



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: May 19, 2014
To: The Honorable Civil Service Commission
Through: Micki Callahan *[Signature]*
Human Resources Director
From: Cynthia Avakian, AIR
Mary Hom, CON
Shamica Jackson/Stacey Lo, PUC
Sheila Arcelona, DAT
Genie Wong, POL

Subject: Personal Services Contracts Approval Request

This report contain nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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

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

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

Total of this Report	YTD Expedited Approvals FY 2013-2014	Total for FY 2013-2014
\$87,660,000	\$7,454,478	\$740,177,631

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

Mary Hom
Controller's Office
1 Dr. Carlton B. Goodlett Pl., Rm. 306
San Francisco, CA 94102
(415) 554-7536

Shamica Jackson
Stacey Lo
Public Utilities Commission
525 Golden Gate Ave., 8th Flr.
San Francisco, CA 94102
SJ: (415) 554-0727
SL: (415) 554-1860

Sheila Arcelona
District Attorney's Office
850 Bryant St., Rm. 322
San Francisco, CA 94110
(415) 734-3018

Genie Wong
San Francisco Police Department
Hall of Justice
850 Bryant Street
San Francisco, CA 94104
(415) 553-1736

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POSTING FOR

May 19, 2014

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
41848 - 13/14	AIRPORT COMMISSION	\$2,000,000.00	Design-build services with specialty experience in steel canopy structures to provide the design and construction for Lot D parking improvements and Parking Access Revenue Collection System (PARCS) Automation ("Project"). The design-build contractor will perform the design and construction of a new canopy structure and retrofit an existing five lane width canopy at the Lot D parking facility along with installing over 40 new automation parking revenue collection equipment at this facility. The Airport's existing parking control system will be modified to accommodate the new functionalities along with the addition of FasTrak as a method of payment. Work will include: utility improvements, existing building facility modifications, installation and retrofit of canopy structures, improved signage, site drainage, and lighting improvements.	May 20, 2014	August 1, 2015
47898 - 13/14	AIRPORT COMMISSION	\$48,000,000.00	Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.	June 1, 2014	December 31, 2020
48332 - 13/14	CONTROLLER	\$20,000,000.00	The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project – from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.	July 1, 2015	June 30, 2018
46405 - 13/14	PUBLIC UTILITIES COMMISSION	\$1,500,000.00	Provide professional services to the San Francisco Public Utilities Commission (SFPUC) for collection of groundwater samples and other monitoring support for SFPUC's existing groundwater monitoring and management programs in the Westside Basin. Services include groundwater level and flow monitoring, analysis, and reporting for third-party irrigation wells; installation of bladder pumps and transducers in wells; routine semi-annual collection and transport of groundwater samples to the SFPUC Millbrae Laboratory; preparation of Drinking Water Source Assessment and Protection Plans for production wells; planning, conducting, and reporting on land subsidence monitoring; locating and properly destroying abandoned monitoring wells; conducting as-needed wellhead maintenance; design of turnouts and piping from SFPUC pipelines to existing irrigation wells, including flowmeter and backflow device design, as part of mitigation measures for Colma irrigation wells, and other associated as-needed tasks.	October 1, 2014	September 1, 2019
47775 - 13/14	PUBLIC UTILITIES COMMISSION	\$5,000,000.00	Scope of work consists of structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP), including geotechnical support services needed for recommendations for structural analysis. Structural engineering services for the Planning Phase and	May 1, 2014	July 1, 2022

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
			potential Design Phase of the structures covered. Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.		
48099 - 13/14	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	June 15, 2014	December 15, 2019
49500 - 13/14	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.	June 5, 2014	December 15, 2019
TOTAL AMOUNT \$87,500,000					

Posting for May 19, 2014
Proposed Personal Services Contract - Regular
Modification to Increase/Decrease Contract Amount/Duration

PSC No	Dept Description	Modified Amount	Cumulative Amount	Description of Work	PSC Estimated	
					Start Date	End Date
4111-10/11	DISTRICT ATTORNEY	\$0.00	\$217,500.00	This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP (First Offender Prostitution Program) classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.	7/1/2014	6/30/2015
4138-07/08	POLICE	\$160,000.00	\$1,059,999.00	Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.	7/1/2014	6/30/2015

Total Modified Amount: \$160,000.00

**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: Design-Build Services for Lot D Parking Facility Improvements & PARCS Automation

Funding Source: Airport Capital Funds PSC Duration: 1 year 10 weeks

PSC Amount: \$2,000,000 PSC Est. Start Date: 05/20/2014 PSC Est. End Date: 08/01/2015

1. Description of Work

A. Scope of Work:

Design-build services with specialty experience in steel canopy structures to provide the design and construction for Lot D parking improvements and Parking Access Revenue Collection System (PARCS) Automation ("Project"). The design-build contractor will perform the design and construction of a new canopy structure and retrofit an existing five lane width canopy at the Lot D parking facility along with installing over 40 new automation parking revenue collection equipment at this facility. The Airport's existing parking control system will be modified to accommodate the new functionalities along with the addition of FasTrak as a method of payment. Work will include: utility improvements, existing building facility modifications, installation and retrofit of canopy structures, improved signage, site drainage, and lighting improvements.

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

The Airport is experiencing an increase in parking demand, which is not adequately serviced by the existing manual operations at the Lot D parking facility. The facility was retrofitted with fare collecting equipment but the process is labor intensive. Not performing this work will maintain the facility with a substandard appearance and service level, thus creating a negative economic impact on long-term parking. Denial will cause significant project delays, which will affect the Airport's ability to provide sufficient on-airport parking for its passengers, and result in lost revenues.

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.

The initial Parking Access Revenue Collection System (PARCS) was installed under PSC# 4098-04/05. This is a new request to modify the PARCS system to accomodate new functionalities along with the addition of FasTrak as a method of payment.

D. Will the contract(s) be renewed? Yes, if there continues to be a need.

2. Union Notification: On 03/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41848 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Design-build experience with expertise in design and construction of steel canopy structures, airport design standards, airport parking operations and security, and coordinated construction experience are essential for this project to meet the projected completion date. Engineering and construction skills with specific expertise in parking lot facilities design and construction; steel structure design, erection and staging; parking control equipment and processes; and experience with airport systems.

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

5201,5203,5207,5209,5211,5212,5214,5216,5218,5219,5241,

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 staff do not have the expertise to complete the construction of the parking Lot D canopy structure. Experienced Airport project and construction management staff integrated with the consultant staff will provide the required services.

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

This is a short-term project which does not justify the addition of permanent staffing, with the exception of project management staff.

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

YES NO

- A. Will the contractor directly supervise City and County 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 04/21/2014 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flsfo.com

Address: P.O. Box 8097

San Francisco, CA 94128

Receipt of Union Notification(s)
◆ Local 21

Theresa Lopez

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 24, 2014 8:25 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Theresa Lopez; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 41848 - 13/14

RECEIPT for Union Notification for PSC 41848 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 41848 - 13/14 for \$2,000,000 for Initial Request services for the period 05/20/2014 – 08/01/2015. 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/1689> 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

Design and Construction
Administrative Procedure

**NOTICE OF INTENT
TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL AND/OR CONSTRUCTION
SERVICES**

DATE: March 14, 2014

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: RFP No. 10512.66, Lot D Improvements and PARCS
Automation Project**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: 3/21/2014

The San Francisco International Airport, Design and Construction Division is seeking professional and/or construction services for **RFP No. 10512.66, Lot D Improvements and PARCS Automation Project** as listed below. (Note: **PARCS** – Parking Access Revenue Collection System). If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by 3/21/2014, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated time frame to provide the services:

Summary of scope of work:

Lot D Improvements & PARCS Automation: Design and construction management services, including special inspections, required for essential improvements at the S.F Airport Lot D Parking facility. Design and integrate a new entrance canopy (three lanes) as well as remodel the existing exit canopy (five lanes). Canopy new design/existing rehabilitation to include lighting, FasTrak installation and directional signage integration as described in the RFP including full foundation and structural design requirements per all applicable local and state building codes for both structures. Refine and complete previously created in-house installation design of PARCS equipment to compliment the inclusion of the previously described canopies for the Lot D facility including integration of all new and or replacement equipment for a complete and functional automated operating PARCS system per the drawings and specifications.

**NOTICE OF INTENT
TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL AND/OR CONSTRUCTION
SERVICES**

Please check one of the applicable boxes below, sign, date and email back by due date. If the Airport has not received a response from your organization by **3/21/2014**, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Our Department is interested.

If your department is interested in providing these services the Project Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

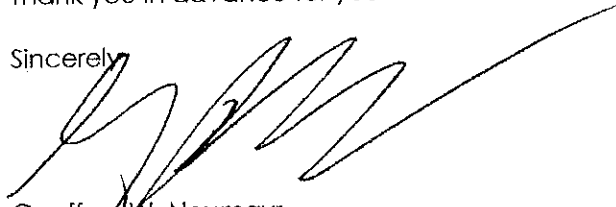
SIGNATURE: _____

DATE: _____

Questions regarding this request should be sent to:
Reuben Halili at Reuben.Halili@flsfo.com or (605)821-7803

Thank you in advance for your consideration.

Sincerely,



Geoffrey W. Neumayr
Associate Deputy Director
Design and Construction Division
San Francisco International Airport

cc: Cynthia Avakian, CAU
Local 21
File

RFP No/Name

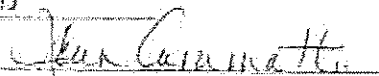
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 13 0250

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSAL FOR DESIGN-BUILD SERVICES FOR CONTRACT 10512.66, LOT D IMPROVEMENTS AND PARKING ACCESS REVENUE CONTROL SYSTEM (PARCS) AUTOMATION

- WHEREAS, Staff has determined that the existing capacity of the Long-Term Parking Garage at Lot DD and functional capability of the Mixed Use Parking Lot at Lot D is unable to adequately address the increase in parking demand year-round as well as the customer experience and service commitment of the Airport; and
- WHEREAS, to satisfy the increasing demand for on-airport parking, Airport staff recommends constructing a new entrance canopy, retrofitting the existing exit canopy and adding parking automation fare collecting equipment and other systems to allow improved access to long term public parking at Lot D; and
- WHEREAS, the proposed modifications to Lot D would allow for the allocation of unrestricted long term parking that replaces the Mixed Use Parking format currently in place at Lot D utilizing automated fare collecting equipment including FasTrak[®] fare collecting capabilities; and
- WHEREAS, additional automated fare collection equipment shall be installed or replaced at the International Garages A & G and Lot DD to improve the customer experience and parking systems functionality; and
- WHEREAS, Staff recommends a design-build approach and that contractor's qualifications be considered as part of the selection process as allowed under Section 6.61 (E) of the Administrative Code as it involves work specialized engineering services and expertise for the design of the canopies, the integration of the proposed parking revenue systems into the Airport's existing parking control systems and the need to maintain normal operations of the parking lots during construction; and
- WHEREAS, it is in the public's best interest that qualifications be considered in the procurement process; and
- WHEREAS, Staff will prequalify firms based on a minimum qualifications application established in the RFQ; and
- WHEREAS, based on the results of the cost evaluation, including the application of an LBE rating bonus, if any, Staff will rank the firms, negotiate with the highest-ranked proposer, and, upon successfully negotiating a contract, return to the Commission with a recommendation to award a contract to the highest ranked design-build firm; and
- WHEREAS, the total estimated cost of Contract No. 10512.66 is in the amount of \$2.0M, to be funded through the Airport's Capital Improvement Program; and
- WHEREAS, the duration of the proposed contract is nine (9) months; now, therefore be it
- RESOLVED, that the Commission approves the proposed resolution authorizing the Director to issue a Request for Qualifications and Request for Proposal for Contract No. 10512.66, Design-Build Services for Lot D Improvements and PARCS Automation.

I hereby certify that the foregoing resolution is adopted by the Airport Commission
at its meeting of _____

DEC 03 2013


Secretary

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 # 4098-04/05

4098-04/05
Mod #5



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

March 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4095-11/12 THROUGH 4101-11/12; 3048-10/11; 4023-98/99; 4041-10/11; 4098-04/05; 4001-09/10 AND 4109-08/09.

At its meeting of March 19, 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.*

ANITA SANCHEZ
EXECUTIVE OFFICER

The Commission adopted the following:

- (1) Adopted the report; Approved request for PSC #4001-09/10 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved 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
Executive Officer

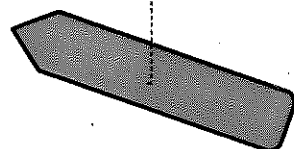
Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Merrick Pascual, Mayor's Office of Economic Workforce Development
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
3/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
3048-10/11	21	Business, Economic Development	Regular	\$135,000	\$184,900	The City contracted this service last year and launched a pilot to use the service as described herein with great success and would like to continue this relationship another year. Purchase subscription to database program with web interface to administer non-construction First Source Hiring program and facilitate hiring of candidates case managed by the City's network of One-Stop Career Centers. The program will allow case managers to efficiently screen, match, and refer appropriate candidates to job openings using a proprietary skill matching feature. It will facilitate the sharing of open positions to ensure workers are placed quickly, allow businesses to more effectively comply with the City's First Source Hiring requirement and allow tracking of compliance of non-construction contractors bound by First Source (Municipal Code Chapter 83).	2/7/2011 - 6/30/2013
4023-98/99	27	Airport Commission	Regular	\$800,000	\$2,560,000	Bond trustee services include payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, and assistance on other bond matters and other financial instruments. As the size and complexity of the Airport's capital finance structure grows, trustee-related transactions have become more complex and more frequent, especially due to the issuance of variable rate debt. This modification reflects the additional services anticipated for the next five years	11/9/1991 - 3/31/2017
4041-10/11	27	Airport Commission	Regular	\$415,000	\$640,000	This is a service modification to the Airport's SAFE system that allows communications between SFO's multiple security and credentialing systems. This modification adds required software maintenance and licensing fees to the above software services.	11/1/2010 - 6/30/2014
4098-04/05	27	Airport Commission	Regular	\$0	\$7,200,000	Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract.	7/1/2005 - 12/31/2014



PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 9, 2012

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION [PSC #4098-04/05]

TYPE OF SERVICE: Airport Parking Access Revenue Control System (PARCS)

FUNDING SOURCE: Airport Operating Funds

Table with 4 columns: Item, Amount, Duration, and Total. Rows include Original PSC Amount (\$5,000,000), Modification #1 (\$1,000,000), Admin Mod. #2 (\$0), Admin Mod. #3 (\$200,000), Admin Mod. #4 (\$1,000,000), Proposed Mod. #5 (\$0), and TOTAL PSC AMOUNT (\$7,200,000). Durations range from 7/1/05 to 12/31/14.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Scope of work consists of providing a fully-functional Parking Access Control System (PARCS) at Domestic Garage, IT Garage "A", IT Garage "G", Lot C, Lot D, Garage and Lot DD, and Westfield Garage. A new PARCS system will be designed, manufactured, installed, and maintained to replace the existing parking control system. There have been delays in implementation and acceptance of this system. The 3-year maintenance was part of the original contract however since the system was only recently accepted there have been delays in beginning the maintenance phase of this contract.

B. Explain why this service is necessary and the consequences of denial: The existing parking access revenue control system has reached the end of its useful life. When the parking revenue control system was installed in 1986, SFO had a total capacity of approximately 9,000 parking spaces. Currently, SFO's capacity has grown to over 16,000 parking spaces and the existing system has become unstable, jeopardizing revenue flow and parking operations. The old system is unreliable and cannot meet the Airport's requirements for security and financial reporting. This modification enables the Airport to maintain the system for the 3-year term after system acceptance and maintain the proprietary system.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been provided in the past through PSC approval # 4098-04/05.

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



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

IFPTE, Local 21 *Aprilia P. Anuk* January 9, 2012
 Union Name Signature of person mailing/faxing form Date

RFP sent to: _____ on _____ Signature _____
 Union Name Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4098-04/05
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved 3/19/12

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Contractor to have extensive knowledge and recent successful project experience in the installation of PARCS with license plate reader (LPR) at airports similar in size and gross revenue to SFO.

B. Which, if any, civil service class normally performs this work? None. There are no Civil Service classes for the specialty of providing parking access revenue control systems.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The contractor will provide specialized parking access revenue control system components, such as the LPR system.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: In addition to the specialized experience that is required to perform the job duties, there are also proprietary components which are not available.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This is a highly specialized field of expertise requiring a specific set of skills, qualifications, and experience.

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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained. | | |

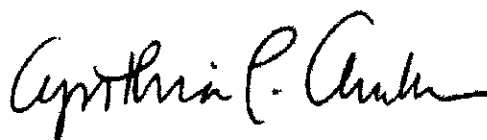
Contractor will provide 8 contract hours of on-site training for up to four (4) Airport employees.

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? No, however, Airport Commission has approved Resolution No. 06-0239 for this project.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? The contractor, Scheidt & Bachmann, was previously selected by an RFP and this PSC modification enables the Airport to extend the duration of the contract now that the system has been accepted for the 3-year maintenance contract that was part of the original contract.

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



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

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

Address

Blank Page

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: Project Management Support Services for Boarding Area B & Terminal 1 Redevelopment

Funding Source: Airport Capital Funds PSC Duration: 6 years 30 weeks

PSC Amount: \$48,000,000 PSC Est. Start Date: 06/01/2014 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) teams with design, design-build, construction manager/general contractor (CM/GC), and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program Boarding Area B and Terminal 1 Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements: 1) new interior spaces; 2) construction of a program-wide common use baggage handling system; 3) relocation and/or installation of new passenger loading areas and new foundations and fixed walkways; 4) site work for pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, ground service equipment charging stations; 5) installation of utilities and ancillary systems and equipment; 6) modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems; and 7) passenger amenities.

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

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. After the completion of the enabling projects, the Boarding Area B Redevelopment and Terminal 1 Central Area will begin the construction of the new facilities. If the PMSS for these projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operations at SFO.

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? Yes, if there continues to be a need for such services.

2. Union Notification: On 03/24/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47898 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current experience related to: airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; and airfield and landside site work. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays to support this project through programming, design, and construction.

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

1044,1070,5201,5211,5216,5310,5312,5502,5508,6318,6319,5203,5207,5209,5504,5506,

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 staff does not have the required expertise and specialized skills related to the proposed services. The Airport will use experienced project and construction management staff integrated with the consultant staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, construction inspection and surveying, and information technology/engineering/architectural design and oversight.

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

Classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County 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 04/21/2014 BY:

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

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

Receipt of Union Notification(s)
◆ Local 21

Theresa Lopez

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 24, 2014 8:13 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Theresa Lopez; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 47898 - 13/14

RECEIPT for Union Notification for PSC 47898 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47898 - 13/14 for \$48,000,000 for Initial Request services for the period 06/01/2014 – 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/1572> 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 #47898-13/14

Airport Commission

Explanation for duration of 5 or more years

The duration for this Personal Service Contract request is for six years because the design-build contract services for Boarding Area B & Terminal 1 Redevelopment is for six years. The Project Management Support Services (PMSS) teams will manage the design contract for Boarding Area B & Terminal 1 for the duration of the six years.

NOTICE OF INTENT

DATE: February 12, 2014

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Project Management Support Services for the Terminal 1 Redevelopment Program – Terminal 1 Central Area and Boarding Area B Redevelopment Projects at San Francisco International Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: **February 20, 2014**

The San Francisco International Airport Design, Construction & Technology Division is seeking professional services for: **Project Management Support Services for the Terminal 1 Redevelopment Program – Terminal 1 Central Area and Boarding Area B Redevelopment Projects at San Francisco International Airport** as listed below. If your Department is interested please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **February 20, 2014** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

Estimated duration of PMSS contracts: November 2014 – May 2020

Summary of Scope of Work:

The Airport must replace existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. These projects will allow for construction of the new terminal and boarding area facilities.

The Airport requires Project Management Support Services (PMSS) teams with design, design-build, construction management at risk, and design-bid-build experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) – Terminal 1 Central Area and Boarding Area B Redevelopment Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following elements:

- New interior spaces, concession areas, restrooms, hold rooms with airline gate podiums and paging systems, tenant offices, way-finding, and signage
- Construction of a Program-wide, common use Baggage Handling System (BHS). Coordination of BHS interfaces between Boarding Area B and Terminal 1 will be required by the PMSS consultant.
- Relocation and/or installation of new Passenger Loading Bridges with all services such as Pre-Conditioned Air and 400 Hz power systems, as well as new foundations and fixed walkways
- Site work to include pavement grade modifications, installation of a garbage collection area, aircraft apron lighting, and GSE charging stations
- Installation of a new hydrant fueling facility, fueling pits, and ancillary systems and equipment
- Modifications and/or relocations of utility, technology, and mechanical/electrical/plumbing systems, such as power, telecommunications and data, security, sewer, water, natural gas, fire protection, etc.
- Installation of miscellaneous passenger amenities such as Wi-Fi, flight information displays, hydration stations, in-seat electronics charging outlets, ATMs, art installations, information booths, advertisements, etc.
- Construction of temporary barricades, demising walls, and pedestrian corridors to provide for safe and secure movements during construction activities
- Daily management and oversight of all facility and systems interface coordination between Boarding Area B and Terminal 1 to ensure infrastructure and systems common to both projects function, as intended by system provider/manufacture, upon project completion.

One (1) Request for Proposals will be sent for the projects listed above.

**SFO, DESIGN, CONSTRUCTION, & TECHNOLOGY DIVISION
NOTICE OF INTENT**

RFPs, Project Management Support Services for the Terminal 1 Redevelopment Program – Boarding Area B Redevelopment and Terminal 1 Central Area Projects at San Francisco International Airport

Please provide the information check one of the boxes below, sign, date and email back by due date.

Our Department is interested.

If your department is interested in providing these services, the Project Managers for these RFPs will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

Date: _____

Questions regarding this request should be sent via email to:
Geoff Neumayr at Geoff.Neumayr@flysfo.com or Reuben Halili at Reuben.Halili@flysfo.com

Thank you in advance for your consideration.

Sincerely,



Geoffrey W. Neumayr
Associate Deputy Director
Design, Construction, & Technology Division
San Francisco International Airport

cc: Cynthia Avakian

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON Dept. Code: CON

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

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

Type of Service: Financial System Replacement Implementation

Funding Source: General Fund & Non-General Fund PSC Duration: 3 years
PSC Amount: \$20,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

The Controller's Office is seeking to hire a vendor to provide installation, configuration and implementation services for the new citywide Financial Management System. The replacement of the City's financial systems is a multi-year project that will be implemented in multiple phases. The Controller's Office will hire a City project team to manage and work on all phases of the project - from scoping to go-live. During the system implementation, the City's project team will be paired with consultants to design and develop the citywide system with the intent of City staff supporting the system upon project completion.

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

See Attachment A section 1.B.

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 has not been provided in the past.

D. Will the contract(s) be renewed? No. See Attachment A section 1.D for more information.

2. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Management & Superv

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48332 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Providing Financial Management System implementation services, and employee training/knowledge transfer, requires expert functional and technical knowledge of the Financial Management System suite of products, functional and design specification writing, and extensive prior experience with teaching users how to work with the product.

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

0942,0933,0931,1063,1064,1052,1053,1054,1823,1824,1657,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This is a short-term, highly specialized service requiring expertise with Financial Management System implementations. Civil service classes will manage the system once in production, and will perform all on-going future upgrades.

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

No, the work is short-term and highly specialized in nature.

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? See Attachment A section 5.B for Training Information	<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 04/30/2014 BY:

Name: Mary Hom Phone: 415-554-7536 Email: mary.hom@sfgov.org

Address: City Hall Room 306 San Francisco, CA

Receipt of Union Notification(s)

◆ **MEA**

◆ **Local 21**

From: dhr-psccordinator@sfgov.org on behalf of mary.hom@sfgov.org
To: [Hom, Mary \(CON\); camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Hom, Mary \(CON\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR](mailto:Hom, Mary (CON); camaguey@sfmea.com; staff@sfmea.com; L21PSCReview@ifpte21.org; Hom, Mary (CON); Isen, Richard (TIS); DHR-PSCCoordinator, DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48332 - 13/14
Date: Thursday, March 20, 2014 10:01:27 AM

RECEIPT for Union Notification for PSC 48332 - 13/14 more than \$100k

The CONTROLLER -- CON has submitted a request for a Personal Services Contract (PSC) 48332 - 13/14 for \$20,000,000 for Initial Request services for the period 07/01/2015 – 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/1692> 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

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

1D. Will the contract(s) be renewed?

◇ 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.**

1. DESCRIPTION OF WORK

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

The City's current financial system, FAMIS, is the City's central financial and accounting "system of record". It is the basis of budgetary control, funds controls and all official accounting reports, statements, and external accounting audits regarding the City's financial position. FAMIS interfaces with citywide systems including: City's Payroll System, Budget System and Executive Information System; payment, inventory, job order, and other departmental systems, and the City's bank for check processing and electronic payments. In spite of the stability and citywide application of FAMIS, the Controller's Office is concerned that FAMIS may be nearing the end of its service life, and the City may face challenges providing trained resources for its continued support.

D. Will the contract(s) be renewed:

No. This contract is for highly-specialized installation, configuration and implementation services. Consultants will train City staff to manage the system once in production.

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

Yes

No

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

The training plan and number of hours will depend on the consultants and system that is selected. A Training Strategy and Training Plan will be deliverables on the project in order to customize training for the City project team. There will also be a knowledge transfer component, as City employees will be working side-by-side with the consultants.

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

0942 Manager VII, 0933 Manager V, 1070 IS Project Director, 106x series IS Programmer Analysts, 105x series IS Business Analysts, 182x series Administrative Analysts - training to configure and maintain the system going forward. The number of staff to be trained is will be depend on the size of the City project team (aprox 40 FTE).

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: Specialized Groundwater Monitoring Services (CS-380)

Funding Source: SFPUC Capital Funds PSC Duration: 4 years 48 weeks

PSC Amount: \$1,500,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/01/2019

1. Description of Work

A. Scope of Work:

Provide professional services to the San Francisco Public Utilities Commission (SFPUC) for collection of groundwater samples and other monitoring support for SFPUC's existing groundwater monitoring and management programs in the Westside Basin. Services include groundwater level and flow monitoring, analysis, and reporting for third-party irrigation wells; installation of bladder pumps and transducers in wells; routine semi-annual collection and transport of groundwater samples to the SFPUC Millbrae Laboratory; preparation of Drinking Water Source Assessment and Protection Plans for production wells; planning, conducting, and reporting on land subsidence monitoring; locating and properly destroying abandoned monitoring wells; conducting as-needed wellhead maintenance; design of turnouts and piping from SFPUC pipelines to existing irrigation wells, including flowmeter and backflow device design, as part of mitigation measures for Colma irrigation wells, and other associated as-needed tasks.

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

If these services are denied, the SFPUC will not be able to satisfy the California Environmental Quality Act (CEQA) mitigation requirements for the San Francisco Groundwater Supply Project and the Regional Groundwater Storage and Recovery Project and could be subject to legal action from this failure. Additionally, the SFPUC would not be able to conduct the necessary monitoring to ensure the protection and safety of the new groundwater drinking water source.

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 services have not been provided in the past.

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

2. Union Notification: On 03/26/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46405 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

29

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
 Knowledge and understanding of groundwater, geology, and hydrogeology. Over 5 years experience implementing groundwater sampling techniques in accordance with American Society for Testing and Material standards. Experience sampling wells with depths up to 300 feet below top of casing; installing, replacing, and troubleshooting pumps, transducers, and other equipment; analyzing groundwater level and flow data; conducting mitigation monitoring and reporting programs; and proper well destruction requirements.
- 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. The contractor will provide submersible pumps, controllers, generators, compressed gas, flow-through cells, parameter monitoring equipment, laptop computers, and associated software needed to complete the monitoring and testing. The City does not currently own or maintain the submersible pumps, controllers, and related monitoring equipment needed to complete the sampling in the deep monitoring wells.

4. Why Classified Civil Service Cannot Perform

- A. Explain why civil service classes are not applicable:
 Currently no classes have the required experience, qualifications, availability, and equipment to complete the majority of the required work. City staff currently perform water level measurements and collect samples from shallow monitoring wells where existing City equipment can be used. Training of City staff is currently being conducted to enable the City to perform the routine monitoring tasks for deep wells. Additional required equipment not currently owned by the City would be expensive to purchase and maintain.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No, because the routine monitoring is conducted only semi-annually for four weeks per event, thus the new class would have no tasks for 80% of the work year. The remaining tasks will be irregular, based on funding and environmental requirements, and require specialized experience/qualifications.

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? Monitoring of deep wells, 32 hours- 2481 & 2482 Wtr Qual Technicians	<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 04/14/2014 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

Address: 525 Golden Gate, 8th Floor San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

Lo, Stacey

From: Lo, Stacey
Sent: Friday, May 02, 2014 1:47 PM
To: Lo, Stacey; 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; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 46405 - 13/14

Hello All,

Please note that the end duration for the subject PSC has been changed to 09/01/19.

Thanks,

Stacey Lo
San Francisco Public Utilities Commission Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sfgwater.org

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of SLo@sfgwater.org
Sent: Wednesday, March 26, 2014 4:39 PM
To: Lo, Stacey; 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; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46405 - 13/14

RECEIPT for Union Notification for PSC 46405 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46405 - 13/14 for \$1,500,000 for Initial Request services for the period 10/01/2014 – 09/30/2019. 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/1722> 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: Professional Engineering Services (CS-372)

Funding Source: Sewer System Improvement Program PSC Duration: 8 years 9 weeks
PSC Amount: \$5,000,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 07/01/2022

1. Description of Work

A. Scope of Work:

Scope of work consists of structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP), including geotechnical support services needed for recommendations for structural analysis. Structural engineering services for the Planning Phase and potential Design Phase of the structures covered. Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.

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

Expertise in modeling and analysis of underground and above ground waste water facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required. Consequences of denial could cause inadequate retrofit of existing waste water structures and may ultimately cause an interruption to treatment and proper disposal of waste water during and after a seismic event.

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 has not been provided in the past.

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

2. Union Notification: On 03/19/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47775 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in structurally retrofitting existing wastewater structures using American Society of Civil Engineers(ASCE) 31 (cover page attached) and ASCE 41 (cover page attached) Standards is required. Due to the large capacity of the file, SFPUC is unable to attach the complete standards. A full copy of the standards are available upon request.

B. Which, if any, civil service class(es) normally perform(s) this work?
5241,5218,5211,

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:

Engineers in the appropriate civil service classifications do not have past experience structurally retrofitting wastewater facilities in areas of high liquefaction potential, using ASCE 31 and ASCE41 standards.

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

Civil service classes exists. However, the aforementioned classes do not have the technical experience structurally retrofitting wastewater facilities in areas of high liquefaction potential and projects of this complexity are only on an as-needed basis.

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 03/19/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@swater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of Slackson@sfgwater.org
To: Jackson_Shamica; L21PSCReview@ifpte21.org; Jackson_Shamica; Isen_Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PCS # 47775 - 13/14
Date: Wednesday, March 19, 2014 2:51:57 PM

RECEIPT for Union Notification for PSC 47775 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47775 - 13/14 for \$5,000,000 for Initial Request services for the period 05/01/2014 – 07/01/2022. 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/1631> 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



San Francisco Water Power Sewer

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4603
F 415.554.3225

MEMORANDUM

DATE: March 19, 2014

TO: San Francisco Civil Service Commission

FROM: Alaric Degrafinried
Manager, Professional Services Contracts

RE: Justification for duration 5 or more years
CS-372, PSC No. 47775 -13/14
Seismic Reliability and Condition Assess Repairs

Structural engineering services for the Planning Phase and potential Design Phase of the structures covered under the Sewer System Improvement Program (SSIP) include geotechnical support services needed for recommendations for structural analysis.

Expertise in modeling and analysis of underground and above ground wastewater facilities constructed in areas with soils that liquefy is required. Additionally, geotechnical experience for verification of existing deep foundation capacities and providing new recommendations for deep foundation systems in liquefaction zones, including extent of liquefaction zone and modeling of soil structure interaction is required.

This Contract will be used to determine the seismic retrofit needs for the wastewater facilities covered in the SSIP. That information will be used to prioritize the actual seismic retrofit design and construction work that will be done. The planning, design and construction of the seismic retrofit of the facilities can extend into 2022, since the work will have to be staged in that the facilities cannot all be worked on at the same time since the treatment facilities have to be functioning during much of the retrofit work. In addition, inadequate retrofit of existing waste water structures and may ultimately cause an interruption to treatment and proper disposal of wastewater during and after a seismic event.

Edwin M. Lee
Mayor

Vince Courtney
President

Ann Moller Caen
Vice President

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Art Torres
Commissioner

Harlan L. Kelly, Jr.
General Manager



Additional Attachment(s) of Explanation

◇ Section 3. Description of Required Skills Expertise

3A. Specify required skills and/or expertise

- ◆ American Society of Civil Engineers 31 Cover Page
- ◆ American Society of Civil Engineers 41 Cover Page

ASCE/SEI 31-03

American Society of Civil Engineers

Seismic Evaluation of Existing Buildings

This document uses both the International System of Units (SI) and customary units.

Property of
San Francisco Public Utilities Commission

DO NOT REMOVE

ASCE

SEI
Structural Engineering Institute
of the American Society of Civil Engineers

Published by the American Society of Civil Engineers

American Society of Civil Engineers
Seismic Rehabilitation
of Existing Buildings

This document uses both the International System of Units (SI)
and customary units.

Property of
San Francisco Public Utilities Commission

DO NOT REMOVE

ASCE



Published by the American Society of Civil Engineers

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: As-Needed Engineering Design Services (CS-386)

Funding Source: SFPUC Individual Projects PSC Duration: 5 years 26 weeks

PSC Amount: \$9,000,000 PSC Est. Start Date: 06/15/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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 previously approved under PSC#4073-10/11 (CS-128).As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/21/2014, 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# 48099 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include transient hydraulic analysis and trenchless technology.

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

5207,5241,5364,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineers.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

YES NO

- | | | |
|--|--------------------------|-------------------------------------|
| 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 03/21/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Ave. San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); L21PSCReview@ifpte21.org; [Tang, Grace](mailto:Tang,Grace); Isen, Richard; [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48099 - 13/14
Date: Friday, March 21, 2014 1:26:38 PM

RECEIPT for Union Notification for PSC 48099 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48099 - 13/14 for \$9,000,000 for Initial Request services for the period 06/15/2014 – 12/15/2019. 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/1641> 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



MEMORANDUM

DATE: March 20, 2014

TO: San Francisco Civil Service Commission

FROM: Alaric Degrafinried
 Manager, Professional Services Contracts

RE: Justification for duration 5 or more years
 CS-386, PSC No. 48099-13/14
 As-Needed Engineering Design Services

Five Year Justification for PSC# 48099-13/14 (CS-386)

The SFPUC is seeking specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering services are needed to complete utility engineering projects.

The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

Edwin M. Lee
 Mayor

Vinca Courtney
 President

Ann Moller Caen
 Vice President

Francesca Vietor
 Commissioner

Anson Moran
 Commissioner

Art Torres
 Commissioner

Hartan L. Kelly, Jr.
 General Manager



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 # 4073-10/11

4073-10/11



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
February 7, 2011

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

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

CALL TO ORDER

2:05 p.m.

ROLL CALL

President E. Dennis Normandy	Present (Left at 5:55 p.m. Missed end of Item #12, 13, 14)
Vice President Donald A. Casper	Present
Commissioner Morgan R. Gorrano	Present
Commissioner Lisa Seitz Gruwell	Present
Commissioner Mary Y. Jung	Present (Left at 6:10 p.m. Missed end of Item #12,13,14)

President E. Dennis Normandy presided on Item #s 1-11 and beginning of Item #12. Vice President Donald A. Casper presided on Item #s 12 (upon departure of President Normandy), 13, & 14.

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 also a member of United Public Workers for Action expressed his opposition to public workers being taken advantaged of and attacked.

APPROVAL OF MINUTES

Regular Meeting of January 3, 2011

Action: Approve. (Vote of 5 to 0)

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

No report given.

0397-10-1 Fiscal Year 2011-12 Civil Service Commission Budget Request. (Item No. 6)

January 3, 2011: Direct Commission staff to prepare Fiscal Year 2011 – 12 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of February 7, 2011; incorporate changes made by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Year 2011-12 Budget Request to the Controller and the Office of the Mayor by February 22, 2011.

Speakers: Anita Sanchez, Executive Officer

Action: Approve Fiscal Year 2011-12 Budget Request and submit to the Mayor and Controller by February 22, 2011. (Vote of 5 to 0)

0022-11-1 Status Report on Fiscal Year 2010-11 Service and Performance Goals of the Civil Service Commission as of December 31, 2010. (Item No. 7)

Speakers: Anita Sanchez, Executive Officer

Action: Accept the report. (Vote of 5 to 0)

0023-11-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4063-10/11	Airport Commission	\$6,000,000	Airport Contract CT8970 CCTV Security System Enhancements is a Transportation Security Administration (TSA) Other Transactions Agreement (OTA) grant that will provide technical and management support for the integration of a video management system, an event management system, the addition of new IP based cameras and the integration of existing Air Train, perimeter and boarding area cameras. Integrator will implement and integrate these new software systems within the Airport's existing network structure. Integrator must be familiar with the Airport's existing software and hardware systems supporting aviation security requirements and be able to provide technical services after implementation and acceptance of new system if needed.	Regular	12/31/13

Civil Service Commission Meeting Minutes

Regular Meeting of February 7, 2011

4064-10/11	Public Health	\$2,000,000	In response to SB1953, which required acute care hospitals to meet explicit seismic safety standards in order to remain functional after a major earthquake, San Francisco General Hospital is being rebuilt and is due to open in 2015. The new facility will have 9 floors, add 32 beds, and move 27 hospital departments and personnel, with many new operating systems. In order to fully prepare for this historic move, SFGH needs consultants to help devise a comprehensive transition and occupancy plan, including details on implementation of compliance with regulatory requirements and review of administrative and clinical and operational systems, a move-in schedule and budget, and recommendations on the details of staffing patterns and training needed, as well as IT functions.	Regular	12/31/19
4065-10/11	Public Health	\$11,272,800	Contractor will provide intermittent, as needed temporary, on-call professional radiology technologists with on call availability, 7 days per week. Registry personnel will be available on 24 hour notice to back up civil service employees during scheduled and unscheduled staff absences.	Regular	06/30/16
4066-10/11	Department of Technology	\$4,158,472	Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24X7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.	Regular	06/30/14
4067-10/11	District Attorney	\$700,793	This contract will fund the launch and implementation of the Re-entry Center, a transitional housing and reentry program for ex-offenders returning from state and local custody. The program will be based upon Delancey Street's proven program model to provide ex-offenders with rehabilitative services in a supportive housing setting. Delancey Street will provide the facility for the program. Contract funds, which come from a federal grant earmarked for this program, will be used to pay for start up costs and for staffing to run the Reentry Center's programs.	Regular	03/31/13
4068-10/11 <i>Postpone to the meeting of 3/7/11</i>	Municipal Transportation Agency	\$3,833,760	The San Francisco Municipal Transportation Agency (SFMTA) requires the services of a contractor to perform all the duties pertaining to the SFMTA's red light camera enforcement system. Duties include but are not limited to the following: maintain the system (hardware and software); issue and process citations for red light violations; provide court evidence packages; provide expert witness testimony pertaining to the system; train SF Police Department employees on the system's functions; provide regular reports on the system to the SFMTA; and provide a secure internet site for violators to obtain information on their violation.	Regular	02/06/16

Civil Service Commission Meeting Minutes

Regular Meeting of February 7, 2011

4069-10/11	Public Utilities Commission	\$98,000	The City conducts environmental monitoring offshore of San Francisco between Rocky Point in Marin County and Point San Pedro in San Mateo County in order to assess environmental impacts of a treated wastewater discharge. Monitoring requirements include sediment, benthic infauna, and fisheries sampling. A qualified vessel with the proper equipment and a licensed captain is needed to allow SFPUC staff to collect required samples. In addition the City is required to conduct a dilution study at the Southwest Ocean Outfall that will require the use of a research vessel to deploy, maintain, and retrieve buoyed instrument arrays offshore near the outfall.	Regular	12/31/15
4070-10/11	Public Utilities Commission	\$100,000	In conjunction with Ocean Beach Vision Council, the consultant will develop an Ocean Beach Master Plan, a comprehensive document that will address the following elements: climate change and sea level rise; open space (beach, promenade, parks & streetscape, passive and active recreation); roadway (streets & parking); potential for development of renewable energy sources (wave, wind, tidal); beach erosion control and coastal protection (including seawall); protection and enhancement of natural resources (including habitat for special status species); concepts for signage, interpretive features, lighting and public art; circulation (including east-west flow corridors); integration of related projects and plans that are being implemented by other entities; sustainability guidelines; management/ maintenance structures and strategies; and implementation (budgets, funding and phasing).	Regular	12/31/12
4071-10/11 <i>Withdrawn by PUC</i>	Public Utilities Commission	\$1,000,000	As part of compensatory mitigation that was negotiated with regulatory agencies, SFPUC plans on enhancement, rehabilitation, and preservation of special-status species habits, native plant communities, and wetlands in selected areas within various Bay Area watersheds. Native California flora will be planted as part of these activities in most of the sites. This contract will include the collection, propagation, care and delivery of over 20,000 plants.	Regular	04/01/12
4072-10/11	Public Utilities Commission	\$7,500,000	Provide construction inspection services during construction for HHWP for hydro-generation and power facilities designed under contract CS-140.	Regular	12/31/18
4073-10/11	Public Utilities Commission	\$9,000,000	SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	Regular	03/01/16
4074-10/11	Public Utilities Commission	\$9,500,000	Provide project engineering design and commissioning services for Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities as outlined in HHWP Power Condition Assessment (2009). Contractor to provide technical expertise and guidance to maintain and address Western Electricity Coordination Council (WECC) & North American Electric Reliability Corporation (NERC) regulatory requirements.	Regular	12/31/19

Civil Service Commission Meeting Minutes

Regular Meeting of February 7, 2011

4075-10/11	Public Works	\$490,000	*The original PSC #4151-06/07 was approved for a three-year term on 5/07/07 with contract period from 8/01/07 to 8/01/10. Three agreements were awarded, two with five-year terms each and one with a three-year term. The agreement with a three-year term has CSOs that, due to delays in awarding the contract, as well as delays in project schedules, will need to be completed beyond the master agreement end date of 01/22/11. The Contract Manager requests for an extension of the agreement's term to the maximum term of 5 years as allowed in the Administrative Code Section 6.64; the final years are allowed to complete ongoing work	Regular	11/04/13
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Speakers: Jacquie Hale and Rafael Ibarra, Department of Public Health spoke on PSC #4065-10.
 Carol Isen, Public Utilities Commission spoke on PSC #4070-10/11.
 Pauson Yun and Margaret Hannaford, Public Utilities Commission spoke on PSC #s 4072-10/11 and 4074-10/11.

Action:

- (1) Postpone PSC #4068-10/11 to the meeting of March 7, 2011. (Vote of 5 to 0)
- (2) PSC #4071-10/11 withdrawn at the request of the Public Utilities Commission. (Vote of 5 to 0)
- (3) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0024-11-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4076-10/11 <i>Postpone to the meeting of 3/7/11</i>	Mayor's Office of Business & Economic Dev.	\$446,900	The contractor will provide program management for the Presidio Parkway/Doyle Drive Replacement Project's (P3) Local Workforce Participation Program. Those duties will include acting as the primary contact between OEWD and the San Francisco County Transportation Authority	Regular	12/31/14

Speakers: None.

Action: Postpone to the meeting of March 7, 2011 at the request of the Mayor's Office of Business & Economic Development. (Vote of 5 to 0)

4073-10/11

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/01/2010
(30-day Union Notice)
01/12/2011 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: As-needed Engineering Design Services (CS-128)

FUNDING SOURCE: Funding will be available from individual projects

PSC AMOUNT: \$9,000,000 PSC DURATION: 03/01/2011 to 03/01/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC intends to award up to three (3) agreements, at \$3 million each to perform specialized Engineering Design Services on an as-needed basis to supplement SFPUC and other City Staff. Civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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

These services have been previously approved under PSC #4004-07/08 (CS-884).

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

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

L21/L1021 Shamica Jackson 11/01/2010
Union Name Signature of person mailing/faxing form (30-day Union Notice)
01/12/2011 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Civil, structural, electrical and mechanical engineering in: designing water and wastewater conveyance and treatment facilities; and power facilities. Areas of expertise needed include analysis of hydroelectric system to improve efficiency and increase power output and upgrades to high voltage transmission lines.

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

5207 Associate Engineers and, 5241 Engineers perform some of the more routine engineering work. Specialized engineering will be required that is not normally performed by engineers in these classifications, such as pipeline system pressure surge analysis, aquifer and well pumping evaluation, seismic fault crossings design, corrosion engineering, etc. Technical engineering staff at the 5364 level may also be required to support the design engineers.

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized engineering will be required that is not normally performed by engineers in these current civil service classifications, such as design of pipeline seismic fault crossings, and corrosion engineering. Services will also be utilized when the need for engineering design is temporarily beyond the capacity of current resource levels within the SFPUC and other City engineering staff (i.e., DPW).

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a long term need, warranting hiring of additional personnel.

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

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

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

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

Blank Page

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: As-Needed Corrosion Control Engineering Services (CS-362)

Funding Source: from individual projects PSC Duration: 5 years 27 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 06/05/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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 previously approved under PSC #4073-07/08 (CS-904). As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Expert witness consultation, technical review, troubleshooting, startup and testing of corrosion control systems is needed. Areas of expertise include data analysis, material selection and failure analysis of cathodic protection systems.

B. Which, if any, civil service class(es) normally perform(s) this work?
5203,5207,5241,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized corrosion engineering will be required that is not normally performed by engineers in these current civil service classifications.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a steady long term need, warranting hiring of additional personnel.

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 03/20/2014 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Ave. San Francisco, CA

Receipt of Union Notification(s)
◆ Local 21

From: dhr-pescoordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); L21PSCReview@ifpte21.org; [Tang, Grace](mailto:Tang,Grace); Isen, Richard; [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator,DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49500 - 13/14
Date: Thursday, March 20, 2014 5:30:29 PM

RECEIPT for Union Notification for PSC 49500 - 13/14 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 49500 - 13/14 for \$2,000,000 for Initial Request services for the period 06/05/2014 – 12/15/2019. 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/1649> 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



MEMORANDUM

DATE: March 20, 2014

TO: San Francisco Civil Service Commission

FROM: Alaric Degrafinried
Manager, Professional Services Contracts

RE: Justification for duration 5 or more years
CS-362, PSC No. 49500 - 13/14
As-Needed Corrosion Control Engineering Services

Five Year Justification for PSC# 49500 - 13/14 (CS-362)

The SFPUC is seeking consultants to perform specialized Corrosion Control Engineering Services on an as-needed basis. Services needed may be corrosion investigation, design and inspection work.

The subject PSC's duration is set for more than five years to allow time for the contract certification process, from RFP solicitation to contract award. The term of the contract will be five (5) years as that is the maximum amount of time allotted for an As-Needed professional services contract as stated in Chapter 6, Section 6.6.4 As-Needed Contracts, in the City and County of San Francisco Administrative Code.

Edwin M. Lee
Mayor

Vince Courtney
President

Ann Moller Caen
Vice President

Francesca Vietor
Commissioner

Anson Moran
Commissioner

Art Torres
Commissioner

Harlan L. Kelly, Jr.
General Manager



Additional Attachment(s) of Explanation

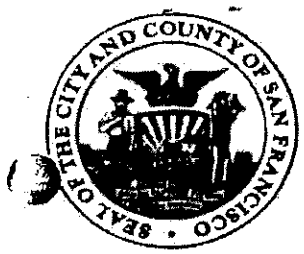
◇ **Section 1. Description of Work**

- 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 # 4073-07/08

4073-07/08
Initial

CS-904



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

January 25, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4073-07/08.

At its meeting of January 22, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report as amended and in conformity with Commission discussions. 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: Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Ed Harrington, Controller
- Kevin Hughes, IBEW Local 6
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- Jonathan Nelly, Department of Human Resources
- Oneil Dennis, Public Utilities Commission
- Commission File
- Chron

ALICIA D. BECERRIL
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No	Dejire	Depts/Div	Approval Type	Contract Amount	Description of work	Duration
2000-07/08	61	Public Health and CHN	Continuing	\$900,000.00	Will provide local and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.	30-Jun-13
4068-07/08	25	Mayor's Office	Regular	\$39,548.00	Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with reproduction department in layout and physical production of budget book.	15-Jun-08
4068-07/08	38	Police Department	Regular	\$80,000.00	Will provide a review of the Police Department's efforts to promote fair and impartial policing was conducted in early 2007.	30-Jun-09
4070-07/08	40	San Francisco Public Utilities	Regular	\$8,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the New Crystal Springs Bypass Tunnel, on behalf of the SFPUC.	31-Dec-13
4071-07/08	40	San Francisco Public Utilities	Regular	\$17,000,000.00	Will provide professional construction management services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPUC.	30-Jun-14
4072-07/08	40	San Francisco Public Utilities	Regular	\$13,000,000.00	Provide professional construction management services to oversee a specific WSIP construction project, the Calaveras Dam Replacement, on behalf of the SFPUC.	31-Dec-13
4073-07/08	40	San Francisco Public Utilities	Regular	\$2,000,000.00	Will provide SFPUC with specialized construction control services on an as-needed basis.	31-May-13
4074-07/08	42	Recreation and Park Department	Regular	\$125,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-08
4075-07/08	42	Recreation and Park Department	Regular	\$400,000.00	Will provide continuing architectural services for the construction of the Harvey Milk Center for Recreational Arts.	15-Nov-08
4076-07/08	64	Children and Families Commission	Regular	\$175,000.00	Will provide online data system development and implementation to enable routine updates, and create multiple reports.	19-Nov-08
4077-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$93,780.00	Will conduct data analysis, review policies associated with the implementation and mgmt. of the Camera Safety Program, interview stakeholders, program administrators, and clients for assessing the overall impact in which the program was deployed.	20-Apr-08
4078-07/08	90	Public Works	Regular	\$100,000.00	Will provide City staff in the preparation of design development drawings for renovating 10 alleys; provide outreach services to the community during design development.	31-Dec-10

4073-07/08
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 22, 2007

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
 TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: As-Needed Corrosion Control Services (CS-904)
 FUNDING SOURCE: WSIP and non-WSIP projects
 PSC AMOUNT: \$2,000,000 PSC DURATION: 6/1/2008-5/31/2013

1. DESCRIPTION OF WORK:

A. Concise description of work:

Provide SFPUC with specialized corrosion control services on an as-needed basis. The work under this agreement consists of supplementing, developing, training, and assisting City staff to provide the benefits of corrosion avoidance in order to prevent pipeline and facility failures. Structures and facilities requiring this type of service include water mains, sewers, storage facilities, water treatment facilities, pipelines, watersheds, reservoirs etc.

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

Corrosion related failures of SFPUC water supply pipelines have resulted in major service disruptions, costly repairs, reduced service life, legal claims, and negative impacts to the health and safety of customers and personnel. If these services are denied, the potential for a major failure of this type will increase.

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

These services were provided through contract CS-750 As-Needed Corrosion Control Services (PSC # 4103-03/04), which will be expired at the end of December 2007. Continuation of these services will be needed, and CS-904 will be used as a vehicle to fund corrosion control services.

D. Will the contract(s) be renewed.

Yes, if necessary to complete the services.

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

<u>L21</u>	<u>Shamica Jackson</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# _____

STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and experience in design, engineering, troubleshooting, construction, maintenance and inspection of complex corrosion control projects and report and document writing skills.

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

There are no known civil service classes available who could perform this type of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City?

If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work is highly specialized; requiring years of education, training, and experience that are not readily available within the City personnel structure. Classifications have not yet been established to reflect the necessary skills, knowledge, abilities, and expertise to perform this type of work.

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

Yes, however a substantial amount of time would be required to be invested in order to classify, recruit, staff, and train these personnel before they could become an effective operating unit.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

YES **NO**

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

B. Will the contractor train City & County employees?

Describe the training and indicate approximate number of hours. Indicate occupational type of City & County employees to receive training (i.e., clerks, civil engineers, etc) and approximate number of hours 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? 12/15/03 #03-0245

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

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

Signature of Departmental Personal Services Contract Coordinator

Connie Chang

(415) 554-3497

Print or Type Name

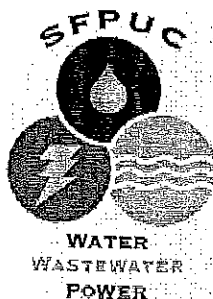
Telephone

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Met#1



SAN FRANCISCO PUBLIC UTILITIES COMMISSION

Contract Administration Bureau
Ivy V. Fine, Manager

1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225



MEMORANDUM

- EDWIN M. LEE
MAYOR
- FRANCESCA VIETOR
PRESIDENT
- ANSON MORAN
VICE PRESIDENT
- ANN MOLLER CAEN
COMMISSIONER
- ART TORRES
COMMISSIONER
- VINCE COURTNEY
COMMISSIONER
- ED HARRINGTON
GENERAL MANAGER

DATE: February 2, 2011

TO: Maria Ryan, 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: 4073-07/08

Approval Date: 1/7/2008

Description of Service(s): Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering (CS-904).

Original Approved Amount:	<u>\$2,000,000</u>	Original Approved Duration:	<u>6/1/2008-5/31/2013</u>
Modification One: Amount:	<u>\$960,000</u>	Modification of Duration:	<u>None</u>
Total Amount as Modified:	<u>\$2,960,000</u>	Total Duration as Modified:	<u>6/1/2008-5/31/2013</u>

Reason for the modification:

To accommodate the increase in requests from ongoing WSIP projects for these as-needed, specialized corrosion control engineering services

Attachments: 1.) Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 2/4/11

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

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DISTRICT ATTORNEY Dept. Code: DAT

Type of Request: Initial Modification of an existing PSC (PSC # 4111 10/11)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Services to women and transgender who have experienced sexual exploitation & violence

Funding Source: Program Fees

PSC Original Approved Amount: \$72,500

PSC Original Approved Duration: 07/01/11 - 06/30/12 (1 year)

PSC Mod#1 Amount: \$72,500

PSC Mod#1 Duration: 07/01/12-06/30/13 (1 year)

PSC Mod#2 Amount: \$72,500

PSC Mod#2 Duration: 07/01/13-06/30/14 (1 year)

PSC Mod#3 Amount: no amount added

PSC Mod#3 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#4 Amount: _____

PSC Mod#4 Duration: _____

PSC Cumulative Amount Proposed: \$217,500

PSC Cumulative Duration Proposed: 4 years

1. **Description of Work**

A. Scope of Work:

This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP (First Offender Prostitution Program) classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.

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

By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class. Without this service, the first offenders will not change their attitude or behavior and continue to engage and solicit the services of prostitutes.

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, it may be renewed.

2. **Union Notification:** On 04/07/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4111 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for johns while providing a social support network for program participants.

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:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, and using peer educators from the community.

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? SAGE (Standing Against Global Exploitation) Project, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/07/14 BY:

Name: Sheila Arcelona Phone: 415 734 3018 Email: sheila.arcelona@sfgov.org

Address: 850 Bryant Street, Room 322 San Francisco, CA

Receipt of Union Notification(s)
◆ All Unions

From: sheila.arcelona@sfgov.org
To: sheila.arcelona@sfgov.org, 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, stacey.hoang@sfgov.org, dhr-psccoordinator@sfgov.org, richard.isen@sfgov.org
Date: 04/07/2014 02:20 PM
Subject: Receipt of a REGULAR Modification Request to PSC # 4111 10/11 - MODIFICATIONS
Sent by: dhr-psccoordinator@sfgov.org

PSC RECEIPT of Modification notification sent to Unions and DHR

The DISTRICT ATTORNEY -- DAT has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2014 - June 30, 2015. 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/1811>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org
tiya.thlang@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org

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 # 4111-10/11

4111-10/11
Initial

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 2, 2012

DEPARTMENT NAME: District Attorney DEPARTMENT NUMBER 04

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

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

TYPE OF SERVICE: First Offender Prostitution & Early Intervention Prostitution Program

FUNDING SOURCE: Special Fund

PSC AMOUNT: \$ 72,500 PSC DURATION: July 1, 2012-June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract 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. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.

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


By providing education, classes to the first offenders, there has been less than a one percent recidivism rate among men in the First Offender diversion class. Without this service, the first offenders will not change their attitude or behavior and continue to engage and solicit the services of prostitutes.

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 through the services of this vendor through 4111-10/11 on June 6, 2011.

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

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

<u>Local 1021</u> Union Name	 Signature of person mailing/faxing form	<u>4-3-12</u> Date
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date
RFP sent to _____, on _____	_____ Date	_____ Signature
_____ Union Name		

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Individuals performing this work should be members of the peer group and have skills and expertise to conduct prevention/education and support groups with individuals who have been sexually exploited, assaulted, abused or experienced violence which includes domestic violence and prostitution, and the ability to enlist peer educators to facilitate the educational groups for Johns while providing a social support network for program participants.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are no existing civil service classifications that perform this work or meet the required qualifications. Individuals performing this work should be members of the peer group and have skills and experience in working with women victimized by sexual exploitation, violence and prostitution.

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

No. For this limited scope of work, it is more practical to use outside service provider(s) who already showed achievement, knowledge and expertise in providing these services, using peer educators from the community.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Shella Arcelona

Print or Type Name

415-734-3018

Telephone Number

850 Bryant St., Rm. 322
San Francisco, CA 94110

Address

4111-10/11
Mod #1



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

May 10, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4116-11/12 THROUGH 4121-11/12; 4111-10/11; 4017-10/11; 4068-08/09; 4086-10/11; 4046-11/12; 4097-08/09; AND 4102-09/10.

At its meeting of May 7, 2012 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ FOR
ANITA SANCHEZ
Executive Officer

Attachment

- c: Sheila Arcelona, District Attorney's Office
- Cynthia Ayakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Rachel Buerkle, Department of the Environment
- Micki Callahan, Human Resources Director
- Alaric Degrafinried, Public Utilities Commission
- Marie de Vera, Department of Human Resources
- Jaci Fong, Office of Contract Administration
- Lavena Holmes, Port
- Shamica Jackson, Public Utilities Commission
- LaWan Jones, Public Utilities Commission
- Rebekah Krell, Art Commission
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron



POSTING FOR
5/7/2012

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dep't	No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4111-10/71	04		District Attorney	Regular	\$72,500	\$145,000	This contract 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. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration. This modification is to extend the grant period and add funding for continuation of the same services.	7/1/2011 - 6/30/2013
4017-10/11	22		Environment	Regular	\$105,000	\$180,000	The GreenFinancesSF program still has funds available to continue the program. In order to continue the program, the Department needs to extend the services of the contractor who administers the website, processes applications and payments, and provides required program reporting. Not to continue to provide these services would mean that the program would have to be cancelled. GreenFinancesSF is a City sponsored Clean Energy Loan Program ("FACE" program) which will provide property owners (residential and commercial) to install electric and thermal solar systems and make energy efficiency improvements to their buildings and pay for the cost of such improvements over 20 years through a special tax on their property tax bills. The contractor will administer (and finance) the program. The administrative services include program design services; program implementation services, including: web portal with online application interface, project data tracking; program marketing and communications (web, print, in person, training materials); program administration services including: application processing, request, and payment; program reporting, program documentation, and customer services; special tax administrative services (special tax apportionment method, data collection, boundary map preparation and reconciliation, contributions to disclosure documents, annual special; tax levy calculation and enrollment, annual CFD administration report preparation, delinquent special tax reporting, repayments of special tax liens).	7/1/2010 - 12/31/2018
4068-08/09	27		Airport Commission	Regular	\$750,000	\$2,150,000	SFO needs support of consultant on the Noise Insulation Program, particularly on tasks such as: review of County records & updated noise impact boundaries to identify properties that may qualify for noise insulation improvements; coordination of aircraft noise easement acquisition & recording; coordination of noise insulation design & construction work; handling of inquiries from property owners regarding eligibility for noise insulation improvements funded by the FAA and the Airport; and, preparation of outlay reports for grant reimbursements. The budget for the 3-yr period was increased to \$950,000 since FAA awarded additional grants, allowing Airport to increase the scope of work and provide acoustic treatment to a larger number of properties than originally planned.	12/22/2008 - 12/31/2016

Mod # 2

CITY AND COUNTY OF SAN FRANCISCO

OFFICE OF THE DISTRICT ATTORNEY



George Gascón
District Attorney

SHEILA ARCELONA
Assistant Chief, Finance and
Administration

DIRECT DIAL: (415) 734-3018
E-MAIL: SHEILA.ARCELONA@SFGOV.ORG

MEMORANDUM

DATE: May 10, 2013
TO: Leorah Dang, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Sheila Arcelona, PSC Coordinator
Department of the District Attorney (Dept. #4)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4111-10/11 Approval Date: 5/7/2012

Description of Service(s): Services to women and transgender individuals who have experienced sexual exploitation and violence and monthly (FOPP) classes as a diversion model. *First Offender Prostitution Prog. W*

Original Approved Amount:	<u>\$72,500</u>	Original Approved Duration:	<u>7/1/2011-6/30/2012</u>
Modification Amount: #1	<u>\$72,500</u>	Modification of Duration: #1	<u>7/1/2012-6/30/2013</u>
Modification Amount: #2	<u>\$72,500</u>	Modification of Duration: #2	<u>7/1/2013-6/30/2014</u>
Total Amount as Modified:	<u>\$217,500</u>	Total Duration as Modified:	<u>7/1/2011-6/30/2014</u>

Reason for modification: To continue the same services for an additional 12 month period.

Attachment: Copy of Approved PSC & Notice of Action

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/13/2013

By: [Signature]
Micki Callahan, Human Resources Director.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE Dept. Code: POL

Type of Request: Initial Modification of an existing PSC (PSC # 4138 07/08)

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Phlebotomy

Funding Source: General Fund
PSC Original Approved Amount: \$600,000 PSC Original Approved Duration: 07/01/08 - 06/30/12 (4 years)
PSC Mod#1 Amount: \$299,999 PSC Mod#1 Duration: 07/01/12-06/30/14 (2 years)
PSC Mod#2 Amount: \$160,000 PSC Mod#2 Duration: 07/01/14-06/30/15 (1 year)
PSC Cumulative Amount Proposed: \$1,059,999 PSC Cumulative Duration Proposed: 7 years

1. Description of Work

A. Scope of Work:

Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations at suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.

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

This service is necessary in order to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

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? Unknown

2. Union Notification: On 04/17/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); ;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138 07/08

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/19/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Licensed phlebotomist. Knowledge and training on blood draws for law enforcement purposes.

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

2312,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

This service is required on an as-needed basis. Contractor must be available for peak periods, e.g. weekends, and must be able to staff more than one location in a particular time period.

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

No. Work is on an as-needed basis and is specialized. The location and number of blood draws varies on a daily basis.

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 04/17/14 BY:

Name: Genie Wong Phone: (415) 553-1736 Email: Genie.Wong@sfgov.org

Address: 850 Bryant Street, #511 San Francisco, CA 94103

Receipt of Union Notification(s)
◆ Local 1021

Dang, Leorah (HRD)

From: dhr-psccordinator@sfgov.org
Sent: Thursday, April 17, 2014 1:13 PM
To: Genie.Wong@sfgov.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Genie.Wong@sfgov.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of a REGULAR Modification Request to PSC # 4138 07/08 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$160,000 for services for the period July 1, 2014 – June 30, 2015. 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/>

Email sent to the following addresses: joe.tanner@seiu1021.net david.canham@seiu1021.org

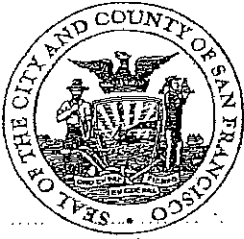
Additional Attachment(s) of Explanation

◇ **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 # 4138-07/08

4138-07/08
Initial



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 23, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of April 21, 2008 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRONO
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.

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to:

YU-YEE WU
COMMISSIONER

- (1) Postpone PSC #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.
- (2) Adopt the Human Resources Director's report on PSC #s 4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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
ANITA SANCHEZ
Executive Officer

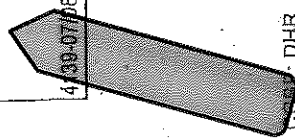
Attachment

- c: Shawn Allison, Department of Telecommunications & Information Services
- Parveen Boparai, Municipal Transportation Agency
- Eugene Clendinen, District Attorney
- Micki Callahan, Human Resources Director
- Connie Chang, Public Utilities Commission
- Gordon Choy, Department of Public Works
- Shamica Jackson, Public Utilities Commission
- Jennifer Johnston, Department of Human Resources
- Galen Leung, San Francisco International Airport
- Julian Low, Mayor's Office of Business & Economics
- Joan Lubamersky, Administrative Services
- Patti Martin, Department of Human Resources
- Jonathan Nelly, Department of Human Resources
- Shawn Wallace, Police
- Commission File
- Chron

POSTING FOR
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Division
4132-07/08	27	Airport Commission	Regular	\$84,000.00	Will provide pre-employment drug testing services and drug & alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.	31-Aug-16
4133-07/08	27	Airport Commission	Regular	\$120,000.00	Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risks and to propose mitigation measures to improve the Airport's risk profile.	30-Apr-10
4134-07/08	33	Department of Human Resources	Regular	\$7,500,000.00	Will provide complete workers' compen. adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	31-Jul-11
4135-07/08	35	Municipal Transportation Agency	Regular	\$150,000.00	Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.	30-Jun-11
4138-07/08	35	Municipal Transportation Agency	Regular	\$239,470.00	Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alighting to determine accurate ridership numbers.	31-Dec-08
4137-07/08	35	Municipal Transportation Agency	Regular	\$19,000,000.00	Will provide a 27-month fare box refurbishment project, which includes 15 months installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed \$19 mill.	30-Sep-10
4138-07/08	38	Police Department	Regular	\$600,000.00	Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	30-Jun-12
4139-07/08	38	Police Department	Regular	\$850,000.00	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	30-Jun-12



Initial

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03-10-2008
DEPARTMENT NAME: Police. DEPARTMENT NUMBER: 38

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

TYPE OF REQUEST:
(X) INITIAL REQUEST [] MODIFICATION (PSC# [])
Phlebotomy Services for Law Enforcement Agencies

TYPE OF SERVICE: Police General Fund

FUNDING SOURCE: \$ 600,000.00 7-1-08 - 6-30-2012

PSC AMOUNT: PSC DURATION

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Phlebotomy services must be available 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco. These blood draws must be conducted according to specific standards that include informed consent and other legal requirements. Procedures for blood draws on suspected drunk drivers are different than blood draws for health reasons.

B. Explain why this service is necessary and the consequences of denial: This service is necessary in order to successfully prosecute drunk drivers. California state laws and the laws of evidence mandate that blood draws are conducted according to specific standards and procedures. Denial of this request would prevent law enforcement agencies from obtaining necessary legal evidence and may jeopardize the prosecution of these cases.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided through PSC # 4106-04/05.

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

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

SEIU Local # 790
Union Name Signature of person mailing / faxing form Date
Local # 21 Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Licensed Phlebotomist. Knowledge and training on blood draws for law enforcement purposes.

B. Which, if any, civil service class normally performs this work? The Department of Public Health has several classifications that perform blood draws for health reasons. There is no classification that performs this duty for law enforcement purposes.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: This service is required on an as needed basis. Contractor is available for peak periods, e.g. weekends, and will be able to staff more than one location in a particular time period.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Work is on an as needed basis and is specialized. The location and number of blood draws varies on a daily basis.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco Calif 94103
Address

Mod #1



EDWIN M. LEE
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GREGORY P. SUHR
CHIEF OF POLICE

MEMORANDUM

DATE: Maria Ryan
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Officer Shawn Wallace #1104, PSC Coordinator
Police Department (Dept. #38)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4138-07/08 Approval Date: April 21, 2008

Description of Service(s): Contractor provides phlebotomy services 24 hours a day, 7 days a week. Contractor responds to various locations throughout the City to perform blood draws on suspected drunk drivers and other arrestees for all law enforcement agencies performing their duties in San Francisco..

Original Approved Amount:	<u>\$600,000</u>	Original Approved Duration:	<u>7-1-08 – 6-30-2012</u>
Modification Amount:	<u>\$299,999</u>	Modification of Duration:	<u>7-1-2012 – 6-30-2014</u>
Total Amount as Modified:	<u>\$899,999</u>	Total Duration as Modified:	<u>7-1-08 – 6-30-2014</u>

Reason for the modification:

Contract option is being renewed at this time.

Attachment: Copy of Approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 10/18/11

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

