

City and County of San Francisco



Department of Human Resources

Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: August 15, 2014  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Cynthia Avakian, AIR  
Subject: **Personal Services Contracts Approval Request**

This report contains three (3) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

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 FY2014-2015	Total for FY2014-2015
\$17,685,000	\$1,749,527	\$219,663,934

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

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**Posting for Next Civil Service Commission Meeting  
Regular Proposed Personal Services Contract**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	AMOUNT	DESCRIPTION OF WORK	DATE
42224-13/14	Airport	Regular	\$550,000	The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.	9/1/14-12/1/18
45945-13/14	Airport	Regular	\$17,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	9/1/14-8/31/17

**TOTAL AMOUNT: \$17,550,000**

**Posting for Next Civil Service Commission Meeting  
Proposed Personal Services Contract  
Modification to Increase/Decrease Contract Amount/Duration**

PSC NO.	DEPARTMENT	TYPE OF APPROVAL	MODIFIED AMOUNT	CUMULATIVE AMOUNT	DESCRIPTION OF WORK	DATE
4108-10/11	Airport	Regular	\$135,000	\$885,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	6/1/11-12/31/15

**TOTAL MODIFIED AMOUNT: \$135,000**

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: Aviation Safety & Security Physical Security Information Manager (PSIM) Program

Funding Source: AIR-Operating Funds PSC Duration: 4 years 13 weeks
PSC Amount: \$550,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 12/01/2018

1. Description of Work

A. Scope of Work:

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

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

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

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 maintenance of this system is a new service.

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42224 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:  
Expertise and specialized skills in aviation safety and security.

B. Which, if any, civil service class(es) normally perform(s) this work?  
1062,1063,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct this work.

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

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

YES    NO

- A. Will the contractor directly supervise City and County employee?
- B. Will the contractor train City and County employee?  
No training is anticipated due to the intermittent nature of work.
- 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 07/25/2014 BY:

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

Address: PO Box 8097    San Francisco, CA 94128

## Cynthia Avakian

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flyso.com  
**Sent:** Monday, June 23, 2014 5:56 PM  
**To:** Cynthia Avakian; L21PSCReview@ifpte21.org; Christina Chiong; Richard Isen; DHR-PSCCoordinator  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42224 - 13/14

RECEIPT for Union Notification for PSC 42224 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42224 - 13/14 for \$550,000 for Initial Request services for the period 11/01/2014 -- 12/01/2018. 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/3450> 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: 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 (PMSS) & Design Build (DB) Services for REACH

Funding Source: Airport Captial Funds PSC Duration: 3 years
PSC Amount: \$17,000,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 08/31/2017

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may 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. This is a new request.

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45945 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/15/2014

**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; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.

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

1070,5201,5203,5207,5209,5211,5502,5504,5506,5508,6318,6319,

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

No.

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

A. Explain why civil service classes are not applicable:

The existing civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.

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

Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

**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?<br>N/A  | <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 07/25/2014 BY:

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

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian](mailto:Cynthia.Avakian); [L2PSCReview@ifpte21.org](mailto:L2PSCReview@ifpte21.org); [Theresa Lopez](mailto:Theresa.Lopez); [Richard Isen](mailto:Richard.Isen); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45945 - 13/14  
**Date:** Monday, June 23, 2014 3:48:02 PM

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RECEIPT for Union Notification for PSC 45945 - 13/14 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45945 - 13/14 for \$17,000,000 for Initial Request services for the period 09/01/2014 – 08/31/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/2185> 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: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4108 10/11)

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

Type of Service: Staffing and consulting services for Airport's noise reduction community forum

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 06/01/11 - 06/30/14 (3 years 4 we
PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 07/01/14-12/31/15 (1 year 26 weeks)
PSC Mod#2 Amount: \$135,000 PSC Mod#2 Duration: no duration added
PSC Cumulative Amount Proposed: \$885,000 PSC Cumulative Duration Proposed: 4 years 30 weeks

1. Description of Work

A. Scope of Work:

Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

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

This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

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, PSC 4108 10/11

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

2. Union Notification: On 07/15/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; Municipal Executive Association;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4108 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

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

5264,9251,5271,

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

No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

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

No, civil service classifications already exist that can perform this work.

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? See attached document.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Mateo County

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

ON 07/15/14 BY:

Name: Cynthia Avakian

Phone: 650-821-2014

Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097

San Francisco, CA 94128

## Cynthia Avakian

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**From:** Isen, Richard (TIS) <richard.isen@sfgov.org>  
**Sent:** Tuesday, July 15, 2014 1:51 PM  
**To:** Cynthia Avakian  
**Cc:** DHR-PSCCoordinator  
**Subject:** RE: Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

Okay fixed

Richard Isen  
Innovation Office  
Department of Technology  
City and County of San Francisco  
PH: 415-581-4031  
email: [richard.isen@sfgov.org](mailto:richard.isen@sfgov.org)

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of [cynthia.avakian@flvsfo.com](mailto:cynthia.avakian@flvsfo.com)  
**Sent:** Tuesday, July 15, 2014 1:51 PM  
**To:** Cynthia Avakian; [ablood@cirseiu.org](mailto:ablood@cirseiu.org); Poon, SinYee (HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [camaguey@sfmea.com](mailto:camaguey@sfmea.com); [staff@sfmea.com](mailto:staff@sfmea.com); Cynthia Avakian; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period July 1, 2014 -- December 31, 2015. For all 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/3510>

Email sent to the following addresses: [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [ablood@cirseiu.org](mailto:ablood@cirseiu.org)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4108 10/11)

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

Type of Service: Staffing and consulting services for Airport's noise reduction community forum

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$500,000 PSC Original Approved Duration: 06/01/11 - 06/30/14 (3 years 4 we
PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: 07/01/14-12/31/15 (1 year 26 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$750,000 PSC Cumulative Duration Proposed: 4 years 30 weeks

1. Description of Work

A. Scope of Work:

Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

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

This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

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.

4108 10/11

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

2. Union Notification: On 06/25/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; Municipal Executive Association;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4108 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/08/2014

Civil Service Commission Action:

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:

Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

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

5264,9251,5271,

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

No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

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

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

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

No, civil service classifications already exist that can perform this work.

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

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County 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? Art Resolution 11-0104	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Mateo County	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 06/25/14 BY:

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

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



## Cynthia Avakian

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Wednesday, June 25, 2014 6:08 PM  
**To:** Cynthia Avakian; ablood@cirseiu.org; SinYee Poon; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Cynthia Avakian; DHR-PSCCoordinator; Richard Isen  
**Subject:** Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period July 1, 2014 – December 31, 2015. For all 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/3510>

Email sent to the following addresses: [staff@sfmea.com](mailto:staff@sfmea.com) [camaguey@sfmea.com](mailto:camaguey@sfmea.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org) [Sin.Yee.Poon@sfgov.org](mailto:Sin.Yee.Poon@sfgov.org) [ablood@cirseiu.org](mailto:ablood@cirseiu.org)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 14, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

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

TYPE OF SERVICE: Staffing and consulting services for Airport's noise reduction community forum

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$500,000 PSC DURATION: June 1, 2011 to June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

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

This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

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

These services have been provided through a contract. The most recent PSC approval is # 1000-08/09.

D. Will the contract(s) be renewed?

Yes, this arrangement continues to fill a need in the communities that are affected by the aircraft at the Airport. As San Mateo County sponsors the Roundtable, we must pay them our share of the Roundtable expenses.

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

SEIU Local 1021 Union Name Signature of person mailing/faxing form April 5, 2011 Date
IFPTE Local 21 Union Name Signature of person mailing/faxing form April 5, 2011 Date

RFP sent to: Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4108-1011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved 6/6/11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

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

The following classifications can perform some of the work: 5264 Airport Noise Abatement Specialist, 5285 Noise Abatement Officer, and 9251 Public Relations Manager.

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

No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

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

No, civil service classifications already exist that can perform this work. Please see answer to 4a above.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution 11-0104.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? San Mateo County is the lead agency for this forum.

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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

June 10, 2011

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

At its meeting of June 6, 2011 the Civil Service Commission had for its consideration the above matter.

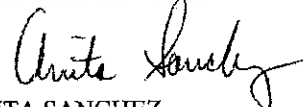
**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21.
- (2) Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative.
- (3) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Executive Officer

### Attachment

c: Sheila Arcelona, District Attorney's Office  
 Cynthia Avakian, Airport Commission  
 Micki Callahan, Human Resources Director  
 Carina Carlos, Department of Public Works  
 Gordon Choy, Department of Public Works  
 Marie de Vera, Department of Human Resources  
 Kahala Drain, Children and Families Commission  
 Kendall Gary, Department of Technology  
 Lavena Holmes-Williams, Port  
 Shamica Jackson, Public Utilities Commission  
 Naomi Kelly, Office of Contract Administration  
 Florence Kyaan, Public Utilities Commission  
 Diane Lim, Adult Probation Department  
 Joan Lubamersky, General Services Agency  
 Merrick Pascual, Mayor's Office of Economic Workforce Development  
 Esther Reyes, Controller's Office  
 Ben Rosenfield, Controller  
 Maria Ryan, Department of Human Resources  
 Commission File  
 Chron

POSTING FOR  
6/6/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4107-10/11	13	Adult Probation	Regular	\$80,000	The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.	7/1/2011 - 6/30/2012
4108-10/11	27	Airport Commission	Regular	\$500,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	6/6/2011 - 6/30/2014
4109-10/11	27	Airport Commission	Regular	\$600,000	The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrester bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.	6/6/2011 - 12/31/2015
4110-10/11	09	Controller	Regular	\$500,000	Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.	6/1/2011 - 6/30/2016
4111-10/11	04	District Attorney	Regular	\$72,500	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.	7/1/2011 - 6/30/2012
4112-10/11	70	General Services Agency	Regular	\$375,000	This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.	7/1/2011 - 6/30/2016

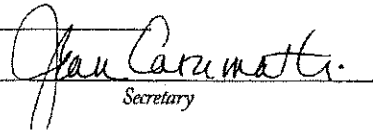
AIRPORT COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO  
RESOLUTION NO. 12-0143

**APPROVE AGREEMENT NO. 9258 WITH THE COUNTY OF SAN MATEO FOR PARTIAL REIMBURSEMENT OF COSTS AND SERVICES PROVIDED TO THE AIRPORT/COMMUNITY ROUNDTABLE IN AN AMOUNT NOT TO EXCEED \$220,000 PER FISCAL YEAR FOR FISCAL YEARS 2012-2013, 2013-2014, AND 2014-2015**

- WHEREAS**, the Airport Commission, along with the County of San Mateo and the communities located in the County of San Mateo established the Airport/Community Roundtable ("Roundtable") in 1981; and
- WHEREAS**, by Resolution 92-0284, the Commission entered into an agreement with the County of San Mateo to support the Roundtable in its efforts to reduce aircraft noise impacts; and
- WHEREAS**, the County of San Mateo is the coordinating lead for the Roundtable and has used its resources to provide advisory and technical services to the Roundtable, including development of possible noise mitigation measures; and
- WHEREAS**, the Roundtable is funded by its membership and each member of the Roundtable reimburses the County of San Mateo for expenses for services rendered to the Roundtable; and
- WHEREAS**, the Roundtable has provided a valuable public forum for community members to work collaboratively with SFO, elected officials, Federal Aviation Administration representatives, and airlines operating at SFO to improve their quality of life by lessening aircraft noise; and
- WHEREAS**, the Commission utilizes the services provided by the Roundtable to enhance its aircraft noise abatement program, and values the credibility and support the Roundtable has demonstrated in its relationship with SFO for thirty years; now, therefore, be it
- RESOLVED**, that the term for this Agreement is from July 1, 2012 through June 30, 2015; and be it further
- RESOLVED**, that the Commission approve the Agreement No. 9258 with the County of San Mateo for partial reimbursement of costs and services provided to the Airport/Community Roundtable in an amount not to exceed \$220,000 per fiscal year for fiscal years 2012-2013, 2013-2014, and 2014-2015.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of* \_\_\_\_\_

**JUN 26 2012**

  
Secretary