	Conard House Jackson Street Residential Program	Residential Treatment	Adults		Citywide
Conard House, Inc.	Conard House Vocational Training Continuum: HIV Day Services	Day Vocational Services	Adults		Citywide
Crestwood Hospitals, Inc.	Crestwood Manor	Day Rehabilitation Services	Adults	Clients living with HIV	Citywide
Davis Ja & Associates	SPR Program Evaluation	Skilled Nursing Facilities / IMD Facilities	Adults and Older Adults		Out of County
Edgewood	Edgewood Day Treatment	Evaluation	Adults		Citywide
Edgewood	Edgewood Outpatient	Day Treatment	Emotionally disturbed children ages 6 - 13 years who are in special education.	Multi-problem families who are unable to utilize existing community resources with SED students.	SF Unified School District
Edgewood	Edgewood Shadow Program	Outpatient	Emotionally disturbed children ages 3.50 - 13 years who are in special education.	Multi-problem families who are unable to utilize existing community resources.	SF Unified School District
Edgewood	Edgewood School MH Partnership	Wraparound	Children and youth at high risk for hospitalization or being forced out of education programs or living situations, who are receiving mental health services from CMHS clinics.	Children and adolescents in danger of hospitalization, recently discharged from the hospital and returning to a community setting and/or home, and in danger of suspension, expulsion or removal from their current school, day treatment or home.	Citywide
Edgewood	Edgewood EPSDT Group	School-Based Outpatient	Emotionally disturbed (ED) youth in special education, special day classrooms.	ED children enrolled in the identified classroom.	ED Classroom
Edgewood	Edgewood EPSDT Kinship	Outpatient	Residents under the age of 21.	Foster care youth and elementary school students.	San Francisco
Edgewood	Edgewood PIP Consultation	Outpatient	Residents under the age of 21.	Children being raised by relatives.	SF residents
Edgewood	Edgewood Residential Intensive	School-Based Outpatient	Grade K-3 children	Youth at risk of developing serious school adjustment problems.	SF Unified School District
Edgewood Children's Services	Edgewood Children's Placement Consortium	(Residential) Day-Treatment	Severely emotionally disturbed, multiple handicapped children ages 6-14 years.	Residents of Edgewood Center for children.	SF residents
Episcopal Community Services	Episcopal Sanctuary	(Residential) MH Services	Youth with history of involvement with child welfare system, mental health, special education and substance abuse service.		Citywide
Episcopal Community Services	Episcopal Sanctuary	Community Outreach	Older Adults	Homeless Adults/ Older Adults	South of Market
Episcopal Community Services	Episcopal Sanctuary	Mental Health Shelter Case Management	Adults / Older Adults	Homeless Adults	South of Market
Episcopal Community Services	Episcopal Sanctuary	Case Management	Adults	Homeless Adults	North of Market

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Families First	EPSDT Pilot Project	Outpatient, case management, individual and group therapy (Residential) MH Services	Underserved youth: Latino, African American and Asian	Need Medi-Cal certification and licensed clinician for oversight of direct services Residents of Families First.	City-wide
Family Service Agency of San Francisco	Families First	Outpatient, Day Tx, Socialization	Boys ages 8-15 years, needing residential treatment in level 14 facility. Older Adults	RCF residents	Citywide
Family Service Agency of San Francisco	FSA Geriatric Division	Outpatient & Case Management	Adults	Adults & Older Adults living with HIV	Citywide
Family Service Agency of San Francisco	FSA Community Aftercare	Management	Adults	Clients needing brief tx	Mission Citywide
Family Service Agency of San Francisco	FSA HIV Mental Health Services	Outpatient	All age groups	Seniors	Citywide
Family Service Agency of San Francisco	FSA Partners Program	Intake & referral to Provider Network, Credential coordination	Older Adults	High Users	Citywide
Family Service Agency of San Francisco	FSA Peer Counseling Program, Older Adult Partnership SAMHSA grant	Case Management	Adults	Tenderloin: SF residents-- Tenderloin, Western Addition, or South of Market neighborhoods.	San Francisco
Family Service Agency of San Francisco	FSA Adult Care Management	Outpatient	Residents under the age of 21	Added parents.	City-wide
Family Service Agency of San Francisco	FSA Children's EPSDT	Outpatient	Families affected by substance abuse.	No target population. This program provides fiscal management services.	AB3632 SF Unified School District or other school districts for dependent children.
Family Service Agency of San Francisco	FSA FIRST	Fiscal-Intermediary	Emotionally disturbed (ED) youth in special education, special day classrooms.	Emotionally disturbed and at risk youth ages 13-19.	City-wide
Family Service Agency of San Francisco	FSA MH Children's Services	School-Based Outpatient	Provide training on evidence-based treatment models to serve ADHD, mood & conduct disorder youth	Youth in need of inpatient svcs themselves or to others.	City-wide
(New services) Golden Bear	Children's System of Care	Inpatient	Wraparound	Families enrolled in FMP.	Homeless shelters city-wide.
Herrick Hospital	Herrick Hospital	Outpatient	Homeless children youth and their families.	Targeting Latino and African-American youth involved with juvenile justice.	City-wide, ideally located in the Bayview.
High Gear Achievers, Inc.	High Gear Tutoring Services	(Residential) MH Services	Emotionally disturbed and at risk youth ages 13-19.	Spanish Speaking	Mission
Homeless Children's Network	HON EPSDT	Day-Treatment	Adult	Spanish Speaking	Mission
Huckleberry Youth Programs	Huckleberry Residential	Outpatient	Latino children, youth and families.		Latino residents.
Huckleberry Youth Programs	Children's System of Care	Outpatient			
Instituto Familiar de La Raza	IFR AIDS Mental Health	Outpatient			
Instituto Familiar de La Raza	IFR Adult Outpatient/Behavioral Health	Outpatient			
Instituto Familiar de la Raza (Contract #1)	IFR Child Outpatient	Outpatient			

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

04-09 CBHS PSC 1 - Attachment B

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Instituto Familiar de la Raza (Contract #1)	IFR School MH Partnership	School-Based Outpatient	Emotionally disturbed (ED) youth in special education, special day classrooms.	Spanish LH bilingual students.	Latino residents.
Instituto Familiar de la Raza (Contract #1)	IFR EPSDT	Outpatient	Latino children, youth and families.		Latino residents.
Instituto Familiar de la Raza (Contract #1)	IFR Mentoring	Wraparound	Children, youth and families of color.	Clients enrolled in FMP.	City-wide
Instituto Familiar de la Raza (Contract #1)	IFR SPMP Foster Care	Fiscal-Intermediary	Foster Care mental health services to youth and children.		City-wide
Instituto Familiar de la Raza (Contract #1)	MH Administration Support	Fiscal-Intermediary	Children, youth and families.		City-wide
Instituto Familiar de la Raza (Contract #2)	IFR Foster Care Migration	Fiscal-Intermediary	Foster Care mental health services to youth and children.		City-wide
Instituto Familiar de la Raza (Contract #2)	IFR FMP Case Management	Fiscal-Intermediary	Children, youth and families.		City-wide
Instituto Familiar de la Raza (Contract #2)	IFR Stop Grant	Fiscal-Intermediary	High risk children, and youth		City-wide
Instituto Familiar de la Raza (Contract #2)	IFR FMP Out of County Placements	Fiscal-Intermediary	Children and youth who were placed out of county and state		City-wide
Instituto Familiar de la Raza	Children's System of Care	Community Outreach to train Latino organizations to identify SED youth and make referrals	Emotionally disturbed and at risk youth ages 13-19.	Targeting ED children youth and families in the Latino communities.	Latino community and Latinos city-wide
Instituto Familiar de la Raza	IFR EPSDT pilot	Outpatient			
Jamestown Learning Center	JLC Mentoring Services, Summer Day Camp	Wraparound			
Jewish Family & Children Services	JFCS EPSDT	Outpatient	Children, youth and their families with Medi-Cal.	Child enrolled in Family Mosaic Project. Family Mosaic Project clients and families.	City-wide
Jewish Family Services ****	JFCS Adult	Outpatient	Adults		City-wide
Larkin Street Youth Center	LSYC LOFT, Diamond Youth Center, Lark-Inn for Youth, Avenue to Independence	Residential MH Services	Adolescents and young adults in residential services.	Homeless/dual TXA.GBT	City-wide
Larkin Street Youth Center	Children's System of Care	Community Outreach to identify and engage SED youth living on the streets	Emotionally disturbed and at risk youth ages 13-19.	Children involved in one or more multi-systems, mental health, juvenile probation, child welfare, and/or Special Education.	City-wide
(New services) (no selection)	Children's System of Care	Community Outreach to identify and engage SED youth living on the streets	Emotionally disturbed and at risk youth ages 13-19.	Children involved in one or more multi-systems, mental health, juvenile probation, child welfare, and/or Special Education.	City-wide
(New services) Instituto Familiar de la Raza, SAGE Project, Homeless Children's Network, Legal Services for Children	Children's System of Care	Community Outreach, Training and Advocacy	Emotionally disturbed and at risk youth ages 13-19.	Children involved in one or more multi-systems, mental health, juvenile probation, child welfare, and/or Special Education.	City-wide

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

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Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
(New services) Edgewood Center for Children, Family Service Agency, Homeless Children's Network, Instituto Familiar de la Raza, Jewish Family and Children's Services, Learning Center, Richmond Area Multi-Services, Westside Community Mental Health Center	Childcare consultation	Childcare consultation to selected SFUSD Child Development Center sites	Selected SFUSD Child Development Center sites	Erikson "Enriched Public School"	City-wide
(New services) Bayview Hunter's Point Foundation for Community Improvement	School-Based Outpatient	School-Based Outpatient services in a non-public school setting (Residential) MH Services	Seriously emotionally disturbed youth in a SF non-public school (NPS). Boys and girls ages 10-15 needing residential treatment in level 14 facility.	Erikson "Enriched Non-Public School"	City-wide
Lincoln	Lincoln FMP Residential		Residents of Lincoln Child Center	Residents of Lincoln Child Center	City-wide
Mental Health Management, Inc.	Canyon Manor Residential	Skilled Nursing Facilities/IMD Facilities	Adults		Out of County
Mercy Service Corp.	MSC Adolescent Day Treatment	Day-Treatment	Severely disturbed San Francisco adolescents ages 12-18.	Adolescents who may be approaching the need for hospitalization.	City-wide
Mount Diablo Hospital	ML Diablo Medical Pavilion	Inpatient	Children and youth in need of psychiatric services	Youth who are in danger to themselves or to others.	City-wide
New College of California	New College Children's Outpatient Services	School-Based Outpatient	Children in need of early intervention.		Leonard Flynn Elementary School
New Leaf-Services for Our Community	New Leaf EPSDT Program	Outpatient	Residents under the age of 21.	Bisexual, gay, lesbian, queer, questioning youth.	City-wide
New Leaf-Services for Our Community	New Leaf Adult	Outpatient	Adults	Gay-Lesbian, bisexual & transgender focus.	Citywide
North of Market Oakes	North of Market Seniors Oakes Full Day-Treatment	Outpatient Day-Treatment	Older Adults AB3632, ages 4-13	Seniors	Citywide
Oakes	Oakes Mental Health Op	Outpatient	AB3632, ages 4-13	Adolescents who may be approaching the need for hospitalization.	City-wide
Oakes	Oakes Mental Health SED	School-Based Outpatient	SED, PDD, LH bilingual or SLI children enrolled in the identified classrooms.	Adolescents who may be approaching the need for hospitalization.	City-wide
Oakes	Oakes EPSDT	Outpatient	Under age 21 but not enrolled as client in the SF County's outpatient MH system.	Special education children identified through AB3632.	City-wide
Progress Foundation	Progress Ashbury House	Adult Residential Treatment & Day Treatment	Adult Women with children	Foster care youth	City-wide
Progress Foundation	Progress Clay Street Residential Treatment Program	Acute Diversion Unit Residential Treatment	Adults	Woman at risk of losing their children, substance abuse services, and parenting classes	Citywide
Progress Foundation	Progress Cortland House Residential	Acute Diversion Unit	Adults	Asiat	Citywide
Progress Foundation	Progress La Amistad	Residential Treatment	Adults	Clients transitioning from IMDs	Citywide
Progress Foundation	Progress La Posada	Acute Diversion Unit	Adults	inpatient diversion & step down	Citywide
Progress Foundation		Acute Diversion Unit	Adults	inpatient diversion & step down	Citywide

Community Behavioral Health Services
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Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Progress Foundation	Progress House	Residential Treatment	Adults	Adults with major psychosocial disorders	Citywide
Progress Foundation	Progress Supported Living Program (Progress Co-op)	Residential / Supportive Housing Case Management	Adults	Develops independent living skills	Citywide
Progress Foundation	Progress Rybins House and Carroll House / Day Treatment Programs / Senior Residential Treatment Services	Residential Treatment	Older Adults	Develops independent living skills	Citywide
Progress Foundation	Progress Shelter Program	Residential Treatment	Adults	Homeless	Citywide
Progress Foundation	Progress Shrader House	Acute Diversion Unit	Adults	Inpatient diversion & step down	Citywide
Recreation Center for the Handicapped, Inc	Recreation Center for the Handicapped	Day Rehabilitation Services	Adults	Adults with mental disorder and developmental disabilities	Citywide
Regents of the University of California	UC Citywide Case Management Team / Citywide Forensics	Case Management	Adults	Focus on hard to engage clients	Citywide
Regents of the University of California	UC Center on Deafness / Deaf AIDS Support Services (DASS)	Outpatient	All age groups	Individuals and families	Citywide
Regents of the University of California	UC Center on Deafness	School-Based Outpatient	Children and youth	Children and youth with hearing disability	Citywide
Regents of the University of California	AIDS Health Project	outpatient	Adult and Older Adults	Clients living with HIV	City wide
Regents of the University of California	UC Crisis Resolution Team	Case Management	Adults	Focus on hard to engage clients	Citywide
Regents of the University of California	UC Community Focus	Assertive Community Treatment	Adults	hard to engage, high risk clients	Citywide
Regents of the University of California	Children's System of Care	Evaluation Services	Emotionally disturbed and at risk youth ages 13-19	Clients	Citywide
Richmond Area Multi-Services, Inc.	RAMS Children's Outpatient Services	Outpatient	Russian speaking populations.	Youth & families in 5th & 8th grade; youth participating at 4 Richmond neighborhood recreation centers--Richmond, Rochambeau, Fulton, and Argonne; gay, lesbian, transgender, bisexual and questioning youth.	Richmond and larger SF neighborhoods.
Richmond Area Multi-Services, Inc.	RAMS School MH Partnership	School-Based Outpatient	Emotionally disturbed (ED) youth in special education, special day classrooms.	Special education children identified through AB3632.	High schools: George Washington, Galileo, McAteer, and Mission
Richmond Area Multi-Services, Inc.	RAMS Wellness Clinic	Outpatient	Children enrolled in George Washington, Galileo, McAteer, and Mission high schools.		High schools: George Washington, Galileo, McAteer, Mission, Marshal, Lowell, and Lincoln.
Richmond Area Multi-Services, Inc.	RAMS EPSDT Program	Outpatient	Under age 21 but not enrolled as client in the SF County's outpatient MH system.		Citywide
Richmond Area Multi-Services, Inc.	RAMS Half-Day Day Treatment Program	Day Treatment	Adults & Older adults-Asian & Russian focus	Russian Speaking adults	Richmond District
Richmond Area Multi-Services, Inc.	RAMS Adult Outpatient	Outpatient	All age groups	Individuals and families, Asians and Russians	Richmond District
Richmond Area Multi-Services, Inc.	RAMS Vocational Program	Vocational Services	Adults		Citywide
Richmond Area Multi-Services, Inc.	RAMS Broderick Residential	Outpatient	Adults & Older Adults	Can accommodate adults with medical problems	Citywide

Community Behavioral Health Services
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Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Richmond Area Multi-Services, Inc.	RAMS Dual Diagnosis	Outpatient	Adults and Older Adults	Russian Speaking/ Mental Disorder & substance abuse	Richmond District,
Richmond Area Multi-Services, Inc.	RAMS Children's System of Care	Community Outreach to train Asian organizations to identify SED youth and make referrals	Emotionally disturbed and at risk youth ages 13-19.	Targeting ED children, youth, and families in the Asian communities.	Asian communities city-wide.
(New services) Fred Finch	Residential	Level 12 Residential Services for youth at-risk of out-of-home placement	Emotionally disturbed and at-risk youth ages 13-17.	Facilities must be Medi-Cal certified and be able to bill for services or have the capacity to be certified	
Mt. St. Joseph's-St. Elizabeth's Epiphany Center	MSJ/MSE Residential	(Residential) MH Services			
MV Transportation	MV Transportation	Transportation	Adults / Older Adults		Citywide
Seneca Center	Seneca Therapeutic Behavioral Service	Outpatient/ TBS	Client at risk of placement failure.		City-wide
St. Vincent de Paul Society	St. Vincent Adolescent Residential	(Residential) MH Services			
Sunny Hills Children's Garden	Sunnyhill Residential	(Residential) MH Services			
Richmond Area Multi-Services, Inc.	Children's System of Care	Provide cultural competency training to the staff of agencies on the Policy Council	Emotionally disturbed and at risk youth ages 13-19.		
(New services) Richmond Area Multi-Services	Children's System of Care	Community Outreach to train Asian organizations to identify SED youth and make referrals	Emotionally disturbed and at risk youth ages 13-19.	Targeting ED children, youth, and families in the Asian communities.	Asian communities city-wide.
Regents of the University of California	UCSF Children's System of Care	Evaluation Services	Emotionally disturbed and at risk youth ages 13-19.		City-wide
RISE Institute	RISE Mentoring and Shadow Services Tutoring Services	Wraparound	Youth at risk for out of home placement and/or academic failure.	Clients & families enrolled in the Family Mosaic Project.	City-wide
SAGE Project Inc.	SAGE Project	Outpatient	Adults	mental health and substance abuse tx	Citywide
San Francisco Study Center	SFSC Oasis, Wellness and Recovery Center, Mental Health Clients' Rights Advocates, and STEP programs	Outreach, self help	Adults	Peer counselor, Drop in center, Clients Rights Advocates	Citywide
San Francisco Study Center	Youth Power Children's System of Care	Community Outreach to identify and plan advocacy or improvement projects to address the needs of youth	Emotionally disturbed and at risk youth ages 13-19.	Children involved in one or more multi-systems, mental health, juvenile probation, child welfare, and/or Special Education.	City-wide
San Francisco Suicide Prevention, Inc	San Francisco Suicide Prevention	Community Outreach	All age groups	phone counseling, referrals & after hour ACCESS phone line	Citywide
Seneca	Seneca Subacute services/CIF Unit	Residential Day-Treatment	Youth and families referred through the following: Special Education, Child Welfare, Child Crisis and CASARC, and MH pending completion of the TECON guardianship process.	Youth who have been hospitalized and remain a danger to themselves or others.	City-wide
SF Mental Health Education Funds	Mental Health Advisory Bd	Community Outreach	All age groups		Citywide
SLUG	SE Neighborhood Jobs Initiative	Community Outreach	Adults	Homeless	Bayview

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Community Behavioral Health Services
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Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Special Service for Groups (SSG/OTTP)	SSG Occupational Therapy Training	Wraparound	Ages 13-18. High risk disadvantaged minority youth.	Family Mosaic Project client.	City-wide
St Luke's Health Care****	St Luke's Health Care	Outpatient	Adults	uninsured	Citywide
St Luke's Hospital****	St. Luke's Hospital	Inpatient	Adults	Youth who are in danger to themselves or to others.	City-wide
St. Mary's Hospital	St. Mary's Hospital	Inpatient	Adolescents ages 13-18.	Children in residence at St. Vincent's School.	South of Market
St. Vincent De Paul	SVP South of Market Multi-Service Center; Mental Health Case Managers	Shelter/ Case management	Adult Males	Case management to all shelter residents/ homeless	City-wide
St. Vincent School for Boys	St. Vincent Adolescent Subacute Residential	(Residential) MH Services	Boys ages 9.50-13 in need of level 14 residential care.	Children in residence at St. Vincent's School.	City-wide
Swords to Plowshares	Swords to Plowshares	Mental Health Outpatient	Adults	Veteran Services	Downtown
Victor Treatment Centers, Inc.	Victor Willow Creek at Santa Rosa	(Residential) MH Services	Adolescents ages 12-18.	Youth enrolled in FMP.	City-wide
Victor Treatment Centers, Inc.	Victor Santa Rosa for deaf client	(Residential) MH Services	Adolescents with hearing disability and emotional disturbance.	Youth enrolled in FMP.	City-wide
Victor Treatment Centers, Inc.	Victor Reading	(Residential) MH Services	Adolescents ages 12-18.	Youth enrolled in FMP.	City-wide
Volunteer Center of San Francisco	Volunteer Outreach	Community Outreach	Ages 14-18		City-wide
Volunteer Center of San Francisco	Volunteer Transitional Program	Vocational Service	Adults		City-wide
Walden House, Inc.	Walden Adolescent Outpatient/Mental Health	Outpatient	All racial and cultural ages 12-18 backgrounds and from all economic classes, although the majority are indigent.	Youth who have both psychiatric and substance abuse problems and who require out of home placement.	City-wide
Walden House, Inc.	Walden House Mental Health	Residential / Out patient	Adults	Dual Dx, mental disorder and substance abuse	Citywide
West Bay Filipino Multi-Service Center	West Bay Filipino Family Center	Outpatient	Filipino children and youth, young adults and their families.	Transitional youth and their families.	City-wide
Westside Community Mental Health Center, Inc.	WCMH Institute for the Art of Living, Adolescent Day Treatment	Day Treatment	Ages 11-18 needing psychiatric partial day treatment and outpatient services.	Youth who are at risk for out-of-school placement into comprehensive day treatment	City-wide
Westside Community Mental Health Center, Inc.	WCMH Outpatient	Outpatient	Ages 5-18		City-wide
Westside Community Mental Health Center, Inc.	WCMH School MH Partnership	School-Based	Emotionally disturbed (ED) youth in special education, special day classrooms.		City-wide
Westside Community Mental Health Center, Inc.	WCMH EPSDT	Outpatient	Under age 21.	African-American adolescents and young adults.	City-wide
Westside Community Mental Health Center, Inc.	WCMH Visitation Valley School-Based Day Treatment	Day-Treatment	Middle school age children	Youth who are at risk for hospitalization.	City-wide
Westside Community Mental Health Center, Inc.	WCMH Visitation Valley School-Based Outpatient	Outpatient	Middle school age children	Youth in need of specialized outpatient services.	City-wide
Westside Community Mental Health Center, Inc.	Westside Crisis Services	Crisis /Urgent Services	Adults & Older adults	crisis intervention	Western Addition, Outpatient/Citywide, Urgent Care
Westside Community Mental Health Center, Inc.	Westside Outpatient Services	Outpatient	Adults		Western Addition, Outpatient/Citywide, Urgent Care
Westside Community Mental Health Center, Inc.	Westside Residential Care Program	Residential Care Support	Adults & Older adults		Citywide

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RFQ 1-2003 and RFQ 2-2003

04-09 CBHS PSC 1 - Attachment B

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Westside Community Mental Health Center, Inc.	WCMH CIRT Program	Critical Incidents	All age groups	Victims of Violence	Western Addition
Westside Community Mental Health Center, Inc.	WCMH Managed Care FI	Fiscal Intermediary	Adults & Older Adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH Coordinated Case Management FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH Mobile Crisis Treatment FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH Outcome Project FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH Mission Act FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH AB2034 Program FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH SOC	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	WCMH Dual Diagnosis FI	Fiscal Intermediary	Adults & Older adults		Citywide
Westside Community Mental Health Center, Inc.	Westside Community SPR	Assertive Community Treatment	Adults	hard to engage, high risk clients	Citywide
YMCA (New services) (no selection)	YMCA EPSDT pilot Children's System of Care	Community Outreach to identify and plan advocacy or improvement projects to address the needs of youth	Emotionally disturbed and at risk youth ages 13-19.	Children involved in one or more multi-systems, mental health, juvenile probation, child welfare, and/or Special Education.	City-wide
(New services) (no selection)	Children's System of Care	Provide training on family group conferencing consultation model, implementation & evaluation	Emotionally disturbed and at risk youth ages 13-19.		
(New services) (no selection)	Children's System of Care	Provide training on evidence-based treatment models to serve ADHD, mood & conduct disorder youth	Emotionally disturbed and at risk youth ages 13-19.		

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Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
RFQ 02-2003					
Addiction Research and Treatment	Geary Street	Methadone Maintenance	Adults	Co-occurring HIV, HCV, TB	Tenderloin, Mission and SOM
Addiction Research and Treatment	FACET	Methadone Maintenance	Adults	Pregnant, Parenting Women	Tenderloin, Mission and SOM
Addiction Research and Treatment	Market Street	Methadone Maintenance	Adults		Tenderloin, Mission and SOM
Asian American Recovery Services	ADAPT	Outpatient	Adults	Asian Pacific Islanders	Citywide
Asian American Recovery Services	Lee Woodward	Outpatient	Adult Women	Women w/ Children	Citywide
Asian American Recovery Services	ADAPT/CMHS	Intensive Outpatient	Adults	Co-occurring Disorders	Citywide
Asian American Recovery Services	Personal/Asst. Empl. Svs.	Intensive Outpatient	Adults		Citywide
Asian American Recovery Services	Drug Court	Intensive Outpatient	Adults	Court Mandated	Citywide
Asian American Recovery Services	Practice Improvement Collaborative	Fiscal Agent	Substance abuse treatment providers		Citywide
Asian American Recovery Services	Wellness Program	Outpatient	Youth	Dually Disordered	Citywide
Asian American Recovery Services	COP/PASA-Prev.	Secondary Prevention	Adults	Asian Pacific Islanders	Citywide
Asian American Recovery Services	COP/PASA-Anc.	Ancillary	Adults	Asian Pacific Islanders	Citywide
Asian American Recovery Services	Therapeutic Community	Residential	Adults	Asian Pacific Islanders	Citywide
Baker Places	Acceptance Place	Residential	Adults	Gay Men	Citywide
Baker Places	Fremont Place	Residential Detox	Adults	Multi-Diagnosed	Citywide
Baker Places	4th Avenue	Residential Detox	Women	Multi-Diagnosed	Citywide
Baker Places	7th Street	Residential	Adults		Citywide
Bayview Hunters Point Foundation	Center for Problem Drinkers	Outpatient	Adults		Bayview Hunters Point
Bayview Hunters Point Foundation	Acupuncture	Acupuncture	Adults		Bayview Hunters Point
Bayview Hunters Point Foundation	AIDS Emotional Support	Ancillary	Adults	HIV At-risk	Bayview Hunters Point
Bayview Hunters Point Foundation	Methadone Detox	Methadone Detox	Adults		Bayview Hunters Point
Bayview Hunters Point Foundation	Courtesy Jail Dosing	Methadone Maintenance	Adults		Citywide
Bayview Hunters Point Foundation	Jail Dosing	Methadone Maintenance	Adults	Criminal Justice	Bayview Hunters Point
Bayview Hunters Point Foundation	Methadone Maintenance	Methadone Maintenance	Adults	Criminal Justice	Bayview Hunters Point
Bayview Hunters Point Foundation	Youth Services - Prevention	Primary Prevention	Youth/Young Adults	Criminal Justice	Bayview Hunters Point
Bayview Hunters Point Foundation	Youth Services - Outpatient	Outpatient	Youth		Bayview Hunters Point
Bayview Hunters Point Foundation	Youth Striving for Excellence	Primary Prevention	Youth	School-Based	Citywide
Community Awareness and Treatment	Mobile Assistance Patrol	Transportation	Adults	Homeless	South of Market
Community Awareness and Treatment	A Woman's Place	Overnight - Partial Day	Adults	Homeless	South of Market
Community Awareness and Treatment	A Man's Place	Overnight - Partial Day	Adults	Homeless	South of Market
Community Awareness and Treatment	Redwood Center	Residential	Adults	Homeless	Citywide
Community Awareness and Treatment	McMillan Drop-in	Prevention	Adults	Multi-Diagnosed Homeless	South of Market
Community Awareness and Treatment	McMillan Case Management	Case Management	Adults	Multi-Diagnosed Homeless	South of Market
Community Awareness and Treatment	Golden Gate for Seniors	Residential	Adults	Seniors	Citywide
Episcopal Services	MSC North	Case Management	Adults	Homeless	Tenderloin
Family Services Agency	SOAR	Intensive Outpatient	Adults	Homeless	Tenderloin
Friendship House	Residential	Residential	Adults	Native American	Citywide
Haight Ashbury Free Clinics	Western Addition	Residential	Adults	Male African-American	Lower Haight Ashbury
Haight Ashbury Free Clinics	HAATS	Outpatient	Adults	African American	Lower Haight Ashbury
Haight Ashbury Free Clinics	Smith House	Residential	Adults	Homeless Women	Citywide
Haight Ashbury Free Clinics	Glide A.A. Extended Families	Outpatient	Adults	African-American	Tenderloin
Haight Ashbury Free Clinics	OSHUN	Secondary Prevention	Adults	Homeless Women	Tenderloin
Haight Ashbury Free Clinics	Perinatal CHOWS	Outpatient	Adults	African-American/Latina	Citywide
Haight Ashbury Free Clinics	Perinatal CHOWS	Outpatient	Adults	Perinatal Women	Citywide

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Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

04-09 CBHS PSC 1 - Attachment B

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Haight Ashbury Free Clinics	Bill Pone Memorial	Outpatient	Adults	Asian Pacific	Upper Haight Ashbury
Haight Ashbury Free Clinics	Delox, Rehab, Aftercare	Outpatient Delox	Adults	Islanders/Samoans	Upper Haight Ashbury
Haight Ashbury Free Clinics	AIDS/HIV Prevention & Outreach	Primary Prevention	Adults	Multi-Diagnosed	Haight Ashbury
Haight Ashbury Free Clinics	Center for Recovery	Residential	Adults	I.V. Drug Users	Citywide
Haight Ashbury Free Clinics	Moving Addicted Mothers Ahead	Outpatient	Adults	Multi-Disordered Homeless	Upper Haight Ashbury
Homeless Prenatal Program	Homeless Prenatal Program	Ancillary	Adults	Perinatal Women	Citywide
Horizons Unlimited of San Francisco	Youth Day Treatment	Day Treatment	Youth, Young Adults	Homeless Perinatal Women	Mission District
Horizons Unlimited of San Francisco	Youth Outpatient	Outpatient	Youth, Young Adults, Adults	Latinos, Spanish-Speaking, School-Based	Mission District
Horizons Unlimited of San Francisco	Inhalant Prevention Program	Primary Prevention	Youth, Young Adults	Latinos, Spanish-Speaking, School-Based	Mission District
Horizons Unlimited of San Francisco	Youth AIDS Education Program	Primary Prevention	Youth, Young Adults	Latinos, Spanish-Speaking	Mission District
Horizons Unlimited of San Francisco	Youth Substance Abuse Prevention	Primary Prevention	Youth, Young Adults	Latinos, Spanish-Speaking	Mission District
Iris Center	Interlock	Outpatient	Adult Women	Lesbian/Transgender	South of Market
Iris Center	Children's Services	Intensive Outpatient	Adults/Children		South of Market
Iris Center	Early Intervention	Secondary Prevention	Adults	Criminal Justice - Women	South of Market
Japanese Community Youth Center	Prevention Collaboration	Primary Prevention	Youth	Asian, School-Based	Citywide
Jelani, Inc.	Jelani House	Residential	Adults	Pregnant/Parenting Women w/ Children	Citywide
Jelani, Inc.	Pomeroy House	Residential	Adults	Women w/ Children	Bayview Hunters Point
Jelani, Inc.	Outpatient	Outpatient	Adults	Women w/ Male Partners	Bayview Hunters Point
Jelani, Inc.	From Start to Finish	Residential	Adults	Men	Bayview Hunters Point
Jelani, Inc.	Family Residential	Residential	Adults	Families/Homeless	Bayview Hunters Point
Jelani, Inc.	Kirkwood	Overnight	Adults		Bayview Hunters Point
Larkin Street	Prevention Collaboration	Primary Prevention	Youth	Homeless	Tenderloin, Civic Center,
Latino Commission	Casa Quetzal	Residential	Adults	Spanish-Speaking Men	Mission District
Latino Commission	Casa Maria	Overnight - Partial Day	Adult Women	Latina, Spanish-Speaking	Mission District
Latino Commission	Perinatal Residential	Residential	Adult Women	Latina, Spanish-Speaking	Citywide
Latino Commission	Casa Ollin	Overnight - Partial Day	Adult Women	Spanish-Speaking Men	Mission District
Mission Council on Alcoholism	Intensive Outpatient Services	Intensive Outpatient	Adults	Spanish-Speaking, Criminal Justice	Mission District
Mission Council on Alcoholism	Health Fair	Primary Prevention	Adults/Youth	Justice	Mission District
Mission Council on Alcoholism	Outpatient Services	Outpatient	Adults	Spanish-Speaking	Mission District
Mission Council on Alcoholism	Family Day Treatment	Day Treatment	Adults/Children	Spanish-Speaking Families	Mission District
Morrissania West	YORES	Day Treatment	Youth, Young Adults, Adults	Criminal Justice	Citywide
Mt. St. Joseph's	Epiphany Center - Infants w/ Mother	Primary Prevention	Adults/Children	Women	Citywide
Mt. St. Joseph's	Epiphany Center - Adult Services	Intensive Outpatient	Adults	Women	Citywide
Mt. St. Joseph's	Epiphany - Pregnant, Post Partum Women	Intensive Outpatient	Adults	Women	Citywide
National Council on Alcoholism	Youth Aware Life Skills	Primary Prevention	Youth	School-Based	Citywide
National Council on Alcoholism	Information Center	Primary Prevention	Adults/Youth		Citywide
New Leaf	Outpatient Drug Free	Outpatient	Adults	GLBT	Castro District
New Leaf	Outreach	Outreach	Adults	Men	Castro District
New Leaf	MSM Outpatient	Acupuncture	Adults	MSM	Castro District
New Leaf	MSM Outpatient	Outpatient	Adults	MSM	Castro District
North of Market Senior Services	Senior Sobriety Drop-In Center	Primary Prevention	Adults	Older Adults	Tenderloin, South of Market
North of Market Senior Services	Women's Prevention	Secondary Prevention	Adults	Senior Women	Tenderloin, South of Market
North of Market Senior Services	Home Visit & Clinic Counseling	Outpatient	Adults	Senior Women	Tenderloin, South of Market
Chihoff Recovery Services	Women's Residential	Residential	Adults	Women	Citywide

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

04-09 CBHS PSC 1 - Attachment B

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Ohlhoff Recovery Services	Adolescent Outpatient	Outpatient	Youth	Boys & Girls Group Homes	Richmond, Sunset, Pac. Heights, Laurel Heights, Hayes Valley
Positive Directions Equals Change	Positive Directions Equals Change	Outpatient	Adults	African-American	Bayview Hunters Point
Potrero Hill Neighborhood	ZAP Program	Day Treatment	Youth, Young Adults, Adults		Potrero
SAGE Project	Satejife Sexual Trauma Center	Outpatient	Adults	Women	South of Market
SAGE Project	Mental Health Services	Intensive Outpatient	Adults	Women	South of Market
SAGE Project	STAR	Intensive Outpatient	Adults	Criminal Justice	Citywide
San Francisco Pre-Trial Diversion	Substance Abuse Referral Unit	Case Management	Adults	Adults	Citywide
San Francisco State University	Counselor Certificate Program	Training/Other	Contractor staff		Citywide
San Francisco Suicide Prevention	Fiscal Agent	Office-Based	Adults		Citywide
San Francisco Suicide Prevention	SF Drug Line/ Relapse Prevention Line	Primary Prevention	Adults		Citywide
Society of St. Vincent DePaul	Howard Street Detox	Residential	Adults		South of Market/Tenderloin
Society of St. Vincent DePaul	Withre Reception	Primary Prevention	Adults		South of Market/Tenderloin
Society of St. Vincent DePaul	MSC South	Case Management	Adults		South of Market/Tenderloin
U.C.S.F.	Center on Deafness	Outpatient	Adults	Hearing Impaired	

Community Behavioral Health Services
RFQ 1-2003 and RFQ 2-2003

Contractor	Program	Modality	Target Population	Special Populations	Geographical Focus
Walden House	390 Hayes Street/815 Buena Vista	Residential	Adults		Haight Ashbury/South of Market
Walden House	PAES Residential	Residential	Adults		DHS Referrals
Walden House	Treatment Access - SFGH	Residential	Adults		Citywide
Walden House	Drug Court Residential	Residential	Adults	Criminal Justice	Citywide
Walden House	Intensive Treatment Services	Residential	Adults	Dually Diagnosed	Citywide
Walden House	Multi-Service Center	Day Treatment	Adults	Dually Diagnosed	Citywide
Walden House	Continuing Care	Outpatient	Adults		Citywide
Walden House	Sisters Continuing Care	Outpatient	Adults	Criminal Justice	Citywide
Walden House	Dual Diagnosis Mental Health Outpatient	Mental Health	Adults	Mental Health	Citywide
Walden House	Adolescent Day Treatment	Day Treatment	Youth		Citywide
Walden House	Day Treatment - Burton	Day Treatment	Adults		Citywide
Walden House	Adolescent Mental Health Outpatient	Mental Health	Adults	Mental Health	Citywide
Walden House	Family Residential	Residential	Adults	Families	Citywide
Walden House	Dual Diagnosis Mental Health Day Treatment	Mental Health	Adults	Mental Health	Citywide
Westside Community Mental Health	Inner City	Intensive Outpatient	Adults	African Americans	Tenderloin, South of Market
Westside Community Mental Health	Youth Awareness Prevention	Primary Prevention	Youth, Young Adults		Western Addition
Westside Community Mental Health	Youth Awareness Outpatient	Outpatient	Youth		Western Addition
Westside Community Mental Health	Pomeroy House	Ancillary	Adults		Citywide
Westside Community Mental Health	New Directions	Intensive Outpatient	Adults	Dually Diagnosed	Tenderloin, South of Market
Westside Community Mental Health	Methodone Detox	Methodone Detox	Adults		Western Addition
Westside Community Mental Health	Methodone Maintenance	Methodone Maintenance	Adults		Western Addition
YMCA	Urban Services	Primary Prevention	Youth	School-Based	OMI
Youth Leadership	Friday Nite Live	Primary Prevention	Youth	School-Based	Citywide

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Department of Public Health, Community Behavioral Health Services Current RFPs as of April 7, 2005		04-09 CBHS PSC 1 - Attachment B	
RFP Number	RFP Title	Selection Date	Contractor Selected
RFP 7-1998	Residential Treatment, Day Treatment and Aftercare for Families	May 13, 1998	Jelani, Mission Council
RFP 8-1998	Residential and Aftercare Services for Single Adults in the Mission	May 16, 1998	Latino Commission
RFP 14-1998	Day Treatment Services for Prostitutes	June 8, 1998	SAGE
RFP 11-1998	Residential Treatment for Dually and Triply Diagnosed Homeless Individuals	June 17, 1998	Haight Ashbury Free Clinics
RFP 15-1998	Residential Services for Women with or without Children Methamphetamine Abuse Treatment for Men Who Have Sex with Men	August 3, 1998	Jelani
RFP 19-1998		October 16, 1998	New Leaf, UCSF AIDS Health Project
RFP 4-1999	Childcare Consultation Services	February 19, 1999	Children's Council of San Francisco, Family Services Agency, Homeless Children's Network, Instituto Familiar de la Raza, Westside Community Mental Health Services, Richmond Area Multi-Services, Jewish Family and Children's Services, San Francisco Psychoanalytical Institute
RFP 7-1999	Services for People with Dual Disorders	May 10, 1999	Westside Mental Health Services
RFP 14-1999	Substance Abuse Services for Older Adults	May 25, 1999	North of Market Senior Services
RFP 11-1999	Technical Assistance for Treatment on Demand Providers	June 8, 1999	California Acupuncture, Positive Directions Equals Change, Samoan Community Development Center
RFP 20-1999	Emergency Transportation Services (for Psychiatric Emergency Services)	June 16, 1999	MV Transportation
RFP 9-1999	Youth Center	November 8, 1999	Youth Leadership Institute
RFP 12-1999	Patients' Rights Advocacy Services	November 18, 1999	San Francisco Study Center
RFA 28-1999	Enhancement To Existing Community Mental Health and Substance Abuse Treatment Programs	February 28, 2000	Community Vocational Enterprises, St. Vincent de Paul Society, San Francisco Study Center
RFP 28-1999	Programs offering Mental Health and Substance Abuse Outreach and Treatment Services in Non-Mental Health Clinic Sites	March 22, 2000	Instituto Familiar de la Raza, Swords to Plowshares
RFP 1-2000	Residential Care Facilities Fiscal Intermediary Services	May 1, 2000	Calvin Louie
RFP 14-2000	Placement Alternatives Consortium	November 20, 2000	Edgewood Children's Center
RFP 22-2000	Consultant to Develop Model Program for Dually Diagnosed Youth	March 16, 2001	Harder+Company Research
RFP 3-2001	Mental Health Child Care Consultation Center-based Programs	March 16, 2001	Jewish Family and Children's Services, Instituto Familiar de la Raza, Homeless Children's Network, Westside Community Mental Health Services, Children's Council of San Francisco, Richmond Area Multi-Services
RFP 9-2001	Jail-Based Methadone Services	March 27, 2001	Bayview Hunter's Point Foundation for Community Improvement
RFP 5-2001	Outpatient Substance Abuse Treatment Services for African Americans, with a Family Focus	April 1, 2001	Positive Directions Equals Change
RFP 13-2002	Substance Abuse Services for Parolees residing in San Francisco	May 2, 2002	Haight Ashbury Free Clinics
RFP 14-2002	Fiscal Intermediary Services for the San Francisco Mental Health Plan	May 21, 2002	Bay Area Bookkeeping
RFP 20-2002	Transitional Housing with Concurrent Intensive Outpatient Services under the Substance Abuse and Crime Prevention Act (SACPA) (Proposition 36)	July 23, 2002	Latino Commission, Jelani
RFP 19-2002	Outpatient Day Treatment and Socialization in the Tenderloin Area of San Francisco	September 12, 2002	Hyde Street Community Services

RFP Number	RFP Title	Selection Date	Contractor Selected
RFP 16-2002	Mental Health Services for Homeless Young Children Birth to 5	September 20, 2002	Catholic Charities, Compass Community Services, Hamilton Family Services, La Casa de las Madres, St. Vincent de Paul Society
RFP 21-2002	Therapeutic Behavioral Services (TBS) for Severely Emotionally Disturbed (SED) Children and Youth	October 1, 2002	Edgewood Children's Services, Mt. St. Joseph-St. Elizabeth's Epiphany Center for Families
RFQ 1-2003	Mental Health Services for Children, Adult and Geriatric Populations	January 26, 2003	Various
RFQ 2-2003	Substance Abuse Services for Youth, Adult and Special Populations	January 26, 2003	Various
RFQ 1-2003 Addendum 1	Inpatient, Child Care Consultation, and Day Treatment Services	April 16, 2003	Herrick Hospital, Mercy Services Corporation, Mt. Diablo Hospital, CHW
RFQ 1-2003 Addendum 3	Child Care Consultation Services	October 16, 2003	St. Mary's Hospital, Westside Community Mental Health Services
RFP 23-2003	Fiscal Agent Services	January 21, 2004	Edgewood Children's Services
RFP 14-2004	Integrated Behavioral Health Services at 7 High Schools	February 28, 2004	San Francisco Study Center
RFP 32-2003	Residential Program for Sexually Exploited Females (Secure House)	March 1, 2004	Richmond Area Multi-Services
RFP 8-2004	Consultant for Social Marketing	March 29, 2004	Edgewood Children's Services
RFP 9-2004	Consultant for Technical Assistance	March 29, 2004	Golden Bear
RFP 11-2004	Behavioral Health Integration Consultation Service	April 29, 2004	Golden Bear
RFP 43-2004	Mental Health Services Act (MHS) Planning Technical Support	April 29, 2004	Zialogic
RFP 16-2004	Wrap-Around Services for Seriously Emotionally Disturbed Children and Youth Receiving Intensive Care Management Services	May 27, 2004	Resource Development Associates
NOI 39-2004	Certified Alcohol and Drug Counselor Certification Program	February 3, 2005	Alternative Family Services, Brainstorm Tutoring, Edgewood Children's Services, Seneca Center, ABNS Consulting Group, Moss Beach City College of San Francisco
NOI 11-2004	Behavioral Health Services to Address Problem Gambling in the San Francisco Chinese Community	February 8, 2005	NICOS Chinese Health Coalition
RFP 5-2005	Substance Abuse Services for Parolees Residing in the City and County of San Francisco under the Bay Area Services Network (BASN)	In process	No selection as yet; published 4/7/05
RFP 11-2005	SSI Advocacy (PC)	(nd exact title)	selection made
RFQ 12-2005	Urban Training/emergencies	(nd exact title)	selection made
NOI 16-2005	Out of County Children's Outpatient MH Services	(nd exact title)	selection made
RFP 21-2005	Out of County Children's Outpatient MH Services	(nd exact title)	selection made
RFP 18-2005	Fiscal intermediary Services	(nd exact title)	selection made
RFP 25-2005	Substance Abuse Outpatient Services	(nd exact title)	selection made
RFA 27-2005	Child Passenger Safety	(nd exact title)	selection made
RFP 02-2006	Drop-in Center	(nd exact title)	selection made
NOI = Notice Of Intent			
RFP = Request for Proposals			
RFQ = Request for Qualifications			

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 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# 4007-09/10)

TYPE OF SERVICE: Cleaning Program Services

FUNDING SOURCE: General Funds

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.

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

Due to the high volume of calls and complaints for street cleaning services in the Tenderloin district, there is a need to supplement these services in this area in order to reduce the demands on the department and for BSES to clean other areas of the City.

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 modification to PSC# 4007-09/10, approved by the Civil Service Commission on 7/06/2009.

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):

Laborers, Local 261 Union Name Carina Carlos Signature of person mailing/faxing form 9/09/13 Date

RFP sent to Local 261 Union Name, on when available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4007-09/10 STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor should have professional expertise in street environmental services (i.e. sidewalk and gutter cleaning, sidewalk sweeping, and steam cleaning).

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

Class 7514 – (General Laborer) and Class 7501 (Environmental Service Worker).

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 employees perform certain tasks in maintaining a clear and safe passageway on City sidewalks; however, cleaning of the sidewalks is not a City responsibility. BSES will use the services of a cleaning company to augment its staff to assist property owners to maintain a clean, clear sidewalk and gutter area in a heavily travelled foot-traffic area.

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

No, Civil Service Classes already exist for the work required to be performed by the City. The Property owner is responsible for the maintenance of the sidewalk and BSES must augment its staff during peak demands to provide additional services to ensure that unsafe sidewalk conditions do not go unabated.

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.

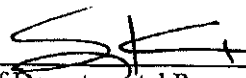
C. Are there legal mandates requiring the use of contractual services?

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

~~POV~~ Stacey Camillo
Print or Type Name

554-4886
Telephone Number

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

Union Notification(s)
◆ Local 261

Dang, Leorah

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Monday, September 09, 2013 3:57 PM
To: DHR-PSCCoordinator, DHR
Cc: LiUNA.local261@gmail.com; vince@liuna261.org; Wong, Tammy; Camillo, Stacey; Kim, Sung; Kayhan, Dariush; Wu, Aaron
Subject: Cleaning Program Services (Dept# 90)
Attachments: CSC Notice of Action 7-06-09.PDF; PSC - Cleaning Program Services 6-17-09.pdf; DPW_4007-0910_AA_06292012.pdf; PSC - Tenderloin Cleaning Program 9-09-13 R1.docx; PSC 4007-0910 Mod 2 - Cleaning Program Services - 9-09-13.PDF

Good afternoon,

Attached are documents related to Modification #2 to PSC# 4007-09/10 for Cleaning Program Services:

1. PSC Modification #2 (in PDF format) dated 9/09/2013
2. PSC Modification #2 (in Word format) dated 9/09/2013
3. PSC Modification #1 (in PDF format) dated 6/29/2012
4. Original PSC# 4007-09/10 (in PDF format) dated 6/06/2009
5. Notice of Civil Service Commission Action dated 7/10/2009

It is our understanding that PSC modifications do not follow the 30-day advance union notification.

The contract manager is Aaron Wu, and he may be reached at (415) 695-2145 for any additional questions.

Best regards,



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 DPW Contract Administration's [new address](#).

**Prior Notice of Civil Service Commission Action – Original – Current
Copy of PSC Form 1– Original – Current**

Prior Administrative Approval PSC – Mod1 – Current

PSC #4007-09/10

4007-09/10
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

09 JUL 14 AM 11:05

DPW-ACCOUNTING

July 10, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-09/10 THROUGH 4011-09/10; 4185-06/07; 4089-06/07; 4196-06/07 AND 4076-07/08.

At its meeting of July 6, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission.
- (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present.
- (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department.
- (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser.
- (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission.
- (6) 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

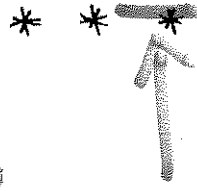
ANITA SANCHEZ
Executive Officer

Attachment

POSTING FOR
July 06, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

Proc No.	Expire	Supplier	Approval Type	Contract Amount	Description of work	Duration
4000-09/10	25	Mayor's Office of Housing	Regular	\$180,000.00	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	30-Jun-11
4001-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$350,000.00	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	30-Jun-12
4002-09/10	12	Juvenile Probation	Regular	\$320,000.00	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practices in programming and operations.	30-Jun-12
4003-09/10	39	Port of San Francisco	Regular	\$600,000.00	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	30-Sep-12
4004-09/10	39	Port of San Francisco	Regular	\$3,000,000.00	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development	01-Oct-14
4005-09/10	90	Department of Public Works	Regular	\$80,000.00	Provide independent structural design peer review services for the SFPUC new administration building, which has an unique and unconventional structural system solution.	15-Jun-10
4006-09/10	90	Department of Public Works	Regular	\$7,000,000.00	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGH-RP).	31-Dec-16
4007-09/10	90	Department of Public Works	Regular	\$300,000.00	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	30-Jun-12
4008-09/10	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	31-Dec-12
4009-09/10	42	Recreation and Parks Department	Regular	\$80,000.00	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	01-Aug-11
4010-09/10	42	Recreation and Parks Department	Regular	\$400,000.00	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design and execute a comprehensive community outreach program for selected projects.	30-Jun-14
4011-09/10	4	District Attorney	Regular	\$80,000.00	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	30-Jun-10



0410

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/10/2009 (Revised 6/16/09)

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: Cleaning Program Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$300,000 PSC DURATION: 07/01/2009 to 06/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Department of Public Works (DPW) will award one (1) contract for a three (3) year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area. The Tenderloin is a densely populated area with many people loitering/living on the sidewalks. The focus is on this area in particular due to the high volume of calls and complaints for street cleaning services.

DPW is NOT responsible for cleaning the sidewalks; however, the Bureau of Street Environmental Services (BSES) staff will abate unsafe sidewalk conditions (such as the removal and steaming of urine, feces, needles, health and tripping hazards) to ensure the safety of the City's residents and visitors. Past experience has shown that cleaning the sidewalks requires the adjacent gutters to also be cleaned or the litter will blow back onto the sidewalk. It is therefore imperative that a complete litter removal process is performed to be effective. BSES staff needs additional resources, especially on days when our staffing is smaller, to assist in the cleaning effort especially cleaning/removing the aforementioned substances from the sidewalk.

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

Due to the high volume of calls and complaints for street cleaning services in the Tenderloin district, there is a need to supplement these services in this area in order to reduce the demands on the department and for BSES to clean other areas of the City. Denial of these services could result in a large redirection of city street cleaning services in other parts of the City or an extremely dirty Tenderloin area, which would then result in additional complaints to 311 and public officials.

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 previous contract was awarded under PSC# 4019-05/06, approved September 6, 2005.

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):

Laborers, Local 261 Union Name Ma. Carina C. Carlos Signature of person mailing/faxing form 6/17/09 Date

RFP sent to Local 261 Union Name, on when available 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:

Contractor should have professional expertise in street environmental services (i.e. sidewalk and gutter cleaning, sidewalk sweeping, and steam cleaning).

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

Class 7514 – (General Laborer) and Class 7501 (Environmental Service Worker).

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 employees perform certain tasks in maintaining a clear and safe passageway on City sidewalks; however, cleaning of the sidewalks is not a City responsibility. BSES will use the services of a cleaning company to augment its staff to assist property owners to maintain a clean, clear sidewalk and gutter area in a heavily travelled foot-traffic area.

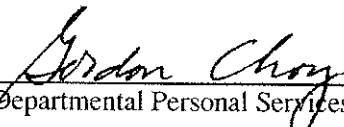
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, Civil Service Classes already exist for the work required to be performed by the City. The Property owner is responsible for the maintenance of the sidewalk and BSES must augment its staff during peak demands to provide additional services to ensure that unsafe sidewalk conditions do not go unabated.

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy (415) 554-6230

 Print or Type Name Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103

 Address

Transmission Report

Date/Time
Local ID 1
Local ID 2

06-17-2009
415 554 6232

03:38:49 p.m.

Transmit Header Text
Local Name 1
Local Name 2

DPW

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

City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



(415) 554-8229
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 94103-0803
Gordon Choy, Division Manager

FAX

Date June 17, 2009

Number of pages including cover sheet 3

To: _____

Oscar De La Torre

Manager

Local 261

Phone (415) 826-4550

Fax Phone (415) 826-1948

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:				
Urgent	For your review	Reply ASAP	Please comment	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Please see the attached PSC form. This replaces and supercedes the PSC Summary form previously sent to your office on 6/10/09.				
In Compliance with Local 261'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.				
The Contract Manager is Larry Stringer, and he may be reached at (415) 695-2090 for any additional questions.				

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	590	415 826 1948	03:37:31 p.m. 06-17-2009	00:00:45	3/3	1	EC	HS	CP28800

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

121a



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

June 29, 2012

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. 4007-09/10 Approved on: 7/6/2009

Description: Tenderloin Area Cleanup Program (Cleaning Program Services)

Original Approved Amount	<u>\$300,000.00</u>	Original Approved Duration	<u>7/01/2009 - 6/30/2012</u>
Modification Amount:	<u>\$150,000.00</u>	Modification of Duration	<u>7/01/2012 - 12/30/2013</u>
Total Modified Amount:	<u>\$450,000.00</u>	Total Modified Duration:	<u>7/01/2009 - 12/30/2013</u>

Reason for the modification:

The need for specialized cleaning & community outreach services as delivered by the contractor persists in the project area and requires an extension to address the unique need.

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.

Cc: Mike Fernandez, DPW - Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 6/29/12

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



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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/13/2013

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4016-10/11)

TYPE OF SERVICE: Graffiti Abatement Service

FUNDING SOURCE: 1G AGF AAA General Fund

Table with 4 columns: Amount, Duration, Modification #1 Amount, Modification #1 of Duration, Total Modified Amount, Total Modified Duration. Includes handwritten dates 9/30/2016 and initials WW.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor shall fully provide multi-surface graffiti abatement services...
B. Explain why this service is necessary and the consequences of denial: San Francisco Administrative Code...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: No.

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

Local 21 Union Name Signature of person mailing/faxing form 9/13/13 Original 9/19/13 Revised Date
Local 261 & 1176 Union Name Signature of person mailing/faxing form 9/13/13 Original 9/19/13 Revised Date

RFP sent to [] , on [] , on [] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4016-10/11 STAFF ANALYSIS/RECOMMENDATION: Approved WW 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors are required to have 5 years of graffiti removal services. Contractor shall be fully responsible for ensuring that qualified workers perform the work and conduct inspections to ensure that work was performed according to the highest quality standards.

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

Civil Service Classifications 7514 General Laborers and 7346 Painters may perform aspects of this work but the work is performed on private property when City staff is normally attending to work located in the public domain.

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

Yes, the contractor must provide all materials and equipment required for this graffiti abatement service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This graffiti abatement work is performed on an as-needed basis and requires immediate responses pursuant to Administrative Code Section 80.4(d) requirements. City staff is already committed to other projects and these services will supplement staffs' inability to perform this private property work due to the immediate peak demands of the abatement work. Administrative Code section 80.6 allows these services to be contracted out by DPW.

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

No, Civil Service classifications exist but this graffiti abatement work is performed on private property on an as-needed and immediate basis when staff are assigned to other projects.

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.

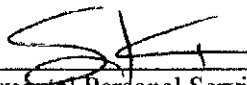
C. Are there legal mandates requiring the use of contractual services? *Article 23 Graffiti Removal and Abatement Ordinance provides a program for removal of graffiti on both public and private property.*

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? *Administrative Code Section 80.6 allows these services to be contracted out by DPW.*

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

pat Stacey Camillo (415) 554-4886

 Print or Type Name Telephone Number

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

 Address

Additional Attachment(s)

◇ Section 5. Additional Information

5C. Are there legal mandates requiring the use of contractual services?

- **Article 23: - Graffiti Removal**

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

- **Sec. 80.6. – Abatement Actions Performed By City**

San Francisco, California, Public Works Code >> ARTICLE 23: - GRAFFITI REMOVAL >>

ARTICLE 23: - GRAFFITI REMOVAL

SEC. 1300. - TITLE.

SEC. 1301. - PURPOSE AND INTENT.

SEC. 1302. - DEFINITIONS.

SEC. 1303. - PROHIBITION.

SEC. 1304. - VIOLATIONS.

SEC. 1305. - REQUEST FOR HEARING; HEARING.

SEC. 1306. - ABATEMENT BY DIRECTOR.

SEC. 1307. - STAY OF PROCEEDINGS DURING CRIMINAL PROSECUTION.

SEC. 1308. - LIMITATION OF LIABILITY.

SEC. 1309. - SEVERABILITY.

SEC. 1300. - TITLE.

This Article shall be known as the "Graffiti Removal and Abatement Ordinance."

(Added by Ord. 29-94, App. 1/14/94)

SEC. 1301. - PURPOSE AND INTENT.

The Board of Supervisors hereby finds and declares that:

- (a) Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property.
- (b) Graffiti results in visual pollution and is hereby deemed a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti.
- (c) Graffiti is increasingly used by gangs to frighten residents of neighborhoods. Therefore, gang graffiti, in particular, exacerbates the degradation of San Francisco's quality of life. In order to alleviate this fear caused by gang graffiti, and to assist the partnership between the City and County and the neighborhoods in their mutual efforts to make streets safe, gang graffiti must be abated as quickly as possible.
- (d) It is the purpose of this Article to provide a program for the removal of graffiti from walls, pavement, structures and other improvements on both public and private property.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1302. - DEFINITIONS.

- (a) **City.** "City" means the City and County of San Francisco.
- (b) **Director.** "Director" means the Director of the Department of Public Works or his or her designee.
- (c) **Graffiti.** "Graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall

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not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of this Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).

- (d) **Owner.** "Owner" shall mean the owner of record of the property as set forth in the most current records of the Tax Assessor, or the owner's authorized agent.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1303. - PROHIBITION.

It shall be unlawful for the owner of any real property within the City and County bearing graffiti to allow the graffiti to remain on the property in violation of this Article.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1304. - VIOLATIONS.

- (a) **Notice of Violation.** Where the Director determines that any property contains graffiti in violation of Section 1303, the Director may issue a notice of violation to the property owner. At the time the notice of violation is issued, the Director shall take one or more photographs of the alleged graffiti, and shall make copies of the photographs available to the property owner upon request. The photographs shall be dated and retained as a part of the file for the violation. The notice shall give the owner thirty (30) calendar days from the date of the notice to either remove the graffiti or request a hearing on the notice of violation, and shall set forth the procedure for requesting the hearing. The notice shall also inform the owner that where the owner fails to either remove the graffiti or request a hearing within thirty (30) calendar days from the date of the notice, the Director may initiate proceedings in accordance with this Article to enter upon the owner's property and abate the graffiti at the owner's expense. The notice shall further inform the owner that the minimum charge for removing graffiti is the greater of either \$500 or the actual cost to the City, (including overhead and administrative costs, as well as attorneys' fees where the Director has elected to seek recovery of attorneys' fees). The Director shall serve the notice of violation as follows:

1. One copy of the Notice shall be posted in a conspicuous place upon the building or property.
2. One copy of the Notice shall be served upon each of the following:
 - A. The person, if known, in real or apparent charge and control of the premises or property involved;
 - B. The owner of record.
3. The Director may also serve one copy of the notice upon any other parties with a recorded interest.

Service required by paragraphs 2 and 3 may be made by personal service or by certified mail.

- (b) Where property defaced by graffiti is owned by a public entity other than the City and County, the Director shall cause removal of the graffiti only after securing the consent of an authorized representative of the public entity that has jurisdiction over the property. The Director shall use all reasonable efforts to minimize graffiti on City-owned property, but City-owned property shall not otherwise be subject to the requirements of this Article.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 211-99, File No. 990623, App. 7/30/99; Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1305. - REQUEST FOR HEARING; HEARING.

- (a) **Request for Hearing.** A property owner may request a hearing in order to contest the notice of violation issued in accordance with Section 1304 by filing with the Director within thirty (30) calendar days from the date of the notice of violation, a request for hearing that specifies in detail the basis for contesting the notice of violation.
- (b) **Notice of Hearing.** Whenever a hearing is requested pursuant to this Section, the Director shall, within seven (7) calendar days of receipt of the request, notify the property owner of the date, time, and place of the administrative review hearing by certified mail. Such hearing shall be held no later than forty-five

(45) calendar days after the Director receives the request, unless time is extended by mutual agreement of the affected parties.

- (c) **Submittals for the Hearing.** At least five (5) City business days prior to the hearing, the property owner and the City shall submit to the hearing officer and exchange with one another, written information including, but not limited to, the following: a statement of the issues to be determined by the hearing officer, a statement of the evidence to be offered at the hearing and the identity of any witnesses to appear at the hearing.
- (d) **Hearing Procedure.** The hearing shall be conducted by a neutral hearing officer from a City office or department outside the Department of Public Works, appointed by the Director of Administrative Services. The burden of proof to establish that the property contains graffiti shall be on the City. The owner shall be entitled to present evidence and demonstrate that his or her property does not contain graffiti. The property owner shall also be entitled to present evidence and demonstrate that his or her property is burdened with a disproportionate share of graffiti vandalism, based on factors such as the frequency or extent of the graffiti, such that requiring the owner to remove the graffiti would result in an unfair hardship. All testimony shall be under oath, and witnesses may be cross-examined. The hearing officer shall ensure that a record of the proceedings is maintained. The determination of the hearing officer after the hearing shall be final and not appealable.
- (e) **Decision.** The hearing officer shall issue a decision including a summary of the issues and the evidence presented, and findings and conclusions, within ten (10) calendar days of the conclusion of the hearing. A copy of the decision shall be served upon the property owner by certified mail. The decision shall be the City's final administrative determination. An aggrieved party may seek judicial review of the decision pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.

(Formerly part of Sec. 1306; added by Ord. 29-94, App. 1/14/94; amended and renumbered by Ord. 263-04, File No. 041150, App. 11/4/2004) (Former Sec. 1305 added by Ord. 29-94, App. 1/14/94; amended by Ord. 211-99, File No. 990623, App. 7/30/99; repealed by Ord. 263-04)

SEC. 1306. - ABATEMENT BY DIRECTOR.

- (a) Following the hearing if the City sustains its burden of proof, or if the property owner does not request a hearing and fails to remove the graffiti within thirty (30) calendar days from the date of the notice of violation, the Director may immediately order that the graffiti be abated. Unless the Director has obtained written consent from the property owner to enter the property and remove the graffiti, before initiating abatement the Director shall obtain a court order authorizing the Department of Public Works to enter upon the property and remove the graffiti and give written notice of the abatement (Abatement Order) served in accordance with Section 1304(a). The Director may not order a graffiti abatement action that may violate the California Art Preservation Act (California Civil Code Sections 987 et seq.) or the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.) without first consulting with the City Attorney.
- (b) Alternatively, the Director may provide paint for graffiti removal to a property owner at no charge. In return, the property owner shall agree in writing to paint over the graffiti giving rise to the violation within 10 City business days from receiving the paint. A property owner's failure to paint over the graffiti within that time shall be ground for the Director to issue a new notice of violation under Section 1304.
- (c) If the hearing officer determines that a hardship exists, the Director is authorized to remove the graffiti at no cost to the property owner, provided that the owner releases the City from liability by providing the Director with a signed waiver of liability. The Director may develop forms for this purpose.
- (d) The following procedures shall apply to actions by the Director to abate and recover costs for abatement of graffiti on private property:
 - (1) **Abatement Action.** After obtaining a court order, the Director shall implement the Abatement Order. The Director may enter upon the property and cause the removal, painting over or other eradication of the graffiti as the Director deems appropriate. The Director shall not authorize or undertake to provide for the painting or repair of any more extensive area than that where the graffiti is located, except where the Director determines in a written notice to the owner that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community. Where the Director removes graffiti in accordance with the requirements of this Article, the owner shall pay the greater of either \$500 or the actual cost (including overhead and administrative costs, as well as attorneys' fees where the Director has elected to seek recovery of attorneys' fees) of removing the graffiti. The Director shall provide an accounting to the owner of the costs of the abatement action (Abatement Accounting) on a full cost recovery basis not later than 10 days from the date the abatement action is completed. The Abatement Accounting shall include all administrative costs incurred by the City in abating graffiti on the property. The total amount set forth in the Abatement Accounting shall be due and payable by the owner within 30 days from the date of mailing of the Abatement Accounting.
 - (2) **Recovery of Attorneys' Fees.** At the time the abatement action is filed, the Director may elect to seek recovery of attorneys' incurred in a graffiti abatement action under this Article. In a case

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where the Director makes this election, the prevailing party shall be entitled to recover attorneys' fees. In no event shall the award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the City in the action.

- (3) **Lien.** If all or any portion of the amount set forth in the Abatement Accounting remains unpaid after 30 days of the mailing of the Abatement Accounting, such portion shall constitute a proposed lien on the property which was the subject matter of the Abatement Action. Except as otherwise specified in this subparagraph, such liens shall be imposed in accordance with Chapter 10, Article XX of the Administrative Code. Property owners seeking to challenge the amount of the Abatement Accounting may do so at the hearing authorized under Chapter 10, Article XX of the Administrative Code.
- (A) In addition to the requirements imposed under Section 10.232 of the San Francisco Administrative Code, the notice to the property owner of the hearing on the proposed lien shall be served in the same manner as a summons in a civil action in accordance with Article 3 (commencing with Section 415.10) of Chapter 4 of Title 5 of Part 2 of the California Code of Civil Procedure. Where, after diligent search, the owner of record cannot be found, the notice may be served by posting a copy in a conspicuous place upon the property for a period of ten (10) days and publication thereof in a newspaper of general circulation.
- (B) Any lien authorized by this Section shall specify the amount of the lien, the name of the department initiating the abatement proceeding, the date of the abatement order, the street address, legal description and assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the recorded owner of the parcel.
- (C) Where a lien authorized by this Section is discharged, released or satisfied, either through payment or foreclosure, the Tax Collector shall record a notice of the discharge containing the information specified in subparagraph (B). Any such notice of discharge shall be subject to the Release of Lien Fee imposed pursuant to Section 10.237 of the San Francisco Administrative Code.
- (4) **Special Assessment.** Notwithstanding anything to the contrary in Article XX of Chapter 10, pursuant to Section 38773.5 of the California Government Code, the Board of Supervisors may order that the amount of the lien be specially assessed against the parcel. Upon such an order, the entire unpaid balance of the costs, including any penalty and interest payments on the unpaid balance to the date that the Director reports to the Board shall be included in the special assessment lien against the property. The Director shall report charges against delinquent accounts to the Board of Supervisors at least once each year. At the time the special assessment is imposed, the Director shall give notice to the property owner by certified mail, and shall inform the property owner that the property may be sold by the Tax Collector for unpaid delinquent assessments after three years. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and procedure and sale in case of delinquency as provided for ordinary municipal taxes. All tax laws applicable to the levy, collection and enforcement of ordinary municipal taxes shall be applicable to the special assessment. However, if any real property to which a cost of abatement relates has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attaches thereon, prior to the date on which the first installment of taxes would become delinquent, then the cost of abatement shall not result in a lien against the real property but instead shall be transferred to the unsecured roll for collection.

(Added by Ord. 29-94, App. 1/14/94; partially renumbered as Sec. 1305 and amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1307. - STAY OF PROCEEDINGS DURING CRIMINAL PROSECUTION.

In any case in which a criminal prosecution is pending or is about to be instituted for violation of Penal Code Sections 594 and 640.6, or of any other law that authorizes a court to sentence a criminal defendant to remove graffiti placed on property by that defendant, the Director may suspend abatement actions under this Article. In such a case, the abatement action shall be suspended only in connection with any property upon which the defendant is charged with placing graffiti, and only until such time as the defendant is sentenced or the case is otherwise closed. This provision shall not prohibit a property owner from removing graffiti from his or her own property during such time as the criminal proceeding is pending.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1308. - LIMITATION OF LIABILITY.

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By adopting this Graffiti Abatement and Removal Ordinance, the City is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1309. - SEVERABILITY.

If any provision, subdivision, section, paragraph, phrase or clause of this Article or the application thereof is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Article. The remainder of this Article shall remain effective and enforceable to the fullest extent allowed by law. All clauses and provisions of this Article are hereby declared to be severable.

(Added by Ord. 29-94, App. 1/14/94)

San Francisco, California, Administrative Code >> CHAPTER 80: - ANTI-BLIGHT ENFORCEMENT PROCEDURE

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CHAPTER 80: - ANTI-BLIGHT ENFORCEMENT PROCEDURESEC. 80.1. - COMMON TITLE.SEC. 80.2. - LEGISLATIVE FINDINGS.SEC. 80.3. - ADMINISTRATIVE ENFORCEMENT PROCEDURES.SEC. 80.4. - GENERAL PROVISIONS-ABATEMENT OF NUISANCE.SEC. 80.5. - GENERAL PROVISIONS - NOTICE.SEC. 80.6. - ABATEMENT ACTIONS PERFORMED BY CITY.SEC. 80.7. - GENERAL PROVISIONS - INJUNCTIVE RELIEF, CIVIL PENALTIES, ATTORNEYS' FEES AND COSTS.SEC. 80.8. - COST RECOVERY.SEC. 80.9. - JOINT OR COMMON OWNERSHIP.SEC. 80.10. - SEVERABILITY.**SEC. 80.1. - COMMON TITLE.**

This Chapter may shall be referred to as the Community Preservation and Blight Reduction Act.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.2. - LEGISLATIVE FINDINGS.

The San Francisco Board of Supervisors finds and declares that:

- (a) Properties that are in a condition of significant deterioration or disrepair or otherwise violate municipal code requirements attract vagrants, gang members and other criminal elements as prime locations to conduct their illegal criminal activities.
- (b) Properties that are in a condition of significant deterioration or disrepair or otherwise violate municipal code requirements are a blight and cause general deterioration and instability in surrounding neighborhoods.
- (c) Properties that are in a condition of significant deterioration or disrepair or otherwise violate municipal code requirements substantially endanger the health and safety of residents of the blighted properties and of the surrounding neighborhoods.
- (d) Properties that are in a condition of significant deterioration or disrepair or otherwise violate municipal code requirements pose serious threats to the public's health and safety and therefore are declared to be public nuisances.
- (e) Immediate abatement and rehabilitation of these properties is necessary and can be accomplished by using the judicial or administrative procedures found in this Chapter.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.3. - ADMINISTRATIVE ENFORCEMENT PROCEDURES.

- (a) **Purpose.** The Board of Supervisors finds that enforcement of anti-blight provisions of the Municipal Code is vital to ensuring Quality of life in San Francisco's neighborhoods and in the City and County as a whole. A centralized administrative enforcement program with staff will promote coordination of anti-blight efforts across City departments, including, but not limited to, the Department of Public Works, the Planning Department, the Department of Building Inspections, and the Department of Public Health. This Chapter is intended to promote the general health, safety and welfare of the people of the City by promoting uniform, fair, and efficient enforcement of anti-blight provisions of the Municipal Code and related departmental regulations.

The Director of Public Works is authorized to administer and enforce the provisions of this Chapter. All staff to whom the Director has delegated enforcement responsibilities are authorized to inspect property and to take any other enforcement actions as may be required or appropriate to administer or enforce the provisions of this Chapter.

Nothing in this Chapter shall be construed to limit any right or remedy otherwise available in law or equity to any party harmed by a blighted property, nor shall this Chapter in any way limit the City's right to enforcement under any other provision of the Municipal Code or state law or create a duty or obligation on the part of the City to enforce this Chapter.

- (b) **Definitions.**

"Blight." The presence of any one or more of the following conditions on property constitutes property blight: (i) any condition that constitutes a public nuisance as defined in California Civil Code Sections 3479- 3480, including but not limited to the conditions defined in San Francisco Public Works Code Section 174; (ii) any condition of deterioration or disrepair that creates a substantial adverse impact on neighboring properties, including but not limited, to the conditions defined in San Francisco Public Works Code Section 735; or (iii) any violation of the San Francisco Municipal Code that is visible from the

public way and creates a substantial adverse impact on neighboring properties. Notwithstanding the above definition, public nuisances pertaining to unsafe buildings, structures, or property conditions, as defined by Section 102A of the Building Code, shall not constitute blight for purposes of this Chapter and shall remain within the exclusive enforcement authority of the Department of Building Inspection to the extent required by state and local law. Blight includes, but is not limited to, the following enumerated conditions:

- (A) Property, whether improved or not, which is not kept substantially clean and free from accumulations including, but not limited to, overgrown, dead or decayed trees, weeds or other vegetation, rank growth, rubbish, junk, garbage, litter, debris, flyers or circulars.
- (B) Buildings or structures which are unpainted or the exterior paint is substantially worn off provided, however, that nothing in this section shall be construed to require an owner to paint a building where the architectural style indicates it was intended to be unpainted, such as a brown shingle building.
- (C) Buildings or structures or significant sections thereof including, but not limited to, awnings, canopies, exterior stairs, roof, foundation, walls, fences, signs, retaining walls, driveways, or walkways which are substantially deteriorated or defaced, or windows which are missing or broken. For the purposes of this section "defaced" includes, but is not limited to, writings, inscriptions, figures, scratches, or other markings commonly referred to as "graffiti."
- (D) Property which contains, in the outdoor area, any refrigerator, washing machine, sink, stove, heater, boiler, tank or any other household equipment, machinery, furniture, or item, appliance or appliances, boxes, lumber, dirt or debris, trash, garbage or refuse cans, or any items other than those commonly stored outdoors, or any parts of such items, for a period of time in excess of seventy-two consecutive hours. This subsection does not prohibit machinery installed in the rear setback areas for household or recreational use, furniture designed and used for outdoor activities, trash cans in the front yard during the twenty-four hour period allowed for garbage pick-up and garbage bins or debris boxes, where for which a valid permit has been issued by the City.

Notwithstanding the foregoing, this Chapter shall not apply to building, structural, or property conditions that present public safety risks under the San Francisco Building Code and construction codes. The Department of Building Inspection and the Fire Department retain their respective jurisdiction over such conditions pursuant to applicable state and local law.

"Director." The Director of Public Works or the Director's designee, including any Enforcement Officer staff so designated by the Director to carry out responsibilities under this Chapter.

"Staff." Employees charged with enforcement of anti-blight provisions pursuant to this Chapter,

"Owner." The owner of the property, her agent, and/or any lessee, occupant, or other person having charge or control over the property.

- (c) **Procedures of this Chapter - Cumulative.** The determination by the City to seek enforcement of its code requirements pursuant to this Chapter is solely at the City's discretion and is only one option available to the City to seek redress for the violation of its ordinances. By adopting this Chapter, the Board does not intend to limit the ability of the City to use any other remedy, civil or criminal, that may be available in a particular case. The City may use the procedures set forth herein as an alternative to, or in conjunction with, any other available remedy and in any order that seems appropriate to the City.

All property blight conditions that are required to be abated according to the provisions and permit requirements of this Chapter shall be subject to all provisions of the Municipal Code including, but not limited to, all property improvement, zoning and fire code provisions.

The Director's election to utilize the procedures set forth in this Chapter shall not affect the City Attorney's independent authority under the Charter to pursue a civil action against a property owner.

- (d) **Enforcement.** In consultation with relevant City agencies, the Director shall oversee staff with direct responsibility for enforcing the blight provisions of this Chapter. Staff shall be authorized under the Director's authority to inspect properties for blighted conditions as defined in this Chapter and elsewhere in the Municipal Code. Pursuant to this Chapter, staff shall have authority to issue notices of violation and/or take other enforcement actions consistent with the requirements of this Chapter, including but not limited to initiation of abatement actions pursuant to Section 80.4, or pursuing administrative penalties pursuant to Administrative Code Chapter 100, the provisions of which are hereby incorporated into this Chapter. Nothing in this Chapter shall be interpreted as restricting or otherwise limiting the inspection and enforcement authority conferred upon other City employees by other provisions of the Municipal Code.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.4. - GENERAL PROVISIONS-ABATEMENT OF NUISANCE.

- (a) **Authority.** Whenever the Director determines that a property is blighted property, the Director may require or take any necessary abatement or other enforcement actions to cause the property blight to be abated in accordance with the provisions of this Chapter, or by any other lawful means, including but not limited to abatement procedures provided for elsewhere in the Municipal Code.
- (b) **Fees for Enforcement of Violation Applicable Irrespective of Abatement.** Whenever the Director issues a Notice of Violation pursuant to this Chapter, the Director may impose a fee to recover costs associated with inspection and related enforcement costs. These fees shall be established by the department and submitted to the Board of Supervisors for approval. The Director shall provide notice of such fees under Section 80.5 and may collect such fees

according to the procedures in Section 80.8, below. The blight inspection fee charged under this section is in addition to any abatement fees authorized under Section 80.5 and Section 80.8 of this Chapter.

- (1) **Application.** If the Department inspects a property and issues a notice of violation or summary abatement order, the owner(s) of the property may be required to pay the Department a blight inspection fee of \$250 to cover the Department's inspection costs. The Department shall rescind the blight inspection fee if a property owner successfully contests the notice of violation or summary abatement order after a public hearing pursuant to Section 80.5(g) of this Chapter. The Director may reduce the blight inspection fee upon a showing of financial hardship by affected property owners.
 - (2) **Controller Review and Adjustment of Fee Amount.** Beginning with fiscal year 2009-2010, the Controller will annually adjust the fee amount specified in this Section by the two-year average consumer price index change for the San Francisco/San Jose Primary Metropolitan Statistical Area. No later than May 15th of each year, the Controller shall file a report with the Board of Supervisors reporting the new fee schedule and certifying whether: (a) the blight inspection fee produces sufficient revenue to support the costs of providing inspection service; and whether (b) the blight inspection fee produces revenue significantly in excess of the costs of providing the services for which each inspection is conducted.
 - (3) **Additional Costs.** In instances where Department inspection costs exceed the blight inspection fee amount specified in Section 80.4, subsection (b)(1), the Director may require the property owner to pay an additional sum in excess of the ordinary blight inspection fee. The blight inspection fee, together with any additional sum authorized under this section, shall not exceed the actual costs incurred by the Department, as calculated on a time and materials basis. The Director also may charge for any time and materials costs that other agencies, boards, commissions, or departments of the City, including but not limited to the Office of the City Attorney, incur in connection with the inspection of the blighted property. The Director shall provide property owners with written itemization of the basis for the additional fees or an estimate of the additional fees to be charged.
- (c) **Summary Abatement of Conditions in the Public Right-of-Way—Imminent Danger.**
- (1) Any condition of property blight in the public right-of-way that is reasonably believed by the Director to be imminently dangerous to the life, limb, health or safety of the public may be summarily abated by the Director in accordance with the procedures of this Chapter.
 - (2) Actions taken to abate imminently dangerous conditions may include, but are not limited to, repair or removal of the condition creating the danger or any other abatement action determined by the Director to be necessary.
 - (3) Costs for any abatement performed on behalf of the City may be recovered by the City according to the provisions of this Chapter.
- (d) **General Abatement Provisions.**
- (1) **General Provision.** Any thing or condition, including but not limited to violations of the Municipal Code or State law, that threatens injury or damage to the health, safety, welfare or property of members of the public, that obstructs the free use of property of others or of the public way or commons, or otherwise interferes with the comfortable enjoyment of life or property, is a public nuisance. Such public nuisances are prohibited within the City and no person shall create or participate in the creation or maintenance of such a public nuisance.
 - (2) **Applicability.** Whenever the City, pursuant to this Chapter, takes any action to abate a blighted condition or requires any person to abate any blighted condition existing on private property, the procedures set forth in this Chapter may be utilized, unless such use is specifically prohibited. For the purpose of this Chapter, property shall include parcels of land, and/or any building, structure or portion thereof.
 - (3) **Inspections of Private Property.** Private property is subject to inspection under this Chapter whenever:
 - (A) There is reason to believe that a condition exists on such property that violates a provision of the Municipal Code, or that makes a property a public nuisance, or in a blighted condition; or
 - (B) Such inspection is deemed necessary by staff to carry out the provisions of the Municipal Code; or
 - (C) There is any abatement action being performed on the property pursuant to a provision of this Chapter or any order issued pursuant thereto requiring such action; or
 - (D) Such inspection is conducted to determine if there has been completion of an abatement action pursuant to any abatement order.
 - (4) **Entry onto Private Property for Inspection Authorized.** Whenever it is necessary to make an inspection of property to investigate or enforce any of the provisions of this Chapter, any official authorized by the City to conduct such inspections may enter such property at all reasonable times to inspect the same provided that:
 - (A) If such property is occupied, the official shall first present proper credentials and request entry;
 - (B) If such property is unoccupied, except in emergency circumstances, the official shall make a reasonable effort to contact the owner or other persons having charge or control of the property and request entry;
 - (C) If such entry is not granted or the owner or other persons having charge or control of said building or structure cannot be contacted, the official seeking entry shall have recourse to every remedy provided by law to secure entry.
 - (5) **Inspections at Discretion of the City.** All inspections authorized for the purpose of investigation or enforcing the provisions of this Chapter shall be at the discretion of the City and nothing in this Chapter shall be construed as requiring the City to conduct any such inspection nor shall any actual inspection made imply a duty to conduct any other inspection. Furthermore, nothing in this Chapter shall be construed to hold the City responsible for any damage to persons or property by reason of making an inadequate or negligent inspection or by reason of any failure to make an inspection or reinspection.
 - (6) **Obstruction or Interference with Work Prohibited.** No person shall obstruct, impede or interfere or cause another to obstruct, impede or interfere with any person who is engaged in abatement actions performed

pursuant to the provisions of this Chapter or who is directing or performing any act necessary or incidental to such abatement.

- (7) **Time Within Which to Commence and Complete Abatement Work.**
 - (A) Whenever an abatement order is issued, the work shall commence as soon as reasonably possible under the circumstances and be diligently pursued to completion with the time periods specified in the order issued by the Director.
 - (B) If no City permits are required for the abatement action and the conditions are not imminently dangerous, unless otherwise specified in the order, the abatement actions shall commence no later than 15 days from the date the order was issued and be completed within 30 days from commencement.
 - (C) If City permits are required for the abatement action, unless the period of time is extended by the Director, a complete application for each such permit shall be submitted no later than 15 days from the date of the notice of violation. Work shall begin within 30 days of the issuance of the permit and be completed within 30 days from commencement of the work, unless either time period is otherwise specified in the order.
- (8) **Failure to Comply - Abatement Action by City Authorized.** Whenever there is a failure to comply with an abatement notice or order within the time specified in such notice or order, or within the later time specified by the decision of an administrative hearing officer on appeal from the Director's decision, the Director is authorized to:
 - (A) Cause the conditions that require abatement actions to be repaired or abated to the extent necessary to remedy the conditions causing the nuisance.
 - (B) Extension of time permitted. Any person, firm or corporation required to take abatement action pursuant to this Chapter may apply to the Director for an extension of time in order to comply. The Director may grant an extension of time, if the Director, at his or her discretion, determines that such an extension of time is reasonable under the circumstances. The Director may require a written agreement by such person, firm or corporation that the order will be complied with, as a condition for such extension. The extension of time to complete an abatement action will not extend the time for any hearing hereunder unless the Director expressly so states.
- (e) **Public-Owned Property.** Where the property is owned by a public entity other than the City, the Director shall cause removal of the blighted condition only after securing the consent of an authorized representative of the public entity that has jurisdiction over the property. The Director shall use all reasonable efforts to minimize blighted vacant lots on City-owned property, but City-owned property shall not otherwise be subject to the requirements of this Article.
- (f) **Public Rights-of-Way.** The Director may choose to abate public nuisances upon the public right-of-way in accordance with the notice, hearing, and abatement procedures set forth in this Chapter. The owner and/or occupant of the premises or unit adjacent to a public sidewalk, public stairway or other public right-of-way shall be held liable for such conditions, including the cost of enforcement actions under this Chapter.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008; Ord. 82-09, File No. 090076, App. 5/20/2009)

SEC. 80.5. - GENERAL PROVISIONS - NOTICE.

- (a) **Notice of Violation.**
 - (1) Where the Director determines that any condition constitutes a blighted property in violation of this Chapter, and that said conditions do not warrant summary abatement procedures, the Director shall issue a notice of violation to the property owner. At the time the notice of violation is issued, the Director shall take one or more photographs of the property showing the blighted conditions, and shall make copies of the photographs available to the recipient of the notice upon request. The photographs shall be dated and retained as a part of the file for the violation. The notice shall generally describe the violation, give the owner 15 calendar days from the date of the service of the notice to either commence abatement of the violation or request a hearing on the notice of violation, and shall set forth the procedure for requesting a hearing on the violation. The notice shall also inform the property owner of his or her right to request an extension of time pursuant to paragraph (a)(2) of this Section in order to abate the violation, and further inform the owner that where the owner fails to either commence abatement of the violation or request a hearing within 15 calendar days (plus an extension if applicable) from the date of service of the notice, the Director may initiate proceedings in accordance with Section 80.4 to enter upon the owner's property and abate the violation at the owner's expense, and/or may impose an administrative penalty under Administrative Code Chapter 100 for failure to abate the violations, and/or may refer the matter to the City Attorney for further enforcement action, as appropriate. In addition, the notice shall inform the owner that the minimum charge for City abatement of the violation is the greater of \$400 or the actual cost to the City, (including overhead and administrative costs, as well as attorneys' fees where the Director has elected to seek recovery of attorneys' fees), and that the City's cost of preparation for and appearance at the hearing required by Section 80.5 and all prior and subsequent attendant costs (including enforcement fees and costs incurred and penalties assessed in ascertaining violations) shall be assessed upon the property owner. Said violations will not be deemed legally abated until the property owner makes full payment of the assessment of costs to the Department.
 - (2) **Extension of Time.** A property owner may receive an extension of an additional 15 calendar days in which to abate the violation pursuant to Section 80.4. The notice of violation issued under this subsection shall specify the address, telephone and facsimile numbers for requesting such an extension. An extension under this paragraph shall not affect the deadline for a property owner to request a hearing on a notice of violation.
- (b) **Summary Abatement - Imminent Danger - Contents of Notice.** Whenever it is determined that summary abatement action by the City is necessary due to any condition in the public right-of-way that is imminently dangerous, the Director shall issue a notice of summary abatement directed to the record owner(s) of the adjacent property that has been determined to be responsible for the condition to be abated. The notice shall contain:

- (1) The street address and a legal description sufficient for identification of the location of the property.
 - (2) A statement that the public right-of-way adjacent to the property was found to be imminently dangerous, with a brief and concise description of the conditions found to render the property condition imminently dangerous in accordance with the provisions of this Chapter.
 - (3) A description of the summary abatement actions that were required and performed by the City to abate the imminent danger.
 - (4) Statements advising that a charge will be assessed for the work that was performed and a description of the cost recovery procedure of Section 80.8 of this Chapter.
 - (5) An order specifying what additional actions, if any, are required to be taken by those persons receiving this notice and the time within which the actions must be commenced and completed. Such order shall include the information required in Section 80.5(a).
 - (6) Statements advising that any person having any record title or legal interest in the property as described in Section 80.5(e) may protest any abatement action taken or ordered by the Director to a Hearing Officer as designated in Section 80.5(g), at a public hearing on the date certain specified in the notice; and,
 - (7) Statements advising that failure to file a written protest or to appear at such hearing will constitute a failure to exhaust administrative remedies.
- (c) **General Abatement - Proposed Abatement Order - Contents of Notice.** Upon the determination that any condition exists on the property that requires abatement action, the Director may issue a proposed abatement order directed to the owner(s) of the property. The order shall contain:
- (1) The street address and a legal description sufficient for identification of the location of the property;
 - (2) A statement advising that the property has been found to require abatement actions, with a brief and concise description of the conditions found to require such abatement actions;
 - (3) Specification of any abatement actions to be taken and the time within which the actions must be commenced.
 - (4) A statement advising that if any ordered abatement action is not completed within the time specified by this Chapter or in the decision of the administrative hearing officer on appeal from a decision of the Director, the Director may proceed to cause the abatement work to be done and charge the costs thereof against the property or its owner, including the costs of ascertaining violations.
 - (5) A statement advising that: (A) any person having any record title or legal interest in the building as described in Section 80.5(e) may appear and protest the notice or order of any action taken or required to be taken by the Director to the Hearing Officer designated in Section 80.5(g), at a public hearing at the time and place specified in the order; and (B) failure to file a written protest or to appear at such hearing will constitute a failure to exhaust the administrative remedies.
- (d) **Recording of Abatement Order Certificates.**
- (1) When a notice of abatement or proposed abatement order is issued, the Director may file in the Office of the County Recorder a certificate describing the property and certifying that: (A) the property, building or structure is a nuisance pursuant to the provisions of this Chapter; (B) the actions proposed by the Director to abate the conditions or defects causing the property to be a nuisance; (C) if the abatement actions required by the Director are not performed, the City may do so; (D) if the City performs the required abatement actions, the costs incurred for such performance may become a lien against the property; and (E) those persons entitled to service pursuant to Section 80.5(e) have been so notified.
 - (2) Whenever an abatement order certificate has been filed and the corrections ordered by the Director have been completed, and any costs assessment owed to the Department has been paid, the Director shall file a compliance certificate with the County Recorder certifying that all the required corrections have been made or that the building or structure has been demolished so that the property is no longer in violation of the notice or order of abatement, whichever is appropriate.
- (e) **Service to Certain Persons Required.** Any notice or order, and any amended or supplemental notice or order, that is required shall be served upon the record owner(s) of the subject property. A copy of each notice or order, and any amended or supplemental notice and order, shall also be served on each of the following as disclosed by official public records in the County Recorder's Office:
- (1) The holder of any mortgage or deed of trust or other lien or encumbrance of record;
 - (2) The owner or holder of any lease of record; and
 - (3) The holder of any other estate of legal interest of record in or to the property on which the nuisance is located.
- The lack of service to any person required to be served shall not invalidate any proceedings as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this Chapter.
- (f) **Notice or Order - Method of Service.** Service of any required notice or order shall be made either personally or by mailing a copy of such notice or order by certified mail postage prepaid, to each person entitled to service at the address that appears on the last equalized assessment roll of the County or as known to the Director. If no such address appears or is known to the Director then a copy of the notice or order shall be mailed, addressed to such person, at the address of the property involved in the proceedings. The failure of any such person to receive such notice or order shall not affect the validity of any proceedings taken pursuant to this Chapter. Service by certified mail shall be effective from the date of mailing.
- (g) **Hearing.**
- (1) **Request for Hearing.** A property owner may request a hearing in order to contest the decision of the Director by filing with the Director within 15 calendar days from the date of the notice of violation, a request for hearing that specifies in detail the basis for contesting the notice of violation or summary abatement.
 - (2)

Notice of Hearing. Whenever a hearing is requested pursuant to this Section, the Director shall, within seven calendar days of receipt of the request, notify the property owner of the date, time, and place of the administrative review hearing by certified mail. Such hearing shall be held no later than 45 calendar days after the Director receives the request, unless time is extended by the Director upon request of the owner.

- (3) **Hearing Procedure.** The hearing shall be conducted by a neutral Hearing Officer from a City office or department outside the Department of Public Works, appointed by the City Administrator. The burden of proof to establish that the property is blighted shall be on the City. The owner shall be entitled to present evidence and demonstrate that his or her property is not blighted. The property owner shall also be entitled to present evidence and demonstrate that requiring the owner to abate the violations at her own expense would result in an unfair extreme hardship. All testimony shall be under oath, and witnesses may be cross-examined. The hearing officer may consider any relevant evidence submitted by the parties, including evidence that might be excluded from a court hearing because it may constitute hearsay. The Hearing Officer shall ensure that a record of the proceedings is maintained. The determination of the hearing officer after the hearing shall be final and not appealable.
- (4) **Submittals for the Hearing.** At least five City business days prior to the hearing, the property owner and the City shall submit to the Hearing Officer and exchange with one another, written information including, but not limited to, the following: a statement of the issues to be determined by the Hearing Officer, a statement of the evidence to be offered at the hearing and the identity of any witnesses to appear at the hearing. The Director shall provide to the Hearing Officer a copy of the Department's case file, which shall include at a minimum the notice of violation or summary abatement, any other written communications between the Department and the responsible party, and communications submitted by interested members of the public concerning the case. The Director may also submit, but is not required to do so, written arguments on why the Director's order should be upheld. Anything submitted to the Hearing Officer by either party to the appeal shall be served upon the other party at the same time and in the same manner as it is submitted to the Hearing Officer.
- (5) **Decision.** The Hearing Officer shall issue a decision upholding or overturning the Director's decision, including a summary of the issues and the evidence presented, and findings and conclusions, within ten calendar days of the conclusion of the hearing. A copy of the decision shall be served upon the property owner by certified mail. The decision shall be the City's final administrative determination. An aggrieved party may seek judicial review of the decision pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.
- (h) **Effect of Failure to Request or Appear at Hearing.** Unless and until any property owner issued a notice or order under this Chapter shall timely request a hearing as provided in this Section, the notice or order shall have the full force and effect of a final order to abate. The failure of any property owner issued a notice or order under this Chapter to appear at a hearing scheduled in accordance with the requirements of this Chapter and contest the validity of the notice of order shall preclude the owner from raising such issues in any subsequent proceeding.
- (i) **Presumption of Noncompliance with Order.** Notwithstanding any other provision of this Chapter, any person or entity served, in any manner permitted for service of process under the provisions of the Code of Civil Procedure, with a notice or order by the Director setting forth the nature of the violation of this Chapter, demanding correction of such violation, and specifying the time within which such violation must be corrected, shall be presumed, in subsequent civil proceedings, to have failed to comply with said notice or order at and after the time given in said notice or order for correction of such violation has expired without correction of said violation.
- (j) **Parallel Running of Notice Provisions.** The notices required by this Chapter, including but not limited to notice(s) of inspection, violation, hearing, and abatement, may run concurrently rather than sequentially in order to facilitate timely resolution and/or abatement of blight conditions.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.6. - ABATEMENT ACTIONS PERFORMED BY CITY.

- (a) **Supervision of Work.** Any abatement action performed by the City pursuant to this Chapter shall be accomplished under the supervision of the Director either:
 - (1) by City personnel; or
 - (2) by contract awarded by the Director or by the City Department with direct jurisdiction over the Code violations to be abated.
- (b) **Contract and Bid Procedures.** Any contract for work pursuant to this Chapter shall be contracted for and awarded pursuant to applicable Municipal Code procedures.
- (c) **Work Standard.** Whenever the City performs any abatement action pursuant to this Chapter, the City shall not be required to perform such abatement actions to the standard that the property, building or structure complies with all applicable provisions of this Code. The City shall perform such actions as are determined by the Director to be necessary to abate or remedy the nuisance caused by such property, building or structure. Such limited abatement action by the City does not relieve the property owner from any requirement to bring the property into compliance with any applicable provisions of this Code.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.7. - GENERAL PROVISIONS - INJUNCTIVE RELIEF, CIVIL PENALTIES, ATTORNEYS' FEES AND COSTS.

- (a) Any use of, maintenance of, or action taken with regard to any property that is contrary to the provisions of this Chapter or any condition of any permit required by this Chapter shall be, and is hereby declared to be, unlawful and a public nuisance. As an alternative to any other remedy, the City Attorney may apply to any court having jurisdiction for any

- relief as will abate or remove such nuisance and restrain any person, firm or corporation from using, maintaining or taking any action regarding any property contrary to the provisions of this Chapter.
- (b) This Chapter may be enforced by an injunction issued by any court having jurisdiction upon any suit by the City or by the owner or occupant of any property affected by any such violation or threatened violation or by any neighbor of any property affected by any such violation or threatened violation.
- (c) In any court action to enforce this Chapter by the City Attorney, unless the specific code provision violated otherwise provides for civil penalties in another amount, the City shall be entitled to recover civil penalties in the amount specified by this Section:
- (1) Up to \$100 per day for each day of violation following issuance of Notice of Violation to the Owner, for the period beginning 15 days following issuance of said Notice until 90 days following issuance of such Notice;
 - (2) From \$100 per day to \$500 per day for each day following issuance of Notice of Violation to the Owner, for the period beginning 91 days following issuance of said Notice until 120 days following issuance of such Notice;
 - (3) From \$500 per day to \$1,000 per day for each day following issuance of Notice of Violation to the Owner, for the period beginning 121 days following issuance of such Notice;
- (d) In deciding the amount of civil penalty to be imposed, the Court shall consider the following factors:
- (1) Whether the responsible party was properly identified;
 - (2) The nature and seriousness of the violation;
 - (3) The duration of the violation;
 - (4) The number of violations;
 - (5) The willfulness of the responsible party's misconduct;
 - (6) Efforts made by the responsible party to correct the violation;
 - (7) The impact of the violation upon the community;
 - (8) Any instance in which the responsible party has been in violation of the same or similar laws at the same or other locations in the City and County of San Francisco;
 - (9) The responsible party's good faith efforts to comply;
 - (10) Whether the violation is easy to correct;
 - (11) The assets, liabilities and net worth of the responsible party; and,
 - (12) Such other factors as the Court may consider relevant to whether the responsible party is likely to commit similar violations in the future.
- (e) In any action under this section in which the City succeeds in obtaining any order from the Court enforcing this Chapter, the City shall be entitled to recover from defendant its costs of investigation, enforcement, and litigation, including but not limited to attorneys' fees and expert witness fees. This provision is designed to support and encourage actions to abate blighted conditions in the City and therefore is not a prevailing party attorneys' fee provision and in no way allows recovery by any defendant of his or her costs or attorneys' fees against the City.
- (f) Upon entry of a second or subsequent civil or criminal judgment within a two-year period that finds that the owner of property is responsible for a condition that may be abated in accordance with this Chapter, the court may order the owner to pay trebled costs of the abatement.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.8. - COST RECOVERY.

- (a) **Blight Abatement Fund.** The City shall maintain a special revolving fund designated as the "Blight Abatement Fund." The Blight Abatement Fund is established as a Category 8 special fund within the meaning of Administrative Code Article XII, Section 10.100-1, meaning that funds may be appropriated, interest shall not accumulate and that any fund balance shall carry forward year to year. Payments shall be made out of said fund upon the demand of the Director. The Blight Abatement Fund shall be used exclusively to defray costs and expenses incurred by the City in ascertaining violations, enforcing the provisions of this Chapter, and doing or causing to be done the necessary work of repair or other abatement work performed pursuant to this Chapter. This fund may also be used to defray the costs of the City performing any blight abatement where it is determined that requiring private abatement of a blighted condition by a property owner would impose an extreme financial burden on that property owner.
- All funds collected pursuant to this Chapter shall be paid to the Controller who shall credit the same to Blight Abatement Fund.
- (b) **Expenses - Accounting and Report Required.** The Director shall keep an itemized account of the expense incurred by the City for enforcement and abatement actions performed pursuant to the provisions of this Chapter. Upon the completion of any enforcement or abatement action, the Director shall prepare an invoice specifying the actions taken, the itemized and total cost of the actions, and any allowable inspection fees, a description of the property where the action was performed, and the names and addresses of the persons entitled to notice pursuant to Section 80.5(e). This invoice shall be served on such persons in accordance with the provisions of Section 80.5(f). Such invoices may be served upon the completion of each enforcement or abatement action or may be served upon the completion of all necessary enforcement and abatement actions.
- (c) **Payment Required.** This invoice shall be paid within 90 days of the date it is served or within the time and in the manner specified by the Controller or Bureau of Delinquent Revenue Collection. Such payment shall be made to the Controller.
- (d) **Failure to Pay.** If the responsible party fails to pay the invoice within thirty days of service, the Director may take such action to collect the fees as he or she deems appropriate, including (i) referral of the matter to the Bureau of Delinquent Revenue Collection under Article V, Section 10.39 of the Administrative Code, (ii) initiation of lien proceedings under

Article XX, Section 10.230 et seq. of the Administrative Code whereby the amount of the lien shall be payable in the same time and manner as outstanding ad valorem real property taxes due, consistent with Article XX, Section 10.236, and/or (II) requesting that the City Attorney pursue collection of the penalties imposed against the responsible party in a civil action. The City Attorney may request its attorneys' fees in any action that he or she pursues to collect the administrative penalties or to enforce collection of the penalties.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008; Ord. 82-09, File No. 090076, App. 5/20/2009)

SEC. 80.9. - JOINT OR COMMON OWNERSHIP.

Whenever property that is the subject of blight abatement pursuant to this Chapter is jointly owned, owned as common property or is otherwise subject to multiple ownership whether in fee or as an easement, the owners of the property shall be jointly and severally liable for the nuisance. The City may apportion each owner's liability in reasonable proportion to each individual's ownership interest in the subject property.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

SEC. 80.10. - SEVERABILITY.

In the event that a court or agency of competent jurisdiction holds that federal or state law, rule or regulation invalidates any clause, sentence, paragraph or section of this Chapter or the application thereof to any person or circumstances, it is the intent of the Board of Supervisors that the court or agency sever such clause, sentence, paragraph or section so that the remainder of this Chapter shall remain in effect.

(Added by Ord. 256-08, File No. 081118, App. 11/7/2008)

San Francisco, California, Public Works Code >> ARTICLE 23: - GRAFFITI REMOVAL >>ARTICLE 23: - GRAFFITI REMOVALSEC. 1300. - TITLE.SEC. 1301. - PURPOSE AND INTENT.SEC. 1302. - DEFINITIONS.SEC. 1303. - PROHIBITION.SEC. 1304. - VIOLATIONS.SEC. 1305. - REQUEST FOR HEARING; HEARING.SEC. 1306. - ABATEMENT BY DIRECTOR.SEC. 1307. - STAY OF PROCEEDINGS DURING CRIMINAL PROSECUTION.SEC. 1308. - LIMITATION OF LIABILITY.SEC. 1309. - SEVERABILITY.**SEC. 1300. - TITLE.**

This Article shall be known as the "Graffiti Removal and Abatement Ordinance."

(Added by Ord. 29-94, App. 1/14/94)

SEC. 1301. - PURPOSE AND INTENT.

The Board of Supervisors hereby finds and declares that:

- (a) Graffiti is detrimental to the health, safety and welfare of the community in that it promotes a perception in the community that the laws protecting public and private property can be disregarded with impunity. This perception fosters a sense of disrespect of the law that results in an increase in crime; degrades the community and leads to urban blight; is detrimental to property values, business opportunities and the enjoyment of life; is inconsistent with the City's property maintenance goals and aesthetic standards; and results in additional graffiti and in other properties becoming the target of graffiti unless it is quickly removed from public and private property.
- (b) Graffiti results in visual pollution and is hereby deemed a public nuisance. Graffiti must be abated as quickly as possible to avoid detrimental impacts on the City and County and its residents, and to prevent the further spread of graffiti.
- (c) Graffiti is increasingly used by gangs to frighten residents of neighborhoods. Therefore, gang graffiti, in particular, exacerbates the degradation of San Francisco's quality of life. In order to alleviate this fear caused by gang graffiti, and to assist the partnership between the City and County and the neighborhoods in their mutual efforts to make streets safe, gang graffiti must be abated as quickly as possible.
- (d) It is the purpose of this Article to provide a program for the removal of graffiti from walls, pavement, structures and other improvements on both public and private property.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1302. - DEFINITIONS.

- (a) City. "City" means the City and County of San Francisco.
- (b) Director. "Director" means the Director of the Department of Public Works or his or her designee.
- (c) Graffiti. "Graffiti" means any inscription, word, figure, marking or design that is affixed, marked, etched, scratched, drawn or painted on any building, structure, fixture or other improvement, whether permanent or temporary, including by way of example only and without limitation, signs, banners, billboards and fencing surrounding construction sites, whether public or private, without the consent of the owner of the property or the owner's authorized agent, and which is visible from the public right-of-way. "Graffiti" shall not include: (1) any sign or banner that is authorized by, and in compliance with, the applicable requirements of this Code, the San Francisco Planning Code or the San Francisco Building Code; or (2) any mural or other painting or marking on the property that is protected as a work of fine art under the California Art Preservation Act (California Civil Code Sections 987 et seq.) or as a work of visual art under the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.).
- (d) Owner. "Owner" shall mean the owner of record of the property as set forth in the most current records of the Tax Assessor, or the owner's authorized agent.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1303. - PROHIBITION.

It shall be unlawful for the owner of any real property within the City and County bearing graffiti to allow the graffiti to remain on the property in violation of this Article.

(Added by Ord. 28-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

I SEC. 1304. - VIOLATIONS.

- (a) **Notice of Violation.** Where the Director determines that any property contains graffiti in violation of Section 1303, the Director may issue a notice of violation to the property owner. At the time the notice of violation is issued, the Director shall take one or more photographs of the alleged graffiti, and shall make copies of the photographs available to the property owner upon request. The photographs shall be dated and retained as a part of the file for the violation. The notice shall give the owner thirty (30) calendar days from the date of the notice to either remove the graffiti or request a hearing on the notice of violation, and shall set forth the procedure for requesting the hearing. The notice shall also inform the owner that where the owner fails to either remove the graffiti or request a hearing within thirty (30) calendar days from the date of the notice, the Director may initiate proceedings in accordance with this Article to enter upon the owner's property and abate the graffiti at the owner's expense. The notice shall further inform the owner that the minimum charge for removing graffiti is the greater of either \$500 or the actual cost to the City, (including overhead and administrative costs, as well as attorneys' fees where the Director has elected to seek recovery of attorneys' fees). The Director shall serve the notice of violation as follows:
1. One copy of the Notice shall be posted in a conspicuous place upon the building or property.
 2. One copy of the Notice shall be served upon each of the following:
 - A. The person, if known, in real or apparent charge and control of the premises or property involved;
 - B. The owner of record.
 3. The Director may also serve one copy of the notice upon any other parties with a recorded interest.
- Service required by paragraphs 2 and 3 may be made by personal service or by certified mail.
- (b) Where property defaced by graffiti is owned by a public entity other than the City and County, the Director shall cause removal of the graffiti only after securing the consent of an authorized representative of the public entity that has jurisdiction over the property. The Director shall use all reasonable efforts to minimize graffiti on City-owned property, but City-owned property shall not otherwise be subject to the requirements of this Article.

(Added by Ord. 28-94, App. 1/14/94; amended by Ord. 211-99, File No. 990623, App. 7/30/99; Ord. 263-04, File No. 041150, App. 11/4/2004)

I SEC. 1305. - REQUEST FOR HEARING; HEARING.

- (a) **Request for Hearing.** A property owner may request a hearing in order to contest the notice of violation issued in accordance with Section 1304 by filing with the Director within thirty (30) calendar days from the date of the notice of violation, a request for hearing that specifies in detail the basis for contesting the notice of violation.
- (b) **Notice of Hearing.** Whenever a hearing is requested pursuant to this Section, the Director shall, within seven (7) calendar days of receipt of the request, notify the property owner of the date, time, and place of the administrative review hearing by certified mail. Such hearing shall be held no later than forty-five (45) calendar days after the Director receives the request, unless time is extended by mutual agreement of the affected parties.
- (c) **Submittals for the Hearing.** At least five (5) City business days prior to the hearing, the property owner and the City shall submit to the hearing officer and exchange with one another, written information including, but not limited to, the following: a statement of the issues to be determined by the hearing officer, a statement of the evidence to be offered at the hearing and the identity of any witnesses to appear at the hearing.
- (d) **Hearing Procedure.** The hearing shall be conducted by a neutral hearing officer from a City office or department outside the Department of Public Works, appointed by the Director of Administrative Services. The burden of proof to establish that the property contains graffiti shall be on the City. The owner shall be entitled to present evidence and demonstrate that his or her property does not contain graffiti. The property owner shall also be entitled to present evidence and demonstrate that his or her property is burdened with a disproportionate share of graffiti vandalism, based on factors such as the frequency or extent of the graffiti, such that requiring the owner to remove the graffiti would result in an unfair hardship. All testimony shall be under oath, and witnesses may be cross-examined. The hearing officer shall ensure that a record of the proceedings is maintained. The determination of the hearing officer after the hearing shall be final and not appealable.
- (e) **Decision.** The hearing officer shall issue a decision including a summary of the issues and the evidence presented, and findings and conclusions, within ten (10) calendar days of the conclusion of the hearing. A copy of the decision shall be served upon the property owner by certified mail. The decision shall be the City's final administrative determination. An aggrieved party may seek judicial review of the decision pursuant to California Code of Civil Procedure Sections 1094.5 and 1094.6.

(Formerly part of Sec. 1306; added by Ord. 28-94, App. 1/14/94; amended and renumbered by Ord. 263-04, File No. 041150, App. 11/4/2004)
(Former Sec. 1305 added by Ord. 28-94, App. 1/14/94; amended by Ord. 211-99, File No. 990623, App. 7/30/99; repealed by Ord. 263-04)

I SEC. 1306. - ABATEMENT BY DIRECTOR.

- (a) Following the hearing if the City sustains its burden of proof, or if the property owner does not request a hearing and fails to remove the graffiti within thirty (30) calendar days from the date of the notice of violation, the Director may immediately order that the graffiti be abated. Unless the Director has obtained written consent from the property owner to enter the property and remove the graffiti, before initiating abatement the Director shall obtain a court order authorizing the Department of Public Works to enter upon the property and remove the graffiti and give written notice of the abatement (Abatement Order) served in accordance with Section 1304(a). The Director may not order a graffiti abatement action that may violate the California Art Preservation Act (California Civil Code Sections 987 et seq.) or the Federal Visual Artists Rights Act of 1990 (17 U.S.C. §§ 101 et seq.) without first consulting with the City Attorney.

- (b) Alternatively, the Director may provide paint for graffiti removal to a property owner at no charge. In return, the property owner shall agree in writing to paint over the graffiti giving rise to the violation within 10 City business days from receiving the paint. A property owner's failure to paint over the graffiti within that time shall be ground for the Director to issue a new notice of violation under Section 1304.
- (c) If the hearing officer determines that a hardship exists, the Director is authorized to remove the graffiti at no cost to the property owner, provided that the owner releases the City from liability by providing the Director with a signed waiver of liability. The Director may develop forms for this purpose.
- (d) The following procedures shall apply to actions by the Director to abate and recover costs for abatement of graffiti on private property:
- (1) **Abatement Action.** After obtaining a court order, the Director shall implement the Abatement Order. The Director may enter upon the property and cause the removal, painting over or other eradication of the graffiti as the Director deems appropriate. The Director shall not authorize or undertake to provide for the painting or repair of any more extensive area than that where the graffiti is located, except where the Director determines in a written notice to the owner that a more extensive area is required to be repainted or repaired in order to avoid an aesthetic disfigurement to the neighborhood or community. Where the Director removes graffiti in accordance with the requirements of this Article, the owner shall pay the greater of either \$500 or the actual cost (including overhead and administrative costs, as well as attorneys' fees where the Director has elected to seek recovery of attorneys' fees) of removing the graffiti. The Director shall provide an accounting to the owner of the costs of the abatement action (Abatement Accounting) on a full cost recovery basis not later than 10 days from the date the abatement action is completed. The Abatement Accounting shall include all administrative costs incurred by the City in abating graffiti on the property. The total amount set forth in the Abatement Accounting shall be due and payable by the owner within 30 days from the date of mailing of the Abatement Accounting.
 - (2) **Recovery of Attorneys' Fees.** At the time the abatement action is filed, the Director may elect to seek recovery of attorneys' incurred in a graffiti abatement action under this Article. In a case where the Director makes this election, the prevailing party shall be entitled to recover attorneys' fees. In no event shall the award of attorneys' fees to a prevailing party exceed the amount of reasonable attorneys' fees incurred by the City in the action.
 - (3) **Lien.** If all or any portion of the amount set forth in the Abatement Accounting remains unpaid after 30 days of the mailing of the Abatement Accounting, such portion shall constitute a proposed lien on the property which was the subject matter of the Abatement Action. Except as otherwise specified in this subparagraph, such liens shall be imposed in accordance with Chapter 10, Article XX of the Administrative Code. Property owners seeking to challenge the amount of the Abatement Accounting may do so at the hearing authorized under Chapter 10, Article XX of the Administrative Code.
 - (A) In addition to the requirements imposed under Section 10.232 of the San Francisco Administrative Code, the notice to the property owner of the hearing on the proposed lien shall be served in the same manner as a summons in a civil action in accordance with Article 3 (commencing with Section 415.10) of Chapter 4 of Title 5 of Part 2 of the California Code of Civil Procedure. Where, after diligent search, the owner of record cannot be found, the notice may be served by posting a copy in a conspicuous place upon the property for a period of ten (10) days and publication thereof in a newspaper of general circulation.
 - (B) Any lien authorized by this Section shall specify the amount of the lien, the name of the department initiating the abatement proceeding, the date of the abatement order, the street address, legal description and assessor's parcel number of the parcel on which the lien is imposed, and the name and address of the recorded owner of the parcel.
 - (C) Where a lien authorized by this Section is discharged, released or satisfied, either through payment or foreclosure, the Tax Collector shall record a notice of the discharge containing the information specified in subparagraph (B). Any such notice of discharge shall be subject to the Release of Lien Fee imposed pursuant to Section 10.237 of the San Francisco Administrative Code.
 - (4) **Special Assessment.** Notwithstanding anything to the contrary in Article XX of Chapter 10, pursuant to Section 38773.5 of the California Government Code, the Board of Supervisors may order that the amount of the lien be specially assessed against the parcel. Upon such an order, the entire unpaid balance of the costs, including any penalty and interest payments on the unpaid balance to the date that the Director reports to the Board shall be included in the special assessment lien against the property. The Director shall report charges against delinquent accounts to the Board of Supervisors at least once each year. At the time the special assessment is imposed, the Director shall give notice to the property owner by certified mail, and shall inform the property owner that the property may be sold by the Tax Collector for unpaid delinquent assessments after three years. The assessment may be collected at the same time and in the same manner as ordinary municipal taxes are collected, and shall be subject to the same penalties and procedure and sale in case of delinquency as provided for ordinary municipal taxes. All tax laws applicable to the levy, collection and enforcement of ordinary municipal taxes shall be applicable to the special assessment. However, if any real property to which a cost of abatement relates has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrancer for value has been created and attaches thereon, prior to the date on which the first installment of taxes would become delinquent, then the cost of abatement shall not result in a lien against the real property but instead shall be transferred to the unsecured roll for collection.

(Added by Ord. 29-94, App. 1/14/94; partially renumbered as Sec. 1305 and amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1307. - STAY OF PROCEEDINGS DURING CRIMINAL PROSECUTION.

In any case in which a criminal prosecution is pending or is about to be instituted for violation of Penal Code Sections 694 and 640.6, or of any other law that authorizes a court to sentence a criminal defendant to remove graffiti placed on property by that defendant, the Director may suspend abatement actions under this Article. In such a case, the abatement

action shall be suspended only in connection with any property upon which the defendant is charged with placing graffiti, and only until such time as the defendant is sentenced or the case is otherwise closed. This provision shall not prohibit a property owner from removing graffiti from his or her own property during such time as the criminal proceeding is pending.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1308. - LIMITATION OF LIABILITY.

By adopting this Graffiti Abatement and Removal Ordinance, the City is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

(Added by Ord. 29-94, App. 1/14/94; amended by Ord. 263-04, File No. 041150, App. 11/4/2004)

SEC. 1309. - SEVERABILITY.

If any provision, subdivision, section, paragraph, phrase or clause of this Article or the application thereof is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Article. The remainder of this Article shall remain effective and enforceable to the fullest extent allowed by law. All clauses and provisions of this Article are hereby declared to be severable.

(Added by Ord. 29-94, App. 1/14/94)

Union Notification(s)

◆ **Local 21**

◆ **Local 261**

◆ **Local 1176**

Dang, Leorah

From: Ellenburg, Rochelle <Rochelle.Ellenburg@sfdpw.org>
Sent: Friday, September 13, 2013 4:54 PM
To: DHR-PSCCoordinator, DHR
Cc: Camillo, Stacey; Kim, Sung; Carlos, Carina; LiUNA.local261@gmail.com; jose@dc16.us; glouie@ifpte21.org
Subject: Graffiti Abatement Service (Dept# 90)
Attachments: PCS 4016-1011 Mod 1 Graffiti Abatement 9-13-13.pdf; PSC# 4016-1011 Mod 1 Graffiti Abatement 9-13-13 .docx; PSC 4016-1011 Graffiti Abatement.pdf

Good afternoon,

Attached are documents related to Modification # 1 to PSC# 4016-10/11 for Graffiti Abatement Service.

The attached documents are as follows:

1. PDF of PSC modification request #1 dated 9/13/13;
2. Word version of PSC modification request #1 dated 9/13/13;
3. PDF of PSC #4016-10/11 dated 7/06/2010.

Local 21, Local 261 & 1176 are copied on this email. However, it is our understanding that PSC modifications do not follow the 30-day advance union notification requirement. Please kindly confirm if this submission is on track for the October 21st CSC meeting.

Thank you,



Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org

Dang, Leorah

From: Ellenburg, Rochelle <Rochelle.Ellenburg@sfdpw.org>
Sent: Thursday, September 19, 2013 1:21 PM
To: DHR-PSCCoordinator, DHR
Cc: Camillo, Stacey; Kim, Sung; Carlos, Carina; LiUNA.local261@gmail.com; jose@dc16.us; glouie@ifpte21.org
Subject: Graffiti Abatement Service (Dept# 90)
Attachments: PSC 4016-1011 Mod 1 Graffiti Abatement Revised 9-19-13.pdf; PSC# 4016-1011 Mod 1 Graffiti Abatement Revised 9-19-13 .docx; Public Works Code -Article 23 Graffiti Ordinance.pdf; PSC 4016-10100 Notice of Action.pdf; PSC 4016-1011 Graffiti Abatement.pdf; Public Works Code -Article 23 Graffiti Ordinance.pdf

Good afternoon,

Attached are documents related to Modification # 1 to PSC# 4016-10/11 for Graffiti Abatement Service.

The attached documents are as follows:

1. PDF of PSC modification request #1 dated 9/13/13 with revisions;
Note: revisions were made to include PSC # 4016-10/11 in 1(C) and to describe Article 23 of the Public Works Code in 5(C)
2. Word version of PSC modification request #1 dated 9/13/13 with revisions;
3. Public Works Code, Article 23 on Graffiti Removal;
4. Notice of Action for PSC 4016-10/11 dated August 4, 2010; and
5. PDF of PSC #4016-10/11 dated 7/06/2010.

Local 21, Local 261 & 1176 are copied on this email. However, it is our understanding that PSC modifications do not follow the 30-day advance union notification requirement. Please kindly confirm if this submission is on track for the October 7th CSC meeting.

Thank you,



Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org

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**Prior Notice of Civil Service Commission Action – Original – Current
Copy of PSC Form 1– Original – Current**

PSC #4016-10/11

4016-10/11
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

August 4, 2010

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
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 4016-10/11 THROUGH 4022-10/11.

At its meeting of August 2, 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 adopt the report; Approve request for proposed personal 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: Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Thomas DiSanto, City Planning
- Naomi Kelly, Office of Contract Administration
- Joan Lubamersky, General Services Agency
- Pauline Marx, Treasurer/Tax Collector
- Jonathan Nelly, Department of Human Resources
- Ben Rosenfield, Controller
- Commission File
- Chron

POSTING FOR
8/2/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4016-10/11	90	Public Works	Regular	\$400,000	Contractor shall fully provide multi-surface graffiti abatement services, on private property within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting and the application of environmentally safe, chemical removers and cleaning agents. The department anticipates awarding 4 as-needed contracts, each not to exceed \$100,000.	8/31/2013
4017-10/11	22	Environment	Regular	\$75,000	GreenFinanceSF is a City sponsored Clean Energy Loan Program ("PACE" program) which will property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The City will facilitate the project funding for each project through proceeds derived from sale of special tax bonds or other borrowings secured by a special tax levy on participating landowners' property tax bill.	12/31/2018
4018-10/11	29	City Planning	Regular	\$1,500,000	The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and recordation, contributions to disclosure documents, annual special tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	7/31/2013
4019-10/11	22	Environment	Regular	\$100,000	The San Francisco Planning Department (the "Department") has determined the need to select a pool of pre-qualified environmental, transportation, historic resources, and archeology review consultants through a request-for-qualifications ("RFQ") process to use on an as-needed basis for detailed environmental, transportation impact analysis, historic resources evaluation, and archeological research on various private and public projects. Such projects include, but are not limited to: environmental review of the Japantown Better Neighborhood Plan, Sofia Basin Shoreline Community Planning Process, and the Fourth and King Street Railyards Study.	
					Private development proposals will be required to use this as-needed pool to conduct independent environmental analysis, maintain better quality control, and follow the model used in most other jurisdictions.	
					The Department has determined that the most effective way to provide these specialized studies is to solicit consultants to create as large a pool as possible of pre-qualified firms with the knowledge and expertise in environmental and/or transportation impact analysis, historic resource and archeology review which would follow the best practice of other California counties. Inclusion in the pre-qualified pool will be mandatory for any consultant to either 1) enter into an independent contract with a private developer for environmental or transportation impact studies, historic resource and archeology review which must be reviewed and finalized by Department staff; or 2) enter into contracts with the City and County of San Francisco on an as-needed basis for the completion of specialized studies.	
4019-10/11	22	Environment	Regular	\$100,000	Vendor will design and develop a web-based platform to allow multiple agencies to jointly manage and share recycling/reuse/disposal information with residents and businesses through the Bay Area.	01/01/2014

8158

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/06/2010

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: Graffiti Abatement Service

FUNDING SOURCE: 1G AGF AAA General Fund

PSC AMOUNT: \$400,000.00 PSC DURATION: 08/20/2010 through 08/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall fully provide multi-surface graffiti abatement services, on private property, within the city limits of San Francisco. This multi-surface graffiti removal process will include scraping, priming, power washing, color matching and painting and the application of environmentally safe chemical removers and cleaning agents. The department anticipates awarding 4 as-needed contracts, each not to exceed \$100,000.

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

San Francisco Administrative Code, Chapter 80, the Community Preservation and Blight Reduction Act (CPBRA), and San Francisco Public Works Code, Article 23 the Graffiti Removal and Abatement Ordinance (GRAO), requires that private property owners receiving a Notice of Violation from the Department of Public Works (DPW), for graffiti vandalism on their property, must abate the graffiti within a set period of time. If the private property owner fails to abate the graffiti, the Director may initiate proceedings in accordance with Section 80.4 to enter upon the owner's property and abate the violation at the owner's expense. Denial of the proposed services would permit private property owners to violate the CPBRA and GRAO and evade the purpose and intent of CPBRA and GRAO (see Section 80.2 of the CPBRA and Section 1301 of the GRAO; attachments).

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 by private contractors, under Graffiti Removal Services, directed by the DPW Bureau of Street Environmental Services.

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

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Local 21 and Local 261 & 1176.

***** FOR DEPARTMENT OF HUMAN RESOURCES USE ***** PSC# 4016-10/11 STAFF ANALYSIS/RECOMMENDATION: gjo 7/12/2010

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors are required to have 5 years of Graffiti Removal services. Contractor shall be fully responsible for ensuring that qualified workers perform the work and conduct inspections to ensure that work was performed according to the highest quality standards.

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

Civil Service Classifications 7514 General Laborers and 7346 Painters may perform aspects of this work but the work is performed on private property when City staff is normally attending to work located in the public domain.

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

Yes. The contractor must provide all materials and equipment required for this graffiti abatement service.

I. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This graffiti abatement work is performed on an as-needed basis and requires immediate responses pursuant to Administrative Code Section 80.4 (d) requirements. City staff is already committed to other projects and these services will supplement staffs' inability to perform this private property work due to the immediate peak demands of the abatement work. Administrative Code Section 80.6 allows these services to be contracted out by DPW.

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

No. Civil Service Classifications exist but this graffiti abatement work is performed on private property on an as-needed and immediate basis when staff are assigned to other projects.

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 checked="" type="checkbox"/>	<input 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? Administrative Code Section 80.6 allows these services to be contracted out by DPW

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

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

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

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

Transmission Report

Date/Time
Local ID 1
Local ID 2

07-07-2010
415 554 6232

12:57:33 p.m.

Transmit Header Text
Local Name 1
Local Name 2

DPW

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

City and County of San Francisco



Garvin Newsom, Mayor
Edward D. Reifel, Director



(415) 554-6229
FAX (415) 554-6232
<http://www.sfdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
876 Stevenson Street, Room 420
San Francisco, CA 94102-0803
Gordon Choy, Division Manager

FAX

Date July 7, 2010
Number of pages including cover sheet 15
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				
<p>Please see the attached PSC form and supporting documents.</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. An RFP for the project will not be issued.</p> <p>The Contract Manager is Phil Galli, and he may be reached at (415) 695-2036 for any additional questions.</p>				

Total Pages Scanned : 15

Total Pages Confirmed : 15

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
09*	091	415 864 2166	12:48:59 p.m. 07-07-2010	00:07:53	15/15	1	EC	HS	CP28800

Abbreviations:

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

Transmission Report

Date/Time 07-07-2010
 Local ID 1 415 554 6232
 Local ID 2

01:06:01 p.m.

Transmit Header Text
 Local Name 1 DPW
 Local Name 2

This document : Confirmed
 (reduced sample and details below)
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City and County of San Francisco



Gravin Newsom, Mayor
 Edward D. Relekin, Director



(415) 554-6229
 FAX (415) 664-6232
<http://www.sfdpw.com>
 Department of Public Works
 Contract Administration Division
 Financial Management and Administration
 875 Stevenson Street, Room 420
 San Francisco, CA 94103-6803
 Gordon Choy, Division Manager

FAX

Date July 7, 2010
 Number of pages including cover sheet 15
 To: _____
Geocar De La Torre
Manager
Local 261
 Phone (415) 826-4580
 Fax Phone (415) 826-1948
 CC: _____

From: _____
Gordon Choy
Division Manager
 Phone (415) 554-6230
 Fax Phone (415) 664-6232

REMARKS				
	Urgent	For your review	Reply ASAP	Please comment
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Please see the attached PSC form and supporting documents. In compliance with Local 261'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 for the project will not be issued. The Contract Manager is Phil Gall, and he may be reached at (415) 696-2036 for any additional questions.				

Total Pages Scanned : 15

Total Pages Confirmed : 15

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	092	415-826-1948	12:49:45 p.m. 07-07-2010	00:07:50	15/15	1	EC	HS	CP28800

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

Transmission Report

Date/Time
Local ID 1
Local ID 2

07-07-2010
415 554 6232

01:20:03 p.m.

Transmit Header Text
Local Name 1
Local Name 2

DPW

This document : Confirmed
(reduced sample and details below)
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City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



(415) 654-6229
FAX (415) 654-6232
<http://www.sfdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-8903
Gordon Choy, Division Manager

FAX

Date July 7, 2010
Number of pages including cover sheet 15
To:
Jose Santana
Business Representative
Local 1176
Phone (510) 632-7456
Fax Phone (510) 632-7459
CC: _____

From:
Gordon Choy
Division Manager
Phone (415) 654-6230
Fax Phone (415) 654-6232

REMARKS:				
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP
Please comment				
Please see the attached PSC form and supporting documents.				
In compliance with Local 1176'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 for the project will not be issued.				
The Contract Manager is Phil Gaffi, and he may be reached at (415) 696-2036 for any additional questions.				

Total Pages Scanned : 15

Total Pages Confirmed : 15

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	093	(510)632-7459	12:50:27 p.m. 07-07-2010	00:13:34	15/15	1	EC	HS	CP14400

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

GB: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/9/2013

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4039-11/12)

TYPE OF SERVICE: Engineering services for the SFGH Non-Structural Seismic Retrofit

FUNDING SOURCE: California Emergency Management Agency / FEMA

Table with 4 columns: Amount, PSC Duration, PSC Mod #1 Duration, PSC Mod #2 Duration, Total PSC Duration. Rows include Original Amount (\$150,000), Modification #1 Amount (\$70,000), Modification #2 Amount (\$230,000), and Total Amount (\$450,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category 4 and other seismic requirements.

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

The service is necessary to comply with the OSHPD requirements and deadlines. This work must be completed and approved by OSHPD before the San Francisco General Hospital Rebuild project is operational. Denial of the contract will delay the completion of the SFGH Rebuild project and hence not meet Senate Bill 1953 Seismic Retrofit Program deadlines.

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 modification to PSC# 4039-11/12, approved by the Civil Service Commission on 10/03/2011..

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):

Form for Union Notification with fields for Union Name, Signature of person mailing/faxing form, and Date. Includes handwritten entry for Local 21 and signature of Corina Carlos dated 7/11/13.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved MW 9/20/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

EOR shall have at least 3 years experience in similar bracing and anchoring work, and should have successfully completed at least 3 OSHPD projects of similar size and scope. The work requires expert knowledge in OSHPD requirements and procedures: to provide OSHPD approved details calculations and specifications, to develop a Testing, Inspection and Observation Program acceptable to the City/OSHPD, to prepare submittals to OSHPD, to provide OSHPD Verified Reports as EOR, to provide Post Approval Documents, to perform construction observation and administration as EOR, to provide related field support, and to provide final Letter of Seismic Bracing Conformance. A consultant possessing these skills was hired through a publicly advertised competitive Request for Qualifications and has been providing specialized engineering services.

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

Structural Engineer 5218 normally performs general structural engineering work. This particular work requires extensive OSHPD expertise and skills. At the time this PSC was approved, permanent civil service employees did not possess the specialized expertise in hospital facilities. Newly hired staff in the above listed civil service class are now providing related peer review services for this project and have assumed responsibilities for other engineering projects at SFGH, such as the related campus wide NPC2 seismic enhancement project. It is beneficial to the City for the same Structural Engineer to complete their work and retain responsibility for their 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:

Structural Engineer 5218 normally performs general structural engineering work. At the time this PSC was approved, permanent civil service employees did not possess the specialized expertise required. New civil service hires possessing this expertise have been hired and are involved in this project and related projects.

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

No. Civil Service classification 5218 performs this work. At the time this PSC was approved, permanent civil service employees did not possess the specialized expertise required. New civil service hires possessing this expertise have been hired and are involved in this project and related projects. It is beneficial to the City for the same Structural Engineer to complete their work and retain responsibility for their work.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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


CalEMA Grant with matching funds from the City and County of San Francisco (Board of Supervisors Resolution No. 229-11)

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?

Consultant is under contract with the Department and will provide additional required services for performing the work.

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



Signature of Departmental Personal Services Contract Coordinator

Sung Kim (415) 554-6417

Print or Type Name Telephone Number

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

Address

Additional Attachment(s)

◇ **Section 5. Additional Information**

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

- **Cal EMA, March 7, 2011**
- **Board of Supervisor
Resolution No.: 229-11**

EDMUND G. BROWN JR.
GOVERNOR



Cal EMA
CALIFORNIA EMERGENCY
MANAGEMENT AGENCY

MIKE DAYTON
ACTING SECRETARY

March 7, 2011

Micha M. Hoy
Executive Project Manager
San Francisco, City & County
1002 Potrero Street
San Francisco, CA 94110

Subject: **Notification of Application Approval**
FY08 Legislative Pre-Disaster Mitigation Program
Grant #2008-0001, Project #PJ03, FIPS #075-00000, Supplement #0

Dear Ms. Hoy:

The California Emergency Management Agency (Cal EMA) received notification that the Federal Emergency Management Agency (FEMA) has fully approved your organization's subgrant application in the amount of \$999,999.00. A copy of the FEMA award package is enclosed for your records.

In order to receive payment, all subgrantees must have a current, valid Governing Body Resolution and updated Grant Assurances form on file with our office. Payments will be made on a reimbursement basis using the Hazard Mitigation Reimbursement Form (enclosed). A ten percent (10%) retention will be withheld from all reimbursement payments and will be released as part of the subgrant closeout process.

Reimbursements can be made for only items listed on the approved subgrant application; expenditures for any other work should be separately maintained and are the sole responsibility of the subgrantee. Any funds received in excess of current needs or approved amounts, or those found owed as a result of a final inspection or audit must be refunded to the State within 30 days of receipt of an invoice from Cal EMA.

Please read all enclosed documents prior to initiating the approved project. For further assistance please contact the Hazard Mitigation Section at (916) 845-8150.

Hazard Mitigation Section

Enclosures

c: Applicant's File

3650 SCHRIEVER AVENUE • MATHER, CA 95655
HAZARD MITIGATION GRANTS
(916) 845-8150 • (916) 845-8386

FEMA Signed Award Package EMF-2008-PD-0001

3

2008:0001

The award package you selected is provided below. Subgrant applications included in the package are also provided below. To view the award package, click the [View Award Package](#) link below.

Grant Application Year:	2008	Award Amount:	\$
Grant Application Title:	LPDM08 California Grant Application	Date Awarded:	02-15-2011
		Date Obligated:	02-16-2011
Grant Application Number:	LPDM-09-CA-2008	Subgrant applications awarded:	1

[Print Award Package](#)

- [View Award Package \(Part 1 of 3\)](#)
- [View Award Package \(Part 2 of 3\)](#)
- [View Award Package \(Part 3 of 3\)](#)

Displaying 1-1 of 1

Show 5

PJ03

Application Number	Subgrant Applicant	Non-Federal Share	Federal Share
LPDM-PJ-09-CA-2008-003	City and County of San Francisco 075-00000	\$ 333,334.00	\$ 999,999.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Go Back](#) [View More FEMA Signed Packages](#)

Award Letter

U.S. Department of Homeland Security
FEMA Region IX
1111 Broadway
Suite 1200
Oakland, CA 94607



FEMA

Christina Curry
Deputy Director, Governors Office of Emergency Services
3650 Schriever Avenue

Mather, CA 95655-0000

Dear Christina Curry:

Enclosed is an executed copy of FEMA Form 76-10A reflecting the award to your FY 2008 LPDM Grant (LPDM-09-CA-2008). Your SMARTLINK Grant Payment Account will be adjusted accordingly.

By accepting this award you assume certain administrative and financial responsibilities including the timely submission of all financial and programmatic reports, resolution of all interim audit findings and the maintenance of a minimum level of cash on hand. Should you not adhere to these responsibilities, you will be in violation of the terms of this award.

If you have any questions regarding this matter, please call Joan Flack at 510-627-7023.

Sincerely,

Melissa A. Pulver
Assistance Officer

www.fema.gov

L-PDM Agreement Articles

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

Legislative Pre-Disaster Mitigation Grant Agreement Articles

CFDA# 97.047

GRANTEE: Governors Office of Emergency Services

AGREEMENT NUMBER: EMF-2008-PD-0001 AMENDMENT NUMBER: 3

DESIGNATED AGENCY: Governors Office of Emergency Services

PERFORMANCE PERIOD: 15-FEB-11 - 14-FEB-14

GENERAL INFORMATION:

The Legislative Pre-Disaster Mitigation (L-PDM) grant program provides funding for cost-effective hazard mitigation activities that complement comprehensive mitigation program, reduce injuries, loss of life, and damage and destruction of property. Projects funded through LPDM must be located physically in a participating NFIP community that is not on probation or suspended (if the community has been mapped through the NFIP).

ARTICLE I - FEMA AUTHORITY

The United States of America through the Federal Emergency Management Agency (FEMA) which is now incorporated into the Department of Homeland Security, (hereinafter referred to as "the Grantor") agrees to grant to the state/Indian tribe/territory government, through its designated agency named above (hereinafter referred to as "the Grantee") funds in the amount specified on the obligating document, to support the Pre-Disaster Mitigation Grant Program, authorized under the &203 Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. & 5121-5206 (Stafford Act), and activated under this Grant Award.

The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

ARTICLE II - PROJECT DESCRIPTION

The Grantee shall perform the work described in the application package and made a part of these Grant Agreement Articles.

ARTICLE III - PERIOD OF PERFORMANCE

The initial performance period for the Grantee shall be equal to the longest performance period of the Sub-grantee awards. The period of performance shall be through 14-FEB-14. All costs must be incurred during the period of performance unless pre-award costs are approved.

ARTICLE IV - AMOUNT AWARDED

This Grant is for the administration and completion of an approved Legislative Pre-Disaster Mitigation grant award for fiscal year 2008. Grant Agreement funds shall not be used for other purposes. If costs exceed the maximum amount of FEMA funding approved, the Grantee shall pay the costs in excess of the approved budget.

The approved budget for this award by category is:

Line Item	Federal	Non-Federal	Total
Personnel	\$0.00	\$0.00	\$0.00
Fringe Benefit	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00

Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual	\$999,999.00	\$333,334.00	\$1,333,333.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
TOTAL DIRECT	\$999,999.00	\$333,334.00	\$1,333,333.00
TOTAL BUDGET	\$999,999.00	\$333,334.00	\$1,333,333.00

The Grantee shall follow Emergency Management and Assistance Regulations found in Title 44 Code of Federal Regulations (CFR) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Office of Management and Budget Circulars A-102 and A-87, and program guidance to implement this Grant Award.

ARTICLE V - COST SHARE

The cost-share requirement for this award is 75% Federal and 25% non-Federal. Small, impoverished communities may receive a Federal cost share of up to 90% of the total cost to implement eligible L-PDM activities.

a. The approved budget for state and/or non-small, impoverished communities: Federal funds of \$999,999.00 (75.0%) and non-Federal funds of \$333,334.00 (25.0%) for a total approved amount of \$1,333,333.00.

b. The following small, impoverished communities have been approved for cost share less than the required 25% non-Federal:

Subgrantee	Federal funds	%	Non-Federal funds	%	Total approved amount:
Total	\$0.00	0.00%	\$0.00	0.00%	\$0.00

c. The total approved budget of Federal funds is \$999,999.00 and non-Federal funds are \$333,334.00 for a total approved amount of \$1,333,333.00, which includes the combination of a. and b. above.

ARTICLE VI - FEMA OFFICIALS

FEMA officials are as follows:

The Project Officer shall be an official at the FEMA Regional Office who will be responsible for the program and technical monitoring of the work and technical performance of the activities described in the application.

The Project Officer is: Joan Flack

The Assistance Officer is the FEMA official who has full authority to negotiate, administer and execute all business matters of the Grant Award.

The Assistance Officer is: Melissa A. Pulver

ARTICLE VII - TERMS AND CONDITIONS

The specific terms and conditions of this agreement are as follows:

1 [Accept and Expend Grant - Non-Structural Seismic Retrofit - \$999,999]
2

3 **Resolution authorizing the Department of Public Health and San Francisco General**
4 **Hospital to retroactively accept and expend a federal pass-through state grant in the**
5 **amount of \$999,999 from the California Emergency Management Agency (CalEMA), to**
6 **support San Francisco General Hospital's non-structural retrofit activities for the**
7 **period February 15, 2011, through February 14, 2014, and waiving indirect costs.**
8

9 WHEREAS, CalEMA was approved by the Federal Emergency Management Agency
10 (FEMA) for funding through the Legislative Pre-Disaster Mitigation nationwide grant, and
11 because SFGH/DPH was included as a partner in this grant, SFGH was notified of an award
12 in the amount of \$999,999.00 through CalEMA; and;

13 WHEREAS, The funding is to be used by SFGH to provide for the bracing of essential
14 mechanical equipment and piping, which will be included in the rebuild project for the new
15 hospital; and,

16 WHEREAS, The full project period of the grant starts on February 15, 2011 and ends
17 on February 14, 2014; and,

18 WHEREAS, The majority of this funding, \$992,166.00, will be used to fund contractual
19 services, including construction and consultant projects, selected through the City's bidding
20 process; and,

21 WHEREAS, The grant requires matching funds in the amount of \$333,334.00 from the
22 San Francisco Department of Public Health General Fund; and,

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WHEREAS, An ASO amendment is not required as the agreement funds no positions through DPH; and,

WHEREAS, SFGH received the award letter from CalEMA on March 7, 2011, with a project start date of February 15, 2011, requiring SFGH/DPH to request retroactive approval; and,

WHEREAS, CalEMA does not allow for indirect costs in order to maximize the use of grant funds on direct services, however, \$53,652 will be paid out of matching funds; now, therefore, be it

RESOLVED, That DPH is hereby authorized to accept and expend a grant retroactively in the amount of \$999,999.00 from CalEMA; and, be it

FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs; and, be it

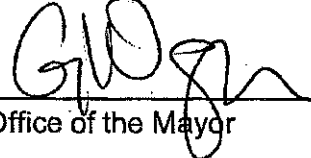
FURTHER RESOLVED, That DPH is hereby authorized to accept and expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1.

RECOMMENDED:



Barbara A. Garcia
Director of Health

APPROVED:



Office of the Mayor



Office of the Controller



City and County of San Francisco

Tails
Resolution

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

File Number: 110598

Date Passed: June 07, 2011

Resolution authorizing the Department of Public Health and San Francisco General Hospital to retroactively accept and expend a federal pass-through state grant in the amount of \$999,999 from the California Emergency Management Agency (CalEMA), to support San Francisco General Hospital's non-structural retrofit activities for the period February 15, 2011, through February 14, 2014, and waiving indirect costs.

May 23, 2011 City Operations and Neighborhood Services Committee - RECOMMENDED..

June 07, 2011 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Cohen, Elsbernd, Farrell, Mar, Mirkarimi
and Wiener

Absent: 1 - Kim

File No. 110598

I hereby certify that the foregoing
Resolution was ADOPTED on 6/7/2011 by
the Board of Supervisors of the City and
County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor Edwin Lee

6/13/11

Date Approved

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Union Notification(s)
◆ Local 21

Dang, Leorah

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Wednesday, September 11, 2013 4:19 PM
To: DHR-PSCCoordinator, DHR
Cc: Ging Louie (glouie@ifpte21.org); L21PSCReview@ifpte21.org; Wong, Tammy; Camillo, Stacey; Kim, Sung; Thompson, Marilyn; Dorian, Mark; Lui, Raymond
Subject: Engineering Services for the SFGH Non-Structural Seismic Retrofit (Dept #90)
Attachments: 4039-1112_DPW_AA_Mod1_09252012.pdf; PSC - Engineering Services for the SFGH Non-Structural Seismic Retrofit.pdf; PSC Summary (Mod) 2 - 9-10-13.PDF; PSC Summary (Mod) 2 - 9-10-13 Rev.docx

Good afternoon,

Attached are documents related to Modification #2 to PSC# 4039-11/12 for Engineering Services for the SFGH Non-Structural Seismic Retrofit:

1. PSC Modification #2 (in PDF format) dated 9/09/2013
2. PSC Modification #2 (in Word format) dated 9/09/2013
3. PSC Modification #1 (in PDF format) dated 6/19/2012
4. Original PSC# 4039-11/12 (in PDF format) dated 8/22/2011
5. Notice of Civil Service Commission Action dated 10/05/2011

It is our understanding that PSC modifications do not follow the 30-day advance union notification.

The contract manager is Marilyn Thompson, and she may be reached at (415) 557-4681 for any additional questions.

Best regards,



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

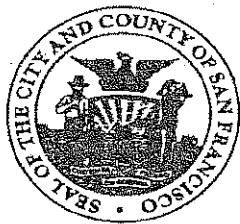
Please note DPW Contract Administration's [new address](#).

Prior Notice of Civil Service Commission Action – Original – Current
Copy of PSC Form 1– Original – Current

Prior Administrative Approval PSC – Mod1 – Current

PSC #4039-11/12

4039-11/12
original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

October 5, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4039-11/12.

At its meeting of October 3, 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 adopt the report; approve the request for 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
ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

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POSTING FOR

10/3/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4039-11/12	90	Public Works	Regular	\$150,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural utility bracing and equipment anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) and other seismic requirements. The work consists of bracing existing utilities in the basement service corridor and anchoring existing equipment on the first floor of the Plant Services Building. Additionally, the EOR shall perform the following functions including, but not limited to: Field surveys and assessments of existing conditions; Creation of as-builts; Develop the Testing, Inspection and Observation Program; Perform construction observation and administration as the Engineer of Record; Provide related field support and Provide final Letter of Seismic Bracing Confirmation.	11/1/2011 - 4/30/2014

Total Amount - Regular: \$150,000

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 22, 2011

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: Engineering services for the SFGH Non-Structural Seismic Retrofit

FUNDING SOURCE: California Emergency Management Agency / FEMA

PSC AMOUNT: \$150,000 PSC DURATION: 11/01/2011 - 4/30/2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR).
B. Explain why this service is necessary and the consequences of denial: The service is necessary to comply with the OSHPD requirements and deadlines.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has not been provided in the past.
D. Will the contract(s) be renewed: No

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

Local 21 Union Name Corina Carlos Signature of person mailing/faxing form 8/22/11 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
EOR shall have at least 3 years experience in similar bracing and anchoring work, and should have successfully completed at least 3 OSHPD projects of similar size and scope. The work requires expert knowledge in OSHPD requirements and procedures: to provide OSHPD approved details calculations and specifications, to develop a Testing, Inspection and Observation Program acceptable to the City/OSHPD, to prepare submittals to OSHPD, to provide OSHPD Verified Reports as EOR, to provide Post Approval Documents, to perform construction observation and administration as EOR, to provide related field support, and to provide final Letter of Seismic Bracing Conformance.
- B. Which, if any, civil service class normally performs this work?
Structural Engineer 5218 and 5219 Senior Structural Engineer normally perform general structural engineering work. However, this particular work requires extensive OSHPD expertise and skills.
- 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:
Structural Engineer 5218 and Senior Structural Engineer 5219 normally perform general structural engineering work. However, the work requires extensive OSHPD expertise and skills.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It would not be economical for the City to maintain permanent positions since the need for this specialty is infrequent and applies only in special circumstances.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?
<small><i>CalEMA Grant with matching funds from the City and County of San Francisco (Board of Supervisors Resolution No. 229-11)</i></small> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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



Edwin M. Lee, Mayor
Mohammed Nuru, Director



Gordon Choy, Division Manager

MEMORANDUM

September 19, 2012

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 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. 4039-11/12 Approved on: 10/3/11

Description: Engineering Services for the SFGH Non-Structural Seismic Retrofit

Original Approved Amount	\$ 150,000	Original Approved Duration	11/1/2011 ^W -4/30/2014
Modification Amount:	\$ 70,000	Modification of Duration	No change
Total Modified Amount:	\$ 220,000	Total Modified Duration:	11/1/2011-4/30/2014

Reason for the modification: Scope of bracing increased

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.

Cc: Marilyn Thompson - Contract Manager
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 9/25/2012

By: *M*
Micki Callahan, Human Resources Director

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