



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: November 04, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director *[Signature]*
From: Cynthia Avakian, AIR
Thomas DiSanto, CPC
Parveen Boparai, MTA
Sung Kim, DPW

Subject: Personal Services Contracts Approval Request

This report contains ten (10) 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
\$5,680,000	\$1,166,103	\$148,643,291

POSTING FOR

11/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4034-13/14	27	Airport Commission	Regular	\$500,000	The SMOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. San Francisco International Airport (SFO) requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections and all additional utilities/services necessary to service the building. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	11/4/2013 - 6/30/2014
4034-13/14	29	City Planning	Regular	\$80,000	The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback evaluation of the management of the department, and then conduct a series of focused, intensive workshops and trainings on a variety of management topics based on the results of the 360-degree evaluation.	10/1/2013 - 6/30/2015
4035-13/14	68	Municipal Transportation Agency	Regular	\$1,500,000	The contractor will provide communications/marketing/public relations services to support the Transit Effectiveness Project (TEP) proposals and other transit improvements that are in line with agency's strategy of providing efficient and reliable transit service. The contractor will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications plan, foster public engagement, and build consensus with public officials, customers, community-based organizations and residents for the purpose of supporting TEP acceptance and implementation. Part of the work will include the development of branding for different types of SFMTA services.	10/31/2013 - 10/30/2016
4036-13/14	90	Public Works	Regular	\$1,000,000	Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.	12/1/2013 - 2/31/2018
4037-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 2/31/2018
4038-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 2/31/2018

POSTING FOR

11/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4039-13/14	90	Public Works	Regular	\$600,000	Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.	12/1/2013 - 2/31/2018
4040-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 2/31/2018
4041-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 2/31/2018
4042-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 2/31/2018

Total Amount - Regular: \$5,680,000

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

Thomas DiSanto
Planning Department
1650 Mission Street, Ste. 400
San Francisco, CA 94103
(415) 575-9118

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

Sung Kim
Department of Public Works
1155 Market Street, 4th Flr.
San Francisco, CA 94103
(415) 554-6417

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
4033-13/14	Airport Commission	1
4034-13/14	Planning	23
4035-13/14	Municipal Transportation Agency	25
4036-13/14	Public Works	28
4037-13/14	Public Works	36
4038-13/14	Public Works	44
4039-13/14	Public Works	52
4040-13/14	Public Works	59
4041-13/14	Public Works	67
4042-13/14	Public Works	75

No Modification PSCs

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

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 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: Design-Build (DB) Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project

FUNDING SOURCE: Department of Technology and Airport Capital Funds

PSC AMOUNT: \$500,000 PSC DURATION: 11/4/2013 - 6/30/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility...

B. Explain why this service is necessary and the consequences of denial: The San Francisco Department of Technology has been mandated by the City & County of San Francisco to centralize and reduce the number of computer data storage and retrieval center facilities...

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 design build portion was previously approved under PSC 4066-11/12 on September 17, 2012...

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date October 9, 2013 revised September 9, 2013 original

RFP sent to: IFPTE, Local 21 Union Name on May 16, 2011 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4033-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved MW 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Direct Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, data center and Airport security, specialized airport operating systems, and data center facility special systems development is required.

B. **Which, if any, civil service class normally performs this work?** Knowledgeable staff in Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) 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 Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the design-build team to provide the required expertise necessary to deliver a successful project.

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 all the required specialized knowledge of current Data Center Facility industry standards, special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing.

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 (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 No. 11-0035 to issue the RFP/RFQ for these services. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, the work will be completed by Transworld Construction. | <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
Oct 9 2013 6:01 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

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

Address

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.: 11-0035**

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

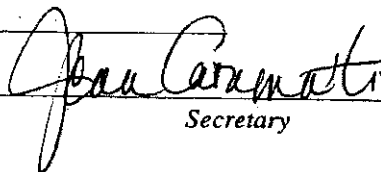
RESOLUTION NO. 11-0035

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 9078, SOUTH MINIMUM POINT OF ENTRY EXPANSION

- WHEREAS, the objective of the City and County of San Francisco's Data Center Consolidation Project is to consolidate and house equipment that hosts the City's mission-critical IT systems in a more suitable environment and thereby increase the efficiency and reliability of City services that depend on these systems; and
- WHEREAS, data center consolidation means moving much of the City's dispersed IT infrastructure into fewer, better-equipped and better-managed data centers; and
- WHEREAS, the City selected the Airport's South Minimum Point of Entry (SMPOE) facility as one of two sites to house these systems; and
- WHEREAS, under this project, the SMPOE facility will be expanded by approximately 2500 square feet in order to house these new systems; and
- WHEREAS, the Director has determined that a design-build approach is necessary to achieve an expedited schedule for substantial completion of May 2012, achieve cost savings, and best serve the public's interest; and
- WHEREAS, the estimated value for these design-build services is \$5.2 million; now, therefore be it
- RESOLVED, that the Commission authorizes the Director to issue a Request for Proposal for Contract 9078, South Minimum Point of Entry Expansion

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

at its meeting of FEB 15 2011


Secretary

Union Notification(s)
◆ Local 21

Cynthia Avakian

From: Lisa Randall
Sent: Monday, September 09, 2013 6:00 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Cynthia Avakian; Mark Costanzo
Subject: DRAFT PSC for Design-Build Services for the SMPOE Data Center Expansion Project
Attachments: DRAFT SMPOE DB PSC_Form 1 .pdf

Hi,

Please find attached a draft PSC for Design-Build Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project. Please let me know if you have any questions.

Thank you,
Lisa

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

Dang, Leorah

From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>
Sent: Wednesday, October 09, 2013 6:07 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Costanzo, Mark; Lisa Randall; DHR-PSCCoordinator, DHR
Subject: SFO- PSC for Design-Build Services for the SMPOE Data Center Expansion Project
Attachments: SMPOE DB PSC_Form 1 FINAL 131009.pdf; 12-0129.pdf; PSC 4066-11_12 DB SMPOE Form 1 Mod 1.pdf; PSC 4066-11_12 DB SMPOE Mod 1.pdf; PSC 4066-11_12 DB SMPOE.pdf; PSC 4066-11_12 Form 1 DB SMPOE.pdf; 11- 0035.pdf

Ging,

Attached is the FINAL version of the PSC Form 1 for the Design-Build Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project.

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

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

From: Lisa Randall
Sent: Monday, September 09, 2013 6:00 PM
To: glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Cynthia Avakian; Mark Costanzo
Subject: DRAFT PSC for Design-Build Services for the SMPOE Data Center Expansion Project

Hi,

Please find attached a draft PSC for Design-Build Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project. Please let me know if you have any questions.

Thank you,
Lisa

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

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Prior Notice of Civil Service Commission Action – Original – Expired

Prior PSC Form 1 – Original – Expired

Prior Notice of Civil Service Commission Action – Mod1 – Expired

Prior PSC Form 1 – Mod1 – Expired

PSC #4066-11/12

4006-11/12
original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

December 22, 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 4065-11/12 THROUGH 4068-11/12; 4026-06/07; 4009-08/09 AND 3111-06/07.

At its meeting of **December 19, 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.*

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Jacquie Hale, Department of Public Health
- 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

12/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4065-11/12	27	Airport Commission	Regular	\$500,000	As-needed executive search firms with specialized recruitment expertise (e.g. industry nation- and world-wide contacts, specialized backgrounds and security experience) are needed will to assist the Airport in meeting its hiring needs for senior managers and other employees with specialized knowledge of Airport facilities, operations, safety and security, or financial and aviation planning backgrounds.	1/1/2012 - 12/31/2016
4066-11/12	27	Airport Commission	Regular	\$8,000,000	The SMOFE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction expertise to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	1/1/2012 - 2/28/2013
4067-11/12	09	Controller	Regular	\$500,000	Augment City staff in the scoping of the City's Financial Accounting and Management Information System (FAMIS) replacement project by 1) analyzing and documenting high level department accounting operations and financial system requirements; 2) assessing and analyzing requirements through stakeholder workshops, meetings and interviews to develop a replacement system concept design; and 3) managing vendor solicitation and selection.	12/23/2011 - 2/28/2014
4068-11/12	77	Emergency Management	Regular	\$200,000	Under the direction of the General Services Agency and the Department of Emergency Management, the Citywide Post-Disaster Resilience and Recovery initiative requires highly specialized consulting services to support long-term recovery and reconstruction projects. Consultant will develop a policy paper and strategy to guide the City's efforts over the next several years.	11/1/2011 - 10/31/2013

Total Amount - Regular: \$9,200,000

PERSONAL SERVICES CONTRACT SUMMARYDATE: November 22, 2011DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Design-Build (DB) Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project

FUNDING SOURCE: Department of Technology and Airport Capital Funds

PSC AMOUNT: \$8,000,000PSC DURATION: 1/1/2012 to 2/28/2013**1. DESCRIPTION OF WORK****A. Concise description of proposed work:**

The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.

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

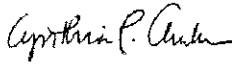
The San Francisco Department of Technology has been mandated by the City & County of San Francisco to centralize and reduce the number of computer data storage and retrieval center facilities into three discreet locations. The three sites chosen to house these centralized data centers include: 1) 300 Paul Avenue which is to be modified/expanded, 2) San Francisco International Airport (SFIA), the second of three sites for this purpose, and 3) the third location has not yet been determined. SFIA's existing data center facility is not large enough or capable of meeting the requirements for a dedicated, independent and secure operational need to be used exclusively by the San Francisco Department of Technology however, there is sufficient room adjacent to the existing SFIA data center to build a new facility. Time is of this essence to get this new facility designed and built in order to meet the City's de-commissioning mandate of the summer of 2012, therefore, a decision was made to use a design-build approach for this project. The specific knowledge and experience necessary to complete the design and build a state-of-the-art Data Center Facility that meets all the criteria established by the bridging document design team are not those one would expect from a builder of any common structure or other multi-purpose built facility. An experienced data center design-build team is necessary to get this facility completed in a compressed schedule in order to meet the needs and requirements of the San Francisco Department of Technology. Denial of this request will cause project delays, which will affect Airport/Department of Technology operations and compliance with the City's strategic plan mandate to reduce, centralize and diversify the number of Data Storage Center operations and locations City wide.

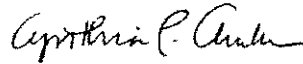
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The design build portion is a new request; however, the Commission approved PSC 4025-11/12 on September 23, 2011 for the construction management portion of this project.

D. Will the contract(s) be renewed? The Airport does not anticipate renewing this contract at this time.

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

IFPTE, Local 21		November 23, 2011
-----	-----	-----
Union Name	Signature of person mailing/faxing form	Date

RFP sent to:	IFPTE, Local 21	on	May 16, 2011	
	-----		-----	-----
	Union Name		Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4066 - 11/12
 STAFF ANALYSIS/RECOMMENDATION: Approved 12/19/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Direct Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, data center and Airport security, specialized airport operating systems, and data center facility special systems development is required. Likewise experience in fast-track design-build projects, project controls including scheduling, phasing, and cost control and regulatory compliance to support the design and construction of the SMPOE Data Center Facility Project and its delivery to ensure timely and accurate construction and commissioning of the Data Center Facility and all of its operating systems and to ensure compliance with the City of San Francisco's regulatory targets shall rely upon acceptance of this request.

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

Knowledgeable staff in Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) will supervise the contracted work.

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

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 Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the design-build team to provide the required expertise necessary to deliver a successful project. The Airport estimates that up to 15% of the administrative work, including project management and construction management, IT support, landside operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff.

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 all the required specialized knowledge of current Data Center Facility industry standards, special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

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

Yes	No
<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"/>
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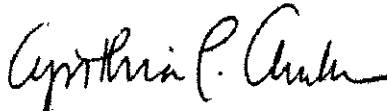
E. Has a board or commission determined that contracting is the most effective way to provide this service? No; however the Airport Commission has approved Resolution No. 11-0035 to issue the RFP/RFQ for these services.

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP/RFQ process is being conducted and the results of that process are not known at this time.

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

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



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

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 11-0035

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 9078, SOUTH MINIMUM POINT OF ENTRY EXPANSION

- WHEREAS, the objective of the City and County of San Francisco's Data Center Consolidation Project is to consolidate and house equipment that hosts the City's mission-critical IT systems in a more suitable environment and thereby increase the efficiency and reliability of City services that depend on these systems; and
- WHEREAS, data center consolidation means moving much of the City's dispersed IT infrastructure into fewer, better-equipped and better-managed data centers; and
- WHEREAS, the City selected the Airport's South Minimum Point of Entry (SMPOE) facility as one of two sites to house these systems; and
- WHEREAS, under this project, the SMPOE facility will be expanded by approximately 2500 square feet in order to house these new systems; and
- WHEREAS, the Director has determined that a design-build approach is necessary to achieve an expedited schedule for substantial completion of May 2012, achieve cost savings, and best serve the public's interest; and
- WHEREAS, the estimated value for these design-build services is \$5.2 million; now, therefore be it
- RESOLVED, that the Commission authorizes the Director to issue a Request for Proposal for Contract 9078, South Minimum Point of Entry Expansion

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

at its meeting of

FEB 15 2011


Secretary

4066-11/12
Mod#1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 21, 2012

KATE FAVETTI
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND
VICE PRESIDENT

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

MARY Y. JUNG
COMMISSIONER

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

E. DENNIS NORMANDY
COMMISSIONER

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

SANDRA ENG
ACTING EXECUTIVE OFFICER

The Commission:

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

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

CIVIL SERVICE COMMISSION

Suz Marguerite for
SANDRA ENG
Acting Executive Officer

Attachment

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

POSTING FOR
9/17/2012

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4066-11/12	27	Airport Commission	Regular	\$4,750,000	\$12,750,000	The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility, that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SPO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.	1/1/2012 - 2/28/2013
3061-11/12	40	Public Utilities Commission	Regular	\$601,500	\$650,000	In response to a report of serious allegations of employee misconduct and threats, the SFPUC recognized the need for sophisticated and highly confidential investigation of the allegations. The nature of the allegations span multiple lines of inquiry, including research, investigation and analyses requiring specialized expertise in the area of fraud investigation in the public sector.	2/1/2012 - 0/30/2017
4070-10/11	40	Public Utilities Commission	Regular	\$750,000	\$866,500	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	2/7/2011 - 3/15/2015
4095-09/10	90	Public Works	Regular	\$4,000,000	\$8,125,000	Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	5/1/2010 - 8/30/2018
				Sum of Modified Amounts:	\$10,101,500		

0914

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 5, 2012

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION [**PSC No. 4066-11/12**]

TYPE OF SERVICE: Design Build (DB) Services for the South Main Point of Entry (SMPOE) Data Center Expansion Project

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: \$8,000,000 PSC DURATION: 1/1/2012 to 2/28/2013

Proposed Modification #1 \$4,750,000 Proposed Mod. #1 Duration: No change

TOTAL PSC AMOUNT: \$12,750,000 **PSC DURATION:** 1/1/2012 to 2/28/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The SMPOE Data Center project includes the development (both design and construction) of a new Data Center Facility; that will include a data processing equipment room, mechanical systems room, battery storage room, office, vestibule room, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The DB team will be responsible for providing the specialized expertise to complete the design and construct this project using a fast-track approach.

The proposed \$4,750,000 modification represents the cost associated with the construction of the increased the size of the building from approximately 2,800 ft² to 5,800 ft². The original PSC was for a Data Center for the City and County of SF for a total cost of \$8 million for the original 2,800 ft² building. However, the Airport's Information Technology and Telecommunications (ITT) needs have increased which necessitates a Data Center for the Airport. Accordingly, the larger building will be used for the Airport's needs as well as to accommodate leasing back 2/3 of the building to the City's Department of Technology (DT). DT will work with other City departments to house servers in this new Airport Data Center building.

B. Explain why this service is necessary and the consequences of denial: The San Francisco Department of Technology has been mandated by the City and County of San Francisco to centralize and reduce the number of computer data storage and retrieval center facilities into three discreet locations. The three sites chosen to house these centralized data centers include: 1) 300 Paul Avenue which is to be modified/expanded, 2) San Francisco International Airport (SFIA), the second of three sites for this purpose, and 3) the third location has not yet been determined. SFIA's existing data center facility is not large enough or capable of meeting the requirements for a dedicated, independent and secure operational need to be used exclusively by the San Francisco Department of Technology; however, there is sufficient room adjacent to the existing SFIA data center to build a new facility. Time is of this essence to get this new facility designed and built in order to meet the City's de-commissioning mandate of the summer of 2012, therefore, a decision was made to use a design-build approach for this project. The specific knowledge and experience necessary to complete the design and build a state-of-

the-art Data Center Facility that meets all the criteria established by the bridging document design team are not those one would expect from a builder of any common structure or other multi-purpose built facility. An experienced data center design-build team is necessary to get this facility completed in a compressed schedule in order to meet the needs and requirements of the San Francisco Department of Technology. Denial of this request will cause project delays, which will affect Airport/Department of Technology operations and compliance with the City's strategic plan mandate to reduce, centralize and diversify the number of Data Storage Center operations and locations City wide.

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 previously provided through a contract, most recently under PSC 4066-11/12.

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

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

	IFPTE, Local 21		<i>Cynthia P. Auler</i>		July 11, 2012
	Union Name		Signature of person mailing/faxing form		Date
RFP sent to:	IFPTE, Local 21	on	May 16, 2011	<i>Cynthia P. Auler</i>	
	Union Name		Date	Signature	

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4066 - 11/12

STAFF ANALYSIS/RECOMMENDATION:

Approved 9/17/12

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Direct Data Center design and construction experience associated with the latest technology available is required. As such, specific expertise in current Data Facility design technologies, data center and Airport security, specialized airport operating systems, and data center facility special systems development is required. Likewise experience in fast-track design-build projects, project controls including scheduling, phasing, and cost control and regulatory compliance to support the design and construction of the SMPOE Data Center Facility Project and its delivery to ensure timely and accurate construction and commissioning of the Data Center Facility and all of its operating systems and to ensure compliance with the City of San Francisco's regulatory targets shall rely upon acceptance of this request.

B. Which, if any, civil service class normally performs this work? Knowledgeable staff in Architectural (5268) and Engineering (5201-5241) classifications will participate in (contribute to) this project. However, the expertise necessary to ensure a successful delivery of the Data Center Facility development project is not readily available from within the ranks of City & County personnel. City Project Managers with the appropriate expertise in managing Airport asset development and construction (including consultant assistance with unique special systems commissioning) 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 Data Center Facility development and construction. The Airport will utilize the input of experienced Airport project and contract management staff (see personnel classifications referenced above in section 3B.) integrated with the design-build team to provide the required expertise necessary to deliver a successful project. The Airport estimates that up to 15% of the administrative work, including project management and construction management, IT support, landside operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff.

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 all the required specialized knowledge of current Data Center Facility industry standards or special system facility requirements. Also, major new Data Center Facility development projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> • Describe the training and indicate approximate number of hours. • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however the Airport Commission has approved Resolution No. 12-0129 to award the contract. | <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 proposed work will be completed by Transworld Construction. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 12_0129

AUTHORIZE MODIFICATION NO. 2 (TRADE BID PACKAGE SET NO. 2) TO CONTRACT NO. 9078.A, NEW DATA CENTER, WITH TRANSWORLD CONSTRUCTION, INC. IN THE AMOUNT OF \$7,279,643.

- WHEREAS, on December 6, 2011, by Resolution No. 11-0274, the Commission awarded Contract No. 9078.A, New Data Center, to Transworld Construction, Inc. (Transworld) in the initial amount of \$1,485,000. This amount included the design fee, general conditions costs and an owner's allowance of \$250,000 for initial construction activities; and
- WHEREAS, on June 5, 2012, by Resolution No. 12-0119, the Commission approved Modification No. 1 for Civil/Site and Foundation work for \$1,088,468; and
- WHEREAS, the scope of this trade bid package set includes the mechanical, electrical, roofing, building and structural steel work; and
- WHEREAS, Transworld received competitive bids for the trade packages, in accordance with the San Francisco Administrative Code, and the bids received are within the Commission approved budget; now, therefore be it
- RESOLVED, that the Commission hereby authorizes Modification No. 2 (Trade Bid Package Set No. 2) to Contract No. 9078.A, New Data Center, with Transworld Construction, Inc., in the amount of \$7,279,643 for a new contract amount of \$9,853,111; and, be it further
- RESOLVED, that the Commission approves a contingency budget of \$546,000 (7.5%) for Type I change orders; and be it further
- RESOLVED, that the Commission authorizes the Director to accept the work upon completion and make final payment provided the work is completed in accordance with Commission established procedures.

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

at its meeting of JUN 26 2012


Secretary

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 2013

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: Management Training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$80,000 PSC DURATION: 10/1/2013 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Planning Department is seeking proposals for a consultant to conduct a 360-degree feedback evaluation of the management of the department, and then conduct a series of focused, intensive workshops and trainings on a variety of management topics based on the results of the 360-degree evaluation.

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

The Planning Department has not offered formal or required training to the management team in many years. Staffing levels have increased in recent years due to the recovering economy and large department application volume increases with the same number of managers, which has resulted in an increase to the staff to manager ratio. Managers need training to learn tools and techniques with managing staff's workload, evaluating staff, effectively managing staff to achieve staff's potential, and ensuring the department is meeting its mission.

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. Various department managers have attended individual training sessions offered by the Department of Human Resources, such as the 24-Plus training, when available and time permitting.

D. Will the contract(s) be renewed? Contracts will be awarded on an as-needed basis for various projects. No

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 Date 9/11/13

[] Union Name Signature of person mailing/faxing form Date

RFP sent to IFPTE Local 21 Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4034-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved WJW 10/8/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have experience successfully conducting 360-degree feedback evaluations for small and/or mid-size governmental agencies, analyze results from the evaluation into a concise report and presentation, and deliver focused training courses to managers on specific management content areas.

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

A 1232 Training Officer would normally conduct the actual management training courses. The 1237 Training Coordinator would supervise and approve of the training coursework.

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 one-time services are specifically for a consultant that has the required experience conducting 360-degree feedback evaluations and focused management training. The required trainings are not currently available courses offered by the Department of Human Resources.

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

No; given that these services are required only for a one-time consultation to the Planning Department, it would not be feasible to attempt to create a civil service class for this purpose, or add this as a specialty to an existing class.

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

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

Yes No

B. Will the contractor train City and County employees?

Yes No

- Describe the training and indicate approximate number of hours. 10 full days of training
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. Approximately 35 managers will be trained (Planner IVs and various Managers)

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

Yes No

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

Yes No

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

Yes No

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

Yes No

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

Signature of Departmental Personal Services Contract Coordinator

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

Union Notification(s)

◆ **Local 21**

Dang, Leorah

From: DeMartini, Keith
Sent: Monday, September 09, 2013 4:18 PM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: Management Training PSC
Attachments: Management Training PSC.pdf

Hello,

Attached for your review is a PDF of the above referenced PSC form. The PSC contract amount is \$80,000, and the term is from 10/1/13 – 6/30/15. Please let me know if you have any questions. Thank you!

Keith DeMartini
Finance & IT Manager

Planning Department, City and County of San Francisco
1650 Mission Street, Suite 400, San Francisco, CA 94103
Direct: 415-575-9118 **Fax:** 415-558-6409
Email: Keith.DeMartini@sfgov.org
Web: www.sfplanning.org



Planning Information Center (PIC): 415-558-6377 or pic@sfgov.org
Property Information Map (PIM): <http://propertymap.sfplanning.org>

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 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: Communications and Marketing Services for the Transit Effectiveness Project

FUNDING SOURCE: Operating Funds

PSC AMOUNT: \$1,500,000.00 PSC DURATION: October 31, 2013 through October 30, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide communications/marketing/public relations services to support the Transit Effectiveness Project (TEP) proposals and other transit improvements that are in line with agency's strategic plan of providing efficient and reliable transit service. The contractor will assist the San Francisco Municipal Transportation Agency (SFMTA) to develop a communications plan, foster public engagement, and build consensus with public officials, customers, community-based organizations and residents for the purpose of supporting TEP acceptance and implementation. Part of the work will include the development of branding for different types of SFMTA services.

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

This service is necessary to develop an effective communications/outreach/marketing strategy that will help build support for the TEP proposals among public officials, community members, and customers. If this service is denied, it will be more difficult for the SFMTA to meet the agency's strategic goals of providing efficient and reliable transit 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):

Related types of services may have been provided prior to start of major construction projects in 2003. Former services had an engineering and environmental impact focus and incorporated within an engineering contract and construction contract.

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 [Signature] 9/9/13
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 SFMTA approved

PSC# 4035-13/14

Approved ME 10/18/2013

9-9-13

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor shall have at least five years of proven experience and success in delivering strategic communications, grassroots outreach, and marketing/branding design for projects organized for the diverse communities of San Francisco. The contractor shall also have strong knowledge of San Francisco's neighborhoods, community-based organizations, and varying constituent interests and needs for the purpose of strategically communicating and connecting with a wide range of San Francisco residents and stakeholders.

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

5322 Graphic Artist, 1312 Public Information Officer, 1314 Public Relations Officer, and 5502 Project Manager.

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

Yes. The contractor would provide graphic design equipment to produce these materials that SFMTA does not possess.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

SFMTA does not have the expansive outreach team required to achieve the goals outlined in the scope of work. Additionally, civil service classes do not possess the specialized marketing and branding expertise required for this project

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

Civil service classes already exist. This is a short-term project and the existing classifications can do only portions of this project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(x)
B. Will the contractor train City and County employees? - 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 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: Monday, September 09, 2013 3:52 PM
To: DHR-PSCCoordinator, DHR; L21PSC Review
Cc: Andrew Pease; Kennedy, Sean M; Feliciano, Lulu; Patel, Ashish; Boparai, Parveen
Subject: PSC for Communications & Marketing Services for the Transit Effectiveness Project
Attachments: 20130909153232514.pdf

DHR-PSC Coordinator - For your review and approval.

IFPTE Local 21: For your information.

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

Scan Date: 09.09.2013 15:32:32 (-0400)

27a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Cost Estimating Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$1,000,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide specialized services in Cost Estimating for Building Projects to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert cost estimating services to ensure that the most up to date cost data are utilized. The City intends to award two (2) contracts for \$500,000 each.

B. Explain why this service is necessary and the consequences of denial: Cost estimating is a specialized professional service that is out of the Buildings Design and Construction Division (BDC) area of expertise. Cost estimating consultants are continually updating their databases and estimating measures with the current market rates and material costs. This data is not something that we provide at the BDC. The BDC is requesting to have our own bank of "As-Needed" Cost Estimating consultants for our projects. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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): Cost Estimating services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide cost estimating services for building projects.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/23/2013

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40310-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved W/ 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- The Division is working at full capacity and postponement of pending projects would be contrary to the public interest.
- Project requires special construction and third party Consultant is required to ensure that a high quality estimate is provided.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

Sung Kim

Print or Type Name

(415) 554-6417

Telephone Number

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

Address

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: As-Needed Cost Estimating Services (DPW-90)

Hi Leorah,

Just wanted to confirm that the seven (7) specialty as-needed contracts referenced in the waiver are as follows:

1. As-Needed Cost Estimating Services
2. As-Needed Lighting Design Services
3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

Dang, Leorah

From: Dorian, Mark <Mark.Dorian@sfdpw.org>
Sent: Wednesday, October 09, 2013 11:03 AM
To: Lim, Michelle; Dang, Leorah
Cc: Laue, Julia; Caranto, Severino; Lopez, Edgar
Subject: FW: PSCs - BDC Specialty As-needed Contracts

Importance: High

Michelle, Leorah:

I am forwarding the email from the Union, IFPTE Local 21, waiving the 30-day review period regarding DPW BDC's request for the Specialty As-needed contracts.

Should you require additional information, feel free to call me. Otherwise I will assume we will be on the November 4, 2013 CSC agenda.

Thank you/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

From: Ging Louie [<mailto:glouie@ifpte21.org>]
Sent: Tuesday, October 08, 2013 4:20 PM
To: Dorian, Mark
Cc: Laue, Julia
Subject: RE: PSCs - BDC Specialty As-needed Contracts

Hello Mark and Julia,

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This is a discussion-in-progress.

Best,
Ging

Ging M. Louie
Union Representative/Organizer
IFPTE Local 21
1182 Market Street, Suite 425
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415.864.2100, x132 (phone)
415.864.2166 (fax)

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<http://www.ifpte21.org/content/donate-tj-anthony-fund>

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From: Dorian, Mark [<mailto:Mark.Dorian@sfdpw.org>]
Sent: Wednesday, September 25, 2013 7:02 PM
To: Ging Louie
Cc: Laue, Julia; Dorian, Mark
Subject: PSCs - BDC Specialty As-needed Contracts
Importance: High

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- Thursday 3 October 9am-Noon

Thanks so much for your consideration Ging.

Best/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Monday, September 23, 2013 4:57 PM
To: Lim, Michelle; DHR-PSCCoordinator, DHR; glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: RE: As-Needed Cost Estimating Services (Dept. 90)
Attachments: As-Needed Cost Estimating Services - PSC.PDF; As-Needed Cost Estimating.docx

Importance: High

Sorry for the confusion. Please see attached files. The PSC amount has been changed to \$1,000,000. DPW intends to award two contracts for \$500,000 each.

Thank you,

Michelle

From: Lim, Michelle
Sent: Monday, September 23, 2013 4:22 PM
To: 'DHR-PSCCoordinator, DHR'; 'glouie@ifpte21.org'; 'L21PSCReview@ifpte21.org'
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino (Jun); Dorian, Mark; Laue, Julia
Subject: As-Needed Cost Estimating Services (Dept. 90)

Good afternoon,

Attached are documents related to As-Needed Cost Estimating Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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

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

Please note our new address.

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Lighting Design Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide specialized services in Lighting Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert lighting consultation services to ensure that our projects achieve the highest quality in lighting design. The City intends to award two (2) contracts for \$200,000 each.

B. Explain why this service is necessary and the consequences of denial: Lighting Designers and Consultants provide a highly specialized professional service that is out of the Buildings Design and Construction (BDC) area of expertise. Lighting consultants provide lighting design, studies, control systems and calculations for Title 24 requirements. This service requires a mastery of varied and continually evolving disciplines. The lighting consultant provides the specifications, lighting schedules and code requirements for a fully complying lighting design. This is a professional service that is out of the Architect's area of expertise. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

Lighting Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide lighting design 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):

Local 21 Union Name Signature of person mailing/faxing form Date 9/23/2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4037-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved W 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires expert lighting design services and in-house staffs are at full capacity.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

Sung Kim

Print or Type Name

(415) 554-6417

Telephone Number

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

Address

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
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Hi Leorah,

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3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

Dang, Leorah

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Sent: Wednesday, October 09, 2013 11:03 AM
To: Lim, Michelle; Dang, Leorah
Cc: Laue, Julia; Caranto, Severino; Lopez, Edgar
Subject: FW: PSCs - BDC Specialty As-needed Contracts

Importance: High

Michelle, Leorah:

I am forwarding the email from the Union, IFPTE Local 21, waiving the 30-day review period regarding DPW BDC's request for the Specialty As-needed contracts.

Should you require additional information, feel free to call me. Otherwise I will assume we will be on the November 4, 2013 CSC agenda.

Thank you/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

From: Ging Louie [<mailto:glouie@ifpte21.org>]
Sent: Tuesday, October 08, 2013 4:20 PM
To: Dorian, Mark
Cc: Laue, Julia
Subject: RE: PSCs - BDC Specialty As-needed Contracts

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Best,
Ging

Ging M. Louie
Union Representative/Organizer
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From: Dorian, Mark [mailto:Mark.Dorian@sfdpw.org]
Sent: Wednesday, September 25, 2013 7:02 PM
To: Ging Louie
Cc: Laue, Julia; Dorian, Mark
Subject: PSCs - BDC Specialty As-needed Contracts
Importance: High

Hi Ging:

Following up on our telephone conversation the other day, I'd like to invite you to meet with Julia and me at your convenience, regarding the PSCs we put forth for specialty services contracts. As I mentioned, these services will help us greatly in expediting our work, especially due to our increased work load that we believe will be sustained for some time.

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Please review the formal requests at your earliest convenience and accept our invitation to meet and confer, should you so desire. We are available at the following dates and times:

- Wednesday 2 October at 1pm
- Thursday 3 October 9am-Noon

Thanks so much for your consideration Ging.

Best/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Monday, September 23, 2013 4:21 PM
To: DHR-PSCCoordinator, DHR; glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: As-Needed Lighting Design Services (Dept. 90)
Attachments: As-Needed Lighting Design Services - PSC.PDF; As-Needed Lighting Design.docx

Good afternoon,

Attached are documents related to As-Needed Lighting Design Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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

Tel: (415) 554-6233

Fax: (415) 554-6232

E-Mail: Michelle.Lim@sfdpw.org

Please note our new address.

Blank Page

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 9, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Constructability Review Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized services in Constructability Review to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert constructability review services to ensure that our projects are of high quality standards and free from errors and omissions. The City intends to award two (2) contracts for \$200,000 each.

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

In an effort to raise our QC/QA Standards we would like to establish regular Constructability Reviews with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. In addition, we will look to them to provide us with education and training in this area as well. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide cost estimating 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):

Local 21 Union Name [Signature] Signature of person mailing/faxing form 9/23/2013 Date

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4038-13/14 STAFF ANALYSIS/RECOMMENDATION: Approved WW 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable. The firm must have a minimum of 10 years experience on general building projects in any two (or all) of the following disciplines: construction, construction management, cost estimation, multi-discipline project coordination, value engineering. Firm must have experience of at least 5 public sector projects. Qualified personnel must have California general contractor's license; California architect's registration desirable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires third party constructability review to ensure that a high quality project is achieved.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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?

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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

Sung Kim

Print or Type Name

(415) 554-6417

Telephone Number

1155 Market Street, 4th Floor

San Francisco, CA 94103

Address

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
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Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
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Importance: High

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Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: As-Needed Constructability Review Services (Dept. 90)
Attachments: As-Needed Constructability Review Services - PSC.PDF; As-Needed Constructability Reviewer.docx

Good afternoon,

Attached are documents related to As-Needed Constructability Review Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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Business Services – Contract Administration Division
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Tel: (415) 554-6233
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E-Mail: Michelle.Lim@sfdpw.org

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Elevator Design Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$600,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.

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

Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

Elevator Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide elevator design 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):

Local 21 [Signature] 9/23/2013
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# 4039-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved W 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires expert elevator design services and in-house staffs are at full capacity.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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.

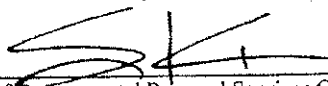
C. Are there legal mandates requiring the use of contractual services?

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

Sung Kim
Print or Type Name

(415) 554-6417
Telephone Number

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

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: As-Needed Cost Estimating Services (DPW-90)

Hi Leorah,

Just wanted to confirm that the seven (7) specialty as-needed contracts referenced in the waiver are as follows:

1. As-Needed Cost Estimating Services
2. As-Needed Lighting Design Services
3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

Dang, Leorah

From: Dorian, Mark <Mark.Dorian@sfdpw.org>
Sent: Wednesday, October 09, 2013 11:03 AM
To: Lim, Michelle; Dang, Leorah
Cc: Laue, Julia; Caranto, Severino; Lopez, Edgar
Subject: FW: PSCs - BDC Specialty As-needed Contracts

Importance: High

Michelle, Leorah:

I am forwarding the email from the Union, IFPTE Local 21, waiving the 30-day review period regarding DPW BDC's request for the Specialty As-needed contracts.

Should you require additional information, feel free to call me. Otherwise I will assume we will be on the November 4, 2013 CSC agenda.

Thank you/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

From: Ging Louie [<mailto:glouie@ifpte21.org>]
Sent: Tuesday, October 08, 2013 4:20 PM
To: Dorian, Mark
Cc: Laue, Julia
Subject: RE: PSCs - BDC Specialty As-needed Contracts

Hello Mark and Julia,

Thank you for meeting with me on October 2. Local 21 will waive the 30-day review period concerning the seven (7) specialty as-needed contracts. However this waiver is conditioned on the development of a mechanism (which Mark and I briefly discussed in a phone conversation we just concluded) by which there is some review of the as-needed service prior to it going out to determine whether there is some advantage to Local 21 members to keep it in-house. One suggestion Mark had was for their to be some discussion of upcoming services to take place at our monthly chapter meetings.

This is a discussion-in-progress.

Best,
Ging

Ging M. Louie
Union Representative/Organizer
IFPTE Local 21
1182 Market Street, Suite 425
San Francisco, CA 94102
415.864.2100, x132 (phone)
415.864.2166 (fax)

You Can Now Find Us on FaceBook! Follow Union developments, get an update on your contract negotiations, or post a comment.



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<http://www.ifpte21.org/content/donate-tj-anthony-fund>

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From: Dorian, Mark [<mailto:Mark.Dorian@sfdpw.org>]
Sent: Wednesday, September 25, 2013 7:02 PM
To: Ging Louie
Cc: Laue, Julia; Dorian, Mark
Subject: PSCs - BDC Specialty As-needed Contracts
Importance: High

Hi Ging:

Following up on our telephone conversation the other day, I'd like to invite you to meet with Julia and me at your convenience, regarding the PSCs we put forth for specialty services contracts. As I mentioned, these services will help us greatly in expediting our work, especially due to our increased work load that we believe will be sustained for some time.

We understand the PSC review process includes a 30-day review period for the Union in advance of a Civil Service meeting, which currently will push us out to the November 18 meeting. In our effort to expedite the process we would like to try for the November 4 Civil Service meeting, and ask that you consider waiving the 30-day review period, depending of course, on your agreement with our RFQ requests. In this case, we would need your concurrence on the proposed contracts by October 9, 2013.

Please review the formal requests at your earliest convenience and accept our invitation to meet and confer, should you so desire. We are available at the following dates and times:

- Wednesday 2 October at 1pm
- Thursday 3 October 9am-Noon

Thanks so much for your consideration Ging.

Best/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Monday, September 23, 2013 4:18 PM
To: DHR-PSCCoordinator, DHR; glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: As-Needed Elevator Design Services (Dept. 90)
Attachments: As-Needed Elevator Design (3).docx; As-Needed Elevator Design Services - PSC.PDF

Good afternoon,

Attached are documents related to As-Needed Elevator Design Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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

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

Please note our new address.

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Waterproofing Consultation Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.

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

Waterproofing consultants are a highly specialized consultant who is an expert in the area of construction details and specifications that are geared towards minimizing or eliminating the risk of water intrusion in buildings. While Architects know many things about waterproofing and include typical and custom waterproofing details in our drawing sets, the Waterproofing Consultant is an expert who is current and knowledgeable about all aspects of waterproofing. The scope of the waterproofing consultant is to review the drawings and specifications for sound waterproofing details and specifications to minimize water intrusion. In addition, the Waterproofing Consultant provides field observations during construction to ensure that the construction is proceeding per the drawings and specifications in relation to waterproofing. This is a specialized consulting service outside our area of expertise. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

Waterproofing services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide waterproofing consultation 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):

Local 21 Union Name Signature of person mailing/faxing form Date 9/23/2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved WCV 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires third party waterproofing expert to ensure that a high quality project is achieved.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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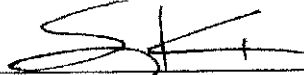
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

<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

Sung Kim

 Print or Type Name

(415) 554-6417

 Telephone Number

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

 Address

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: As-Needed Cost Estimating Services (DPW-90)

Hi Leorah,

Just wanted to confirm that the seven (7) specialty as-needed contracts referenced in the waiver are as follows:

1. As-Needed Cost Estimating Services
2. As-Needed Lighting Design Services
3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

Dang, Leorah

From: Dorian, Mark <Mark.Dorian@sfdpw.org>
Sent: Wednesday, October 09, 2013 11:03 AM
To: Lim, Michelle; Dang, Leorah
Cc: Laue, Julia; Caranto, Severino; Lopez, Edgar
Subject: FW: PSCs - BDC Specialty As-needed Contracts

Importance: High

Michelle, Leorah:

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Should you require additional information, feel free to call me. Otherwise I will assume we will be on the November 4, 2013 CSC agenda.

Thank you/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

From: Ging Louie [<mailto:glouie@ifpte21.org>]
Sent: Tuesday, October 08, 2013 4:20 PM
To: Dorian, Mark
Cc: Laue, Julia
Subject: RE: PSCs - BDC Specialty As-needed Contracts

Hello Mark and Julia,

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This is a discussion-in-progress.

Best,
Ging

Ging M. Louie

Union Representative/Organizer
IFPTE Local 21
1182 Market Street, Suite 425
San Francisco, CA 94102
415.864.2100, x132 (phone)
415.864.2166 (fax)

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<http://www.ifpte21.org/content/donate-tj-anthony-fund>

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From: Dorian, Mark [<mailto:Mark.Dorian@sfdpw.org>]
Sent: Wednesday, September 25, 2013 7:02 PM
To: Ging Louie
Cc: Laue, Julia; Dorian, Mark
Subject: PSCs - BDC Specialty As-needed Contracts
Importance: High

Hi Ging:

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Please review the formal requests at your earliest convenience and accept our invitation to meet and confer, should you so desire. We are available at the following dates and times:

- Wednesday 2 October at 1pm
- Thursday 3 October 9am-Noon

Thanks so much for your consideration Ging.

Best/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Monday, September 23, 2013 4:13 PM
To: DHR-PSCCoordinator, DHR; glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: As-Needed Waterproofing Consultation Services (Dept. 90)
Attachments: As-Needed Waterproofing Consultant.docx; As-Needed Waterproofing Consultation Services - PSC.PDF

Good afternoon,

Attached are documents related to As-Needed Waterproofing Consultation Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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

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

Please note our new address.

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Specifications Writing and Hardware Design Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.

B. Explain why this service is necessary and the consequences of denial:
Specifications Writers are specialized consultants who are experts in the area of writing specifications. They are up to date with the most current products, performance of such products, etc. We are currently working to improve the quality of our specifications and these experts have a knowledge base not readily available to the Buildings Design and Construction Division (BDC). In addition, our workload and staffing overall is such that we do not have time in the foreseeable future for staff to be researching and preparing specifications, whereas a specialized consultant in this field can expedite this process. Providing Hardware Specifications and Schedules is a highly specialized service that is out of the DPW BDC's area of expertise. The DPW BDC does not have the staff or ability to provide this service due to our current and on-going workload and staffing issues. Utilizing expert Hardware Consultants will allow us to complete our projects more quickly and provide a better quality of service to our Clients. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

BDC Architects normally prepare the specifications and hardware designs of projects designed in-house. When special materials are required, or when staff is not available, outside Consultants are utilized through existing as-needed Architectural Consultant Contracts.

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 [Signature] 9/23/2013
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# 4041-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved MW 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable. The firm must have a minimum of 10 years experience preparing specifications on general building projects. Firm must have experience on at least 5 public sector projects. Qualified personnel must have CSI certification (Construction Specifications Institute). California architect's registration required.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Project requires special products and third party Consultant is required to ensure that a high quality project is achieved.

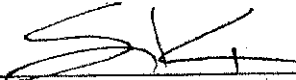
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• 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

Sung Kim
Print or Type Name

(415) 554-6417
Telephone Number

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

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: As-Needed Cost Estimating Services (DPW-90)

Hi Leorah,

Just wanted to confirm that the seven (7) specialty as-needed contracts referenced in the waiver are as follows:

1. As-Needed Cost Estimating Services
2. As-Needed Lighting Design Services
3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

Dang, Leorah

From: Dorian, Mark <Mark.Dorian@sfdpw.org>
Sent: Wednesday, October 09, 2013 11:03 AM
To: Lim, Michelle; Dang, Leorah
Cc: Laue, Julia; Caranto, Severino; Lopez, Edgar
Subject: FW: PSCs - BDC Specialty As-needed Contracts

Importance: High

Michelle, Leorah:

I am forwarding the email from the Union, IFPTE Local 21, waiving the 30-day review period regarding DPW BDC's request for the Specialty As-needed contracts.

Should you require additional information, feel free to call me. Otherwise I will assume we will be on the November 4, 2013 CSC agenda.

Thank you/

MARK DORIAN AIA | ARCHITECTURE SERVICES MANAGER
BUILDING DESIGN & CONSTRUCTION | S.F. DEPARTMENT OF PUBLIC WORKS
30 VAN NESS AVENUE, #4100, SAN FRANCISCO, CA 94102 | 415.557.4713

From: Ging Louie [<mailto:glouie@ifpte21.org>]
Sent: Tuesday, October 08, 2013 4:20 PM
To: Dorian, Mark
Cc: Laue, Julia
Subject: RE: PSCs - BDC Specialty As-needed Contracts

Hello Mark and Julia,

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This is a discussion-in-progress.

Best,
Ging

Ging M. Louie

Union Representative/Organizer
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415.864.2100, x132 (phone)
415.864.2166 (fax)

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From: Dorian, Mark [<mailto:Mark.Dorian@sfdpw.org>]
Sent: Wednesday, September 25, 2013 7:02 PM
To: Ging Louie
Cc: Laue, Julia; Dorian, Mark
Subject: PSCs - BDC Specialty As-needed Contracts
Importance: High

Hi Ging:

Following up on our telephone conversation the other day, I'd like to invite you to meet with Julia and me at your convenience, regarding the PSCs we put forth for specialty services contracts. As I mentioned, these services will help us greatly in expediting our work, especially due to our increased work load that we believe will be sustained for some time.

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Please review the formal requests at your earliest convenience and accept our invitation to meet and confer, should you so desire. We are available at the following dates and times:

- Wednesday 2 October at 1pm
- Thursday 3 October 9am-Noon

Thanks so much for your consideration Ging.

Best/

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Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Monday, September 23, 2013 4:11 PM
To: DHR-PSCCoordinator, DHR; glouie@ifpte21.org; L21PSCReview@ifpte21.org
Cc: Wong, Tammy; Camillo, Stacey; Kim, Sung; Caranto, Severino; Dorian, Mark; Laue, Julia
Subject: As-Needed Specification Writing and Hardware Design Services (Dept. 90)
Attachments: As-Needed Specifications Writing and Hardware Design Services - PSC.PDF; As-Needed Specs Writer and Hardware Consultant.docx

Good afternoon,

Attached are documents related to As-Needed Specification Writing and Hardware Design Services dated September 10, 2013 in both PDF and Word formats.

Please let me know if you have any questions.

Thank you,



Michelle Lim
Contract Analyst

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

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

Please note our new address.

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Professional Rendering Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.

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

The DPW Buildings Design and Construction Division (BDC) is requesting to issue an RFQ for Professional Rendering services on as As-Needed basis. While we perform some rendering in-house, due to workload and staffing issues now and in the foreseeable future, the BDC finds it necessary to have some as-needed Professional Renderers available to provide high quality renderings within a quick turnaround time. In addition, our goal is to have these renderers train our staff on techniques and software so we can better provide in-house renderings. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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):

Professional Rendering services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide professional rendering 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):

Local 21 Union Name Signature of person mailing/faxing form Date 9/23/2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4042-13/14

STAFF ANALYSIS/RECOMMENDATION: Approved MW 10/18/2013

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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 are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires professional rendering services and in-house staffs are at full capacity.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

Sung Kim
Print or Type Name

(415) 554-6417
Telephone Number

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

Union Notification(s) and 30-Day Waivers
◆ Local 21

Dang, Leorah

From: Lim, Michelle <Michelle.Lim@sfdpw.org>
Sent: Wednesday, October 16, 2013 9:25 AM
To: DHR-PSCCoordinator, DHR
Cc: Dorian, Mark; Caranto, Severino; Kim, Sung; DHR-PSCCoordinator, DHR; Lewis, Brent
Subject: RE: Reg-Initial: As-Needed Cost Estimating Services (DPW-90)

Hi Leorah,

Just wanted to confirm that the seven (7) specialty as-needed contracts referenced in the waiver are as follows:

1. As-Needed Cost Estimating Services
2. As-Needed Lighting Design Services
3. As-Needed Constructability Review Services
4. As-Needed Elevator Design Services
5. As-Needed Waterproofing Consultation Services
6. As-Needed Specification Writing and Hardware Design Services
7. As-Needed Professional Rendering Services.

Thank you,

Michelle

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Please let me know if you have any questions.

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