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Mayor

Micki Callahan
Human Resources Director

Date: May 5, 2014
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Cynthia Avakian, AIR
Jacquie Hale, DPH
Shamica Jackson/Stacey Lo, PUC
Sean McFadden, REC
Lavena Holmes, PRT
Bree Mawhorter/Henry Gong, SHF

Subject: Personal Services Contracts Approval Request

This report contain eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$10,267,396	\$6,784,978	\$651,848,131

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POSTING FOR

May 5, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2014-05-05

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
43766 - 13/14	AIRPORT COMMISSION	\$800,000.00	Consultant will assist in the development of a Safety Management System (SMS) compliant with Federal Aviation Administration (FAA) Circular, Code of Federal Regulations Title 14 Part 139 and International Civil Aviation Organization (ICAO) guidelines. SMS is the formal, business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Consultant will research and develop reports comparing existing San Francisco Airport (SFO) safety methods to industry best practices and regulatory requirements. Consultant will recommend and evaluate the performance of additional consultants, and develop an implementation plan, identifying the progression of SMS activities and recommend use of SFO staff and resources to operate the SMS.	May 5, 2014	December 31, 2020
42508 - 13/14	PUBLIC HEALTH	\$270,000.00	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	July 1, 2014	June 30, 2017
42995 - 13/14	PUBLIC HEALTH	\$3,000,000.00	Deployment of proprietary clinical documentation/International Statistical Classification of Diseases (ICD)-10 (10th revision) solutions, in order to meet the nationally mandated conversion to ICD-10 standard. Various vendor provided solutions will integrate within existing Electronic Medical Record systems in order to facilitate physician documentation, improve compliance and ensure appropriate reimbursement.	April 1, 2014	March 30, 2019
45752 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.	June 2, 2014	June 30, 2018
48552 - 13/14	RECREATION AND PARK COMMISSION	\$838,000.00	(l) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials. (ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.	March 15, 2014	March 1, 2019

TOTAL AMOUNT \$6,908,000

Posting For May 5, 2014

Proposed Modifications to Personal Services Contracts

Node: Updated date

now - 1 day

Title	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4055 10/11 - MODIFICATIONS	PORT -- PRT	\$1,409,396	\$2,609,396	See attached 'Scope of Services and Project Summary.'	12/31/2014	12/31/2017	REGULAR
4127-09/10 - MODIFICATIONS	PUBLIC HEALTH -- DPH	\$350,000	\$615,000	This modification will extend the PSC in order to cover the initial term of services that will be awarded as a result of the planned Requests for Proposals (RFPs). Approval is requested for five years, since the need for these as-needed, intermittent services is expected to continue and the Department expects funding to continue to be available. Contractors providing services under this PSC provide services to unique populations, including the many Tom Waddell Health Clinic patients who are often homeless, inmates of the County jail who may need services within the jails on-site, and residents of Laguna Honda Hospital requiring as-needed podiatry services who often are disabled and/or elderly.	07/01/2014	06/30/2021	REGULAR
48796 - 13/14 - MODIFICATIONS	SHERIFF -- SHF	\$1,600,000	\$2,000,000	Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	04/01/2014	03/31/2019	REGULAR

TOTAL AMOUNT \$3,359,396

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR Dept. Code: AIR

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Safety Management System Consulting Services

Funding Source: Airport Operating Funds PSC Duration: 6 years 34 weeks
PSC Amount: \$800,000 PSC Est. Start Date: 05/05/2014 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Consultant will assist in the development of a Safety Management System (SMS) compliant with Federal Aviation Administration (FAA) Circular, Code of Federal Regulations Title 14 Part 139 and International Civil Aviation Organization (ICAO) guidelines. SMS is the formal, business approach to managing safety risk, which includes a systemic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. Consultant will research and develop reports comparing existing San Francisco Airport (SFO) safety methods to industry best practices and regulatory requirements. Consultant will recommend and evaluate the performance of additional consultants, and develop an implementation plan, identifying the progression of SMS activities and recommend use of SFO staff and resources to operate the SMS.

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

In July 2012, the FAA released a draft SMS requirement, with plans to finalize the requirement in early 2014. Under the SMS requirement, in order to retain an FAA Airport Operating Certificate to conduct commercial air carrier services, airports must incorporate SMS into daily business operations. The first group of airports required to implement SMS will be large hub airports, including SFO. SMS will improve safety culture at SFO. If denied, SFO will be vulnerable for failure to comply with FAA SMS mandate, resulting in the inability to conduct commercial air carrier service and lost revenue. Additionally, without development of an SMS, staff will not be able to respond adequately to the Airports renewed focus on safety.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This is a new service.

D. Will the contract(s) be renewed? If there continues to be a need for such services.

2. Union Notification: On 02/07/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous, Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43766 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The skills required to perform research and comparison studies on SMS include specific expertise with and knowledge of FAA SMS pilot studies and international SMS standards. The consultant will also need expertise in Airport Operations and Airfield Management, aviation safety programs and US aviation sector SMS best practices. Additional knowledge of SMS implementation in other industries such as the nuclear, petrochemical and manufacturing sectors is also desirable.

B. Which, if any, civil service class(es) normally perform(s) this work?

0923,9220,0933,0941,0943,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications do not have the required experience with FAA-sponsored SMS pilot programs. The SMS program may be undergoing changes as the FAA finalizes its rule-making, and the services of a Consultant with the technical expertise in SMS standards will be required to efficiently integrate the standards and any changes into the Airport's overall SMS plan, and to evaluate any follow-on work that is undertaken.

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

No, services are intermittent and nature and will not be needed after the development and implementation of SMS.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee? YES NO
- 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 PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/10/2014 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P.O. Box 8079 San Francisco, CA 94128

Receipt of Union Notification(s)

◆ **Local 1021**

◆ **Local MEA**

Cynthia Avakian

From: dhr-psccordinator@sfgov.org
Sent: Friday, February 07, 2014 5:22 PM
To: Cynthia Avakian; david.canham@seiu1021.org; joe.tanner@seiu1021.net; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; camaguey@sfmea.com; staff@sfmea.com; Christina Chiong; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 43766 - 13/14

RECEIPT for Union Notification for PSC 43766 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43766 - 13/14 for \$800,000 for Initial Request services for the period 05/05/2014 – 12/31/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/1294> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**PSC 43766-13/14, Safety Management System Consulting Services
5 Year Term Justification**

The anticipated contract term will be three years with two one-year options to extend. The actual start date is unknown and will depend on the Federal Aviation Administration's (FAA) release of a finalized Safety Management System requirement, slated for early 2014. The Consultant will need time to incorporate the final FAA rulings into the SMS plan, and to evaluate the work that will be done as a result of any findings.

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Additional Attachment(s) of Explanation

◇ Section 1. Description of Work

1A. Scope of Work

- ◆ Code of Federal Regulations Title 14 Part 139
- ◆ International Civil Aviation Organization Guidelines

U.S. Department
of Transportation

Federal Aviation
Administration

Advisory Circular

Subject: INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS (SMS) FOR AIRPORT OPERATORS **Date:** February 28, 2007 **AC No:** AC 150/5200-37
Initiated by: AAS-300 **Change:**

1. PURPOSE. This Advisory Circular (AC) introduces the concept of a safety management system (SMS) for airport operators.

BACKGROUND. The application of a systematic, proactive, and well-defined safety program (as is inherent in a SMS) allows an organization producing a product or service to strike a realistic and efficient balance between safety and production. The forecast growth in air transportation will require new measures and a greater effort from all aviation producers—including airport operators—in order to achieve a continuing improvement in the level of aviation safety. The use of SMS at airports can contribute to this effort by increasing the likelihood that airport operators will detect and correct safety problems before those problems result in an aircraft accident or incident. In November 2005, the International Civil Aviation Organization (ICAO) amended Annex 14, Volume I (Airport Design and Operations) to require member States to have certificated international airports establish an SMS. The FAA supports harmonization of international standards, and has worked to make U.S. aviation safety regulations consistent with ICAO standards and recommended practices. The agency intends to implement the use of SMS at U.S. airports to meet the intent of the ICAO standard in a way that complements existing airport safety regulations in 14 CFR Part 139.

The following actions are being taken in conjunction with the implementation of SMS at commercial airports in the United States:

Rulemaking. The FAA has opened a rulemaking project to consider a formal requirement for SMS at certificated airports. In the United States, about 570 airports are certificated under 14 CFR Part 139, *Certification of Airports*. The agency anticipates issuing a notice of proposed rulemaking (NPRM) for public comment in 2008. A decision on a final rule will not be made until the agency has considered all of the public and industry comments received on the NPRM. We will also take into account the experience of airports that have already implemented an SMS. In any decision to issue a final rule to have airport operators implement SMS, the FAA would:

- Consider the benefits and costs of the rule and tailor the rule to impose the minimum burden and costs necessary for effective implementation
- Consider whether the requirement should apply to all certificated airports or only to airports above a certain activity level

- Consider, for airports subject to an SMS requirement, how SMS program elements would apply to airports of different sizes and resource
- Acknowledge the existing requirements of 14 CFR Part 139 and avoid duplication of safety programs
- Consider the appropriate degree of FAA oversight of individual SMS plans by FAA airport certification safety inspectors
- Review SMS training needs for FAA employees and airport operators

Airport Improvement Program (AIP) grant eligibility. The FAA has determined that contract costs incurred for development of an initial SMS at an airport are eligible for AIP planning grant funds.

Additional guidance on SMS at airports. If a regulation on SMS is adopted the FAA will update the SMS Advisory Circular and issue additional guidance as necessary for its implementation, including a detailed checklist and possibly a model SMS plan document.

In addition, two projects have been approved for funding under the Airport Cooperative Research Program (ACRP) administered by the Transportation Research Board that will provide further guidance on SMS implementation by airport operators. First, the Mitre Corporation has received an ACRP grant to produce a white paper on SMS with a description of its general benefits, the ICAO requirement, and how SMS could be used at airports in the U.S. The white paper should be published in May 2007. Second, ACRP has approved a grant project for development of an SMS user guidebook for airport operators with detailed practical guidance on the implementation of an airport SMS. Completion of the project is expected by September 2008.

SMS will also be added to the agenda in the FAA's Airport Safety and Operations Schools (ASOS), which is offered several times each year.

2. APPLICATION. The material contained in this AC is applicable for use at all civil airports, when adapted to the size, activity level, staff level, and resources of each airport. A safety management system can be integrated into all aspects of airport operations, business and management practices. This includes consideration of work performed by all direct contractors.

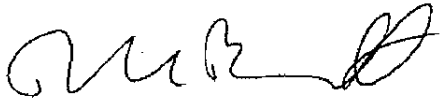
3. COMMENTS OR SUGGESTIONS for improvements to this AC should be sent to:

Manager, Airport Safety and Operations Division
Federal Aviation Administration
ATTN: AAS-300
800 Independence Avenue, S.W.
Washington, DC 20591

February 28, 2007

AC 150/5200-37

4. COPIES OF THIS AC. The Office of Airport Safety and Standards makes ACs available to the public through the Internet. These ACs may be found through the FAA home page (www.faa.gov). A printed copy of this AC and other ACs can be ordered from the U.S. Department of Transportation, Subsequent Distribution Office, Ardmore East Business Center, 3341 Q 75th Avenue, Landover, MD 20785.



DAVID L. BENNETT
Director of Airport Safety and Standards

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CHAPTER 1: GENERAL INFORMATION

1.1. PURPOSE.

This chapter provides general guidelines for Safety Management Systems (SMSs). The benefits of an SMS would apply to all activities at an airport. However, any action by the FAA to amend 14 CFR Part 139 to implement a requirement for an SMS would be limited to those areas subject to 14 CFR Part 139 regulation. Accordingly, the following general guidelines should not be taken as an indication of the content or scope of a possible future FAA rule relating to SMS.

1.2. DEFINITIONS.

Gap Analysis – Identification of existing safety components, compared to SMS program requirements. Gap analysis provides an airport operator an initial SMS development plan and roadmap for compliance.

Hazard – Any existing or potential condition that can lead to injury, illness, or death to people; damage to or loss of a system, equipment, or property; or damage to the environment. A hazard is a condition that is a prerequisite to an accident or incident.

Risk Assessment – Assessment of the system or component to compare the achieved risk level with the tolerable risk level.

Safety Assessment – A systematic, comprehensive evaluation of an implemented system.

Safety assurance – SMS process management functions that systematically provide confidence that organizational products/services meet or exceed safety requirements.

Safety Management System (SMS) – The formal, top-down business-like approach to managing safety risk. It includes systematic procedures, practices, and policies for the management of safety (including safety risk management, safety policy, safety assurance, and safety promotion).

Safety Policy – Defines the fundamental approach to managing safety that is to be adopted within an organization. Safety policy further defines the organization's commitment to safety and overall safety vision.

Safety promotion – A combination of safety culture, training, and data sharing activities that supports the implementation and operation of an SMS in an organization.

Safety risk – The composite of the likelihood (i.e., risk) of the potential effect of a hazard, and predicted severity of that effect. As an example, the possibility of an overshoot by an aircraft landing on an icy runway would be considered a safety risk of the hazard. The hazard is "icy runway" and the risk is "possibility of an overshoot."

Safety risk control – Anything that mitigates the safety risk of a hazard. Safety risk controls necessary to mitigate an unacceptable risk should be mandatory, measurable, and monitored for effectiveness.

Safety Risk Management (SRM) – A formal process within the SMS composed of describing the system, identifying the hazards, assessing the risk, analyzing the risk, and controlling the risk. The SRM process is embedded in the operational system; is not a separate/distinct process.

Severity – The consequence or impact of a hazard in terms of degree of loss or harm.

System(s) – An integrated set of elements that are combined in an operational or support environment to accomplish a defined objective. These elements include people, hardware, software, firmware, information, procedures, facilities, services and environment.

Top Management – The person or group of people who direct and control an organization. Sometimes it is also referred to as Senior Management.

1.3. SAFETY CULTURE.

Effective safety management requires more than establishing an appropriate organizational structure and establishing rules and procedures to be followed. It requires a commitment to safety on the part of senior management. The attitudes, decisions and methods of operation at the policy-making level demonstrate the priority given to safety.

A key indicator of management's commitment to safety is the adequacy of resources. Establishing a management structure, assigning responsibility and accountability, and allocating appropriate resources must be consistent with the organization's stated safety objectives.

In effective safety cultures, there are clear reporting lines, clearly defined duties and well understood procedures. Personnel fully understand their responsibilities and know what to report, to whom and when. Senior management reviews not only the financial performance of the organization but also its safety performance.

Safety culture, then, is both attitudinal and structural, relating to individuals and organizations. It concerns the requirement to not only perceive safety issues but also match them with appropriate action. Safety culture relates to such intangibles as personal attitudes and the style of the organization. It is therefore difficult to measure, especially when the principal criterion for measuring safety is the absence of accidents and incidents. Yet, personal attitudes and corporate style enable or facilitate the unsafe acts and conditions that are the precursors to accidents and incidents. Therefore, safety culture may affect systems safety either negatively or positively.

CHAPTER 2: ELEMENTS OF A SAFETY MANAGEMENT SYSTEM

2.1. GENERAL.

Effective safety management requires a systems approach to the development of safety policies, procedures and practices to allow the organization to achieve its safety objectives. Similar to other management functions, safety management requires planning, organizing, communicating and providing direction.

A SMS provides a proactive, systematic, and integrated method of managing safety for airport operators. Essential to a SMS are formal safety risk management procedures that provide risk analysis and assessment.

Generally accepted industry standards and International Civil Aviation Organization (ICAO) guidance describe Safety Management Systems in terms of four distinct elements. They include:

- Safety Policy and Objectives
- Safety Risk Management
- Safety Assurance
- Safety Promotion.

2.2. SAFETY POLICY AND OBJECTIVES.

2.2.1 Safety Policy.

Management's commitment to safety should be formally expressed in a statement of the organization's safety policy. This policy should reflect the organization's safety philosophy and become the establishment of the SMS. The safety policy outlines the methods and processes that the organization will use to achieve desired safety outcomes. A safety policy will be signed by Top Management and will typically contain the following attributes:

- The commitment of senior management to implement SMS
- A commitment to continual safety improvement
- The encouragement of employees to report safety issues without fear of reprisal
- A commitment to provide the necessary safety resources
- A commitment to make safety the highest priority

2.2.2 Safety Objectives.

SMS requires the support of senior management. SMS also requires that Top Management in the organization, one with the authority to adequately control resources, be assigned SMS

responsibilities. In addition to having a basic understanding of the SMS, effective decision-makers understand how to use SMS outputs as inputs to the SMS lifecycle as described in Figure 2-1. Executives and managers also understand when safety risk management is necessary, and when to elevate decisions and the supporting information to a higher level. Some key elements of accountability within an organization are:

- The organization's policy concerning responsibility and accountability, including written guidance regarding the safety authorities and responsibilities of all key personnel assigned to the airport
- Identification within the system of someone responsible for administration of the overall SMS. Often, that one responsible person will be the Safety Manager. This person reports to the highest level of management to assure appropriate consideration of all reports, recommendations, and issues
- At larger airports, operations may support the Safety Manager being a full-time permanent employee and in some cases having a support staff. Some airports may have an existing risk management office that could substantially meet SMS safety management requirements
- The responsibilities of the Safety Manager are clearly defined along with identified lines of communication within the organization
- Depending on the size and complexity of the airport's operation, it may be useful to establish a safety committee. The safety committee acts as a source of expertise for the Safety Manager and is chaired by the Safety Manager

How an organization arranges its method of conducting business and managing safety will influence its resilience to hazardous situations and its ability to reduce risks. To ensure responsible safety management, successful organizations follow a disciplined approach to documentation and information management.

The process of formal documentation clarifies the relationship of the SMS to other organizational functions and the integration of SMS activities. Further, the documentation process defines how SMS activities relate to the organization's operating policies. The contents of this documentation may be in the form of safety reporting records, surveys, hazard reporting forms, and risk analysis/mitigation processes. It is important that the organization maintain a record of the measures taken to fulfill the objectives of the SMS. These records may be required in the event of a formal investigation of an accident or serious incident and should be maintained in sufficient detail to ensure traceability of all significant safety-related decisions.

NOTE: *The Airport SMS should be distributed as necessary to educate and inform the airport staff. If the FAA adopts a rule to make a SMS mandatory at some or all certificated airports, SMS documentation related to 14 CFR Part 139 responsibilities would be incorporated into the Airport Certification Manual (ACM) or added as an appendix. As an appendix to the ACM, the Airport SMS, to the extent it relates to 14 CFR Part 139, would be subject to the same document control measures as any other part of the ACM.*

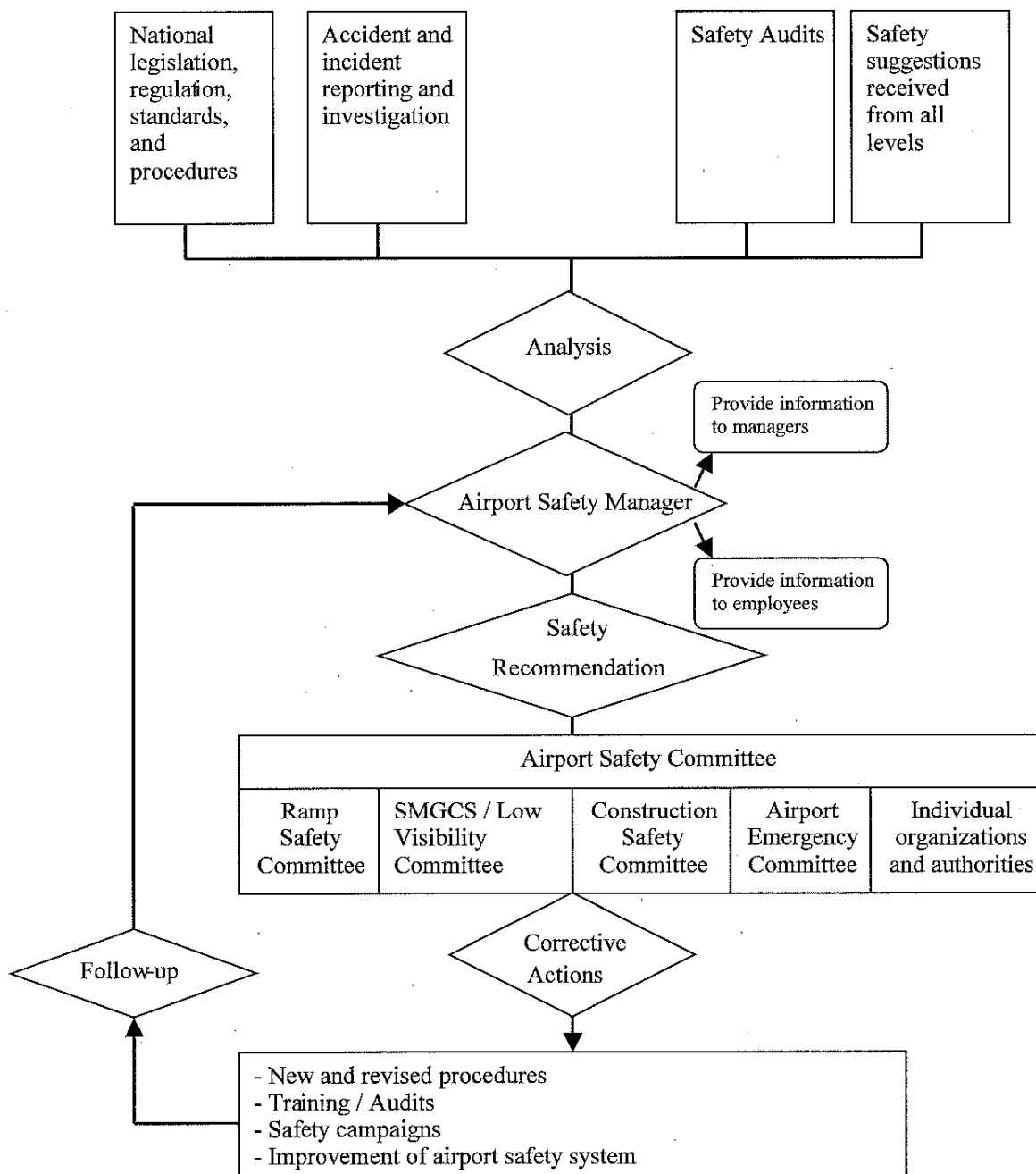


Figure 2 - 1. SMS Lifecycle Overview

2.3. SAFETY RISK MANAGEMENT

Safety Risk Management (SRM) is at the heart of any Safety Management System. It is through the SRM process that an organization identifies hazards, determines potential risks, and designs appropriate risk mitigation strategies. Safety Risk Management is discussed in Chapter 3.

2.4. SAFETY ASSURANCE

Safety Assurance includes self-auditing, external auditing, and safety oversight. Safety oversight can be achieved through auditing and surveillance practices, given the diverse activities at commercial airports. In addition to the airport operator's existing responsibilities for self-inspection and correction of discrepancies under 14 CFR Part 139, an effective airport SMS audit program should:

- Develop identified safety performance indicators and targets
- Monitor adherence to safety policy through self-auditing
- Allocate adequate resources for safety oversight
- Solicit input through a non-punitive safety reporting system
- Systematically review all available feedback from daily self-inspections, assessments, reports, safety risk analysis, and safety audits
- Communicate findings to staff and implement agreed-upon mitigation strategies (14 CFR Part 139 already requires this for actions covered by that regulation)
- Promote integration of a systems approach to safety into the overall operation of the airport

A systems approach to safety management addresses significant hazards and the possible risks these hazards may present to employees and the public. Individuals responsible for developing the SMS program should work with the persons that have direct responsibility for analyzing hazards, identifying control measures derived from that analysis, and ensuring those measures are effective. Similarly, individuals responsible for operations should have direct responsibility for the safety of those operations and should be given the resources to implement the necessary controls.

Feedback is necessary to assess how well the SMS is working. This is achieved through safety oversight, performance monitoring, and continuous improvement processes.

The SMS should include a visible non-punitive safety reporting system supported by management. The safety reporting system should permit feedback from personnel regarding hazards and safety-related concerns. The SMS should use this information to identify and address safety deficiencies. The safety reporting system may also identify and correct non-conformance to safety policy.

Safety auditing is a core safety management activity. Similar to financial audits, safety audits provide a means for systematically assessing how well the organization is meeting its safety objectives. Top Management may choose to have an external agency audit the system (e.g., by a consultant or another airport operator). The safety audit, together with other safety oversight activities, provides feedback to managers concerning the overall safety performance of the organization.

Safety performance monitoring validates the SMS, confirming the organization's safety objectives. Through regular review and evaluation, management can pursue continuous improvements in safety management and may revise safety objectives to ensure that the SMS remains effective and relevant to the organization's operation.

2.5. SAFETY PROMOTION

Safety Promotion includes:

- Training and education
- Safety communication
- Safety competency and continuous improvement

The Safety Manager provides current information and training relating to safety issues relevant to the specific operation of the airport. The provision of appropriate training to all staff, regardless of their level in the organization, is an indication of management's commitment to an effective SMS. Safety training and education should consist of the following:

- A documented process to identify training requirements
- A validation process that measures the effectiveness of training
- Initial (general safety) job-specific training
- Recurrent safety training
- Indoctrination/initial training incorporating SMS
- Training that includes human factors and organizational factors

Training requirements and activities should be documented for each area of activity within the organization. A training file should be developed for each employee, including management, to assist in identifying and tracking employee training requirements and verifying that the personnel have received the planned training. Any training program should be adapted to fit the needs and complexity of the airport in question. At certificated airports this is already being done for training required by 14 CFR Part 139.

The airport operator/safety manager should communicate safety goals and procedures to all employees. The safety management system should be visible in all aspects of the airport operation. Systems safety is a good business practice and should be promoted accordingly. The safety manager should communicate the health of the airport SMS program through bulletins, briefings and training. The safety manager should ensure that lessons learned from hazardous occurrence investigations and case history or experiences, both internally and from other organizations, are distributed widely. The communication should flow between the safety manager to the organization. Systems safety improvement will occur most efficiently if staff and

employees are actively encouraged to identify potential hazards and propose solutions. Some examples of organizational communication are:

- Safety seminars
- Safety letters, notices and bulletins
- Safety lessons-learned
- Bulletin boards, safety reporting drop boxes, and electronic reporting through web sites or email
- A method to exchange safety-related information with other airport operators through regional offices or professional organizations
- In the future, voluntary posting of safety-related information on an existing FAA web-based safety reporting system currently being used by air operators

As part of a continuous improvement process, the common element of many quality programs, the evolution of systems safety is dependent upon the SMS lifecycle. As hazards are identified, risks determined and mitigated through corrective actions, system improvements through training and revised policies and procedures, then follow-up begins the safety process over again. The diagram in Figure 2-1 gives a brief overview of how the SMS lifecycle might look at a large airport using tenant/operator safety committees.

CHAPTER 3: SAFETY RISK MANAGEMENT (SRM)

3.1. General.

SRM is a fundamental component of SMS. To be truly effective a SMS must have a formal risk assessment program that identifies and documents hazards on the airport. An SMS:

- determines associated risk(s)
- identifies the severity and probability of the occurring risk(s)
- develops mitigation strategies as appropriate
- applies, tracks, and monitors the mitigation strategy
- assesses and modifies strategies as necessary

A hazard is a condition, object or activity with the potential for causing damage, loss, or injury. A risk is the chance of loss or injury measured in terms of severity and probability.

3.2. SRM Background Information.

SRM is a systematic, explicit, and comprehensive approach for managing safety risk at all levels throughout the airport. A comprehensive SMS using SRM will develop layers of safety built upon the measures taken to mitigate risk. These layers are examples of implemented protective measures such as vehicle driver's training programs, marking and lighting standards and reflective vests. An unsafe event can occur when gaps occur in the system's protective layers. These gaps are not static and may appear unexpectedly. In order for an incident or accident to take place there is normally a succession of gaps in a system that will line up and enable an event to occur.

3.3. The Five Phases of SRM.

There are five phases to the SRM Process:

- Phase 1.** Describe the system
- Phase 2.** Identify the hazards
- Phase 3.** Determine the risk
- Phase 4.** Assess and analyze the risk
- Phase 5.** Treat the risk (i.e., mitigate, monitor and track)

Phase 1: Describe the system. When considering the environment of the airport system, consider all of the safety-related functions already outlined in the ACM. The existing safety

functions should steer the focus of the risk management analysis and will assist in determining potential mitigation strategies.

Phase 2: Identify Hazards. In this phase, hazards to the system (i.e., operation, equipment, people, and procedures) are identified in a systematic, disciplined way. There are many ways to do this, but all require at least four elements:

- Operational expertise
- Training in SMS, and if possible, hazard analysis techniques
- A simple, but well-defined, hazard analysis tool
- Adequate documentation of the process

The hazard identification effort should mirror the management structure and complexity of the airport in question. The airport manager at a small airport could conduct it alone, while it may be conducted by a committee or group at a larger airport. Regardless, the person or the group will require sufficient operations expertise, safety experience, and training to adequately conduct the assessment.

The hazard identification stage considers all the possible sources of system failure. Depending on the nature and size of the system under consideration, these should include:

- The equipment (example: construction equipment on a movement surface)
- Operating environment (example: cold, night, low visibility)
- Human element (example: shift work)
- Operational procedures (example: staffing levels)
- Maintenance procedures (example: nightly movement area inspections by airport electricians)
- External services (example: ramp traffic by Fixed-Base Operator (FBO) or law enforcement vehicles)

Phase 3. Determine the risk. In this phase, each hazard in its system context is identified to determine what risks exist, if any, that may be related to the hazard. In this phase, there is no determination of the severity or potential of the risk occurring. First, all potential hazards are identified and documented. Next, the hazards are subjected to an assessment of the possible severity and potential risk as described in Phase 4.

In a very simple example, an airport may have identified the hazard of Foreign Object Damage (FOD) on the ramp, with the associated risk of the FOD being ingested into the engines of taxiing aircraft. That hazard and the identified risk would be documented before moving to

Phase 4, a determination of the probability of that risk occurring, and the severity if such an event were to occur.

Phase 4: Assess and Analyze the Risk. In this Phase, the airport operator estimates the level of risk such as by using the predictive risk matrix in Figure 3-1.

Risk is the composite of the predicted severity and likelihood of the outcome or effect (harm) of the hazard in the worst credible system state. In order to assess the risk of an accident or incident occurring, severity and likelihood are first determined.

Severity is determined by the worst credible potential outcome. Less severe effects may be considered in addition to this, but at a minimum, the most severe effects are considered. Determination of severity is independent of likelihood, and likelihood should not be considered when determining severity. Over time, quantitative data may support or alter the determinations of severity and probability, but the initial risk determinations will most likely be qualitative in nature, based on experience and judgment more than data.

The risk levels used in the matrix can be defined as:

- **High risk** – Unacceptable level of risk: The proposal cannot be implemented or the activity continued unless hazards are further mitigated so that risk is reduced to medium or low level. Tracking and management involvement are required, and management must approve any proposed mitigating controls. Catastrophic hazards that are caused by:
 - (1) single-point events or failures
 - (2) common-cause events or failures
 - (3) undetectable latent events in combination with single point or common cause events are considered high risk, even if extremely remote
- **Medium risk** – Acceptable level of risk: Minimum acceptable safety objective; the proposal may be implemented or the activity can continue, but tracking and management are required.
- **Low risk** – Target level of risk: Acceptable without restriction or limitation; the identified hazards are not required to be actively managed, but are documented.

Hazards are ranked according to the severity and the likelihood of their risk, which is illustrated by where they fall on the risk matrix. Hazards with high risk receive higher priority for treatment and mitigation.

NOTE: *At U.S. airports, many of the airport operators' actions are governed by standards issued by the FAA. The FAA would not expect an airport operator to conduct an independent risk analysis of an action or condition directed by a mandatory FAA standard or specification. Any discretionary action or decision by the airport operator in the application of the standards should still be analyzed.*

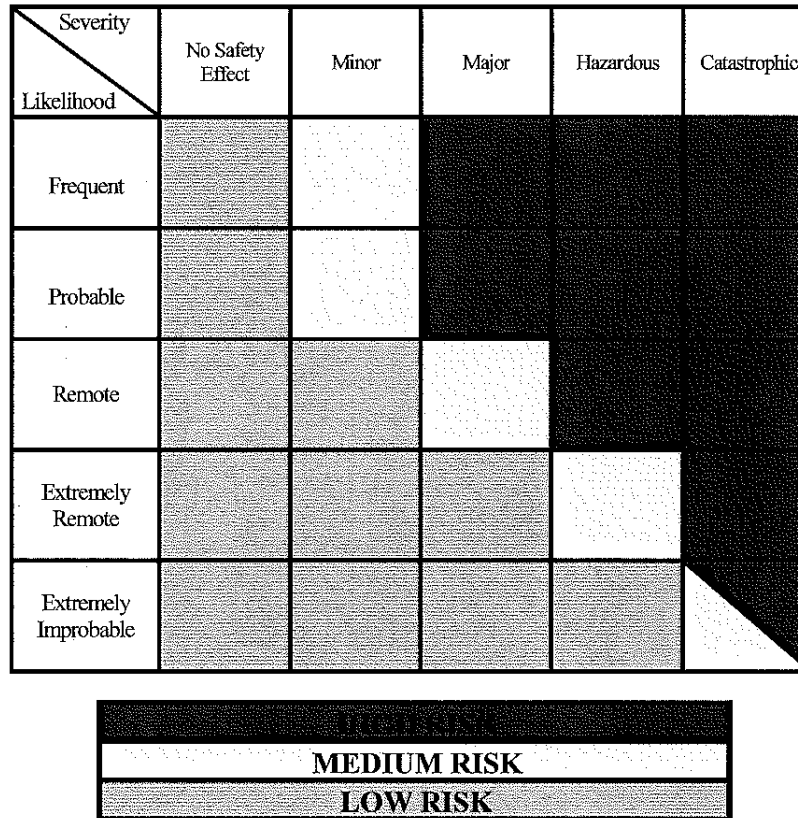


Figure 3 - 1. Predictive Risk Matrix

Phase 5: Treat the risk. In this phase, the airport operator develops options to mitigate the risk and alternative strategies for managing a hazard’s risk(s). These strategies can be used to reduce the hazard’s effects on the system. It should be noted that the majority of risk management strategies address medium and high-risk hazards. Low-risk hazards may be accepted after considering risk.

The risk management activity should identify feasible options to control or mitigate risk. Some options could include:

- Avoidance: selecting a different approach or not participating in, or allowing, the operation or procedure
- Assumption: accepting the likelihood, probability, and consequences associated with the risk
- Control: development of options and alternatives that minimize or eliminate the risk

- Transfer: shifting the risk to another area

Prior to operational use, a mitigation strategy is validated and verified (as operational experience or data may support). Once validated, verified, and accepted, it then becomes an existing element of the system or operation.

Next, the effect of the proposed mitigation measure on the overall risk is assessed. If necessary, the process is repeated until a measure or combination of measures is found that reduces the risk to an acceptable level.

When risk is determined to be unacceptable, it is necessary to identify and evaluate risk mitigation measures by which the probability of occurrence and/or the severity of the hazard could be reduced. When risk mitigation strategies cross organizations, risk acceptance and approval from stakeholder organizations is necessary.

Risk mitigation may require a management decision to approve, fund, schedule, and implement one or more risk mitigation strategies. The objective of this phase is to implement appropriate and cost-effective risk mitigation plans to mitigate hazards. Appropriate risk mitigation strategies are developed, documented, selected, and implemented. Hazard tracking is the core of this risk management phase. Each medium and high-risk hazard is tracked until its risk is mitigated to an acceptable level and the effectiveness of the controls mitigating the risk is verified. The hazard record is kept for the lifecycle of the system change.

When assessing risk using a group or committee, remember that interactions between safety-group participants with varying experience and knowledge tend to lead to broader, more comprehensive, and more balanced consideration of safety issues than if an individual conducts the assessment. Thus, if possible, group analysis by appropriate subject matter experts, is recommended.

Utilization of safety risk management increases the level of safety in airport operations, maintenance, and new systems. Through SRM, hazards are assessed, mitigated, documented, tracked, and operational data are continuously monitored to provide feedback on hazards. Understanding the consequences of risk increases the ability to anticipate and control the impacts of internal and/or external events on a program.

Accountability is the foundation of an effective SMS. By accepting the safety risk mitigation strategy, the appropriate management official is certifying acceptance and accountability.

Applying the Concept of SRM: Appendix 1 provides an example of how Safety Risk Management could be applied to enhance safety during airfield construction.

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APPENDIX 1: EXAMPLE: APPLICATION OF SRM TO A SAFETY DURING CONSTRUCTION PLAN

NOTE: *Because of the many variables within the development of a construction plan this case will focus on only one hazard and risk example.*

XYZ Airport has two runways and is planning to install drainage near the approach end of the secondary runway. Construction vehicles must cross the primary runway to gain access to the construction site. Because there are numerous operations during the day, a decision is made to do work at night during lighter traffic. The Airport Safety Manager understands a need to develop a plan for night construction to avoid interruption of day operations. It is clear that there are many challenges in developing such a plan.

To begin formulating the plan, the Airport Safety Manager consults with a designated Construction Safety Committee and follows the guidance outlined in the FAA Advisory Circular 150/5370-2, *Operational Safety on Airports During Construction*. One area of concern found during this process was the movement of construction vehicles to and from the work site in a way that would avoid runway incursions. In evaluating this process, the committee decides to follow the concept of systems safety and apply SRM to evaluate their decisions.

Phase 1. Describe the System:

- Runway environment during construction at night, including a high volume of construction vehicle traffic between the ramp and the construction site
- Existing driver training program and the use of escorts for construction vehicles
- Air Traffic Control Tower, but no radio communications with construction vehicles, which are not radio-equipped
- Signs, markings and lighting for the taxiways, runways, and construction area

Phase 2. Identify the Hazards:

- Construction vehicles crossing primary runway

Phase 3. Determine the Risk:

- Aircraft hitting a construction vehicle on the primary runway

Phase 4. Assess and Analyze the Risk:

- Using the Predictive Risk Matrix, it is the opinion of the committee there is a *remote* chance a construction vehicle will deviate from prescribed guidelines and cross the primary runway without an escort. There are night air carrier operations at the airport, so there is a remote chance that an aircraft would conflict with a crossing vehicle. The likelihood that a construction vehicle crossed the runway and caused an aircraft accident

is therefore *remote* or *extremely improbable*, but the committee understands that the severity of such an incident could be *catastrophic*

- The committee agrees that the proposed means of getting construction vehicles to the construction site is unacceptable and must be mitigated

Phase 5. Treat the Risk:

- The committee decides to *control* the risk by using an existing airport perimeter road to gain access to the construction site. All construction vehicles will then be escorted on the perimeter road. Use of the perimeter road may delay construction vehicles due to driving distance but it's in the best interest of safety
- The committee documents this decision process for future follow-up with the Airport Safety Manager



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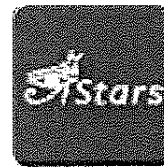
IMPLEMENTATION & REPORTING



GASP



SARPs



iStars



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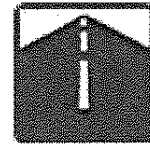
Guidance Material



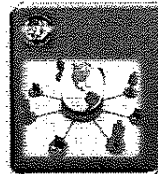
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Title	Modified	Click to access
SSP & SMS Resources	20/02/2014 10:55 AM	http://www.icao.int/safety/SafetyManagement/Pages/resources.aspx
Safety Management IKit	24/09/2013 4:26 PM	http://cfapp.icao.int/tools/SMiki/story.html
Resources - Download all	24/09/2013 1:02 PM	http://www.icao.int/safety/SafetyManagement/Documents/Resources.zip

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Documents at once

Frequently Asked Questions 20/09/2013 1:56 PM <http://www.icao.int/safety/SafetyManagement/Frequently-Asked-Questions.html>

Highlights: Global Aviation Safety Plan 13/09/2013 3:58 PM <http://www.icao.int/safety/SafetyManagement/Pages/GASP.aspx>

USOAP CMA on SSP – Rollout 08/07/2013 9:09 AM USOAP CMA on SSP – Rollout

An Executive summary of Annex 19, First Edition is now available. 11/06/2013 1:48 PM Executive Summary Page of Annex 19, 1st Edition

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Shuttle Bus Services

Funding Source: General Funds PSC Duration: 3 years
PSC Amount: \$270,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2017

1. Description of Work

A. Scope of Work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.

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

This shuttle bus service addresses several needs for SFGH. This shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. The service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data which are the Civic Center and 24th Street BART stations to SFGH. Denial would result in increased disruption for civil service staff due to the SFGH rebuild, increased traffic congestion, loss of neighborhood parking, and increased air pollution.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most

recently approved PSC # and upload a copy of the PSC. These services were previously provided under a separate contract related to PSC 3035-11/12. This is a new, initial request, as the originally grant-funded contract related to PSC 3035-11/12 expired. Approximately one year elapsed until these these services were re-funded under a new original agreement, for which this PSC approval is sought, to provide clear records and to facilitate further required City approvals

D. Will the contract(s) be renewed? as needed

2. Union Notification: On 03/10/2014, the Department notified the following employee organizations of this PSC/RFP request: TWU - Miscellaneous,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42508 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Drivers with clean driving records who have past experience operating a shuttle bus safely. Timely operation of a shuttle bus on the routes and schedules prescribed by SFGH. This company will need to be flexible to meet SFGH needs as they change over the course of the Rebuild.

B. Which, if any, civil service class(es) normally perform(s) this work?
9163,

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

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH Rebuild.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH Rebuild.

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

If the City were to establish a permanent service, a specialized position would be considered, however, these services are specific to the SFGH Rebuild and time limited.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- 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 PSC contract with your department?

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/09/2014 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street Room 307 San Francisco, CA

Receipt of Union Notification(s)
◆ TWU

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: jacquie.hale@sfdph.org; rmitchell@twusf.org; kelly.rojas@sfdph.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42508 - 13/14
Date: Monday, March 10, 2014 5:09:00 PM

RECEIPT for Union Notification for PSC 42508 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42508 - 13/14 for \$270,000 for Initial Request services for the period 07/01/2014 – 06/30/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrrupal/node/1623> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Documents

◇ Section 1. Description of Work

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

◆ SFGH 2009 Travel Survey Data

SFGH Employee Travel Survey: Opportunities for Sustainable Transportation

Christina Foushee, PhDc, RN, *San Francisco General Hospital Rebuild Project, Transportation Services*

Megan Wier, MPH, *San Francisco Department of Public Health, Program on Health, Equity & Sustainability*

SFGH Rebuild. In response to the January 1994 Northridge earthquake, the California Legislature passed the Hospital Facilities Seismic Safety Act (SB 1953). The Northridge earthquake caused 23 hospitals to suspend some or all of their services and caused more than \$3 billion in hospital-related damages. SB 1953 served as an amendment to and furtherance of the Alfred E. Alquist Hospital Facilities Seismic Safety Act of 1983.¹ To meet seismic safety standards set forth by SB 1953, (and to avoid closure if not met) San Francisco General Hospital & Trauma Center (SFGH) required new facility construction to ensure that it remain open and operating in the event of an earthquake. SFGH currently serves approximately 1,500 patients per day (100,000 patients per year) and is the only Level One Trauma Center serving 1.5 million residents of San Francisco and northern San Mateo counties. When asked to support Proposition A to rebuild SFGH in November of 2008, 84% of San Francisco voters supported the proposition. With Proposition A's passage, an \$887.4 million general obligation bond was approved to build a new nine-story hospital with 284 acute-care beds. The 442, 350 square foot, state-of-the-art facility is to be located amid the hospital's historic brick buildings along Potrero Avenue.

The rebuild of the San Francisco General Hospital & Trauma Center (SFGH) highlights the need for and opportunity to manage employee parking and support sustainable transportation to the facility. During the facility rebuild, loss of parking spaces due to construction activities will create significant impacts upon parking and transportation patterns on and around campus. Each designated parking space may be viewed as an automobile trip generator. The loss of at least 100 parking spaces during the rebuild, though anticipated to create increased short-term congestion and parking demand, also serves as a critical opportunity for SFGH to support employees in the transition from driving alone to utilizing more sustainable modes of transportation. Given that some current SFGH auto commuters live in places reasonably well served by transit while others do not, a manageable parking solution will need to balance these realities so that people who need to drive are able to locate parking and those who do not need to drive are discouraged from doing so. Decreasing auto trips to the hospital and increasing walking, biking, carpooling/vanpooling, and transit use would comply with (a) Rebuild environmental mitigation measures, (b) San Francisco Department of Public Health's Climate Action Plan (CAP), (c) and San Francisco's Transit First Policy. Further, it would support local and regional public health initiatives by reducing traffic-related air pollutants, noise and hazards, and by supporting increases in physical activity via active commuting.²

As stated within the SFGH Seismic Compliance Hospital Replacement Program Environmental Impact Report (EIR), SFGH's transportation demand management (TDM) environmental mitigation responsibilities include a response to predicted impacts via an annual travel behavior survey which shall then inform transportation planning. The long term aims of this initial survey were to establish baseline data on travel behavior for the purposes of: (a) determining employee commute modes (e.g., proportion driving alone, taking transit, walking, etc.), and (b) developing transportation demand management strategies that support the goal of reducing single-occupant auto trips to and from campus. In support of this goal, the near term aims of this survey were to assess: (a) staff commute characteristics including proportion driving alone and vehicle miles traveled, (b) factors that influence driving alone to work, (c) factors that would encourage staff to not drive alone to work, (d) staff willingness to not drive alone during the rebuild of the facility, and (e) awareness and utilization of the City and County of San Francisco's

(CCSF) Commuter Benefits and Emergency Ride Home programs.³

Transit First. San Francisco's Transit First Policy (1973) was created to support public transit, including taxis and vanpools, as an economically and environmentally sound alternative to transportation by individual automobiles.⁴ The policy is applicable to all public institutions. The Transit First policy states that within San Francisco, travel by public transit, by bicycle, or on foot must be an attractive alternative to travel by private automobile. This policy has served as a directive to promote mobility by not only collective public transit, but by all alternatives to single-occupancy vehicles. The guiding principle of the Transit First Policy is aimed at ensuring the quality of life and economic health in San Francisco, therefore, the primary objective of the transportation system is targeted toward the safe and efficient movement of goods and people.

Health Impacts. Driving adversely impacts the health of communities through both local and regional mechanisms. As distances between home and work increase, so do the miles people drive, along with the associated hazards from air and water pollutants, noise, and deaths and injuries from motor vehicle collisions.^{5,6} Evidence has shown that heavy local traffic creates traffic "hotspots," which disproportionately impact those living near busy streets and highways by creating air pollution, noise, stress, and safety hazards.^{7,8,9,10} Heavy traffic can also negatively impact surrounding environments for those who walk, bike, or use public transit services. These traffic-related exposures result in hospitalizations and emergency room visits to local healthcare institutions to treat the adverse pulmonary and cardiovascular health outcomes related to motor vehicle emissions as well as traumatic injuries related to traffic collisions.^{11,12}

Climate Change. In the Bay Area, transportation emissions contribute to approximately 50% of all greenhouse gas emissions.¹³ Global climate change is expected to a) increase the frequency, intensity and length of heat waves, floods, droughts, windstorms and wildfire which lead to increased mortality, illness, and mental health impacts, b) increase ground-level ozone and aeroallergens, exacerbating cardiovascular and pulmonary illness, and c) increase food and waterborne infectious diseases associated with shifts toward warmer temperatures. As a secondary and tertiary medical service provider and emergency response center, SFGH will respond to the emergent, acute and chronic health-related implications of global climate change. Therefore, SFGH is in a unique, influential position to forge a leadership role in the reduction of carbon emissions at the organizational level. TDM programs which support alternative modes of transportation and discourage driving alone are instrumental ways in which to do so.

TRANSITING OPPORTUNITIES

There are a number of transportation alternatives for reaching SFGH. The transit network surrounding the SFGH campus includes: seven MUNI lines in a four block radius;¹⁴ two Sam Trans routes; the UCSF Shuttle system which operates two shuttles (the Blue and Gold) to and from UCSF's Mission Bay Campus, Mt Zion facility, and Parnassus campus; and the Yellow shuttle route connecting the campus with the 16th St BART station.¹⁵ Additionally, SFGH provides a total of 92 bicycle parking spaces - 16 within a fenced, secured bike cage area as well as 20 individual bicycle lockers with key access.

There are four car share parking spaces on campus - two reserved for City Car Share and two for Zipcar. SFGH employees as well as Potrero Hill residents may reserve these vehicles online.¹⁶ SFGH also has official vehicles available for employee business trips during the day. Campus parking consists of 17 surface lots, one parking garage, and three city streets designated for SFGH employee parking. The campus contains a total of 1,628 parking spaces, of which 842 (52%) are in the garage, 545 (33%) are distributed across the surface lots, and 241 (15%) are on the street. Hospital employees pay a fee for monthly parking. The fee structure encourages employee parking in the garage at a rate of \$100/month rather than on the campus parking lots (includes designated street parking) at \$120/month. Car/vanpoolers

with three or more passengers pay \$74/year for designated parking, and night shift employees receive a discounted rate of \$50/month. Staff can pay an additional \$35/month to reserve a designated space on a surface lot.

METHODS

Survey Development. In response to both environmental mitigation measures for the SFGH Rebuild and to meet requirements of the SF Departmental Climate Planning process, SFGH's commute survey was devised to capture two baseline measures: a) vehicle miles traveled (VMT) based on employee residential zip code, and b) single occupancy vehicle rate (SOV). Additionally, the tool was developed to assess (a) staff commute characteristics, (b) factors that influence driving alone to work, (c) factors that would encourage staff to not drive alone to work, (d) staff willingness to not drive alone during the rebuild of the facility, and (e) awareness and utilization of CCSF Commuter Benefits, Rideshare, and Emergency Ride Home programs. Questions were informed by existing instruments,^{17,18,19} and reviewed by expert reviewers in the transportation demand management field.

In November/December 2008, approximately 4,550 SFGH and UCSF staff members were surveyed via payroll²⁰ or via Survey Monkey²¹. In conjunction with the paper surveys, SFGH staff were provided with a pamphlet outlining CCSF Commuter Benefits and a sign up sheet for those interested in locating carpool and vanpool matches for the work commute²². Prizes donated by Webcor general contractors were offered as incentives toward the completion of the survey.²³ The survey could be completed anonymously or with one's name, phone number, and email to be entered into a prize raffle. Staff were encouraged to complete the survey via a series of email reminders from SFGH's CEO. The CEO's letter to staff was also posted on the SFDPH web homepage. Additionally, announcements were made via voicemail reminders and posted in the SFDPH's electronic Fast Facts newsletter. A two-week period was provided for completion. Surveys could be returned electronically, by interdepartmental mail, or via a drop-box in the Hospital Administration office.

RESULTS

Employee and Commute Characteristics. Approximately 30% (n=1,302) of hospital staff completed the survey. Table I summarizes key characteristics of employees and their commutes.

Employee Residence. Map I illustrates the geographic concentration of respondents by zip code. Of respondents reporting a residential zip code (1,085), 48% live in the county of San Francisco, 19% in San Mateo, 16% in Alameda, 8% in Contra Costa, and 6% in Marin.

Travel Mode. Figure I illustrates usual travel mode on Wednesdays by county, the day when the greatest proportion of respondents normally work (92%). At least one day over the course of a typical week, 60% of respondents drove alone, 25% took transit, 14% carpooled and 1% vanpooled, 5% biked and another 5% walked. Of those taking public transit on weekdays, 54% took BART, 43% took MUNI, and 42% rode the UCSF shuttle. Less than 3% of employees who ever reported using transit took Caltrain, a ferry, AC Transit, Golden Gate Transit, or Sam Trans. As detailed in Figure I, there are notable differences between county commute travel modes - including the higher proportion of carpools in Solano (47%) and Contra Costa (24%) counties, the higher proportion of transit users coming from the East Bay in Alameda (39%) and Contra Costa (40%) counties, the higher proportion of people walking and biking to work in San Francisco

(8% and 9%, respectively), and the high number of drivers coming from the South Bay in San Mateo (75%) and Santa Clara counties (62%), as well as from San Francisco (50%) county.

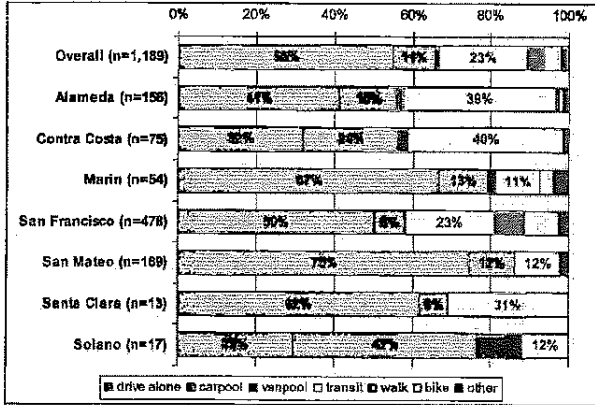
TABLE I. SFGH EMPLOYEE COMMUTE CHARACTERISTICS

Commute Characteristics (N, Respondents)		Percent
Hours Worked/Week (N = 1,276)	Work >35 hrs/wk	83%
	Work 20-35hrs/wk	12%
	Work <20hrs/wk	5%
Typical Work Schedule (N = 1,116)	Work Monday-Thursday	90%
	Work Friday	87%
	Weekends	20%
Employer (N = 1,302)	CCSF Employees	37%
	UCSF Employees	45%
	Both UCSF & CCSF	3%
	Did not disclose	15%
Arrival Time (N=1,255)	0600-1000 (Peak)	85%
Departure Time (N=1,264)	1500-1900 (Peak)	75%
	Leave by 2000	8%
Travel Distance (N = 1,111)	50 miles or more	3%
	40-50 miles	3%
	30-40 miles	7%
	20-30 miles	14%
	10-15 miles	26%
	5-10 miles	19%
Travel Time (N = 1,274)	<5 miles	30%
	Average, minutes	35
	<30 minutes	44%
	30-60 minutes	38%
	60-90 minutes	13%
>90 minutes	4%	

KEY FINDINGS:

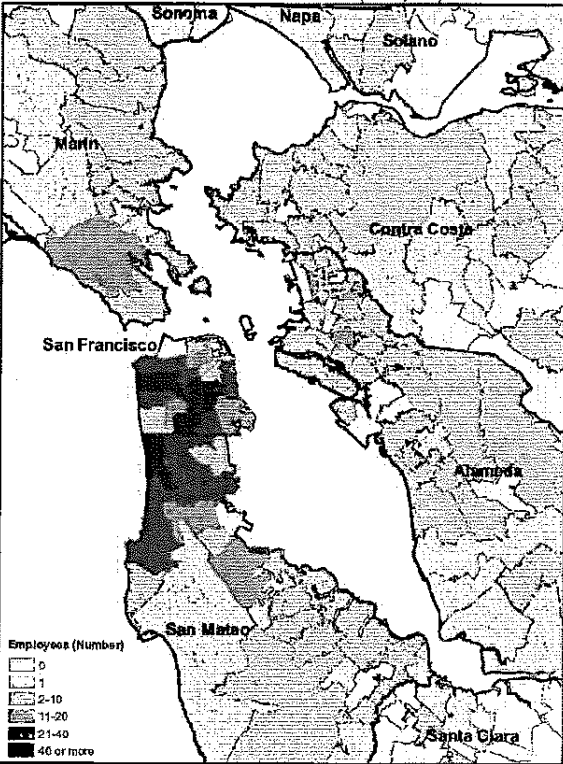
- Over half of employees (55%) drive alone to work on weekdays
- Almost one-quarter (23%) of employees commute via public transit on weekdays
- Carpooling is the weekday commute mode for 11% of employees
- Half of employees living in San Francisco drive alone to work on a typical weekday, a higher proportion than in nearby Alameda and Contra Costa counties
- 75% of employees residing in San Mateo county drive alone to work on a typical weekday
- Approximately 40% of employees residing in Alameda and Contra Costa counties commute via public transit on a typical weekday - the highest of all counties
- Commute times in carpools across counties on average added less than 10 minutes to a commute compared to driving alone

FIGURE I. WEDNESDAY COMMUTE MODE: OVERALL AND BY COUNTY (N= , 89)*



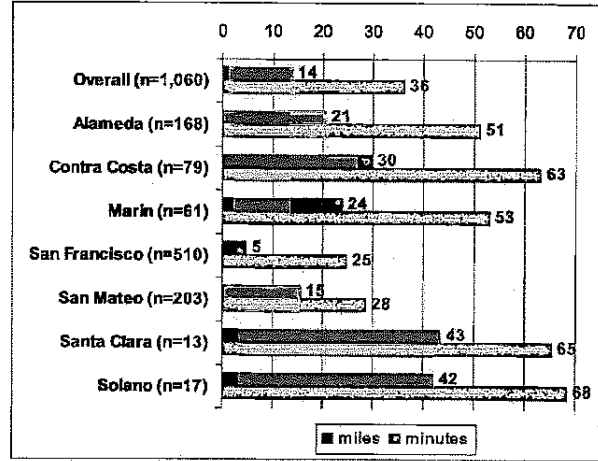
* Figure I county-level results do not sum to the overall total of 1,189, which includes respondents who did not report a residential zip code

MAP I. EMPLOYEE RESIDENTIAL ZIP CODE (N= ,085)



Commute Distance and Time. Figure II describes average employee commute distances (miles travelled, each way) and time (minutes), by county. Approximately 80% of respondents provided information regarding their commute time and distance from home to work. As Figure II clearly illustrates, average commute distances are by definition impacted by where people live. Overall, the average commute distance was 14 miles, one-way, with almost half of employees commuting 10 miles or less and a range from <5 mile to 200 miles. For an analysis of total vehicle miles traveled (VMT), see Appendix A. The average commute time was 36 minutes, ranging widely from three minutes to three hours and as would be expected by county of residence.

FIGURE II. AVERAGE COMMUTE DISTANCE AND TIME, ONE-WAY TRIP: OVERALL AND BY COUNTY (N= ,060)**



** Figure II includes represents data for respondents providing data on both their commute distance and commute time.

Table II details commute travel time by the three most common travel modes to work overall and by county—driving alone, carpooling, and public transit, as a simple approach to adjusting for varying distances to work by county. Of those driving alone to work on Wednesdays, the average commute time was 30 minutes. Carpoolers had slightly longer average commutes of 38 minutes, while public transit had a longer average time of 55 minutes. Notably, in all counties, carpooling adds less than 10 minutes to the average commute time and often less.

TABLE II. AVERAGE COMMUTE TIME BY COUNTY BY TRAVEL MODE (N=862)[§]

County	Driving Alone		Carpooling		Public Transit	
	mean	N	mean	N	mean	N
Alameda	42.0	62	42.6	23	63.3	61
Contra Costa	48.5	24	56.3	16	76.3	30
Marin	47.4	36	56.7	6	85.0	6
San Francisco	20.8	236	22.2	37	40.0	107
San Mateo	26.3	138	26.7	21	48.2	22
Santa Clara	53.8	8	45.0	1	93.8	4
Solano	65.0	5	70.4	8	92.5	2
Total	29.7	515	37.6	112	55.2	235

[§] Table data reflects a subpopulation of Wednesday commuters who commuted by driving, carpooling or transit.

Factors Influencing Driving Alone. When employees who drove at least one day a week (60% of total respondents, n=785) were asked why they drove alone to work, the following reasons were cited (Table III; multiple reasons could be chosen).

TABLE III. REASONS WHY DRIVE ALONE (N=785)

Saves time	63%
Personal activities or errands before/after work	43%
Independence (not to rely on others)	36%
My schedule is unpredictable	36%
Too many transfers on public transit	32%
Comfort of my own vehicle	26%
Child's daycare schedule	24%
Public transit is unreliable	21%
Public transit is too infrequent	20%
Work-related errands, during work	18%
Public transit is too far from my home	18%
Walking or biking to work is too far	16%
Walking between transit & SFGH unsafe	14%
No carpool/vanpool match	13%
Biking to work is unsafe	10%

When asked what factors might encourage those who drove alone to take public transit, car/vanpool, bike or walk to work, respondents answered as follows (Table IV; multiple factors could be chosen). Responses illustrate the numerous trade-offs people consider in their commute mode choices in addition to time - including cost, reliability, convenience, comfort, and safety.

TABLE IV. FACTORS THAT WOULD ENCOURAGE EMPLOYEES TO NOT DRIVE ALONE (N=785)

Reduced commute time on public transit	36%
Improved reliability of transit	27%
Free transit passes	26%
Reduced cost transit passes	20%
Emergency Ride Home	18%
Shower/locker facilities at work	13%
Free, on-site coordination for Rideshare	12%
Reduced parking availability at work	12%
Improved transit stop safety near work	12%
Free, safe bike storage at work	12%
On-site registration for reduced transit passes	11%
Transit pass sales at work	11%
Bicycle lanes	9%
Preferential carpool parking	9%
Increased gas prices	9%
Transit schedules, maps at work	8%

Willingness to Not Drive Alone. We asked staff who ever drove alone how many days a week they would commit to not driving alone during the Rebuild of the SFGH facility. Thirteen percent of respondents said they would not drive one day a week, 14% would not drive two days, and another 16% percent of employees said they would not drive 3-5 days a week. Thirty eight percent would not commit to any days without driving and 19% did not respond (total n=785). Of the 43% of respondents who ever drive alone and who committed to not driving at least one day a week (n=341), we asked what mode they would consider as an alternative to driving. Public transit was the most popular (62%) followed by carpooling (43%) and then biking

(20%) and walking (11%), with <2% reporting other responses such as being dropped off.

Commuter Benefits, Emergency Ride Home, and Rideshare Matching Program Awareness & Utilization. We also asked CCSF/SFGH staff about their awareness and use of the Commuter Benefits, Emergency Ride Home, and Rideshare Matching programs.

Of all respondents (n=1,302), only 13% were enrolled in Commuter Benefits and receiving paycheck deductions and pre-tax savings, with 45% aware of the program and 37% interested in learning more. Among those who drive alone to work at least once a week (n=785), only 8% of respondents were currently enrolled, 42% were aware of the program, and about 1/3 were interested in learning more. Employees who ever drive alone ranked "reduced cost transit passes" high among factors that would encourage them to not drive alone (Table IV, 20% of respondents), which is a main feature of the Commuter Benefits program. Further, of the respondents who drive alone to work and stated they would be willing to not drive at least one day per week during the Rebuild, 62% stated they consider public transit as an alternative to driving alone.

Of all respondents, only 12% knew about the Emergency Ride Home program and only 11 people had ever used it. Twenty nine percent wanted to know more about the program. Results among employees who normally drive to work at least one day a week (n=785) were similar, with only 11% knowing about the program, only 3 people ever using it, and 26% wanting to learn more about the program. Among those who drive alone weekly, independence and unpredictable schedules were top reasons identified for driving to work (Table III, both 36%). That subgroup of employees also identified Emergency Ride Home (ERH) programs as a factor that would encourage them to not drive alone (Table IV, 18%). Twenty three percent of employees who ever drive alone expressed wanting to learn more about the Rideshare Program and benefits. Notably, in Table II, for all counties carpooling added less than 10 minutes to the average commute time and often less.

RECOMMENDATIONS

Our recommendations are based upon the findings above with the goal of addressing key employee commute concerns, as summarized below:

- *Reduce time and transfers on /increase reliability of commutes in public transit*
- *Reduce commute costs and increase financial and other incentives for taking sustainable transportation*
- *Increase employee knowledge, access and utilization of existing commuter benefits programs which support sustainable transportation*

In the following sections, our specific programmatic and policy recommendations aim to achieve the stated goals above.

PROVIDE SHUTTLE SERVICE BETWEEN MAJOR SAN FRANCISCO TRANSIT HUBS AND SFGH

As part of compliance with TDM mitigation measures, SFGH is currently seeking funds for shuttle service to connect SFGH to major transit hubs (22nd St Caltrain, 4th and King Caltrain Station, Transbay Terminal). Though a limited number of employees currently take Caltrain, a ferry, AC Transit, Golden Gate transit or Sam Trans, an explanation for such low utilization rates supported by the survey findings is the lack of expedient transit service from the termination

points of these service lines. This is in contrast to comparably high BART ridership among SFGH employees, who also benefit from shuttle service at the 24th Street BART station. There is currently a lack of direct MUNI services to SFGH from major SF transit hubs meaning transfers and extra time in transit are required. Additionally, UCSF Shuttle service from 4th and King requires a transfer at Mission Bay campus. According to the survey data, 27% percent of employees (who normally drive alone) stated that improved reliability of transit would be a factor influencing them to not drive alone. Improved access to SFGH from major transit hubs could address this concern as well as concerns stated regarding "too many transfers" (32% of employees stated this factor as one of the reasons why they drive alone).

Notably, a number of MUNI transit service improvements are planned as part of SFMTA's Transit Effectiveness Project (TEP). These changes in service are anticipated to provide long-term improvements in commuter patterns to the SFGH campus²⁴ and reduce the need for shuttle services to and from major transit hubs and UCSF. The anticipated improvements are summarized in Appendix B.²⁵ Prior to implementation of the changes, shuttle service could provide a needed bridge to new and more efficient MUNI services. Based on the survey findings regarding residential zip code of employees who drive alone to work (Map 2), including a shuttle connection from MUNI connections for Western San Francisco commuters also has tremendous potential given the high number of drivers from that region. In the near term, SFGH will apply for local and regional Transportation Fund for Clean Air grants to cover the cost of shuttle service.

NEXT STEPS:

- Apply for TPCA local and regional funding to supplement operational shuttle costs
- When appropriate, increase awareness about shuttle services or TEP changes in service through Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote shuttle or TEP improvements in new hire orientation materials
- Provide educational materials/flyers about shuttle or TEP improvements at a centrally located transportation kiosk

MONETARY PARKING PERMIT POLICIES AS A DISINCENTIVE AND EMPLOYEES' INTEREST IN LEARNING MORE ABOUT THE COMMUTER BENEFITS PROGRAM AS AN INSTITUTIONAL BARRIER TO SHIFTING EMPLOYEE TRANSPORTATION BEHAVIOR FROM DRIVING ALONE TO USE OF PUBLIC TRANSIT

While an encouraging percentage of respondents who ever drive indicated: a) willingness to use public transit at least one day per week, and b) interest in learning more about the Commuter Benefits program, the current Parking Permit Policies act as an institutional barrier to shifting employee transportation behavior from driving alone to use of public transit. Specifically, for those who wish to retain the flexibility of driving some days, the cost of a monthly parking permit is fixed - and therefore their commute costs only increase with the increased costs they incur for public transit. The monthly flat Parking Permit Fee is therefore a financial disincentive to changing commute patterns to taking transit on some days. Similarly, if an employee were willing to use transit only during the Rebuild period, discontinuation of a Parking Permit and its related fees during that period would put them at the end of the line for Parking Permits

should they ever want to reinstate their permit. Again, a deterrent for employees considering transitioning to transit or other alternative transportation modes, which would alleviate Rebuild parking impacts on the community.

A comprehensive TDM plan to incentivize the transition from driving alone to using public transit would encompass Parking Permit policy changes which could: a) allow employees to discontinue their Parking Permits on a temporary basis during the Rebuild, or b) provide a funding mechanism (e.g., a portion of Commuter Benefits) to subsidize a portion of the monthly cost of employees' unused parking spaces (once, temporarily or permanently) for those employees willing to transition from driving alone to public transit on one or more weekdays. Furthermore, Parking Permit policy changes might encompass introducing a permit-sharing or partnering system for the duration of the Rebuild of the facility and into the future for more efficient parking management.

NEXT STEPS:

- Partner with SFMTA and Pacific Park Management Group (PPM) to consider alternatives to the flat rate permitting structure for staff who are willing to decrease the number of days they drive to the SFGH campus
- Partner with SFMTA and PPM to explore a parking permit/space sharing program
- Partner with SFMTA and PPM to consider allowing those who are willing to give up parking permits altogether during the Rebuild to retain a priority position over waitlist staff.

BIKE LANES, STORAGE & SHOWER FACILITIES

Twenty percent of respondents who drove alone and were willing to not drive at least once a week stated they would be willing to bike as an alternative to driving alone, with 12% of all employees driving alone identifying free, safe bike storage at work as an incentive to not drive. As part of SFGH's environmental mitigation measure responsibilities, SFGH is to increase capacity for bike storage by January 1, 2010. At this time, SFGH is securing partial funding from the Bay Area Air Quality Management District for this purpose and will move forward on this project in the coming months. SFGH is working in partnership with SFMTA to complete this project in the 24th St. garage. The estimated number of bike parking spaces provided through this project is 85. Furthermore, SFGH has agreed to provide a shower facility for employees upon the completion of the rebuild. Nine percent of employees also identified bike lanes as a factor that would encourage them not to drive to work. On Friday, June 26th, 2009, the SFMTA Board adopted the 2009 San Francisco Bike Plan - which will add a bicycle lane in the eastbound direction and the addition of sharrows to the existing bicycle route in the westbound direction on 23rd Street from Kansas to Potrero Avenue adjacent to SFGH.

NEXT STEPS:

- Partner with SFMTA to complete the construction of a bike facility in the 24th Street Parking garage by January 1st, 2010
- Provide shower facilities for bikers (and walkers/runners) at the completion of the new facility.

- Increase awareness of these bike projects and TEP changes via Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote bike projects and TEP changes in new hire orientation materials
- Provide educational materials/flyers about bike changes and TEP changes at a centrally located transportation kiosk

INCREASE EMPLOYEE AWARENESS OF & ENROLLMENT IN THE COMMUTER BENEFITS PROGRAM

The Commuter Benefits paycheck deduction program allows employees to deduct up to \$230 per month for transit and vanpool expenses, with pre-tax employee potential savings up to 40%.

NEXT STEPS:

- Promote the Commuter Benefits program on the SFGH Transportation Services website, within Management Forum emails and meetings, in monthly Fast Facts newsletters, and through materials at a centrally located transportation kiosk
- Promote the Commuter Benefits program in new hire orientation materials
- Promote the Commuter Benefits program through onsite sign-up
- Promote the Commuter Benefits program and provide onsite sign up during annual Transportation Fairs

INCREASE EMPLOYEE AWARENESS OF THE EMERGENCY RIDE HOME PROGRAM

The Emergency Ride Home program provides employees a ride home in the event of an emergency. An Emergency Ride Home is available to all UCSF and CCSF employees. To be eligible, employees must commute to campus via an alternative modality such as transit, vanpool, carpool, bicycling or walking. Valid reasons for using the ERH program include a) illness or crisis of an employee or immediate family member, b) an employee is unexpectedly required to work late (supervisor authorization required), c) a carpool or vanpool ride is not available due to unexpected changes in the driver's schedule or vehicular mechanical problems, d) bicycle problems such as mechanical problems, theft, or inclement weather.

NEXT STEPS

- Promote the Emergency Ride Home program on the SFGH Transportation Services website, within Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote the Emergency Ride Home program in new hire orientation materials
- Provide educational materials/flyers at a centrally located transportation kiosk
- Promote the Emergency Ride Home program during annual Transportation Fairs

INCREASE EMPLOYEE AWARENESS OF AND ENROLLMENT IN RIDESHARE MATCHING

The Rideshare Program includes a CCSF partnership with 511.org to assist employees with finding carpool partners or setting up a vanpool system. Carpoolers don't pay bridge toll fees, ride in the diamond lane, and share gas and parking expenses. Carpools and vanpools can also receive a substantially lower rate for parking permits in San Francisco of \$74 annually. Furthermore, pre-tax dollars from the Commuter Benefits Program can be used to pay for vanpool expenses.

The data on employee residential zip codes reveal potential opportunities for "location efficient" vanpools - coordinated in areas near where a number of employees live while also addressing commute time concerns.

NEXT STEPS:

- Increase staff awareness of reduced carpool and vanpool parking permit pricing
- Increase staff awareness of the Commuter Benefits contribution to vanpool costs.
- Promote Rideshare Matching on the SFGH Transportation Services website, within Management Forum emails and meetings, and in monthly Fast Facts newsletters
- Promote Rideshare Matching in new hire orientation materials
- Provide educational materials/flyers at a centrally located transportation kiosk
- Promote Rideshare Matching through onsite sign-up
- Promote Rideshare Matching and provide onsite sign up during annual Transportation Fairs
- Work in partnership with SFMTA to increase the number of preferential, designated carpool parking spaces
- Identify areas for location efficient vanpools and partner with San Francisco Department of the Environment and Bay Area vanpool service providers for outreach and utilization

CONCLUSION

The SFGH Rebuild Project presents both challenges and opportunities for transportation demand management on and around campus. By taking a comprehensive approach to programs aimed at reducing single occupant auto trips to campus and increasing access and use of alternative, sustainable modes of transportation, SFGH shall comply with the stated goals of EIR mitigation measures and the aims of the SFDPH Climate Action Plan. Furthermore, by assisting employees in the transition from driving alone to utilizing more sustainable forms of transportation, SFGH shall support local and regional public health initiatives that aim to reduce traffic-related air pollutants, noise and safety hazards, as well as support physical activity via active commuting.

While SFGH and Webcor general contractors are partnering to provide satellite parking near campus to absorb some of the effects of near-term parking loss, reducing the number of single-auto occupant trips to campus is critical to the long term success of a SFGH TDM program. According to CHS Consulting group, staffing patterns are expected to increase by an estimated 800 new positions on the SFGH campus by the year 2021. Implementing measures such as those recommended above will assist SFGH in facilitating an employee shift from the single-occupant vehicle, thereby proactively addressing the long-term realities of current and future parking and transportation conditions on campus and their local and regional health impacts.

REFERENCES

- ¹ For more information, please visit <http://www.oshpd.ca.gov/nct.gov/fdd/sb1953/index.html>
- ² Frank L. Andersen, M, Schmid, T. 2004. Obesity relationships with community design, physical activity, and time spent in cars. American Journal of Preventative Medicine 27, 87-96.
- ³ More information about Commuter Benefits, the Emergency Ride Home program, and Rideshare Matching for CCSF employees can be found at www.sfcenvironment.org

⁴ For full list of Transit First Policy principles, please visit www.municode.com/Resources/gateway.aspx?pid=14130&sid=5

⁵ US EPA. 2001. Vehicle travel: Recent trends and environmental impacts. Our Built and Natural Environments: A Technical Review of the Interactions Between Land Use, Transportation, and Environmental Quality. Chapter 4. US EPA. Available at www.epa.gov/smartgrowth/pdf/built_chapter3.pdf.

⁶ Ewing R, Frank L, Krutzwiler R. 2006. Understanding the Relationship between Public Health and the Built Environment: A Report to the LEED-ND Core Committee.

⁷ Bhatia R, Rivard T. 2007. Assessment and Mitigation of Air Pollutant Health Effects from Intra-urban Roadways: Guidance for Land Use Planning and Environmental Review. San Francisco Department of Public Health. Accessed at: www.sfdph.org/dph/EH/Air/MitRoadway111907.pdf

⁸ Wier M, Weintraub J, Humpheys E, Seto E, Bhatia R. 2009. An area-level model of vehicle-pedestrian injury collisions with implications for land use and transportation planning. *Accident Analysis & Prevention* 41:137-145.

⁹ California Air Resources Board. 2005. Air Quality and Land Use Handbook: a Community Health Perspective. California Air Resources Board.

¹⁰ Seto, EYW, Holt A, Rivard T, Bhatia R. 2007. Spatial distribution of traffic induced noise exposures in a US city: an analytic tool for assessing the health impacts of urban planning decisions. *International Journal of Health Geographics*. 6:24. Available at: www.ij-healthgeographics.com/content/6/1/24.

¹¹ CARB. 2004. Recent research findings: Health effects of particulate matter and ozone air pollution, January 2004. California Air Resources Board. American Lung Association. Available at www.arb.ca.gov/research/health/fs/PM-03fs.pdf.

¹² U.S. Department of Transportation, Federal Highway Administration. 1994. Motor Vehicle Accident Costs. Technical Advisory T 7570.2. Accessed at: <http://www.fhwa.dot.gov/legaregs/directives/techadv/t75702.htm>.

¹³ Environmental Defense Fund, National Association of City and County Health Officers, George Mason University. 2007. Are We Ready? Preparing for the Public Health Challenges of Climate Change. Available at: www.edf.org/documents/7846_AreWeReady_April2008.pdf.

¹⁴ For MUNI line routes and schedules please see the SFGH Seismic Compliance Hospital Replacement Program EIR which can be found at: www.sfgov.org/site/planning_index.aspx?id=80504

¹⁵ For shuttle maps and time tables, please visit www.parking.ucsf.edu/transportation/shuttles

¹⁶ For more information about carshare on the SFGH campus, please visit: www.sfdph.org/dph/commug/oservices/medSvs/SFGH/TransportSvcs/4employees.asp

¹⁷ Washington State Department of Transportation (WSDOT). 2002. Commute Trip Reduction Guide to Employee Surveys. Olympia, WA.

¹⁸ San Francisco Department of Environment. 2008. Employee Transportation Survey. San Francisco, CA.

¹⁹ Stanford University Parking & Transportation Services. 2008. Commute Survey. Stanford, CA.

²⁰ This method was chosen in order that all employees of SFGH could be reached, including those without email accounts.

²¹ UCSF employees working at the SFGH do not receive payment from CCSE, therefore were reached via an email distribution list. The Survey Monkey link was administered to staff via the UCSF Office of the Dean.

²² SF Department of the Environment's online matching program was not yet in place.

Vehicle Miles Travelled. Transportation planners commonly summarize commute distance as "vehicle miles travelled" or VMT. The 1,111 employees completing the survey and providing information on their trip distance in a normal week took 10,466 one-way trips to and from work - contributing to 146,550 miles travelled. Of that distance travelled:

- 81,576 miles (56%) were to people driving alone
- 36,592 miles (25%) were to people taking transit
- 20,792 miles (14%) were to people carpooling
- 2,722 miles (2%) were to people vanpooling
- 790 miles (1%) were to people walking

- 1984 miles (1%) were to people biking
- 896 miles (1%) were to people on motorcycles
- and the other 1,198 miles were to taxis and other modes.

CO2 emissions. In order to translate the weekly impact of employees who completed the survey and reported driving alone into greenhouse gas emissions, we used a simple estimate of 20 miles per gallon for the average vehicle and 20 pounds of CO2 emissions per gallon of gas. The assumptions of this calculation result in a direct correspondence between the estimated miles traveled and pounds of carbon emissions - with employees who drive alone emitting over 80,000 pounds of CO₂ each week or 3,840,000 lb CO₂/year. Approximately 437 acres of pine forests would be required to sequester the annual emissions of those driving alone [www.epa.gov/solar/energy-resources/calculator]. **Notably, more complex equations exist to calculate GHG emissions.**

SFMTA TEP. A number of MUNI transit service improvements are planned as part of SFMTA's Transit Effectiveness Project (TEP). These changes in service are anticipated to provide long-term improvements in commuter patterns to the SFGH campus and reduce the need for shuttle services to and from major transit hubs and UCSF. These improvements are outlined below.

58- 24th Street. Though the 48 Quintara/24th St line can currently be taken between SFGH and the Caltrain Station, modifications made to this line will deem it a complimentary route to a more effective, newly proposed 58 route. The newly proposed 58 line would operate between Diamond Street and 3rd Street to provide needed capacity on 24th Street and provide connection between 24th Street BART and 22nd Street Caltrain Station. The proposed frequency of this line is every 15 minutes during the daytime and every 20 minutes during the evening (evening times combined with the 48 line). http://www.sfmta.com/cms/mtepd/documents/rte_058.pdf

9-San Bruno/9L San Bruno Limited: Two types of services are proposed for daytime service on Potrero Avenue. The long-line "9L" would make local stops south of 24th Street and limited stops between 24th and Market Street. The short-line "9" that runs from 24th Street to Downtown would make all local stops and provide additional service. Evening services would make all local stops from Visticon Valley to Downtown. The 9/9L can currently be taken to multiple BART stations along Market Street as well as the Transbay Terminal on the north end. TEP recommendations would increase the frequency north of 24th Street to every 5 minutes during the day and every 15 minutes in the evening. South of 24th Street, proposed frequency would be every 10 minutes in the daytime and every 15 minutes in the evening. http://www.sfmta.com/cms/mtepd/documents/rte_009-009L.pdf

9-Polk. The 19-Polk would operate between Van Ness/North Point and SFGH and modify the route near Civic Center to simplify the route structure and reduce travel time. The segment south of 24th Street would be served by the revised 48 line, providing direct connection to the Mission, rather than Civic Center. The 19 may be taken to Civic Center BART station with proposed frequencies of every 10 minutes during peak hours. The 19 may also be taken and from the 4th & King Caltrain Station (stops at 7th and Townsend). http://www.sfmta.com/cms/mtepd/documents/rte_019.pdf.

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 3035-11/12

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area air district (TICA Funds) and General Fund

Original Amount: \$33,600 PSC Duration: 7/30/11-7/30/12

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: This temporary shuttle bus service will operate six hours a day during peak commute times...
B. Explain why this service is necessary and the consequences of denial: This shuttle bus service addresses several needs for SFGH...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed: As needed.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: Local 250-A (9163) Muni Transit Workers, Jacquie Hale, 9/29/11.

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

PSC# 3035-11/12

Approval Date: 11/4/11

By: [Signature] Micki Callahan, Human Resources Director

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by CCSF. This service is time limited and is specific to the SFGH rebuild.

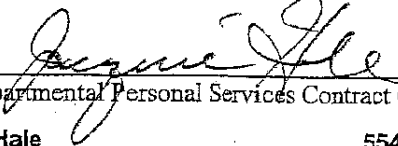
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

- | | <u>Yes</u> | <u>No</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate 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 checked="" type="checkbox"/> | <input type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale 554-2609

Print or Type Name Telephone Number

101 Grove Street #307

San Francisco, CA 94102

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

3035-11/12
Mod #1

May 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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


ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ FOR
Executive Officer

Attachment

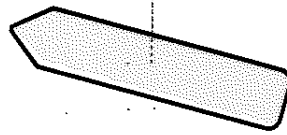
- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacquie Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4040-09/10	35	Municipal Transportation Agency	Regular	\$1,977,000	\$7,908,858	Contractor shall provide SFMTA software updates, non-custom software upgrades that Contractor provides to other customers, equipment repair and maintenance, System Support Services necessary to maintain the operations of the Base AVLS in accordance with the operating standards and specifications set out in the Maintenance Agreement. Contractor will also provide training to SFMTA personnel in AVLS operation and maintenance so that SMTA staff may eventually perform maintenance of the AVLS vehicle equipment.	10/1/2009 - 7/31/2013
4085-07/08	40	Public Utilities Commission	Regular	0	\$2,000,000	The reason for this modification is insure the Water Quality Division (WQD) capability for meeting all sample testing required for regulatory compliance. A full service environmental laboratory will provide "as-needed" reference laboratory testing of drinking water, wastewater, groundwater, soils, sediments, solids, hazardous waste, and biota (tissues). (CS-896).	1/22/2008 - 2/28/2015
4155-05/06	40	Public Utilities Commission	Regular	\$9,500,000	\$20,525,000	The consultant will perform detailed analyses of facility energy use patterns and provide specialized energy-efficiency retrofit recommendations and cost-benefit analysis for Heating Ventilation Air Conditioning (HVAC), controls, and lighting retrofits. Consultant will support retrofit implementation with specialized design, performance specifications, and construction support services, along with project commissioning, benchmarking, building retro-commissioning, energy system training, and measurement and verification services. Consultant also will provide city design teams with better than code design recommendations to incorporate energy efficiency into new construction and major renovations of municipal buildings, water/wastewater facilities and other City facilities. The consultant also will provide technical support for developing and managing new energy efficiency programs, along with financial analysis, environmental services, and guidance of new and emerging energy technologies.	10/1/2006 - 9/30/2017
3085-11/12	82	Public Health	Regular	\$33,600	\$67,200	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.	7/30/2011 - 6/30/2012
				Sum of Modified Amounts:			
				\$11,510,600			

CSFO



Mod #1

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 23, 2012

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount, PSC Duration. Rows: Original Amount (\$33,600), Modification (\$33,600), Total (\$67,200). Durations: 7/30/11-6/30/12, 7/01/11-7/31/12, 7/01/11-7/31/12.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce motor vehicle emissions.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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

This is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name, Jacquie Hale Signature of person mailing/faxing form, 3/26/12 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# 3035-11/12 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: May 21, 2012

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by CCSF. This service is time limited and is specific to the SFGH rebuild.


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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

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

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



 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale	554-2609
Print or Type Name	Telephone Number

101 Grove Street #307

 San Francisco, CA 94102

 Address

Mod#2

PERSONAL SERVICES CONTRACT SUMMARY

DATE: DRAFT

DEPARTMENT NAME: Department of Public Health DEPARTMENT NUMBER 82

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 3035-11/12)

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area Air Quality District and General Fund

Table with 2 columns: Amount, PSC Duration. Rows: Original Amount (\$67,200), Modification (\$33,600), Total (\$100,800). Durations: 7/30/11-6/30/12, 7/01/12-6/30/14, 7/30/11-6/30/14.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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

This is a continuing service approved under PSC# 3035-11/12.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name
Jacquie Hale Signature of person mailing/faxing form
7/15/13 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3035-11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Safe, timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by City and County of San Francisco. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited

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

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

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? Yes, the existing contract is with Transmetro Shuttle Bus.

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



 Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale **554-2609**

 Print or Type Name Telephone Number

101 Grove Street #307
San Francisco, CA 94102

 Address

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Additional Documents

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

**Second Amendment
Transmetro, Inc.**

**City and County of San Francisco
Office of Contract Administration
Purchasing Division**

Second Amendment

This AMENDMENT (this "Amendment") is made as of June 1, 2012, in San Francisco, California, by and between **TRANSMETRO, Inc.** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its Director of the Office of Contract Administration.

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to extend term and amounts;

WHEREAS approval for this agreement was obtained when the Civil Service Commission approved contract number 3035-11/12, dated May 21, 2012;

NOW THEREFORE, Contractor and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

a. **Agreement.** The term "Agreement" shall mean the Agreement dated July 30, 2010, (BPHG11000017) between Contractor and City, as amended by this:

First Amendment dated August 1, 2011 (BPHG11000017) and this Second Amendment;

b. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

b. **Section 05. Section 05 Compensation, of the Agreement currently reads as follows:**

5. **Compensation.** Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed One hundred Seven Thousand and One Hundred Seventeen DOLLARS (\$107,117). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

Such section is hereby amended in its entirety to read as follows:

5. Compensation. Compensation shall be made in monthly payments on or before the 30th day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Public Health Department, in his or her sole discretion, concludes has been performed as of the last day of the immediately preceding month. In no event shall the amount of this Agreement exceed **One Hundred - Thirty Four Thousand and Three-Hundred Seventeen DOLLARS (\$134,317)**. The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by Department of Public Health as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement.

In no event shall City be liable for interest or late charges for any late payments.

The following Appendices are being added to or substituted for the Exhibits and/or Appendices, as indicated, in the "Original Agreement" and any subsequent "Amendments", and are titled to support the period of 08/01/11 -07/30/12.

c. Delete Appendix A, 08/01/11 -07/30/12, Pages 1-3, and substitute Appendix A, 08/01/11 -07/30/12, Pages 1-3.

d. Delete Appendix A-1, 08/01/11 -07/30/12, Pages 1-1 and substitute Appendix A-1, 08/01/11 -07/30/12, Pages 1-1.

e. Delete Appendix B, 08/01/11 -07/30/12 Pages 1-3 and substitute Appendix B, 08/01/11 -07/30/12 Pages 1-3.

f. Delete Appendix B-1, 08/01/11 -07/30/12 Pages 1-2 and substitute Appendix B-1, 08/01/11 -07/30/12 Pages 1-2.

g. Delete Appendix F, 08/01/11 -07/30/12 Pages A and B and substitute Appendix F, 08/01/11 -07/30/12 Pages A and B.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

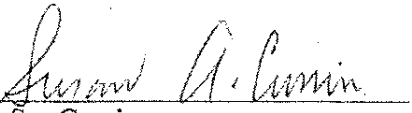
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day first mentioned above.

CITY

CONTRACTOR

Recommended by:

Transmetro, Inc.


Sue Currin
Chief Executive Director

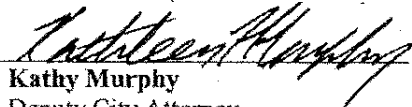
7-18-12
Date

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:


Dennis J. Herrera
City Attorney

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

By: 
Kathy Murphy
Deputy City Attorney

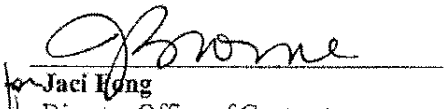
7/12/12
Date

Approved:


Mary Omer
Proprietor
3931 Alemany Blvd. #2002-221
San Francisco, CA 94132

7/12/12
Date

City vendor number:82454


Jaci Hong
Director Office of Contract
Administration and Purchaser

8/1/12
Date

Appendices

- A: Services to be provided by Contractor
- B: Calculation of Charges
- C: Reserved
- D: Additional Terms
- E: HIPAA Business Associate Agreement
- F: Invoice
- G: Dispute Resolution
- H: Insurance Certificates

Appendix A
Services to be provided by Contractor

I. Terms

A. Contract Administrator:

In performing the Services hereunder, Contractor shall report to Barbara Garcia., Contract Administrator for the City, or his / her designee.

B. Reports:

Contractor shall submit written reports as requested by the City. The format for the content of such reports shall be determined by the City. The timely submission of all reports is a necessary and material term and condition of this Agreement. All reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

C. Evaluation:

Contractor shall participate as requested with the City, State and/or Federal government in evaluative studies designed to show the effectiveness of Contractor's Services. Contractor agrees to meet the requirements of and participate in the evaluation program and management information systems of the City. The City agrees that any final written reports generated through the evaluation program shall be made available to Contractor within thirty (30) working days. Contractor may submit a written response within thirty working days of receipt of any evaluation report and such response will become part of the official report.

D. Possession of Licenses/Permits:

Contractor warrants the possession of all licenses and/or permits required by the laws and regulations of the United States, the State of California, and the City to provide the Services. Failure to maintain these licenses and permits shall constitute a material breach of this Agreement.

E. Adequate Resources:

Contractor agrees that it has secured or shall secure at its own expense all persons, employees and equipment required to perform the Services required under this Agreement, and that all such Services shall be performed by Contractor, or under Contractor's supervision, by persons authorized by law to perform such Services.

F. Admission Policy:

Admission policies for the Services shall be in writing and available to the public. Except to the extent that the Services are to be rendered to a specific population as described in the programs listed in Section 2 of Appendix A, such policies must include a provision that clients are accepted for care without discrimination on the basis of race, color, creed, religion, sex, age, national origin, ancestry, sexual orientation, gender identification, disability, or AIDS/HIV status.

G. San Francisco Residents Only:

Only San Francisco residents shall be treated under the terms of this Agreement. Exceptions must have the written approval of the Contract Administrator.

H. Grievance Procedure:

Contractor agrees to establish and maintain a written Client Grievance Procedure which shall include the following elements as well as others that may be appropriate to the Services: (1) the name or title of the person or persons authorized to make a determination regarding the grievance; (2) the opportunity for the aggrieved party to discuss the grievance with those who will be making the determination; and (3) the right of a client dissatisfied with the decision to ask for a review and recommendation from the community advisory board or planning council that has purview over the aggrieved service. Contractor shall provide a copy of this procedure, and any amendments thereto, to each client and to the Director of Public Health or his/her designated agent (hereinafter referred to as "DIRECTOR"). Those clients who do not receive direct Services will be provided a copy of this procedure upon request.

I. Infection Control, Health and Safety:

(1) Contractor must have a Bloodborne Pathogen (BBP) Exposure Control plan as defined in the California Code of Regulations, Title 8, Section 5193, Bloodborne Pathogens (<http://www.dir.ca.gov/title8/5193.html>), and demonstrate compliance with all requirements including, but not limited to, exposure determination, training, immunization, use of personal protective equipment and safe needle devices, maintenance of a sharps injury log, post-exposure medical evaluations, and recordkeeping.

(2) Contractor must demonstrate personnel policies/procedures for protection of staff and clients from other communicable diseases prevalent in the population served. Such policies and procedures shall include, but not be limited to, work practices, personal protective equipment, staff/client Tuberculosis (TB) surveillance, training, etc.

(3) Contractor must demonstrate personnel policies/procedures for Tuberculosis (TB) exposure control consistent with the Centers for Disease Control and Prevention (CDC) recommendations for health care facilities and based on the Francis J. Curry National Tuberculosis Center: Template for Clinic Settings, as appropriate.

(4) Contractor is responsible for site conditions, equipment, health and safety of their employees, and all other persons who work or visit the job site.

(5) Contractor shall assume liability for any and all work-related injuries/illnesses including infectious exposures such as BBP and TB and demonstrate appropriate policies and procedures for reporting such events and providing appropriate post-exposure medical management as required by State workers' compensation laws and regulations.

(6) Contractor shall comply with all applicable Cal-OSHA standards including maintenance of the OSHA 300 Log of Work-Related Injuries and Illnesses.

(7) Contractor assumes responsibility for procuring all medical equipment and supplies for use by their staff, including safe needle devices, and provides and documents all appropriate training.

(8) Contractor shall demonstrate compliance with all state and local regulations with regard to handling and disposing of medical waste.

J. Acknowledgment of Funding:

Contractor agrees to acknowledge the San Francisco Department of Public Health in any printed material or public announcement describing the San Francisco Department of Public Health-funded Services. Such documents or announcements shall contain a credit substantially as follows: "This program/service/activity/research project was funded through the Department of Public Health, City and County of San Francisco."

K. Client Fees and Third Party Revenue:

(1) Fees required by federal, state or City laws or regulations to be billed to the client, client's family, or insurance company, shall be determined in accordance with the client's ability to pay and in conformance with all applicable laws. Such fees shall approximate actual cost. No additional fees may be charged to the client or the client's family for the Services. Inability to pay shall not be the basis for denial of any Services provided under this Agreement.

(2) Contractor agrees that revenues or fees received by Contractor related to Services performed and materials developed or distributed with funding under this Agreement shall be used to increase the gross program funding such that a greater number of persons may receive Services. Accordingly, these revenues and fees shall not be deducted by Contractor from its billing to the City.

L. Patients Rights:

All applicable Patients Rights laws and procedures shall be implemented.

M. Under-Utilization Reports:

For any quarter that CONTRACTOR maintains less than ninety percent (90%) of the total agreed upon units of service, and for HIV Prevention Services contracts the number of clients (NOC), for any mode of service hereunder, except for taxi scrip, bus tokens, clothing vouchers, and household goods vouchers, which may be

distributed on an as-needed basis, CONTRACTOR shall immediately notify the Contract Administrator in writing and shall specify the number of underutilized units of service.

N. Quality Assurance:

Contractor agrees to develop and implement a Quality Assurance Plan based on internal standards established by Contractor applicable to the Services as follows:

- (1) Staff evaluations completed on an annual basis.
- (2) Personnel policies and procedures in place, reviewed and updated annually.
- (3) Board Review of Quality Assurance Plan.

O. Compliance With Grant Award Notices:

If any portion of funding for this Agreement is provided to the City through federal, state or private foundation awards, Contractor agrees to comply with the provisions of the City's agreements with said funding sources, which agreements are incorporated by reference as though fully set forth.

2. Description of Services

Detailed descriptions of services supporting the period 07/30-10-07/30/12 may be found in the following Appendixes:

Appendix A, Page 1-3 07/30-10-07/30/12	Program Summary
Appendix A-1, 08/01/2011-07/30/12, Page 1	SFGH Shuttle Project

SUMMARY

Service Provider:	Transmetro, Inc. 3931 Alemany Blvd Suite 2002-221 San Francisco, CA 94132 Contact: Mary Omer (415) 290-3432
Project Sponsor:	San Francisco General Hospital
Project Contact:	San Francisco General Hospital Rebuild Project 1001 Potrero Avenue, Bldg 40, Room 5 San Francisco, CA 94110 (415) 206-8585
Project Number:	09R13
Fiscal Agent:	General Fund
Total Contract Amount:	\$134,317
Funding Source:	San Francisco General Hospital Rebuild Project:
Modification Period:	August 1, 2011 to July 30 th 2012
Service Description:	Provision of 2 year of shuttle service for 6 hours a day, 5 days a week, 252 days a year for commuters traveling between SFGH, the 24 th Street BART Station and Civic Center BART station. This service will operate during weekday peak commute hours (7am-10am and 4pm to 7pm).
Project Goal:	The goal of this project is to reduce motor vehicle emissions by providing shuttle services, thereby reducing motor vehicle emissions, trips, and vehicle miles traveled.

**Appendix B
Calculation of Charges**

1. Method of Payment

Contractor shall submit monthly invoices by the fifteenth (15th) working day of each month, in the format attached in Appendix F, based upon the number of units of service that were delivered in the immediately preceding month. All deliverables associated with the Services listed in Section 2 of Appendix A, times the unit rate as shown in the Program Budgets listed in Section 2 of Appendix B shall be reported on the invoice(s) each month. All charges under this Agreement shall be due and payable only after Services have been rendered and in no case in advance of such Services.

2. Program Budgets and Final Invoice

A. Program Budgets supporting the period 07/30/10– 07/30/12 may be found in the following Appendixes:

Appendix B, 07/30/10– 07/30/12, Page 1	Calculation of Charges
Appendix B-I Budget Detail	Appendix B-1, 07/01/11– 07/30/12, Page 1-2

B. Contractor understands that, of the maximum dollar obligation listed in Section 5 of this Agreement, **\$14,391** is included as a contingency amount and is neither to be used in Program Budgets attached to this Appendix, or available to Contractor without a modification to this Agreement executed in the same manner as this Agreement or a revision to the Program Budgets of Appendix B, which has been approved by Contract Administrator. Contractor further understands that no payment of any portion of this contingency amount will be made unless and until such modification or budget revision has been fully approved and executed in accordance with applicable City and Department of Public Health laws, regulations and policies/procedures and certification as to the availability of funds by Controller. Contractor agrees to fully comply with these laws, regulations, and policies/procedures.

The maximum dollar for each funding source shall be as follows:

Original Agreement		General Fund	\$10,000	07/30/10– 07/30/11
Original Agreement	BA Air Quality Management District		\$49,926	07/30/10– 07/30/11
First Amendment		General Fund	\$30,000	07/01/11-07/30/12
Second Amendment		General Fund	\$30,000	07/01/11-07/30/12
			<u>\$119,926</u>	
		Contingency	\$14,391	
		Total	\$134,317	

C. A final closing invoice, clearly marked "FINAL," shall be submitted no later than forty-five (45) calendar days following the closing date of the Agreement, and shall include only those Services rendered during the referenced period of performance. If Services are not invoiced during this period, all unexpended funding set aside for this Agreement will revert to City. City's final reimbursement to the Contractor at the close of the Agreement period shall be adjusted to conform to actual units certified multiplied by the unit rates identified in the Program Budgets attached hereto, and shall not exceed the total amount authorized and certified for this Agreement.

	A	B	C	D	E
1	Appendix B-1				Page 1
2					
3	DEPARTMENT OF PUBLIC HEALTH				
4	CONTRACT BUDGET SUMMARY BY PROGRAM				
5	Contractor's Name			Contract Term	
6	Transmetro, Inc.			July 30, 2010-July 30, 2012	
7	(Check One) New <input type="checkbox"/>		Renewal	Modification <input checked="" type="checkbox"/>	
8	If modification, Effective Date of Mod.		No. of Mod. 1st		
9	Program Name	SFGH Shuttle Prog			Contract Total
10	Narrative Reference & Page No(s):				
11	Program Term	7-30-10-7-30-11	8/01/11-7/30/12	8/01/11-7/30/12	
12	Expenditures:				
13	Salaries & Benefits				
14	Operating Expense	\$59,926	\$30,000	\$30,000	\$119,926
15	Capital Expenditure				
16	Direct Cost				
17	Indirect Cost				
18	<i>Indirect Percentage (%) of direct cost (Line 16)</i>				
19	Total Expenditures				
20	DPH Revenues by Source:				
21					
22	TFCA Funding	\$49,926			\$49,926
23	SFGH Rebuild	\$10,000	\$30,000	\$30,000	\$70,000
24					
25					
26					
27					
28	TOTAL DPH REVENUES	\$59,926			\$119,926
29	Other Revenues:				
30					
31					
32					
33					
34					
35	Total Revenues	\$59,926	\$30,000	\$30,000	\$119,926
36	Total Units of Service	1,512 hours	756 hours	756 hours	
37	Cost Per Unit of Service (\$ per hour)	\$40.00	\$40.00	\$40.00	
38	Full Time Equivalent (FTE)				
40	Prepared by: Christina Foushee, SFGH				
41	DPH-CO Review Signature: _____				
42	DPH #1				April 1995

**SUMMARY OF CLIENT SERVICES
BY PROGRAM**

	A	B	C	D	E	F
1	Appendix B-1 Page 2					
2						
3						
4						
5	SUMMARY OF CLIENT SERVICES					
6	BY PROGRAM					
7						
8	Program Name	SFGH Shuttle Prog				
9	Original Agreement					
10						
11			Total	No. of	No. of	Cost Per
12	Mode/Service Function & Unit Type (i.e. hour		Cost	Units	Clients	Unit
13	Driving passengers on route		\$59,926	1512 hours		\$40.00
14						
15						
16						
17						
18	Totals		\$59,926	1,512		\$40.00
19						
20	Program Name	SFGH Shuttle Prog				TERM 8/01/2011-7/30/12
21	Modification #1					
22						
23			Total	No. of	No. of	Cost Per
24	Mode/Service Function & Unit Type (i.e. hour		Cost	Units	Clients	Unit
25	Driving passengers on route		\$30,000	756		\$40.00
26						
27						
28						
29						
30	Totals			756		\$40.00
31						
32	Program Name	SFGH Shuttle Prog				TERM 8/01/2011-7/30/12
33	Modification #2					
34						
35			Total	No. of	No. of	Cost Per
36	Mode/Service Function & Unit Type (i.e. hour		Cost	Units	Clients	Unit
37	Driving passengers on route		\$30,000	756		\$40.00
38						
39						
40						
41						
42	Totals			756		\$40.00
43	DPH #1A					

**Appendix C
Insurance Waiver**

RESERVED

THIS PAGE IS LEFT BLANK AND IS NOT BEING USED

Elizabeth
Fitzgerald/ADMSVC/SFGOV
06/30/2011 12:15 PM

To: Robert Longhitano/DPH/SFGOV@SFGOV
cc
bcc
Subject: Fw: Transmetro, Inc.

Rob,

I asked one of brokers to review the endorsements because I had not come across this type of form before.

Alliant has confirmed the endorsements are acceptable. Please see their response.

Thanks,

Elizabeth Fitzgerald, Risk Analyst
Office of the City Administrator
Risk Management Division
25 Van Ness Avenue, Ste. 750
San Francisco, CA 94102

415-554-2303 - Direct
415-554-2354 - Main Office
415-554-2357 - Fax

Email: elizabeth.fitzgerald@sfgov.org

----- Forwarded by Elizabeth Fitzgerald/ADMSVC/SFGOV on 06/30/2011 12:12 PM -----

From: "P.J. Skarlanic" <PSkarlanic@alliantinsurance.com>
To: <Elizabeth.Fitzgerald@sfgov.org>
Date: 06/30/2011 12:04 PM
Subject: RE: Transmetro, Inc.

Hi Liz,

Yes, I have seen this "Designated Insured" endorsement before, and Yes it is acceptable.

With an Auto Liability policy, additional insured status is already automatically included under the "Who Is An Insured" (Section II) section of the policy form. So, a Additional Insured endorsement really isn't necessary for an Auto policy....even though you may see some carriers issuing them.

This "Designated Insured" endorsement is simply a way for the carrier to acknowledge that yes, the City & County of San Francisco is covered as an insured on this policy, by virtue of the language already built into the policy form.

I am around all day today, so please let me know if you have any questions.

-P.J.
P.J. Skarlanic, CLCS, ARM, CIC

Account Manager - Lead
Alliant Insurance Services, Inc.
100 Pine Street, 11th Floor
San Francisco, CA 94111
415.403.1455 Direct
415.674.4812 Fax
pskarlanic@alliantinsurance.com
www.alliantinsurance.com

From: Elizabeth.Fitzgerald@sfgov.org [mailto:Elizabeth.Fitzgerald@sfgov.org]
Sent: Thursday, June 30, 2011 11:26 AM
To: P.J. Skarlanic
Subject: Fw: Transmetro, Inc.

Hi P.J.,

What do you make of the attached endorsement? I never seen anything like this before, it seems this endorsement may not meet City requirements.

Your feedback is appreciated.

Thanks,

Elizabeth Fitzgerald, Risk Analyst
Office of the City Administrator
Risk Management Division
25 Van Ness Avenue, Ste. 750
San Francisco, CA 94102

415-554-2303 - Direct
415-554-2354 - Main Office
415-554-2357 - Fax

Email: elizabeth.fitzgerald@sfgov.org

----- Forwarded by Elizabeth Fitzgerald/ADMSVC/SFGOV on 06/30/2011 11:23 AM -----

From: Robert Longhitano/DPH/SFGOV
To: Elizabeth Fitzgerald/ADMSVC/SFGOV@SFGOV
Date: 06/30/2011 10:08 AM
Subject: Fw: Transmetro, Inc.

Will designated insured be acceptable. See note from their broker. Transmetro will provide Non Emergency Medical Transportation (NEMT) Services.

thanks

rob

----- Forwarded by Robert Longhitano/DPH/SFGOV on 06/30/2011 10:03 AM -----

"Kim Finley" <kfinley@tibinsurance.com>

To: "Robert Longhitano" <Robert.Longhitano@sfdph.org>

cc

06/30/2011 09:33 AM

Subject: Transmetro, Inc.

Good Morning Robert,

Please find attached the final endorsement. Unfortunately the insurance company can not provide the Additional insured endorsement. Attached is the Designated Insured endorsement hope this will suffice because this is all that they can issue. Please confirm receipt.

Thanks,

Kim Finley
Customer Service Rep.

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

From: csr8001@tibinsurance.com [mailto:csr8001@tibinsurance.com]

Sent: Thursday, June 30, 2011 6:28 AM

To: Kim Finley

Subject: Message from "RNP044FB4"

This E-mail was sent from "RNP044FB4" (Aficio MP 8001).

Scan Date: 06.30.2011 09:27:58 (-0400)

Queries to: csr8001@tibinsurance.com

[attachment "20110630092758794.pdf" deleted by Robert Longhitano/DPH/SFGOV]

This e-mail and all attachments to it are for the sole use of the intended recipients and may contain proprietary information and trade secrets of Alliant Insurance Services, Inc. and its subsidiaries. This e-mail may also contain information which is confidential or which is protected from disclosure by privilege. Any unauthorized use, disclosure or distribution of this e-mail and its attachments is prohibited. If you are not the intended recipient, let us know by reply e-mail and then erase and destroy all electronic or other copies of this message.

Appendix F
Invoice

**DEPARTMENT OF PUBLIC HEALTH CONTRACTOR
MONTHLY DELIVERABLES AND COST REIMBURSEMENT INVOICE**

APPENDIX F-1
Appendix Term: 8/01/11-7/30/12
PAGE A

Contractor: **Transmetro Inc**
Address: **3931 Alemany Blvd. #2002**
San Francisco CA 94132

CMS # Invoice Number

Contract Purchase Order No:

Telephone:
Fax:



Funding Source:

Grant Code/Detail:

Program Name: **Shuttle Bus Project**

Project Code/Detail:

ACE Control #:

Invoice Period:

FINAL Invoice (check if Yes)

DELIVERABLES	TOTAL CONTRACTED		DELIVERED THIS PERIOD		DELIVERED TO DATE		% OF TOTAL		REMAINING DELIVERABLES	
	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC	UOS	UDC
Driving passengers	1,512	n/a						n/a	1,512	n/a

	UDC	UDC	UDC	UDC	UDC
Unduplicated Clients for Appendix		n/a			

EXPENDITURES	BUDGET	EXPENSES THIS PERIOD	EXPENSES TO DATE	% OF BUDGET	REMAINING BALANCE
Total Salaries (See Page B)					
Fringe Benefits					
Total Personnel Expenses					
Operating Expenses:	\$60,000				
Occupancy (e.g., Rental of Property, Utilities, Building Maintenance Supplies and Repairs)					
Materials and Supplies (e.g., Office, Postage, Printing and Repro., Program Supplies)					
General Operating (e.g., Insurance, Staff Training, Equipment Rental/Maintenance)	\$60,000				\$60,000.00
Staff Travel - (e.g., Local & Out of Town)					
Consultant/Subcontractor					
Other - (e.g., Client Food, Client Travel, Client Activities and Client Supplies)					
Total Operating Expenses	\$60,000				\$60,000.00
Capital Expenditures					
TOTAL DIRECT EXPENSES	\$60,000				\$60,000.00
Indirect Expenses					
TOTAL EXPENSES	\$60,000				\$60,000.00
LESS: Initial Payment Recovery					
Other Adjustments (Enter as negative, if appropriate)					
REIMBURSEMENT					

NOTES:

I certify that the information provided above is, to the best of my knowledge, complete and accurate; the amount requested for reimbursement is in accordance with the budget approved for the contract cited for services provided under the provision of that contract. Full justification and backup records for those claims are maintained in our office at the address indicated.

Signature: _____ Date: _____

Title: _____

Send to:	SFDPH Fiscal / Invoice Processing 1380 Howard Street, 4th Floor San Francisco, CA 94103 Attn: Contract Payments	By: _____ (DPH Authorized Signatory)	Date: _____
----------	--	---	-------------

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)
03/06/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TIB Transportation Ins Brokers 425 West Broadway, Suite 400 Glendale, CA 91204	818-246-2800	CONTACT NAME:	
	818-246-4690	PHONE (A/C, No, Ext):	FAX (A/C, No):
		E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Essex Insurance Company	
		INSURER B: Scottsdale Insurance Company	
		INSURER C: Scottsdale Insurance Company	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED Transmetro, Inc. 3931 Alemany Blvd, PMB2002-221 San Francisco, CA 94132		NAIC #	

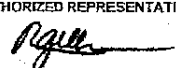
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		3DJ5122	01/16/12	01/16/13	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 1,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ N/A
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
B	AUTOMOBILE LIABILITY		CAS0093497	05/01/11	05/01/12	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
X	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	XLS0079515	01/16/12	01/16/13	EACH OCCURRENCE \$ 4,000,000
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 4,000,000
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A			OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
City and County of San Francisco, its officers, employees and agents are named as additional insured under General Liability and Auto Liability but only to the extent that the certificate holder is held liable for the conduct of the named insrd.

CERTIFICATE HOLDER**CANCELLATION**

<p>CITYA-2</p> <p>City & County of San Francisco Its Officers, Employees & Agent Dprtmnt of Public Health-Contr 1 Dr. Carleton B. Goodlett Pl San Francisco, CA 94102-1676</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
--	---

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POLICY NUMBER: CAS0095591

COMMERCIAL AUTO
CA 20 48 02 99

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED


This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 05/01/2012	Countersigned By:  (Authorized Representative)
Named Insured: TRANSMETRO INC	

SCHEDULE

Name of Person(s) or Organization(s): CITY OF COUNTY OF SAN FRANCISCO IT'S OFFICERS, EMPLOYEES & AGENT DEPARTMENT OF PUBLIC HEALTH-CONTR 101 GROVE ST RM. 307 SAN FRANCISCO, CA. 94102

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

POLICY ENDORSEMENT # 2

Insured copy

This Endorsement is Attached to and made part of Policy # 3DJ5122

Issued to: Transmetro, Inc

Insurance Company: Essex Insurance Company

Agent: TIB Insurance Brokers, Inc.

Effective date of this Endorsement is 5/11/12 at 12:01 AM Standard Time.

Producer: AmWINS Insurance Brokerage of California, LLC

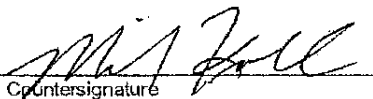
In consideration of an additional premium of \$100.00, flat and fully earned, it is hereby agreed and understood the following is added as an additional insured per form MEGL 0009 0911 attached

City and County of San Francisco, its officers, employees and agents
Department of Public Health-Contr
101 Grove St. Rm 307
San Francisco, CA 94102

All other Terms and Conditions remain the same.

Issue Date: 5/17/12

Issued By:


Cointersignature

Additional Premium - shown above	100.00
State Tax	3.00
Stamp Fee	0.25
Total	103.25

ENDORSEMENT



Essex Insurance Company

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM
PRODUCTS/COMPLETED OPERATIONS COVERAGE FORM
LIQUOR LIABILITY COVERAGE FORM
PROFESSIONAL LIABILITY COVERAGE
OWNERS AND CONTRACTORS PROTECTIVE LIABILITY COVERAGE FORM

Please refer to each coverage form to determine which terms are defined. Words shown in quotations on this endorsement may or may not be defined in all coverage forms.

SCHEDULE

Person or Entity:	<u>City and County of San Francisco, its officers,</u>
<u>employees and agents: Department of Public Health-Contr</u>	
Address:	<u>101 Grove St. Rm 307</u> <u>San Francisco, CA 94102</u>
Interest of the Above:	<u>As respects transportation contract</u>
Additional Premium:	<u>100.00</u> (Check box if fully earned <input checked="" type="checkbox"/>)

WHO IS AN INSURED is amended to include the person or entity shown in the Schedule above as an Additional Insured under this insurance, but only as respects negligent acts or omissions of the Named Insured and only as respects any coverage not otherwise excluded in the policy. Our agreement to accept an Additional Insured provision in a contract is not an acceptance of any other provisions of the contract or the contract in total.

When coverage does not apply for the Named Insured, no coverage or defense shall be afforded to the Additional Insured.

No coverage shall be afforded to the Additional Insured for injury or damage of any type to any "employee" of the Named Insured or to any obligation of the Additional Insured to indemnify another because of damages arising out of such injury or damage.

All other terms and conditions remain unchanged.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: BB

DATE (MM/DD/YYYY)

12/15/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pennbrook/CAIB Insurance Svcs. License #0622553 www.pbcis.com P.O. Box 26849 San Francisco, CA 94126-6849	415-820-2200 415-394-8332	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: TRAN-55
	INSURER(S) AFFORDING COVERAGE	
INSURED Transmetro, Inc. 3931 Alemany Blvd., #2002-221 San Francisco, CA 94132	INSURER A: Continental Casualty Company	
	INSURER B: Markel Insurance Company	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	MWC002041301	12/15/11	12/15/12	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab. Includes IP Cov.			287469350	12/10/11	12/10/12	Limit 1,000,000 Ded 5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

City & County of San Francisco
 1 Dr Carton B
 Goodlett Pl., #456
 San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Clay Wiens

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ACORD 25 (2009/09)

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPH

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: IT System Implementation and Support Services for / ICD-10 Conversion

Funding Source: General Funds PSC Duration: 4 years 52 weeks
PSC Amount: \$3,000,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 03/30/2019

1. Description of Work

A. Scope of Work:

Deployment of proprietary clinical documentation/International Statistical Classification of Diseases (ICD)-10 (10th revision) solutions, in order to meet the nationally mandated conversion to ICD-10 standard. Various vendor provided solutions will integrate within existing Electronic Medical Record systems in order to facilitate physician documentation, improve compliance and ensure appropriate reimbursement.

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

Contractor's services are necessary to assist the Department with the conversion to a new Federally Mandated Medical Record Coding System, ICD-10. The contractors will provide applications that will be embedded or that will interface with existing systems. Professional services provided by the contractor will ensure the strongest possible working relationship between San Francisco General Hospital (SFGH) and the Contractor. Denial of any of these services would risk a successful and timely implementation of the application, potentially resulting in underutilization of the application and an inability for the Department to comply with Federally Mandated Requirements to transition to the new ICD-10 Coding Structure.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. These are new services and applications required by the ICD-10 transition.

D. Will the contract(s) be renewed? Only if there is a need.

2. Union Notification: On 03/10/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42995 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Contractor(s) must have a commercially available ICD-9 to ICD-10 transition application and the complementary services that can both technically and programmatically support the application and/or provide support to the Department in its transition to the new ICD-10 mandate. Sufficient resources to provide the application over the internet or locally with ongoing support and updates, including guarantees that the application meets minimum performance standards.

B. Which, if any, civil service class(es) normally perform(s) this work?
 1022,1023,1024,1052,1053,1054,1042,1043,1044,1062,1063,1064,1070,1071,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Only in situations where the application will be hosted off site and accessible through the internet. In such cases, the Contractor will host the application in a secure data center.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because these are proprietary product with services which contain technical components beyond the scope expertise of in-house staff to develop within practical time and quality parameters. Civil Service classes will provide connectivity to the application and monitor connectivity issues at both the desktop and network level for this application.

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

No. The services are intermittent and as-needed and deal with proprietary product. Staff will work with the contractor to obtain the knowledge for routine maintenance of the application. Staff will have the opportunity to gain knowledge of best practices for ICD10 conversions and support of new applications.

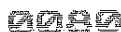
5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? IT, medical records, and other staff; hours to be determined.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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
 ON 04/09/2014 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA



Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
To: jacquie.hale@sfdph.org; L21PSCReview@iffpte21.org; robert.longhitano@sfdph.org; richard.isen@sfgov.org; dhr-psccordinator@sfgov.org
Subject: Receipt of Notice for new PCS over \$100K PSC # 42995 - 13/14
Date: Monday, March 10, 2014 1:06:00 PM

RECEIPT for Union Notification for PSC 42995 - 13/14 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 42995 - 13/14 for \$3,000,000 for Initial Request services for the period 04/01/2014 – 03/30/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/1551> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. Code: PUC

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular ([] Omit Posting)

Type of Service: Emergency Training Services (CS-366)

Funding Source: SFPUC Emergency Planning Funds PSC Duration: 4 years 4 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 06/02/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

The following will be provided to various San Francisco Public Utilities Commission (SFPUC) divisions/entities: General and position specific Incident Command System (ICS) training under National Incident Management System (NIMS), Table Top Training Exercises semi-annually, Full Functional Training Exercises bi-annually, Preparation of Summary of Training and Comments (After Action Reports), Revise/Update Emergency Operating Procedures and Field Operations Guides as necessary, assistance with the development of an alternative emergency drinking water plan, and general project management.

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

SFPUC divisions need to be trained in ICS procedures under NIMS per Federal Emergency Management Agency (FEMA) regulations; failure to do so could impede SFPUC's ability to receive proper reimbursement from FEMA in the event of a significant emergency/catastrophic event. Training will prepare SFPUC to act swiftly and efficiently and will solidify proper lines of communication. Revising and updating Emergency Operating Procedures is imperative, and failure to do so may result in out of date procedures that could adversely affect emergency response efforts. An alternate emergency drinking water plan is necessary to solidify processes in the event of interruption in water delivery.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Services have been partially provided by outside vendors in the past under CS-945 under PSC #4093-08/09.

D. Will the contract(s) be renewed? Not sure at this point.

2. Union Notification: On 04/03/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45752 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Proven expertise and extensive experience in emergency management systems as based on NIMS and Standardized Emergency Management System (SEMS), training and exercises as based on Homeland Security Exercise and Evaluation Program (HSEEP), providing ICS training, working with large utilities, developing and updating Department Emergency Operating Procedures (DEOP's), and coordinating with multiple city agencies and members of the community to develop new emergency plans.
- B. Which, if any, civil service class(es) normally perform(s) this work?
none,
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
Lack expertise in coordinating and spearheading complex plans and projects involving such a wide range of entities. Vast experience in providing ICS training is also essential to executing this project, as is collaboration with community members and organizations.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No classes currently exist. Hiring process could potentially take too long to complete this project in a timely manner.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Various classes, 200-400 employees, approx. 3 hours per employee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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
ON 04/08/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org
Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Thursday, April 03, 2014 10:32 AM
To: Lo, Stacey; ritchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45752 - 13/14

RECEIPT for Union Notification for PSC 45752 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 45752 - 13/14 for \$2,000,000 for Initial Request services for the period 06/02/2014 – 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/1768> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 4093-08/09

Original

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/07/09

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Emergency Operations Training and Exercises (CS-945)

FUNDING SOURCE: Operating Fund

PSC AMOUNT: \$1,600,000 PSC DURATION: 03/16/2009 to 03/15/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

- Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE).
Review, revise, and update the PUC Emergency Operations Plan, Division Emergency Operations Plans, and PUC Field Operations Guide, as necessary.
Plan, conduct and evaluate Emergency Response training and tabletop exercise for SFPUC Department Operations Center (DOC) staff.

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

Emergency Operation Training is critical to the ongoing operations of the Water System in the event of a disaster. Failure to train to the newly revised/updated plans could jeopardize public safety.

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

These services have been provided by consultants with appropriate expertise in the past. The PSC numbers are unknown.

D. Will the contract(s) be renewed:

No

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

L21 Shamica Jackson 01/08/09
Union Name Signature of person mailing/faxing form Date

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

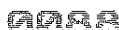
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41093-08/09

ANALYSIS/RECOMMENDATION: approved 1/12/09

CIVIL SERVICE COMMISSION ACTION:

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 1009 JAN 12 PM 12: 22



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Supplemental Attachment A.

B. Which, if any, civil service class normally performs this work?
There are no exact civil service classes that perform this specialized work. City currently has 8247 - Emergency Planning Coordinator, 1237 Training Coordinator and 1232 Training Officer.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
There are no civil service classes for this specialized training.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No

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

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. Emergency Response Training for approximately 80 hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

This training for approximately 400 key Division Coordination Center Staff at various Public Utilities Commission departments (CDD, HHWP, WST, WVE) for the complete duration of contract.

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?

Contract Advertisement Report Jan. 13, 2009 SFPUC Commission Meeting

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

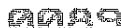
Print or Type Name

Telephone Number

1155 Market Street, 9th Floor
San Francisco, CA 94103

Address

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DEPARTMENT OF
HUMAN RESOURCES
2009 JAN 12 PM 12:22



Supplemental Attachment A (CS-945)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- A minimum of 10 years of experience in emergency management, emergency training and emergency planning.
- Experience developing, reviewing, editing, updating and publishing compliant Emergency Operations Plans for major utilities responsible for municipal water, power and waste water operations.
- Experience in developing technical and practical compliant emergency response procedures and techniques / outreach and understanding to obtain the required information to developing, reviewing, editing, training, exercising, updating and publishing NIMS compliant Emergency Operations Plans.
- HSEEP experience in planning, conducting, and evaluating emergency response training and exercises with management as well as operations personnel.
- Worked with a major utility in developing emergency operations plans in the last three (3) years.
- Completed functional and/or full scale exercises to exercise and test Department Operations Centers (DOC) and Emergency Operations Plans (EOP) in last three (3) years.
- Developed AAR and CAP for exercises and/or real events in a timely manner.
- Worked with NIMS to train, exercise and implement exercises and/or in actual events in the last three years.
- Demonstrate knowledge of the functions of the Office of Emergency Services on a local, regional and state level as it may relate to a utility emergency operations.
- Show understanding and knowledge of the emergency response on a Federal level
- Worked with electrical, water and wastewater agencies.

RECEIVED BY
DEPARTMENT OF
MICHIGAN RESOURCES
7009 JAN 12 PM 12: 22

Mod # 1



San Francisco Water Power Sewer Services of the San Francisco Public Utilities Commission

Contract Administration Bureau 1155 Market Street, 9th Floor San Francisco, CA 94103 T 415.551.4603 F 415.554.3225

MEMORANDUM

DATE: December 8, 2011
TO: Maria Ryan, DHR-PSC Coordinator
FROM: David E. Scott, PSC Coordinator
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4093-08/09 CSC Approval Date: 02/02/2009 (Original)
Description of Service(s): Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWE).

Table with 4 columns: Amount, Original Amount, Duration, Modified Duration. Rows include Original Approved Amount (\$1,600,000), Modification One Amount (\$0), and Total Amount as Modified (\$1,600,000).

Reason for the modification: This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved
Approval Date: 12/9/11
By: Micki Callahan, Human Resources Director

- Edwin M. Lee Mayor
Francesca Vietor President
Anson Moran Vice President
Ann Moller Gaer Commissioner
Art Torres Commissioner
Vince Courtney Commissioner
Ed Harrington General Manager





**San Francisco
Water Power Sewer**
Services of the San Francisco Public Utilities Commission

Mod #2

525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

DATE: March 19, 2013
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator *Shamica Jackson*
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4093-08/09 Approval Date: 02/02/2009 (original)

Description of Service(s): **Plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CDD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and Waste Water (WWE). Review, revise, and update the PUC Emergency Operations Plan, Division Emergency Operations Plans, and PUC Field Operations Guide, as necessary. Plan, conduct and evaluate Emergency Response training and tabletop exercise for SFPUC Department Operations Center (DOC) staff (CS-945).**

Original Approved Amount:	<u>\$ 1,600,000</u>	Original Approved Duration:	<u>3/14/2009 <i>W</i> 02/02/2009 to 03/15/2013</u>
Modification One Amount:	<u>\$ 0</u>	Modification of Duration:	<u>03/16/2013 to 06/21/2013</u>
Modification Two Amount:	<u>\$ 800,000</u>	Modification of Duration:	<u>06/22/2013 to 06/21/2015</u>
Total Amount as Modified:	<u>\$ 2,400,000</u>	Total Duration as Modified:	<u>3/14/2009 <i>W</i> 02/02/2009 to 06/21/2015</u>

Reason for the modification:

The SFPUC seeks to continue on-going emergency operations plan development and correlated training for an additional two years.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved
Approval Date: 3/22/2013
By: *W*
Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Art Torres
President
- Vince Courtney
Vice President
- Ann Moller Caen
Commissioner
- Francesca Vietor
Commissioner
- Anson Moran
Commissioner
- Harlan L. Kelly, Jr.
General Manager



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- REC Dept. Code: REC

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Architecture and Engineering Services - Geneva Car Barn and Powerhouse

Funding Source: 2000 General Obligation Bond PSC Duration: 4 years 50 weeks
PSC Amount: \$838,000 PSC Est. Start Date: 03/15/2014 PSC Est. End Date: 03/01/2019

1. Description of Work

A. Scope of Work:

- (i) Design Development Documents in sufficient detail and completeness to show and describe among other things, the size and character of the Improvements as to the architectural, structural, mechanical and electrical systems and materials.
(ii) Preliminary (50%) Construction Documents, which shall generally include (a) site plans at appropriate scale showing the building, streets, walks, and other open spaces, with all land uses designated and all site development details and bounding streets, and points of vehicular and pedestrian access shown, (b) all building plans and elevations at appropriate scale, (c) building sections showing all typical cross sections at appropriate scale, floor plans, (e) preliminary tenant improvement plans, if applicable, (f) plans for public access areas, (g) outline specifications for materials, finishes and methods of construction, (h) exterior signage and exterior lighting plans, (i) material and color samples, and (j) roof plans showing all mechanical and other equipment.

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

This service is a necessary part of the voter-approved implementation of the 2000 General Obligation Bond. This project has the support of the Board of Supervisors and the community. Significant funds have been raised by the community to partner with the City for the design of this facility. Failure to move forward with this service may jeopardize not only the funding, but the good will developed with the community during the planning process for this project.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
These services have been provided in the past through the Bureau of Architecture and private consultants.

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

2. Union Notification: On 03/04/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48552 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Basic services include design, documentation and construction administration services of the Architect and normal engineering consultants including structural, civil, mechanical, plumbing, and electrical engineers. Specialty consultants include a historic architect, landscape architect, lighting designer, acoustical consultant, geotechnical services and green building consultant.

B. Which, if any, civil service class(es) normally perform(s) this work?
5203,5211,5212,5214,5268,

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:

Please see attached ordinance, introduced by Supervisor John Avalos on January 14, 2014.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, as outlined in 4A, Recreation and Park Department is seeking a sole source agreement to achieve this need.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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
ON 04/07/2014 BY:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: 501 Stanyan Street San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

Union Notice for Initial

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Tuesday, March 04, 2014 11:24 AM
To: McFadden, Sean; L21PSCReview@ifpte21.org; McFadden, Sean; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 48552 - 13/14

RECEIPT for Union Notification for PSC 48552 - 13/14 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 48552 - 13/14 for \$838,000 for Initial Request services for the period 03/15/2014 - 03/01/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/1546> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

◇ **Section 4. Why Classified Civil Service Cannot Perform**

4A. Explain why civil service classes are not applicable

1 [Agreement – Aidlin Darling Design – Authorizing Waiver of a Competitive Solicitation
2 Requirement In Order to Complete Design of Geneva Car Barn and Powerhouse
3 Improvements- \$838,000]

4 **Ordinance waiving the competitive solicitation requirement under Administrative Code,**
5 **Section 6.40, and authorizing the General Manager of the Recreation and Park**
6 **Department to enter into a professional services agreement with Aidlin Darling Design**
7 **in the amount of \$838,000 for the limited purpose of completing the design and**
8 **construction documents for the Geneva Car Barn and Powerhouse project.**

9 **NOTE:** **Unchanged Code text and uncodified text** are in plain Arial font.
10 **Additions to Codes** are in *single-underline italics Times New Roman font*.
11 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
12 **Board amendment additions** are in double-underlined Arial font.
13 **Board amendment deletions** are in ~~strikethrough Arial font~~.
14 **Asterisks (* * * *)** indicate the omission of unchanged Code
15 subsections or parts of tables.

16 Be it ordained by the People of the City and County of San Francisco:

17 Section 1. The Car Barn, designed and built in 1901 by the Reid brothers, originally
18 served as a depot for both private railroads as well as the San Francisco Municipal Railway
19 (Muni). It is the last physical vestige of San Francisco's first electric railway and was
20 designated a City Landmark in 1985 and placed on the National Register of Historic Places in
21 2010. The Car Barn consists of two adjoining structures, an approximately 12,000 square foot
22 two-story office building, and an approximately 4,000 square foot single-story car shed, known
23 as the Powerhouse. Muni used the building as office space until 1989 when it was heavily
24 damaged in the Loma Prieta earthquake. The Car Barn has been vacant ever since.

25 In 1998, the Car Barn was saved from a planned demolition through the efforts of a
neighborhood citizens group, the Friends of the Geneva Car Barn and Powerhouse
("Friends"), formed to oppose the building's demolition. After the Municipal Transportation

1 Agency ("MTA") stabilized the building in 1999, the MTA transferred jurisdiction over the Car
2 Barn to the Recreation and Park Department ("RPD") to be used for recreational purposes
3 and related uses consistent with the RPD's mission (Resolution 193-04).

4 On March 13, 2007, the Board of Supervisors appropriated \$1,044,490 for the repair
5 and renovation of the Geneva Car Barn and Powerhouse ("Car Barn") located at the corner of
6 Geneva Avenue and San Jose Avenue (Ordinance No. 61-07). RPD, in partnership with the
7 Friends, developed a plan for the renovation and adaptive reuse of the Car Barn. The plan
8 included a seismic upgrade, installation of modern utility systems, restoration of historic
9 features, accessibility improvements, artist studios, event/exhibition space, a cafe, theater,
10 community meeting room, student lounge, and retail spaces. RPD allocated \$838,000 of the
11 2000 General Obligation Bond toward the project.

12 In 2009, as a result of the City's budget deficit, the \$1,044,490 allocated to the Car
13 Barn in Ordinance No. 61-07 was rescinded.

14 In response to this loss of funds, the Friends initiated a design competition for pro bono
15 architectural services for the renovation of the Car Barn. Aidlin Darling Design won the
16 competition, and to date have donated services valued at \$205,500. These services include
17 the completion of concept and schematic designs, renderings of the proposed project, as well
18 as assistance in the City's attainment of State and federal historic preservation approvals.

19 RPD used Aidlin Darling's schematic design to seek California Environmental Quality
20 Act ("CEQA") approval as well as approvals from the State Office of Historic Preservation
21 ("SHPO") and the National Park Service ("NPS").

22 Section 2: RPD would now like to leverage the \$838,000 in 2000 GO Bond funds
23 available for the project to seek additional funds from the 2015 Historic Preservation and New
24 Market Tax Credit program as well as the City's Community Opportunity Fund program. To
25

1 be eligible for these programs, the project must have final design and construction documents
2 completed by the end of 2014.

3 Section 6.40 of the Administrative Code requires Departments to procure outside
4 temporary professional design or consultant services for public work projects greater than
5 \$100,000 through a competitive process.

6 RPD desires to award a professional services contract to Aidlin Darling for two
7 reasons. First, because a typical competitive procurement for architectural services for public
8 works projects can take many months, a competitive solicitation process under Section 6.40
9 of the Administrative code would likely impair the City's ability to seek 2015 Historic
10 Preservation and New Market Tax credits and Community Opportunity Fund money for the
11 Car Barn project. Second, RPD is further concerned that if another architect is brought onto
12 the project, not only would it be unusual for that new firm to complete design and construction
13 documents based on Aidling Darling's schematic design, but inconsistencies or changes with
14 the design of the Car Barn could jeopardize the approvals received from SHPO and the NPS.

15 Section 3. The Board of Supervisors hereby waives the competitive solicitation
16 process requirement under Section 6.40 of the Administrative Code and authorizes the
17 General Manager of the Recreation and Park Department to enter into a professional services
18 agreement with Aidling Darling Design in the amount of \$838,000 for the limited purpose of
19 completing the design and construction documents for the Geneva Car Barn and
20 Powerhouse.

21 Section 4. Effective Date. This ordinance shall become effective 30 days after
22 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
23 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
24 of Supervisors overrides the Mayor's veto of the ordinance.

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APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: _____
Yadira Taylor
Deputy City Attorney

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Modification
Personal Services Contracts

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT Dept. Code: PRT

Type of Request: Initial Modification of an existing PSC (PSC # 4055 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Historic & Env'tl Maritime Site Condition Assessment & Design Services for Crane Cove Park

Funding Source: General Obligation Bond

PSC Original Approved Amount: \$1,200,000

PSC Original Approved Duration: 02/01/11 - 12/31/14 (3 years 47 w

PSC Mod#1 Amount: \$1,409,396

PSC Mod#1 Duration: 12/31/14-12/31/17 (3 years 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$2,609,396

PSC Cumulative Duration Proposed: 6 years 47 weeks

1. Description of Work

A. Scope of Work:

See attached 'Scope of Services and Project Summary.'
See attached document(s).

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with Department of Public Works (DPW), the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Initial PSC 4055-10/11; 4080-08/09; & 4003-09/10. Please see attachment.

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

2. Union Notification: On 03/26/14, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055 10/11

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site & develop design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with Leadership in Energy Efficient Design certification in park design & supported by a Historic Preservation Architect with same certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, & geotechnical engineers, as well as a cost estimator.

B. Which, if any, civil service class(es) normally perform(s) this work?
5268,5218,5241,5298,5291,

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:
See attached initial PSC for more details.

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

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Historic & Maritime training; Hours TBD. Please see initial PSC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? AECOM (CSC previously approved)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/26/14 BY:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

Receipt of Union Notification(s)
◆ Local 21

Braganza, Lorceli (PRT)

From: Braganza, Lorceli (PRT)
Sent: Wednesday, March 26, 2014 4:43 PM
To: 'L21PSCReview@ifpte21.org'; 'jebrenner@ifpte21.org'
Cc: DHR-PSCCoordinator, DHR; Holmes, Lavena (lavena.holmes@sfport.com)
Subject: 4055 10/11 Modification - Additional Amount and Duration Extension
Attachments: PSC 4055 - 1011 Mod 032614.pdf; 4055 1011 Init Appr 120610.pdf

Importance: High

A *Modification* for PSC #4055 10/11 was posted today, 03/26/2014 but it seems the modification was not forwarded to you. I have attached it here for your review...

Also attached is the initial PSC approved on 12/06/2010.

Please let us know if you should have any questions or concerns.

Thank you,
lbraganza



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

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

1A. Scope of Work

Crane Cove Park Design Services Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A and 2012 Proposition B, Parks General Obligation Bond provides approximately \$39.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of nine such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of a historic ship building slipway, including two cranes, two historic buildings that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in three (3) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Schematic Plan, Cost Estimate and Environmental Review	July, 2014
2. Detailed Design Development, Final Cost Estimate and Construction Bidding	March, 2015
3. Construction Administration	December, 2016

Project Schedules

Crane Cove Park

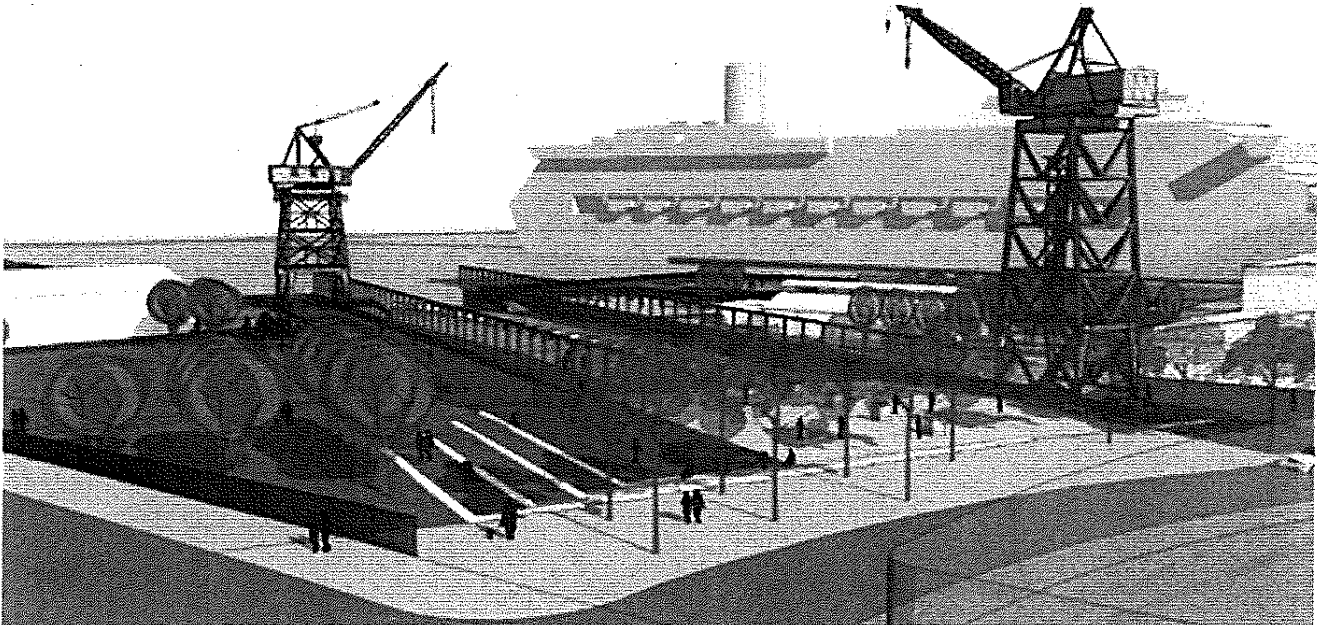
Project Location: Nineteenth and Illinois Street

Project Manager: David Beaupre, david.beaupre@sfport.org; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sfport.com/cranecovepark.



Budget	GO Bond	Total Funds
Original Budget	\$10,024,148	\$11,124,148
Current Approved Budget	\$10,024,148	\$21,324,148
Actual Expenditures To Date	\$488,088	\$488,088

Schedule	Original	Current Forecast or Actual
Planning	September 2011	September 2011
Design	March 2013	March 2014
Construction	February 2014	April 2015
Completion	February 2015	October 2016

Project Status Summaries

Crane Cove Park

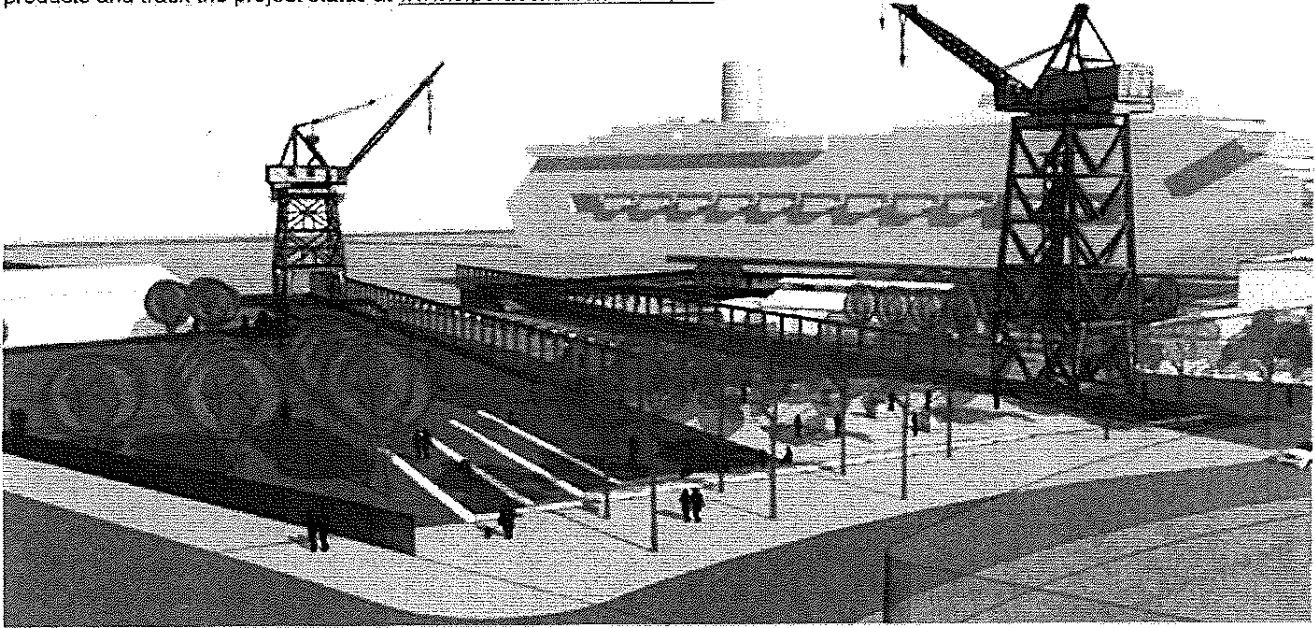
Project Location: Pier 70 between Mariposa and 19th Streets

Project Manager: David Beaupre, david.beaupre@sport.com; (415) 274-0539

Crane Cove Park is an approximately 9 acre Blue Greenway waterfront park located in the Central Waterfront generally between 19th and Mariposa Streets east of Illinois Street. Initial park concepts include shoreline cleanup and stabilization, restoration of historic cranes, historic interpretation, bay access, and a facility for human powered boats. The total cost for the entire project is expected to be \$45 million dollars, which is greater than the current available funding. As a result, the project will be phased as funding is secured. Available funding for the 1st phase of the project is \$21,324,148 million, including (a) 10,024,148 in 2008 Clean and Safe Neighborhood Park G.O. Bonds, (b) \$8,000,000 from 2012 Clean and Safe Neighborhood Parks G.O. Bonds, and (c) \$3,300,000 in other Port funds.

This Blue Greenway Project benefits from significant planning conducted through the development of the Port's Pier 70 Preferred Master Plan and the Blue Greenway Planning and Design Guidelines community planning process.

A draft Park Master plan was reviewed with the Port Commission and Port's Waterfront Design Review Board in December of 2012 and January, June, September, and December of 2013. The Port has created a web site to allow the public to review work products and track the project status at www.sfport.com/cranecovepark.



Budget	2012 GO Bond Funds	Other Funds	Total Funds
Original Budget	\$8,000,000	\$12,984,000	\$20,984,000
Current Budget	\$8,000,000	\$13,324,148	\$21,324,148
Actual Expenditures To Date	\$0	\$485,572	\$485,572

Schedule	Planning	Design	Construction	Completion
Original	September 2011	October 2013	April 2015	October 2016
Current Forecast or Actual	September 2011	March 2014	April 2015	October 2016

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

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

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.**

PSC# 4055-10/11

PSC# 4080-08/09

PSC# 4003-09/10

PSC #4055 10/11 – MODIFICATION

Type of Service: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

1. DESCRIPTION OF WORK

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

San Francisco voters approved a 2008 and 2012 General Obligation Bond that included \$33.5 million and in 2012 \$35 million for waterfront parks. This project represents one of thirteen (13) waterfront parks mandated by the voters. In consultation with DPW, and Local 21 IFPTE, it was determined that because of the complexity of the required multi-disciplinary team and expected schedule of the Bond projects, that completing this project with the consultant team was the most efficient manner to deliver the project.

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

This contract was previously approved by the Civil Service Commission in November of 2010, prior to passage of the 2012 Parks Bond which has increased the project budget (which was expected at the time of approval) This service has been provided in the past by a combination of Department of Public Works and consultant resources. All other Port parks design with the exception of Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the projects are being completed by consultants.



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4055-10/11
Initial

December 10, 2010

E. DENNIS NORMANDY
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DONALD A. CASFER
VICE PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4053-10/11
THROUGH 4058-10/11; 4101-07/08.**

MORGAN R. GORRONO
COMMISSIONER

At its meeting of December 6, 2010 the Civil Service Commission had for its consideration the above matter.

LISA SEITZ GRUWELL
COMMISSIONER

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

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to adopt the report; approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Florence Kyam, Public Utilities Commission
Julian Low, Mayor's Office
Tajel Shah, Treasurer/Tax Collector
Peg Stevenson, Office of the Controller
Shawn Wallace, San Francisco Police Department
Commission File
Chron

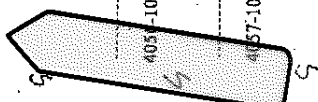
POSTING FOR

12/6/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No.	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4053-10/11	09	Controller	Regular	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.	3/1/2011 - 2/28/2013
4054-10/11	38	Police	Regular	\$347,200	Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.	9/21/2010 - 3/9/2015
4055-10/11	39	Port Commission	Regular	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	2/1/2011 - (2/31/2014
4056-10/11	08	Treasurer/Tax Collector	Regular	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011 - (2/31/2011
4057-10/11	40	Public Utilities Commission	Regular	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	2/1/2011 - (2/31/2014



0110

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 9, 2010
DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39
TYPE OF APPROVAL: [] EXPEDITED [x] REGULAR (OMIT POSTING)
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [x] INITIAL REQUEST [] MODIFICATION (PSC#)
TYPE OF SERVICE: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park
FUNDING SOURCE: General Obligation Bond (Clean and Safe Neighborhood Parks)
PSC AMOUNT: \$1,200,000.00 PSC DURATION: 02/01/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with DPW, the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

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

This service has been provided in the past by a combination of Department of Public Works and consultant resources. Heron's Head Park design services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) projects are being completed by consultants.

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 11/09/2010
Union Name Signature of person mailing/faxing form Date
Union Name Signature of person mailing/faxing form Date
RFP sent to IFPTE, L21, on
Union Name Date Signature
RFP sent to Union Name, on
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4086 - 10/11

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site and develop a design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with LEED certification in park design and supported by a Historic Preservation Architect with LEED certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, and geotechnical engineers, as well as a cost estimator.

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

- Class 5268 Architect
Class 5218 Structural Engineer
Class 5241 Engineer (Civil)
Class 5241(g) Geotechnical Engineer
Class 5298 Planner III Environmental Review
Class 5291 Planner III (Preservation Planner)

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:

Although there are Civil Service classes that can perform some of the work, the complexity of this project is best suited for consultants who routinely perform this type of work to take the lead in establishing the foundation for the project. In consulting with DPW and R&P departments, neither department that would typically perform this work has the capacity and all of the expertise required for timely completion of this project. The awarded contract would include the option of city staff participation after the initial phase, specifically for DPW to complete the detailed design work.

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

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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

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

Yes/No checkboxes for question A

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
Historic & Maritime training; Hours to be determined
Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
Landscape Architect, Architect, and Engineers

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

Yes/No checkboxes for questions C and D

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?

Yes/No checkboxes for question F

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

Handwritten signature of Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

City and County of San Francisco

Department of Human Resources

**Port of San Francisco
Crane Cove Park Design Services
Scope of Services and Project Summary**

Project Overview

The City of San Francisco's 2008 Proposition A, Clean and Safe Parks General Obligation Bond provides approximately \$22.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of five such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of two cranes that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW and Parks/Recreation Departments to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in four (4) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Site Assessment, Conceptual Design and Cost Estimates	October 2011
1.a Environmental Review/Regulatory Permitting	July 2012
2. Preliminary Design (Preferred Design and Cost Estimate	April 2012
3. Detailed Design Development, Final Cost Estimate and Construction Bidding	May 2012
4. Construction	September 2014

It is proposed that the consultant team selected for contract award would be awarded up to the entire scope of work that includes all four phases. Therefore, the only guaranteed contract work is Phase 1 – Site Assessment and Conceptual Design. Port and DPW staff will be included as part of the project team during the Phase 1 portion of this work.

A Notice to Proceed for subsequent phases would be subject to the Department of Public Works Landscape Architecture and Bureau of Engineering reviewing the Phase 1 work and providing a competitive proposal for subsequent phases of the project work. Should the Department of Public Works choose to perform all or part of the work and can do so within the required schedule for a reasonable fee with the GO Bond budget, the remaining work will be performed by city staff.

It is Port staff's intent that in the recommendation for contract award from a competitive selection process, the contract will generally stipulate the above conditions



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
 MAYOR

4080-08/09
 MD/#1

E. DENNIS NORMANDY
 PRESIDENT

DONALD A. CASPER
 VICE PRESIDENT

MORGAN R. GORRONO
 COMMISSIONER

MARY Y. JUNG
 COMMISSIONER

LISA SEITZ GRUWELL
 COMMISSIONER

ANITA SANCHEZ
 EXECUTIVE OFFICER

MINUTES
Regular Meeting
June 20, 2011

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

CALL TO ORDER

2:07 p.m.

ROLL CALL

President E. Dennis Normandy	Not present (Notified absence)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Not present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner Lisa Seitz Gruwell	Present

Vice President Donald A. Casper presided.

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

Steve Zeltzer, retired City worker and a member of United Public Workers for Action expressed his objection of a personal services contract in the amount of \$100,000 approved by the Commission at the meeting of April 4, 2011, for the Municipal Transportation Agency to hire a public relations firm. He also stated that a labor representative should be on the Commission and that the meetings should be available on video.

APPROVAL OF MINUTES

Regular Meeting of June 6, 2011

Action: Adopt. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)**

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer informed the Commission about AB 455 which is at its third reading on the Senate Floor and if approved by the full Senate, will be forwarded to the Governor for his signature. The proposed legislation will affect the process by which appointments are made to merit system boards and commissions. It provides that one half will be appointed by the governing body (in our case, the Board of Supervisors) and the other half, nominated by the recognized employee organization. Currently, Civil Service Commissioners are appointed by the Mayor to six-year terms.

The Commission directed the Executive Officer to communicate its concerns and coordinate with City agencies in conveying its opposition to AB 455.

**0154-11-8 Review of request for approval of proposed personal services contract.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4115-10/11	Public Works	\$2,500,000	The Forensic Services Division (FSD) of the SF Police Department and the Office of Chief Medical Examiner (OCME) require specialized facilities that meet requirements of accreditation agencies for autopsy complexes and forensic science laboratories and that can ensure the chain-of-custody for evidence expectation of the courts of law. The original PSC #4065-07/08 was approved on 12/03/2007 for \$450,000, and modified on 10/20/2008 for \$950,000. In this regard, a consultant has been under contract and has thus far provided specialized architectural, engineering, and related professional services for programming the facilities and the development of essential design criteria. The services proposed within this PSC will enable the further development of both specialized facilities through the Schematic Design Phase and the work products of this effort will assist City staff in preparing for the Bond Measure scheduled for the November 2013 Ballot.	Regular	12/31/17

June 6, 2011: Postpone to the meeting of June 20, 2011 with the presence of a DPW representative.

Speakers: Jim Buker, Department of Public Works

Action: Adopt the report; Approve request for proposed personal service contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

0166-11-8

Review of request for approval of proposed personal services contract.
(Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4116-10/11	General Services Agency	\$300,000	Replacement of only the audio portion of a highly integrated audio/video/remote control system. San Francisco City Hall uses a complex audio-visual system to provide sound and video services to the City Hall hearing rooms, SFG-TV broadcast facilities, in-house TV systems and Civic events held throughout the building. The AV system was custom designed in 1997 and installation completed in 1998. Many of the components are obsolete and no longer supported by the manufacturer. At this time only the audio portion of a highly integrated system is to be replaced. All new equipment must be compatible with and fully operational with unchanged components.	Regular	12/31/11
4117-10/11	Municipal Transportation Agency	\$53,000,000	The SMTA in cooperation with the Risk Management Division of the Office of the City Administrator seeks broker(s) to establish an Owner Controlled Insurance Program (OCIP) for the Third Street Light Rail Transit Project, Phase 2 - Central Subway Project. The broker(s) will market and place insurance coverages for worker's compensations, general liability, excess liability and builder's risk. The broker(s) will administer the OCIP for 5 Central Subway Project construction contracts - Tunneling, Moscone Station, Union Square/Market Street Station, Chinatown Station, and Surface Station/ Systems with a total construction cost of \$700 million. In addition, the broker(s) will provide services for risk control, claims management, loss control and safety, and risk management information system. The approximate cost for premium and administrative services during the contract period of 8 years is \$53 million.	Regular	05/31/19
4118-10/11	Port Commission	\$596,000	Develop a Waterborne All-Hazard Response Plan for the San Francisco Bay Region. Identify gaps in response responsibilities, authorities, coordination structures, location and ownership of assets. This plan will address gaps by identifying pertinent waterborne and land-based assets; clarifying responsibilities, authorities and coordination structures by disaster type and geographic location. The completed work product will be classified as Security Sensitive.	Regular	03/31/12
4119-10/11	Port Commission	\$662,357	The scope of services under this PSC includes preparation and implementation of BORP plans for Port's critical and essential facilities. The consulting engineers will assess the Port's critical facilities and prepare BORP plans; including facility-specific post-earthquake inspection plans. The Port will seek assistance from the Structural Engineers Association of Northern California (SEAONC) BORP Subcommittee under the guidance of San Francisco Department of Building Inspection (DBI) to assist in review and acceptance of these written BORP inspection plans. The BORP Subcommittee is comprised of qualified volunteer engineers. This BORP Program requires consulting engineering to be available to provide post disaster inspection services.	Regular	03/31/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4120-10/11	Public Health	\$1,550,000	Provision of intermittent, as needed, temporary, on-call professional, licensed Physical, Occupational and Speech Therapists and Occupational Therapy Assistants, 7 days a week, 8:00 AM to 4:30 PM. Therapists will be available on a 24 hour basis to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	Regular	06/30/16
4121-10/11	Public Health	\$890,000	As needed, temporary, supplemental transcription and credential verification registry personnel services for the Medical Staff Services Department of San Francisco General Hospital (SFGH). This service provides temporary staff during unanticipated peaks in demand and whenever full time staff is unavailable to attend standing meetings of eleven (11) SFGH medical committees. Temporary staff track medical staff attendance, prepare agenda and provide transcriptions of the meeting minutes. Temporary staff also verifies provider licenses, certificates and board certifications of physicians, dentists, nurse practitioners, nurse anesthetists and midwives on an as needed basis.	Regular	12/31/16
4122-10/11	Public Health	\$1,260,000	The contractor will provide expert consultation and project management implementation assistance to the Department for the eClinical Works Ambulatory Electronic Medical Record (EMR) in Primary Care and Specialty Clinics. The contractor is a Certified eClinical Works implementation specialist and will address specific areas of the implementation including system design, build and integration as well as project management functions to coordinate the efforts of multiple project work teams. This engagement will be limited to the time request to implement the system at Departmental clinical sites over a 42 month period subject to project funding.	Regular	12/31/14
4123-10/11	Elections	\$95,000	The consultant will provide the Redistricting Task Force with technical assistance in redrawing San Francisco's supervisorial districts. Services include, but are not limited to, data gathering, database construction, data analysis, mapping, public education on redistricting, and consulting during the Task Force's public meetings. To provide these services, the consultant must have professional knowledge of and experience in cartography, demography, statistical analysis, and federal and state redistricting law.	Regular	04/15/12
4124-10/11	Public Utilities Commission	\$96,000	Contractor shall implement the following: (1) transport San Mateo thorn mint seeds from California Dept of Fish and Game (CDFG) and US Fish and Wildlife Service (USFWS)-approved nursery; (2) plant seeds at sites designated by SFPUC Natural Resources; and (3) monitor and document the survivorship and reproductive fitness of the plants at each site. Contractor must have specialized experience working with individuals of this species; Contractor must carry a 2081(a) permit from CDFG authorizing the contractor to possess/handle San Mateo thorn mint individuals.	Regular	07/01/17
4125-10/11	Public Utilities Commission	\$2,300,000	The Upper Alameda Creek Filter Gallery Project (UACFG) project would design and construct a water collection facility beneath the streambed of Alameda Creek near its confluence with San Antonio Creek. The primary purpose of the UACFG project is to capture water from below Alameda Creek for diversion into the SFPUC regional water system.	Regular	06/01/16

Civil Service Commission Meeting Minutes

Regular Meeting of June 20, 2011

4126-10/11	Public Utilities Commission	\$3,500,000	A full range of Right of Way work is required. This includes Planning and Budgets, Pre-CEQA activities such as obtaining Permits to Enter, Right of Way Estimates, Appraisals, POST-CEQA Acquisitions, Relocation Services, clerical support services, project tracking, and as-needed work. Property Management and Lease Negotiations services shall be limited to non Sewer System Improvement Program projects.	Regular	08/31/16
4080-08/09	Port Commission	Increase Amount \$0 New Amount \$400,000	This work is Phase 3 of a three phase project which was authorized under PSC #4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the preconstruction meeting for the commencement of project construction and be available throughout construction to review and approve shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch list, etc. This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.	Modification	06/30/12
4015-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$8,500,000	In order to manage mosquito populations associated with all of San Francisco's 23,000 catch-basins and to limit the spread of West Nile Virus and other mosquito-borne diseases, services includes monthly or bimonthly inspections depending on conditions, pesticide applications as needed using only pesticide products listed on the latest SF Reduced Risk Pesticide list, and tracking of all monitoring and treatment activities.	Modification	12/31/11
4059-08/09	Public Utilities Commission	Increase Amount \$3,000,000 New Amount \$6,000,000	Work consists of system-wide removal, replacement, testing and disposal of carbon and/or potassium permanganate odor control unite media throughout the City and County of San Francisco Public Utilities Commission Wastewater Enterprise.	Modification	12/01/14
4147-08/09	Public Health	Increase Amount \$325,400 New Amount \$650,800	DPH needs specialized review and further development of its protocols and tools for surveillance and investigation of urgent cases and outbreaks of disease, including data forms and the Integrated Case and Outbreak Management system. (ICOMS) This will include review of existing protocols and tools developed for both normal operations and for the Departments Infectious Disease Emergency Response Plan. (IDER) This requires a special technical writer and documentation specialist to create documentation to support disease control and immunization record keeping systems (ICOMS and ICMS). Consulting organizations will create functional descriptions, detailed specifications, and guides for configuring, administering, and troubleshooting record systems, will purchase, package and inventory Point of Dispersion (POD) equipment and supplies for all POD trailers, will create multilingual signs for use in POD sites, will develop traffic routes and cubic footage requirements for antibiotic distribution between the storage and POD sites, and regionally agreed upon mass prophylaxis training modules, a website, and internet screening process to provide anti biotic prophylaxis.	Modification	08/09/13

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0166-11-8 (continued)**

Speakers: Rohan Lane, General Services Agency spoke on PSC #4116-10/11.
 Norma Nelson and Andres Acevedo, Port Commission spoke on PSC #4118-10/11 and 4119-10/11.
 Jacquie Hale, Department of Public Health spoke on PSC #4121-10/11.
 Pauson Yun and Jessica Appel (Shors) spoke on PSC #4124-10/11.
 Pauson Yun and Chris Geiger, Ph.D. spoke on PSC #4015-06/07.

Action: Adopt the report; Approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0167-11-8 Review of request for approval of proposed personal services contract.
 (Item No. 9)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4127-10/11	Airport Commission	\$5,500,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	Regular	06/30/16

Speakers: Cynthia Avakian and Tom Rodriguez, Airport Commission

Action: Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011****0169-11-8 Report by the Public Utilities Commission on the status of the conditional approval of PSC #4123-09/10. (Item No. 10)**

April 19, 2010: Approve request for PSC #4123-09/10 on the condition that
 1) With respect to the long term improvement project, construction at the Harry Tracy Water Treatment Plant, on-the-job training for identified City employees willing to transition to field work after confirming their interest through a shadow program, 2) The Public Utilities Commission will issue bi-annual reports regarding its use of consultants and City staff, and 3) With respect to the hiring of 6318 and 6319 Construction Inspectors, that the Public Utilities Commission will use its best efforts to hire such City personnel provided that it maintains its management prerogative to hire or not to hire based on projections of future work. Notify the offices of the Controller and the Office of Contract Administration.

Speakers: Carol Isen and Prentiss Jackson, Public Utilities Commission
 Larry Wong, IFPTE Local 21

Action: Accept the report. (Vote of 3 to 0)

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

May 16, 2011: Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

June 6, 2011:

- 1) The appeal as it relates to the examination announcement and the certification rule is denied.
- 2) The appeal as it relates to Rule 111A.35.2, based solely on claims that the inconsistency in examination administration, bias of raters and/or failure of the raters to apply uniform standards compromised either the validity or the reliability of the examination, is continued to the meeting of June 20, 2011.

Speakers: Reno L. Rapagnani, Attorney
 Micki Callahan, Human Resources Director

Action:

- (1) Continue to the meeting of August 1, 2011 at the request of Reno Rapagnani to allow appellants sufficient time to obtain expert analysis of the information contained in the Department of Human Resources staff report.
- (2) Directed Mr. Rapagnani to have all reports/rebuttals delivered to the Commission office by close of business on July 11, 2011.
- (3) This will be the last continuance granted. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011**

- 0342-10-4 Appeal by Tirtza Pearl on her background rejection for a 1446 Secretary II position with the San Francisco Police Department. (Item No. 12)**
- June 6, 2011: Postpone to the meeting of June 20, 2011 at the request of Tirtza Pearl.
- Speakers:** Tirtza Pearl, Appellant
Rosanna Horton, Ed.D., on behalf of appellant
Barry Pearl, on behalf of appellant
Alice Villagomez, San Francisco Police Department
Sgt. Michael Zucher, San Francisco Police Department
- Action:** Dismiss the appeal by Tirtza Pearl as moot. (Vote of 3 to 0)
- 0097-11-6 Appeal by Cecilia Jaroslowsky of the Human Resources Director's determination of failure to allege facts raising an inference of discrimination based on age. (Item No. 13)**
- May 16, 2011: Postpone to the meeting of June 20, 2011 by agreement between the Department of Human Resources and Cecilia Jaroslowsky. Stipulate this will be the last continuance granted.
- Speakers:** Janie White, Department of Human Resources
Cecilia Jaroslowsky, Appellant
Linda Simon, Department of Human Resources
Lois Scott, Past President, IFPTE Local 21
Jim Miller, on behalf of Appellant
Ken Solomon, on behalf of Appellant
Steve Zeltzer, retired City worker
- Action:** Adopt the report. Sustain the decision of the Human Resources Director; Deny the appeal by Cecilia Jaroslowsky. (Vote of 1 to 2; Commissioners Casper and Jung dissent.) Continue to the meeting of July 18, 2011. (Three (3) votes are needed for Commission action.)
- 0143-11-11 Inspection Service Report on the assignment of supervisory duties not in the Class Specification for 7241 Senior Maintenance Controller. (Item No. 14)**
- December 6, 2010: Commissioner Casper requested an Inspection Service on the assignment of supervisory duties that are not in the job description for classification 7241 Senior Maintenance Controller at the Municipal Transportation Agency.
- May 16, 2011: Postpone to the meeting of June 20, 2011 at the request of IBEW Local 6.
- Action:** Off calendar at the request of Antonio Huggins and IBEW Local 6. (Vote of 3 to 0)

Civil Service Commission Meeting Minutes**Regular Meeting of June 20, 2011**

0139-11-7 Determination of future employability: request for hearing on future employment restrictions by Qaiser Shaikh as a permanent exempt 1823 Senior Administrative Analyst and his permanent civil service appointment as a 1241 Personnel Analyst with the Public Utilities Commission. (Item No. 15)

Speakers: Akbar Shaikh, Representing his son, the Appellant who is unable to be present.
Hope Broadus, Public Utilities Commission

Action: Continue to the meeting of July 18, 2011. Stipulated this will be the last continuance granted. (Vote of 3 to 0)

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 16)

None.

ADJOURNMENT (Item No. 17)

6:09 p.m.

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

4080-08/09
Mod #1

DATE: May 25, 2011

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# 4080 - 08/09)

TYPE OF SERVICE: Coastal and Civil Engineering Design Services - Project Phase 3: Construction Design Support

FUNDING SOURCE: 2008 Clean and Safe Neighborhood Parks Bond

ORIGINAL APPROVED AMOUNT: \$400,000.00 ORIG. APPROVED DURATION: April 1, 2009 - December 31, 2010
MODIFICATION AMOUNT: \$0.00 MODIFICATION OF DURATION: Eighteen (18) Months
TOTAL AMOUNT AS MODIFIED: \$400,000.00 TOTAL DURATION AS MODIFIED: April 1, 2009 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work is phase 3 of a three phase project was authorized under PSC#4080-08/09 and awarded to Coast and Harbor Engineering, Inc. This work requires that the Engineer of Record (EOR) participate in the pre-construction meeting for the commencement of project construction and be available throughout construction to review and approval shop drawings, respond to contractor's request for interpretation (RFI) of plans and specifications, review change order requests, final walk-through for punch-list and etc.

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

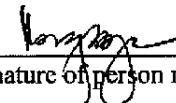
This work is necessary to complete the construction phase of the project work involving shoreline protection work in preparation for the development of Mission Bay Park. Coast and Harbor Engineering, Inc. serves as the EOR and therefore must be available to assure that the construction work is completed in accordance with their design plans and specifications. Due to difficulties securing the project permit, an additional 18 months is required to finish the project.

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

Unfortunately, at the time that the PSC#4080-08/09 was authorized, the project schedule duration cited was overly optimistic. This PSC request represents only an extension of the duration, without additional scope or fees.

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		05/25/2011
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
RFP sent to _____, on _____	_____	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4080 - 08/09 ese 06/20/2011 approved!

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Engineer of Record or ability to assume the duties of Engineer of Record to oversee project construction based upon plans and specifications already included in the project and under contract for construction.

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

This type of work may be performed by Class 5241 Engineer and Class 5211 Senior Engineer with Civil Engineering specialty and expertise in Coastal and Geotechnical Engineering. This work involves areas in the San Francisco Bay and on the Bay Shoreline, which makes it specialized for a marine environment.

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:

Port staff are the most qualified to perform this work and due to workloads cannot absorb this additional work.

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

Classifications already exist. However, the time schedule for completing the project does not permit hiring additional staff and the work was awarded under contract to Coast and Harbor Engineering, Inc.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

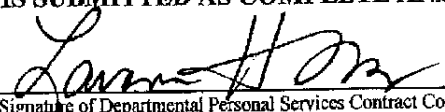
<input checked="" type="checkbox"/>	<input type="checkbox"/>
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to provide this service? January 5, 2009 CSC Meeting

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

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


Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4003-09/10
Initial
CIVIL SERVICE COMMISSION
09 JUL 11 PM 2:31
PERSONNEL OFFICE

July 10, 2009

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

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

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

It was the decision of the Commission to:

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Eugene Clendinen, District Attorney
Kahala Drain, Children and Families Commission
Oliver Hack, Mayor's Office of Housing
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Allison Magee, Juvenile Probation
Sheila Maxwell, Department of Technology
Sean McFadden, Recreation and Parks Department
Mary Ng, Department of Human Resources
Briggette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

**POSTING FOR
July 06, 2009**

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/IC	Dept/Name	Approved Type	Contract Amount	Description of work	Duration
4000-09/10	25	Mayor's Office of Housing	Regular	\$180,000.00	Will provide processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco.	30-Jun-11
4001-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$350,000.00	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	30-Jun-12
4002-09/10	12	Juvenile Probation	Regular	\$320,000.00	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	30-Jun-12
4003-09/10	39	Port of San Francisco	Regular	\$900,000.00	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	30-Sep-12
4004-09/10	39	Port of San Francisco	Regular	\$1,000,000.00	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development	01-Oct-14
4005-09/10	90	Department of Public Works	Regular	\$90,000.00	Provide independent structural design peer review services for the SFPUC new administration building, which has an unique and unconventional structural system solution.	16-Jun-10
4006-09/10	90	Department of Public Works	Regular	\$7,000,000.00	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).	31-Dec-16
4007-09/10	90	Department of Public Works	Regular	\$300,000.00	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	30-Jun-12
4008-09/10	40	San Francisco Public Utilities Commission	Regular	\$300,000.00	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "rolling agreements".	31-Dec-12
4009-09/10	42	Recreation and Parks Department	Regular	\$80,000.00	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	01-Aug-11
4010-09/10	42	Recreation and Parks Department	Regular	\$400,000.00	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design and execute a comprehensive community outreach program for selected projects.	30-Jun-14
4011-09/10	4	District Attorney	Regular	\$90,000.00	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	30-Jun-10

GCSF: DHR
PSCPBTNG

4003-09/10
Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

COPY

DATE: May 19, 2009 Revised: 6/9/09

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Marine Engineering Design Services for Pier 43 Bay Link Trail Project

FUNDING SOURCE: General Obligation Bond (Clean & Safe Neighborhood Parks)

PSC AMOUNT: \$ 600,000 PSC DURATION: 10/23/09 - 9/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Using an existing conceptual design, provide final engineering design and construction observation for a proposed 25-foot wide by 800-foot long public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45. The majority of the promenade is located over water and supported by substructure located in the water.

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

Design requires close coordination between several design fields and construction cost estimating to design a public promenade to be built over water. Structures built over water require specialized engineering design experience and knowledge of construction techniques in tidal zones. Denial may place at risk the Port's ability to fulfill the Bond 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):

In the past, specialized marine engineering design services have been provided by consultants. Examples of similar services approved by the Civil Service Commission include the Brannan St Wharf (PSC #4098-07/08); Downtown Ferry Terminal (PSC #4118-97/98); Hyde St Harbor (PSC #4107-96/97).

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

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

<u>IFPTE, Local 21</u> Union Name	<u>Belen C. Afable</u> Signature of person mailing/faxing form	<u>6/10/09</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to <u>IFPTE, Local 21</u> Union Name	, on _____ Date	when available _____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4003-09/10 approved 7/6/09
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Marine, structural, coastal, electrical, and civil engineering, cost estimating, and architecture services and other expertise necessary to design and secure entitlements for a major waterfront public space.

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

- Class 5268 Architect
Class 5218 Structural Engineer
Class 5241 Civil Engineer.

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 majority of the work requires expertise in the design of marine structures. The most qualified staff in the City that can perform this work are engineers based at the Port. Port engineering staff workloads are committed to maintenance projects and capital projects that can be included in their workload. Other City agencies generally do not employ engineers whose specialty is marine engineering and for such dilapidated structures as those held by the Port. Engineers who design marine structures must consider long-term performance of materials and structure details within the context of the marine environment, as well as factors such as infrastructure exposed to tidal and wave action, and marine construction techniques and methods.

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

No. The Port projects currently scheduled (other than routine maintenance) are capital projects that are of a short duration. As such, the fluctuation in need for this expertise is difficult to plan for on a full-time workload basis. This project is scheduled to be bid this fall in order to meet bond issuance schedules. Even if this project were of longer duration, there is not sufficient time to create one or more new civil service classes and complete the hiring process for the performance of these design services.

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

- A. Will the contractor directly supervise City and County employees?
B. Will the contractor train City and County employees?
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:

Lavenna Holmes-Williams (handwritten signature)

Signature of Departmental Personal Services Contract Coordinator

Lavenna Holmes-Williams

415-274-0421

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

4503-09/10
Mod #1



MEMORANDUM

DATE: October 23, 2009 (Amended: 10/28/09)

TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)

FROM: Lavena Holmes-Williams, PSC Coordinator *Lavena*
Port of San Francisco, (Dept. 39)

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4003 - 09/10 ✓ Approval Date: 7/6/09 ✓

Description of Service(s): Will provide final engineering and construction observation for proposed 25 foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45

Original Approved Amount: \$600,000 ✓ Original Approved Duration: 10/23/09 - 9/30/12 ✓

Modification Amount: \$202,000 Modification of Duration: none

Total Amount as Modified: \$802,000 Total Duration as Modified: none (10/23/09 - 9/30/12)

Reason for the modification:

To be consistent with the final amount provided in the awarded contract including a contingency amount of \$72,830.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: October 30, 2009

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

09 OCT 30 AM 11:11
MICKI CALLAHAN
HUMAN RESOURCES

4003-09/10
Mod #2**PORT of San Francisco**

Human Resources * Pier 1, San Francisco, Ca 94111 * Tel 415-274-0422 * Fax 415-274-0583 * TTY 415-274-0587

**MEMORANDUM**

DATE: April 15, 2011

TO: Maria Ryan, Personal Services Contract Coordinator
Department of Human Resources

FROM: Lavena Holmes-Williams, Human Resources Manager
Port of San Francisco (Dept #39) *Lavena*

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4003 - 09/10 **Approval Date:** Initial Rqst Approval: July 6, 2009;
Mod #1 Rqst Apprvl: October 30, 2009

Description of Service(s): Will provide final engineering and construction observation for proposed 25 foot wide by 800 foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.

Original Approved Amount:	600,000.00	Original Approved Duration:	10/23/2009 - 09/30/2012
Modification Amount #1:	202,000.00	Modification of Duration:	N/A
Modification Amount #2:	62,200.00	Duration:	N/A
Total Amount as Modified:	\$864,200.00	Total Duration as Modified:	10/23/2009 - 09/30/2012

Reason for the modification:

Additional sections of new wharf requested by BCDC, including additional demolition of existing pier. ADA Improvements between the Franciscan Restaurant and Pier 45. Street lighting along the Embarcadero.

Attachment: Copy of PSC 4003 - 09/10
Copy of CSC approval (initial), 07/06/2009
Copy of CSC approval (modification #1), 10/30/2009

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved Not Approved

Approval Date: 4/18/11

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

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4127-09/10)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Podiatry Services

Funding Source: General Funds
PSC Original Approved Amount: \$265,000 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$350,000 PSC Mod#2 Duration: 07/01/14-06/30/21 (6 years 2 days)
PSC Cumulative Amount Proposed: \$615,000 PSC Cumulative Duration Proposed: 11 years 2 days

1. Description of Work

A. Scope of Work:

This modification will extend the PSC in order to cover the initial term of services that will be awarded as a result of the planned Requests for Proposals (RFPs).

Approval is requested for five years, since the need for these as-needed, intermittent services is expected to continue and the Department expects funding to continue to be available. Contractors providing services under this PSC provide services to unique populations, including the many Tom Waddell Health Clinic patients who are often homeless, inmates of the County jail who may need services within the jails on-site, and residents of Laguna Honda Hospital requiring as-needed podiatry services who often are disabled and/or elderly. See attached document(s).

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

Title 15 section 1208 of the Board of Corrections requires the City to have a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical treatment (which includes podiatry) at any time during his/her incarceration and performed by licensed health personnel. Denial of this request will negatively impact the ability of Jail Health Services to comply with Title 15. In addition, the residents of Laguna Honda hospital would be adversely impacted if they can no longer receive podiatry care.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes

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

2. Union Notification: On 03/10/14, the Department notified the following employee organizations of this PSC/RFP request: Physicians and Dentists - 8CC;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

A licensed Doctor of podiatric medicine, knowledge of and the ability to perform the latest in podiatric procedures. The proven ability to work with diverse populations including residents of a long term care facility & for the contractor that provides services at the jail provider must have experience in a jail based setting & can obtain the necessary security clearances. In addition, services at Laguna Honda Hospital must be performed by a licensed school of podiatric medicine, in order to support the teaching.

B. Which, if any, civil service class(es) normally perform(s) this work?
2232,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
The contractor will provide the services using their own equipment.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The services are performed on an intermittent and as-needed basis. The volume of services at both locations is less than one Full Time Equivalent (FTE) position.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. due to the low volume of service it is not practical to adopt a new civil service class.

5. Additional Information (if "yes", attach explanation)

YES NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?
- 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 PSC contract with your department? CAROLYN K HARVEY DPM, UCSF, and/or Samuel Merritt University

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/10/14 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307 San Francisco, CA

Receipt of Union Notification(s)

◆ UAPD

From: dhr-psccordinator@sfgov.org
To: jacque.hale@sfdph.org; jduritz@uapd.com; robert.longhitano@sfdph.org; dhr-psccordinator@sfgov.org; richard.isen@sfgov.org
Subject: Receipt of a REGULAR Modification Request to PSC # 4127-09/10 - MODIFICATIONS
Date: Monday, March 10, 2014 1:59:00 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$350,000 for services for the period July 1, 2014 – June 30, 2021. For Regular/Annual/Continual Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1545>

Email sent to the following addresses: jduritz@uapd.com

Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

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

◆ **Title 15 § 1208**



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15 CA ADC § 1208

Term

15 CCR § 1208

Cal. Admin. Code tit. 15, § 1208

BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS
TITLE 15. CRIME PREVENTION AND CORRECTIONS
DIVISION 1. CORRECTIONS STANDARDS AUTHORITY
CHAPTER 1. CORRECTIONS STANDARDS AUTHORITY
SUBCHAPTER 4. MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
ARTICLE 11. MEDICAL/MENTAL HEALTH SERVICES

This database is current through 2/5/10 Register 2010, No. 6
§ 1208. Access to Treatment.

The health authority, in cooperation with the facility administrator, shall develop a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical, mental health or developmental disability treatment at any time during his/her incarceration subsequent to the receiving screening. This evaluation shall be performed by licensed health personnel.

Note: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

HISTORY

- 1. Editorial correction of NOTE filed 9-30-82 (Register 82, No. 40).
2. Change without regulatory effect repealing former section 1208 and adding new section 1208 (Register 86, No. 32).
3. Amendment filed 8-4-94; operative 9-5-94 (Register 94, No. 31).

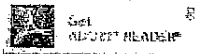
15 CCR § 1208, 15 CA ADC § 1208
1CAC

15 CA ADC § 1208

END OF DOCUMENT

Term

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Adobe Reader is required to view PDF images.



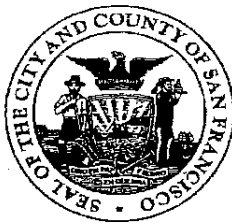
Additional Attachment(s) of Explanation

◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 4127-09/10

4127-09/10
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

May 5, 2010

MORGAN R. GORRONO
PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
VICE PRESIDENT

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4126-09/10
THROUGH 4131-09/10; 4001-05/06 AND 4045-04/05.**

DONALD A. CASPER
COMMISSIONER

At its meeting of May 3, 2010 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to: Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

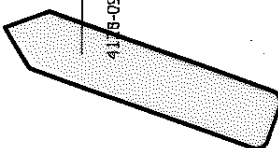
Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Jacque Hale, Department of Public Health
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
5/3/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4126-09/10	38	Police	Regular	\$304,000	Installation and expansion of the current gun shot location detector system that was initially installed in San Francisco in 2008. The expansion will cover another 4 to 5 square miles in San Francisco. Areas included in the expansion of the system will be the Sunnyvale/Visitation Valley area, South of Market area, Hunters Point area and Potrero Hill area. Work will include system optimization along with system acceptance and testing to ensure that it is in proper working order.	4/14/2013
4127-09/10	81	Public Health	Regular	\$265,000	Intermittent, as-needed, podiatry services for residents of Laguna Honda Hospital, and for inmates of the City and County of San Francisco jail system. Contractor(s) will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries. Services will be performed at the various jail facilities and at Laguna Honda Hospital.	6/30/2015
4175-09/10	81	Public Health	Regular	\$75,000	Contractor will 1) provide access to a web-based health care information platform for the mandated data collection of all home health patients, and generate reports on the Outcome and Assessment Information Set (OASIS). The OASIS requirements are a set of rigorous measures that track the socio-demographic, environmental, support system, health status, functional status, and health service utilization characteristics of the patient. The use, collection, encoding, and transmission of OASIS data is mandatory for all home health care patients receiving skilled services. 2) administer the mandated Home Health Consumer Assessment of Health Plan Study (HH CAHPS) by mail to all Health at Home Patients and generate reports required by CMS. The HH CAHPS Survey is designed to objectively and independently measure the experiences of people receiving home health care from Medicare-certified home health agencies.	5/30/2015



OPEN

DATE: MAR 04 2010 **PERSONAL SERVICES CONTRACT SUMMARY**

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

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

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

TYPE OF SERVICE: Podiatry Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$265,000 PSC DURATION: 7/1/2010 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Intermittent, as-needed podiatry services for residents of Laguna Honda Hospital, and for inmates of the City and County of San Francisco jail system. Contractor (s) will treat foot ailments associated with diabetes, calluses and acute/chronic foot infections and injuries. Services will be performed at the various Jail facilities and at Laguna Honda Hospital.

B. Explain why this service is necessary and the consequences of denial:
Title 15 section 1208 of the Board of Corrections requires the City to have a written plan for identifying, assessing, treating and/or referring any inmate who appears to be in need of medical treatment (which includes podiatry) at any time during his/her incarceration and performed by licensed health personnel. Denial of this request will negatively impact the ability of Jail Health Services to comply with Title 15. In addition, the residents of Laguna Honda hospital would be adversely impacted if they can no longer receive podiatry care.

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 requested services have been performed under contract. Most recently PSC # 4107-04/05 and PSC # 2011-98/99

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

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

Physicians and Dentists 8CC	<u>Jacquie Hale</u>	<u>MAR 04 2010</u>
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# 4127-09/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

May 3, 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

A licensed Doctor of podiatric medicine, knowledge of and the ability to perform the latest in podiatric procedures. The proven ability to work with diverse populations including residents of a long term care facility and for the contractor that provides services at the jail provider must have experience in a jail based setting and can obtain the necessary security clearances. In addition, services at Laguna Honda Hospital must be performed by a licensed school of podiatric medicine, in order to support the teaching mission of the Department.

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

2232 Sr. Physician Specialist

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

The contractor will provide the services using their own equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services are performed on an intermittent and as-needed basis. The volume of services at both locations is less than one FTE.

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

No. due to the low volume of service it is not practical to adopt a new civil service 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?

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

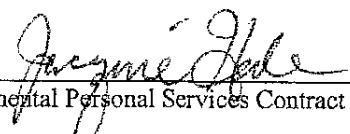
C. Are there legal mandates requiring the use of contractual services?

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator
Jacquie Hale 554-2609
Print or Type Name Telephone Number

101 Grove St. Rm. 307
San Francisco, CA 94102
Address

4127-09/10
Mod # 1

City and County of San Francisco

Department of Public Health



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

MEMORANDUM

DATE: 4/13/2011

TO: DHR PSC Coordinator
Department of Human Resources (Dept. 33)

FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. #81/82) *JH*

RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4127-09/10 Approval Date: 5/3/2010

Description of Service(s): Podiatry Services

Original Approved Amount: \$265,000 Original Approved Duration: 7/1/2010 – 6/30/2015

Modification Amount: No Change Modification of Duration: No Change

Total Amount as Modified: \$265,000 Total Duration as Modified: 7/1/2010 – 6/30/2015

Reason for the modification:

This administrative revision is to account for services at Tom Waddell Health Center. These services were inadvertently left out of the answer to question 1A of the original PSC request. There is no change to the amount or duration of the PSC.

Attachment: Copy of Approved PSC Summary

(DPH Reference: CMS #6233, Samuel Merritt College. Podiatry Services for Tom Waddell Health Center.)

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 4/13/11

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF Dept. Code: SHF

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 48796 - 13/14)

Type of Approval: [] Expedited [x] Regular ([] Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 04/01/14 - 03/30/19 (4 years 52 w

PSC Mod#1 Amount: \$1,600,000

PSC Mod#1 Duration: 04/01/14-03/31/19 (1 day)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 5 years

1. Description of Work

A. Scope of Work:

Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Service performed under approved PSC 1002-09/10 and PSC 4125-11/12

D. Will the contract(s) be renewed? The department issued RFP #1014-01 on October 16, 2013.

2. Union Notification: On 03/21/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48796 - 13/14

Civil Service Commission Action:

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/05/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No civil service class provides all the duties enumerated above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.

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

No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Please see Memo upload for Form 1 Question 5B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? CSC approved PSC 48796-13/14 on March 3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Leaders in Community Alternatives will be working on this PSC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/21/14 BY:

Name: Bree Mawhorter Phone: 5106848647 Email: bree.mawhorter@sfgov.org

Address: 1 Dr. Carlton Goodlett Place San Francisco, CA 94103

Receipt of Union Notification(s)
◆ All Unions

Gong, Henry (SHF)

From: dhr-psccordinator@sfgov.org on behalf of bree.mawhorter@sfgov.org
Sent: Friday, March 21, 2014 10:45 AM
To: Mawhorter, Bree (SHF); rmittchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Gong, Henry (SHF); DHR-PSCCoordinator, DHR; Isen, Richard (TIS)
Subject: Receipt of a REGULAR Modification Request to PSC # 48796 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$1,600,000 for services for the period April 1, 2014 – March 31, 2019. For Regular/Annual/Continual Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1632>

Email sent to the following addresses: ecdemvoter@aol.com L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org tiya.thlang@seiu1021.org sfsmsa@gmail.com

Additional Attachment(s) of Explanation

◇ **Section 5. Additional Information**

5B. 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.**

PSC Memo

Form 1 - 5B. Will the contractor train City and County employees?

Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff member will be 16 - 20 hours. The primary staffs that will be trained are Sergeants, Lieutenants, and Captains of the Sheriff's Department. The approximate number of staff requiring training will be ten.

Additional Attachment(s) of Explanation

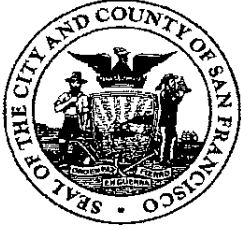
◇ **Section 1. Description of Work**

**1C. Has this service been provided in the past. If so, how?
If the service was provided via a PSC, provide the most
recently approved PSC # and upload a copy of the PSC.**

PSC # 48796-13/14

PSC # 4125-11/12

PSC # 1002-09/10



48796-13/14
Initial

CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

March 13, 2014

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 48796-13/14; 4064-13/14; 41491-13/14; 49790-13/14; 45340-13/14; 45936-13/14; 45401-13/14; 45419-13/14; 43352-13/14; 3044-13/14; 4049-11/12; 4049-09/10; 4041-10/11; 4085-11/12 AND 4021-10/11.

At its meeting of March 3, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission granted General Service Agency's request to postpone Personal Service Contract #4021-10/11 to March 17, 2014. The Commission also took the following actions:

- 1) Approved PSC #45340-13/14 and 4041-10/11, with the condition that the department works with the Executive Officer to amend the postings to include the expanded classification data so that it is clear which classes are affected. (Vote of 5 to 0)
- 2) Approved PSC #43352-13/14, with the condition that the department works with the Executive Officer to address the duration issues. (Vote of 5 to 0)
- 3) Approved PSC #4049-09/10, with the condition that the department works with the Executive Officer to augment the posting with additional information and explain why the service is necessary. (Vote of 5 to 0)
- 4) Approved the request for all remaining PSCs (PSC numbers 48796-13/14, 4064-13/14, 41491-13/14, 49790-13/14, 45936-13/14, 45401-13/14, 45419-13/14, 3044-13/14, 4049-11/12, and 4085-11/12.). Adopted the report; notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

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.*

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



JENNIFER JOHNSTON
Executive Officer

Attachment

Co: Cynthia Avakian, Airport Commission
Jesusa Bushong, San Francisco Fire Department
Sonia Delgado-Schaumburg, Mayor's Office
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Greg Kato, Treasure & Tax Collector Office
Sheila Layton, Juvenile Probation
Brent Lewis, Department of Human Resources
Bree Mawhorter, San Francisco Sheriff's Department
Sean McFadden, Recreation & Park Department
Jaci Fong, Office of Contract Administration
Ben Rosenfield, Controller's Office
Commission File
Chron

POSTING FOR

March 3, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2014-03-03

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
48796 - 13/14	SHERIFF	\$400,000.00	Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.	April 1, 2014	March 30, 2019
4964 13/14	MAYOR	\$375,000.00	Vendors will provide lead based paint inspections and risk assessments of privately owned properties; collect dust wipes, soil, and paint chip samples and conduct X-Ray Fluorescence (XRF) evaluations in accordance with the Housing and Urban Development (HUD) and other federal, state, and local regulations. These reports will be submitted to the MOHCD's, Lead Hazard Control Program. The properties targeted by the program will be privately owned owner-occupied and tenant occupied properties.	January 1, 2015	November 30, 2019
41491 - 13/14	AIRPORT COMMISSION	\$350,000.00	The Consultant will perform an objective occupational safety and health assessment of the San Francisco International Airport's (SFO) current practices and systems utilizing the standards and requirements of the American National Standards Institute (ANSI), American Industrial Hygiene Association (AIHA) Z10 2012 standard and the Division of Occupational Safety and Health (DOSH, better known as CAL/OSHA). The Consultant will bring industry knowledge and a best practices framework to address any areas for improvement which surface as a result of the assessment.	March 7, 2014	June 30, 2019
49790 - 13/14	DEPARTMENT OF EMERGENCY MANAGEMENT	\$3,000,000.00	The Scope of Work for the Consultant RFP is broken down into phases, with specific tasks and work products required for each phase. The phases have tasks that include radio system inventory, needs assessment and gap analysis, trunked radio design analysis, budget projections, RFP development, system procurement and contract negotiations, and system implementation.	February 3, 2014	January 1, 2019
45340 - 13/14	AIRPORT COMMISSION	\$800,000.00	The San Francisco International Airport ("Airport") is seeking to contract with a vendor for an advanced mass notification and emergency response management system ("System"). The System will serve to notify critical stakeholders in the event of an emergency and will allow the Airport to more effectively manage such emergencies through improved communication. The System must have the capacity to support a subscriber base of 20,000 users in a multi-jurisdictional area (including Airport staff, emergency responders from multiple counties, and members of the surrounding community) exist in a web-based "cloud" environment, provide unlimited message templates and message distributions, allow for remote development of a messaging script in the event of airport network failures, and allow for multiple methods of communication (e.g. text and phone messaging, email, RSS feeds, etc.).	March 4, 2014	June 30, 2021
45936 - 13/14	PUBLIC UTILITIES COMMISSION	\$250,000.00	Provide an audit and evaluation of lessons learned on the Water System Improvement Program (WSIP) and potential for applying such lessons learned on the Sewer System Improvement Program (SSIP).	January 17, 2014	January 17, 2015
45401 - 13/14	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	Perform the functions of San Francisco Public Utilities Commission (SFPUC's) California Independent System Operator (CAISO) scheduling coordination, including submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services.	March 3, 2014	February 1, 2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF Dept. Code: SHF

Type of Request: Initial Modification of an existing PSC (PSC # _____)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund PSC Duration: 4 years 52 weeks

PSC Amount: \$400,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 03/30/2019

1. **Description of Work**

A. Scope of Work:

Services are needed to provide electronic home detention services and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
This service is currently performed under PSC#4125-11/12 and PSC#1002-09/10

D. Will the contract(s) be renewed? The department issued RFP #1014-01 on October 16, 2013.

2. **Union Notification:** On 12/16/2013, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48796 - 13/14

DHR Analysis/Recommendation:

03/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/03/2014

03/03/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class(es) normally perform(s) this work?
 none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes. Contractor will provide electronic GPS bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

No civil service class provides all the duties enumerated above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.

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

No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC 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 ON 01/29/2014 BY:

Name: Bree Mawhorter Phone: 5106848647 Email: bree.mawhorter@sfgov.org

Address: 1 Dr. Carlton Goodlett Place San Francisco, CA 94103

4125-11/12
1002-09/10

City and County of San Francisco

OFFICE OF THE SHERIFF



Ross Mirkarimi
SHERIFF

(415) 554-7225

November 6, 2013
Reference #2013-020

MEMORANDUM

To: Civil Service Commission Members
From: Bree Mawhorter, CFO *[Signature]*
Subject: Request for Amendment to PSC# 4125-11/12

In FY09-10, the Civil Service Commission (CSC) approved the San Francisco Sheriff's Department's (SFSD) request for a Professional Services Contract for Electronic Monitoring services through December 31, 2011, as requested via PSC Form 1 #1002- 09/10. CSC approval of the PSC was transmitted via the Notice of Civil Service Commission Action (NOA) from the Commission Meeting held April 5, 2010. This Notice of Civil Service Commission Action referenced PSC #1002-09/10.

In FY11/12 the CSC approved SFSD's request to increase PSC #1002-09/10 by \$400,000. PSC #1002-09/10 expired on December 31, 2011. In order to continue providing professional services related to Electronic Monitoring, SFSD submitted a new PSC Summary Form 1 on March 13, 2012, which resulted in a new PSC number, PSC# 4125-11/12. On May 21, 2012 the CSC reviewed PSC# 4125-11/12 and determined that the scope of work was the same as PSC #1002-09/10. Based on this determination, the CSC directed the Department of Human Resources (DHR) to modify PSC #1002- 09/10 rather than create a new PSC as requested by the Department. During processing, PSC# 4125-11/12 was used inadvertently. As a result, the May 21, 2012 Personal Services Contracts Approval Request memo from the Civil Service Commission noted the PSC number as PSC# 4125-11/12.

SFSD is now requesting an extension of PSC# 4125-11/12 to March 31, 2014 to allow the Department sufficient time to competitively bid a new Electronic Monitoring Contract. Civil Service Commission staff advise that, should this request for an extension be granted, the extension should be recorded as modification #3 combining modifying PSC #1002- 09/10 with PSC# 4125-11/12 for a continuous flow and record purposes.

Please call Bree Mawhorter at (415) 554-4316 with any questions you may have regarding this request.

4125-11/12

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/18/2013

DEPARTMENT NAME: SHERIFF

DEPARTMENT NUMBER: 06

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4125-11/12)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Table with 4 columns: Amount, Duration, and PSC# for Original, Mod#1, Mod#2, Mod#3, and Total. Total Amount as Modified: \$1,150,000.00. Total Duration as Modified: 07/01/2010 - 03/31/2014.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to incarceration. Services include adjunct case management to monitor inmate's outpatient participation in substance abuse or mental health programs and urinalysis to monitor sobriety.

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

This service is necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring will remain in custody. Additionally, all existing participants in electronic monitoring would be removed from the program and returned to custody.

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

This service is currently performed under PSC #4125-11/12 and PSC #1002-09/10.

D. Will the contract(s) be renewed? The department issued RFP #2014-01 on October 16, 2013

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

[X] MSA DSA SEIU 1021 IFPTE Local 21 Union Name

[Signature] Signature of person mailing/faxing form

11/15/13 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4125-11/12

STAFF ANALYSIS/RECOMMENDATION: Approved M 11/15/2013

PSC FORM 1 (9/96)

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
 Contractor's staff must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class normally performs this work?
 There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management and alcohol testing services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
 Yes, the Contractor must possess a facility to house communications systems and provide electronic bracelets and alcohol testing devices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

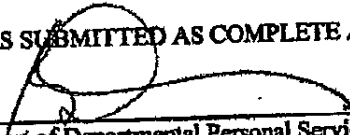
A. Explain why civil service classes are not applicable:
 No civil service class provides all the duties enumerated in 3B above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many jail inmates will qualify for electronic monitoring.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No, given the duties associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <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? We are currently under contract with Sentinel Offender Services, LLC. | <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
Bree Mawhorter 554 4316
 Print or Type Name Telephone Number

Dang, Leorah

From: Mawhorter, Bree
Sent: Friday, October 18, 2013 11:07 AM
To: L21PSCReview@ifpte21.org; pattie.tamura@seiu1021.org;
brook.demmerle@seiu1021.org; TONETTE.GARCIA@seiu1021.org;
david.canham@seiu1021.org; Kirsten.Clemons@SEIU1021.org; sharizinn@yahoo.com;
roxanne.sanchez@seiu1021.org; dwilson1877@yahoo.com; Lisette Adams (leadams1
@yahoo.com)
Cc: Long, Marybeth; DHR-PSCCoordinator, DHR
Subject: Notification of Modification to PSC#4125 11-12
Attachments: Extension to PSC4125 11-12.pdf

Please see attached Notification of Modification to PSC#4125 11-12
Bree Mawhorter
San Francisco Sheriff's Department
Deputy Director / CFO
415.554.4316

1 Dr. Carlton B Goodlett Place, 456
San Francisco, CA 94102

4125-11/12
Original



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12
THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND
3035-11/12.

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- ➔ (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

[Signature]
ANITA SANCHEZ
Executive Officer

For

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Sharnica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4123-11/12	27	Airport Commission	Regular	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	6/1/2012 - 6/1/2017
4123-11/12	70	General Services Agency	Regular	\$800,000	Specialized toxicology analyses performed by an accredited laboratory.	6/1/2012 - 5/31/2017
1124-11/12	33	Human Resources	Regular	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCD") claims management web-based platform.	9/1/2012 - 8/30/2017
4125-11/12	06	Sheriff	Regular	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and analysis test to monitor sobriety.	1/1/2012 - 8/31/2013

Total Amount - Regular: \$3,450,000



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 13, 2012

DEPARTMENT NAME: Sheriff DEPARTMENT NUMBER 06

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

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

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services

FUNDING SOURCE: General Funds

Original Amount: \$400,000 PSC Duration: January 1, 2012 - August 31, 2013
Modification Amount PSC Duration:
Total Amount \$400,000 Total PSC Duration: January 1, 2012 - August 31, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration.

B. Explain why this service is necessary and the consequences of denial: These services are needed to help maintain the jail population (to reduce possible overcrowding). By placing participants on electronic monitoring, along with case management, the participant can return to their community sooner, with the opportunity for the department to track their compliance with sentencing requirements.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. PSC #1002-09/10

D. Will the contract(s) be renewed: No, the Sheriff's Department will issue an RFP in early 2013 and a new contract will be issued upon completion.

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

Table with 3 columns: Union Name, Signature of person emailing form, Date. Rows include DSA, MSA, SEIU 1021, and IFPTE Local 21.

***** FOR DEPARTMENT OF HUMAN RESOURCES USE *****
PSC# 4125-11/12
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
Final Submission Received 4/13/12
MK

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor's staff must be trained and experienced in monitoring participants with electronic bracelets, alcohol testing and urinalysis. In addition, contractor must be able to track participants on real-time digital maps, via a specialized communication system. Contractor's staff notify sworn staff when participants violate inclusion zones, disconnect tracking devices or failed drug or alcohol testing

B. Which, if any, civil service class normally performs this work? There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Given the duties associated with the services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system, with case management and urinalysis duties.

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

- A. Will the contractor directly supervise City and County employees? [] Yes [X] No
B. Will the contractor train City and County employees? [] Yes [X] No
C. Are there legal mandates requiring the use of contractual services? [] Yes [X] No
D. Are there federal or state grant requirements regarding the use of contractual services? [] Yes [X] No
E. Has a board or commission determined that contracting is the most effective way to provide this service? [] Yes [X] No
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, G4S Justice Services LLC. [X] Yes [] No

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

Maureen Gannon
Signature of Departmental Personal Services Contract Coordinator
Maureen Gannon, CFO
Print or Type Name
415 554-4316
Telephone Number

City Hall, Room 456
San Francisco, CA 94102
Address

1002-09/10



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 8, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

- MORGAN R. GORRONO
PRESIDENT
- E. DENNIS NORMANDY
VICE PRESIDENT
- DONALD A. CASPER
COMMISSIONER
- MARY Y. JUNG
COMMISSIONER
- ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1001-09/10 THROUGH 1003-09/10; 4108-09/10 THROUGH 4120-09/10; 4134-05/06; 4096-07/08; 4019-07/08; 4161-08/09 AND 4120-05/06.

At its meeting of April 5, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #s4114-09/10, 4019-07/08 and 4161-08/09 to the meeting of April 19, 2010 at the request of the Public Utilities Commission.
- (2) Postpone PSC #4113-09/10 to the meeting of April 19, 2010 at the request of IFPTE Local 21.
- (3) Approve request for PSC #4108-09/10 on the condition that the Art Commission meet with representatives of SEIU Local 1021 to discuss its concerns regarding SEIU work to be performed at the San Francisco International Airport. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for PSC #4109-09/10 on the condition that the Airport Commission and IFPTE Local 21 meet to discuss issues of concern to IFPTE Local 21. Notify the offices of the Controller and the Office of Contract Administration.
- (5) Approve request for all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION
Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney
- Cynthia Avakian, Airport Commission
- Farveen Bopara, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Maureen Gannon, Sheriff's Department
- Kendall Gary, Department of Technology
- Jacque Hale, Department of Public Health
- Layana Holmes-Williams, Port Commission
- Kan Hon, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Nazmi Kelly, Office of Contract Administration
- Florence Kysan, Public Utilities Commission
- Sean McFadden, Recreation and Parks Department
- Mary Ng, Department of Human Resources
- Ben Rosenfield, Controller
- Commission Files
- Chron

POSTING FOR
4/5/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Annual

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
1001-09/10	27	Alipport Commission	Annual	\$170,000	This is an agreement to partially fund SanTrans owl bus services between SFO and San Francisco to the north and Palo Alto to the south. SanTrans is the bus operator that uses its own buses and facilities to operate in San Mateo County. This is a late night service that operates 7 days per week between the hours of 12:45 a.m. and 6:00 a.m.	6/30/2011
1002-09/10	06	Sheriff	Annual	\$750,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephones, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.	6/30/2011
1003-09/10	06	Sheriff	Annual	\$100,000	The contractor will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	6/30/2011

1002-09/10
Original

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME San Francisco Sheriff's Department DEPARTMENT NUMBER 06

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Electronic Home Detention and Monitoring Services
FUNDING SOURCE: General Fund

PSC AMOUNT: \$750,000

PSC DURATION: 07/01/2010-06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

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

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring programs.

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

These services have been provided through personal services contracts with an electronic monitoring home detention and case management program. (Previous PSC #1020-08/09).

D. Will the contract(s) be renewed: Yes the contract will be renewed, providing the Department determines that there is a need to continue to provide these services, and funding is available.

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

X IFPTE Local 21
Union Name Marybeth Long Signature of person mailing / faxing form 03/09/10 Date

X SEIU 1021
Union Name Marybeth Long Signature of person mailing / faxing form 03/09/10 Date

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

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

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor's staff must be trained and experienced in monitoring electronic bracelets via a specialized communications system, administering urinalysis tests, and providing case management services to arrested persons who meet the criteria for home detention as an alternative to jail incarceration.

B. Which, if any, civil service class normally performs this work? There is currently no civil service classification that combines the following duties: monitoring persons who are sentenced to home detention via a specialized system that communicates with electronic bracelets, case management, and urinalysis services.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the Contractor must possess a facility to house its communications system, provide case management, electronic bracelets, and urinalysis services.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: No civil service classification provides all the duties enumerated in 3B above. Furthermore, these services are provided to qualifying inmates on an as needed, intermittent basis. The Sheriff's Dept cannot accurately predict, on a month-to-month basis, how many jail inmates will qualify for these services as an alternative to incarceration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Given the ^{pd}intermittent/as-needed basis of the duties association with these services, it would not be practical to adopt a specialized civil service classification to combine electronic bracelet monitoring via specialized communications system with case management and urinalysis duties.

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?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <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, G4S Justice Services, LLC. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Maureen Gannon
Signature of Departmental Personal Services Contract Coordinator

Maureen Gannon, CFO
Print or Type Name

415-554-4316
Telephone Number

City Hall, Room 456
San Francisco, CA 94102

1002-09/10
Mod #1

City and County of San Francisco

OFFICE OF THE SHERIFF



Michael Hennessey
SHERIFF

(415) 954-7225

Date: July 22, 2011
To: Maria Ryan, DHR-PSC Coordinator
From: Maureen Gannon, CFO *mej*
Re: Request for Administrative Approval of PSC Modification (less than 50%)

PSC NO: 1002-9/10 Approval Date: 04-05-2010

Description
Of Service(s):

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.

Original Approved Amount:	\$750,000	Original Approved Duration:	06-01-2010 to 06-30-2011
Modification One Amount:	30	Modification of Duration:	07-01-2011 to 12-31-2011
Total Amount as Modified:	\$750,000	Total Duration as Modified:	06-01-2010 to 12-31-2011

Reason for the modification:

To extend the contracting authority and services as the Sheriff's Department assesses the increased need for the state realignment of prisoners.

Attachments: Copy of PSC Summary sent to DHR

FOR DEPARTMENT OF HUMAN RESOURCES USE

HR ACTION:

Review Date:

[Signature]
Michael Gannon, Human Resources Director