



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 19, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Signature]*

From: Karen Henderson, MYR
William Lee, DEM
Shamica Jackson / Stacey Lo, PUC
Cynthia Avakian, AIR

Subject: **Personal Services Contracts Approval Request**

This report contains five (5) 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 |
|----------------------|--|-----------------------|
| \$13,277,000 | \$6,154,000 | \$291,394,461 |

Karen Henderson
Mayor's Office of Housing &
Community Development
1 South Van Ness Ave., 5th Flr.
San Francisco, CA 94103
415-701-5557

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3866

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

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

Table of Contents
PSC Submissions

| Regular PSCs | Department | Page |
|--------------------------|------------------------------------|-------------|
| 49852-14/15 | Mayor | 1 |
| 46096-14/15 | Department of Emergency Management | 13 |
| 41756-14/15 | Public Utilities Commission | 19 |
| 44655-13/14 | Airport Commission | 25 |
| | | |
| Modification PSCs | | |
| 39272-13/14 | Department of Emergency Management | 32 |

POSTING FOR

October 06, 2014

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

2014-10-06

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date |
|---------------|------------------------------------|-------------------|--|---------------------------------|-------------------------------|
| 49852 - 14/15 | MAYOR | \$875,000.00 | Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators. | October 1, 2014 | September 30, 2016 |
| 46096 - 14/15 | DEPARTMENT OF EMERGENCY MANAGEMENT | \$350,000.00 | Department of Emergency Management (DEM) is seeking a consulting firm with extensive Next Generation 9-1-1 telephone system expertise to plan and design the replacement of their current 9-1-1 telephone system. The consultant shall have extensive project management experience in implementing a National Emergency Number Association's recommended NG9-1-1 network and system. The consultant must have experience working with large public safety communication agencies and the unique technical and operational requirements of an agency the size of San Francisco. The Consultant will assess the existing system; define business and technical requirements; develop a detailed scope of work for submittal of a Request for Quote proposal; provide recommendations on a next generation system; and assist DEM in the vendor selection. | November 24, 2014 | September 30, 2016 |
| 41756 - 14/15 | PUBLIC UTILITIES COMMISSION | \$7,000,000.00 | San Francisco Public Utilities Commission (SFPUC) intends to award two (2) agreements, at \$3.5 million each, to perform engineering services to support SFPUC civil, structural, electrical, mechanical engineering staff, and for other specialized engineering services needed to complete engineering design projects at the Oceanside Water Pollution Control Plant as part of the Sewer System Improvement Program (SSIP). | January 2, 2015 | December 31, 2022 |
| 44655 - 13/14 | AIRPORT COMMISSION | \$5,000,000.00 | Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure. | November 3, 2014 | June 30, 2020 |

TOTAL AMOUNT \$13,225,000

63

**Posting for October 6, 2014
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 |
|------------------|-------------------------|------------------|-----------------|-------------------|--|---------------------------|
| 39272 - 13/14 | EMERGENCY MANAGEMENT | Regular | \$52,000 | \$150,000 | <p>Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco. Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive. Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.</p> | 11/15/2014- 04/30/2017 |

TOTAL MODIFIED AMOUNT: \$52,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MAYOR -- MYR Dept. Code: MYR

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Federal Lobbying Service

Funding Source: General Fund PSC Duration: 2 years
PSC Amount: \$875,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2016

1. Description of Work

A. Scope of Work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislations and regulatory actions can be significant and profound impact on the budget of the City and the legal requirements used by City departments. Effective advocacy for the City in the nations' capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues

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.
PSC - 4125-08/09

D. Will the contract(s) be renewed? Unknown at this time

2. Union Notification: On 08/01/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49852 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington, D.C.

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

1823,1824,

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

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes may be relevant to portions of the work, but there is no one particular class or group of classes that encompasses the knowledge, skills and expertise required for this work.

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

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises ... (see attachment).

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

YES NO

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

YES NO

B. Will the contractor train City and County employee?

YES NO

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

YES NO

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

YES NO

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

YES NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Holland & Knight

YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 08/29/2014 BY:

Name: Karen Henderson

Phone: 701-5557

Email: karen.henderson@sfgov.org

Address: 1 Dr, Carlton B. Goodlett Place, #433

San Francisco, CA 94103

Receipt of Union Notification(s)

Henderson, Karen (MYR)

From: dhr-psccordinator@sfgov.org on behalf of karen.henderson@sfgov.org
Sent: Friday, August 01, 2014 2:58 PM
To: Henderson, Karen (MYR); L21PSCReview@ifpte21.org; Henderson, Karen (MYR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49852 - 14/15

Follow Up Flag: Follow up
Flag Status: Flagged

RECEIPT for Union Notification for PSC 49852 - 14/15 more than \$100k

The MAYOR -- MYR has submitted a request for a Personal Services Contract (PSC)

49852 - 14/15 for \$875,000 for Initial Request services for the period 10/01/2014 – 09/30/2016. 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/3758> 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)

Personal Service Contract

49852 -14/15 Mayor

4B. Would it be practical to adopt a new civil service class to perform this work? Explain

Lobbying for the City covers a breadth of issues, which each issue taking priority at different times depending on current legislation. Outside firms have a pool of experts on staff available, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those resources to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional office staff, allowing them to develop stronger relationships. Adopting a new civil service class would not address these advantages.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: Feb. 27, 2009

DEPARTMENT NAME: Mayor's Office

DEPARTMENT NUMBER 25

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

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

TYPE OF SERVICE: Federal Lobbying Services

FUNDING SOURCE: General Fund

PSC AMOUNT: \$1,275,000 PSC DURATION: April 1, 2009 - June 30, 2013

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor shall conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City. The scope includes identifying potential legislation or regulation, representing the City's agenda to federal legislators, as well as advocating for the City's position with proposed legislation and budget appropriations with federal legislators. This requires maintaining good relationships with the staff of federal legislators.

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

Federal legislation and regulatory actions can have significant and profound impact on the budget of the City and the legal requirements faced by City departments. Effective advocacy for the City in the nation's capital is critical to advancing and securing the City's interests, particularly on federal appropriation issues.

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

The Mayor's Office currently contracts with a lobbying firm in Washington, DC for federal lobbying services on behalf of the City. The service was provided under PSC #4088-08/09.

D. Will the contract(s) be renewed: Unknown at this time.

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

L 21,864-2166 [Signature] 3/9/09
Union Name Signature of person mailing/faxing form Date

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

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

PSC# 4125-08/09 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: Approved by 3/11/09

II. SERVICE COMMISSION ACTION: 22

06 APR 10 09:46

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
extensive experience successfully representing municipal agencies on federal legislative and regulatory issues, including federal appropriations, tax legislation, accessing federal grants and government relations. Must perform the bulk of the work in Washington,

B. Which, if any, civil service class normally performs this work?
Classes 1824s and 1824s might do some portions of this work - reviewing and analyzing legislation - but there is no specific civil service class that does this work.

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

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

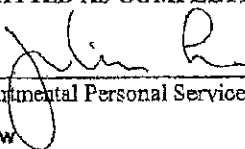
A. Explain why civil service classes are not applicable:
Civil service classes may be relevant to portions of this work, but there is no one particular class or group of classes that encompasses knowledge, skills and expertise required for this work.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Lobbying for the City covers a breadth of issues, with each issue taking priority at different times depending on current legislation. Outside firms have a pool of attorneys on staff available to them, allowing them to tap into expertise as the need arises. Because they represent many clients, they are also best able to use those attorneys to organize similar interests into effective lobbying forces. Also, because they represent many clients, they are in constant contact with Congressional offices, allowing them to develop stronger relations with them. Adopting a new civil service class would not address these advantages.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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



 Signature of Departmental Personal Services Contract Coordinator
 Julian Low

 Print or Type Name

 554-6491

 Telephone Number

1 Dr. Carlton B. Goodlett Pl., #443
 San Francisco, CA 94102

 Address

23

09:15:10 PM '96

Meeting Information

Archive Center >> Civil Service Commission >> 2009

back to Civil Service Commission home page

2009 2008 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998 1997

MINUTES

**Regular Meeting
April 6, 2009**

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

CALL TO ORDER

2:25 p.m.

ROLL CALL

| | |
|----------------------------------|--------------------------------|
| President Donald A. Casper | Present |
| Vice President Morgan R. Gorrone | Present |
| Commissioner Joy Y. Boatwright | Not Present (Notified absence) |
| Commissioner Mary Y. Jung | Present |
| Commissioner E. Dennis Normandy | Present |

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of March 16, 2009

Action: Approve. (Vote of 4 to 0)

0074-09-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|--|---------------------------------|-------------|---|------------------|----------|
| 4117-08/09 | Airport | \$750,000 | Will modernize SFO's network architecture to improve security, reliability and the delivery of new Shared Tenant Service (STS) offerings. | Regular | 03/31/14 |
| 4118-08/09 <i>Postpone to 4/20/09</i> | Fire Department | \$500,000 | Will perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing. | Regular | 12/31/11 |
| 4119-08/09 | Municipal Transportation Agency | \$500,000 | Will provide specialized professional and technical transportation planning, engineering and environmental services. | Regular | 05/30/11 |
| 4121-08/09 <i>Postpone to 4/20/09</i> | Recreation & Parks | \$1,500,000 | Will provide full Architectural and Engineering services for the Palega Playground, including schematic phase, design development, construction documents, cost estimating, construction administration and project closeout. | Regular | 06/30/11 |

- March 16, 2009:
- (1) Postpone PSC #4117-08/09 to the meeting of April 6, 2009 at the request of the Airport Commission.
 - (2) Postpone PSC #4118-08/09 to the meeting of April 6, 2009 at the request of the San Francisco Fire Department.
 - (3) Postpone PSC #4119-08/09 to the meeting of April 6, 2009 at the request of the Municipal Transportation Agency.
 - (4) Adopt the Human Resources Director's report on PSC #4121-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 2 to 2; Commissioners Casper and Boatwright dissent.) Continue to the meeting of April 6, 2009. (Three (3) votes are needed for Commission action.)

Speakers: Cynthia Avakian, Dee Quesada and Rene Leedman, San Francisco International Airport and Pam Covington and Richard Isen, IFPTE Local 21 spoke on PSC #4117-08/09.
Suzanne Chen-Harding, Municipal Transportation Agency spoke on PSC #4119-08/09.

- Action:**
- (1) Postpone PSC #4118-08/09 to the meeting of April 20, 2009 at the request of the San Francisco Fire Department. (Vote of 4 to 0)
 - (2) Postpone PSC #4121-08/09 to the meeting of April 20, 2009 at the request of Recreation and Parks Department. (Vote of 4 to 0)
 - (3) Adopt the Human Resources Director's report on PSC #4117-08/09 on the condition that the Airport Commission report back to the Commission within 30 days regarding its efforts to appoint a 1044 Principal IS Engineer and a 1070 IS Project Director and how the contractor is working with City employees to perform the ongoing maintenance of the system after completion of the project. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
 - (4) Adopt the Human Resources Director's report on PSC #4119-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0098-09-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-----------------------------------|-------------------------------------|---|--|------------------|----------|
| 1012-08/09 | Children, Youth, & their Families | \$1,039,750 | Will provide production and distribution of unitized meals to the children and youth enrolled in the 2009 Mayor's Summer Food Service Program. | Annual | 06/30/10 |
| 1013-08/09 | Airport Commission | \$125,000 | Will provide staffing and consulting services to the airport's noise reduction community forum, known as the Airport/Community Roundtable. | Annual | 06/30/10 |
| 1014-08/09 | Airport Commission | \$190,000 | Will provide an agreement to partially fund SamTrans owl bus service between SFO and San Francisco to the north and Palo Alto to the South. | Annual | 06/30/10 |
| 4124-08/09 | Office of Economic & Workforce Dev. | \$662,442 | Will provide preparation and adoption of amendment to the Candlestick State Recreation Area Plan, which is an environmental review document. | Regular | 12/31/10 |
| 4125-08/09 | Mayor's Office | \$1,275,000 | Will provide federal lobbying services for the City, including identifying and advocating for or against legislation/regulatory matters that impact the City. | Regular | 06/30/11 |
| 4126-08/09 | Arts Commission | \$100,000 | Will design, fabricate, deliver and install the art elements at the Rendell Museum. | Regular | 02/01/10 |
| 4127-08/09 | Police | \$200,000 | Will perform hair sample drug analysis to determine drug usage, and historical patterns of drug usage for police officer applicants, police reserve office applicants, police cadet applicants, and police service aide applicants for the Police Department. | Regular | 06/30/13 |
| 4128-08/09 | Children and Families Commission | \$165,000 | Will provide visual and performing arts residencies and related teacher training for early childhood settings, directly impacting 3,000 children, their families and teachers at Preschool for All (PFA) Sites. | Regular | 06/30/12 |
| 4129-08/09 | Public Works | \$3,000,000 | Will perform as-needed highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects. | Regular | 10/31/14 |
| 4123-08/09 | Film Commission | Increase Amount \$50,000 New Amount \$300,000 | Will digitally house photographs of San Francisco locations, both interior and exterior, suitable for still photography, commercial and feature filmmaking purposes. | Modification | 08/31/12 |
| 4119-07/08 Postpone to 4/20/09 | Port | Increase Amount \$800,000 New Amount \$1,300,000 | Will investigate environmental conditions in soil, groundwater and building materials at the Port's Pier 70 facility, including approximately 65 acres of land and approximately 416,000 square feet of building area. | Modification | 06/30/11 |
| 4041-08/09 | Department of Technology | Increase Amount \$507,682 New Amount \$3,186,966 | Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments. | Modification | 08/31/09 |
| 4112-09/00 | Public Works | Increase Amount \$22,000,000 New Amount \$52,000,000 | To provide architectural and engineering design services associated with Laguna Honda Hospital's Replacement Program. Additional redesign and construction administration services due to project delays. | Modification | 12/31/12 |

Speakers: Libby Albert and Artina Lim, Department of Children, Youth & Their Families spoke on PSC #1012-08/09.

Tiffany Bohee, Office of Economic Workforce Development spoke on PSC #4124-08/09.
 Mary Chau, Arts Commission spoke on PSC #4126-08/09.
 Tamerat Awetu and Severino (Jun) Caranto, Department of Public Works spoke on PSC #4129-08/09.
 Stefanie Coyote and Christine Munday, Film Commission spoke on PSC #4123-08/09.

- Action:**
- (1) Postpone PSC #4119-07/08 to the meeting of April 20, 2009 at the request of the Port of San Francisco. (Vote of 4 to 0)
 - (2) Adopt the Human Resources Director's report on PSC #4123-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0; Commissioner Jung missed vote.)
 - (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

Note: President Donald Casper presented the following statement regarding PSC #1012-08/09: In passing upon personal services contracts, the basic test employed by this Commission is whether the proposed services "are of such a nature that they could be performed by one selected under the provisions of civil service." (*State Compensation Ins. Fund v. Riley* (1936) 9 Cal.3d 126, 135.) The restriction on contracting out the City's work is not found in any express provision of the Charter. "Rather, it emanates from an implicit necessity for protecting the policy of the organic civil service mandate against dissolution and destruction." (*California State Employees' Assn. v. Williams* (1970) 7 Cal.App.3d 390, 397.) That is the basis for this Commission's jurisdiction with respect to personal services or outsourcing contracts.

Here, the proposed services are to be performed by classified or non-certified employees of the San Francisco Unified School District to implement the Mayor's 2009 Summer Food Service Program. The Department of Children, Youth and Their Families seeks approval of a contract with the School District for the preparation of daily lunches by District personnel employed in food service classifications, including 2604 Food Service Worker, 2618 Food Service Supervisor, and 2650 Assistant Cook.

As provided by Section 45318 of the State Education Code, classified or non-certificated personnel of the San Francisco Unified School District are employed pursuant to the merit system provisions of the City Charter. They are subject to the control of this Commission and, as such, are members of the City's classified civil service. (*Evans v. San Francisco Unified School Dist.* (1989) 209 Cal.App.3d 1478, 1481.)

Therefore, not only will the services rendered under the proposed Summer Food Service Program contract with the School District be of a nature that they could be performed by members of the City's classified civil service. The services will in fact be performed by them. The integrity of the merit system will not be endangered. In my opinion, it was unnecessary to have brought this contract to this Commission for review. The Department of Children, Youth, and Their Families recognizes my position in this regard. It has submitted the contract to this Commission to escape a procedural, no, bureaucratic knot in the Controller's office. I vote to approve the contract only to assist the Department in achieving the contract's purpose. While civil service time may be measured in very long increments, life is still too short. The Executive Officer informed the Commission that she advised the Department to submit the PSC request for approval by the Commission. In the event the Department does not use School District civil service personnel, the approval is in place and there is no delay in providing the service.

0099-09-3 Request by John Radogno, Shop Steward, Teamsters Local 856 for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Item No. 7)

Disclosure: Vice President Morgan Gorrone disclosed that he is a former member of Teamsters Local 856 and that it will not affect his ability to be fair.

Speakers: Anita Sanchez, Executive Officer
 John Radogno, Appellant
 Allison Magee, Juvenile Probation

Action: Deny the request by John Radogno for reconsideration of the Civil Service Commission action of December 1, 2008 granting status to Troy B. Hines and Tracy Haynes from Class 8323 Senior Counselor, Boys Ranch School to Class 8322 Senior Counselor, Juvenile Hall. (Vote of 4 to 0)

0079-09-1 Report of Inspection Service Review regarding minimum qualifications for Class 4265 Senior Real Property Appraiser, Office of the Assessor-Recorder. (Item No. 8)

March 2, 2009: The Commission requested staff to conduct an inspection service of the review of qualifications for Class 4265 examinations.

Speakers: Luz Morganti, Civil Service Commission

Action:

Accept the report and direct the Executive Officer to instruct departments to verify experience and education in reviewing the minimum qualifications of applicants. (Vote of 4 to 0)

0100-09-1 Department of Human Resources Report on the Position-Based Testing Program. (Item No. 9)

Speakers: John Kraus, Department of Human Resources
Stephanie Mayorga-Tipton, Department of Human Resources
Anna Biasbas, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0101-09-1 Department of Human Resources Annual Report on Provisional Appointments. (Item No. 10)

Speakers: John Kraus, Department of Human Resources

Action: Accept the report. (Vote of 4 to 0)

0565-08-1 Progress Report: Salary Setting for the City and County of San Francisco Board of Supervisors for a five (5) year cycle, effective July 1, 2009 through June 30, 2014, in accordance with Charter Section 2.100 (Item No. 11)

December 15, 2008: Accept the staff report on the Preliminary Work Plan – Salary Setting for the City and County of San Francisco Board of Supervisors, effective July 1, 2009 through June 30, 2014 in accordance with Charter Section 2.100. The Commission requested the City Attorney's opinion on the provision in Charter Section 2.100 regarding the City and employee organizations amending compensation provisions of existing memorandum of understanding to reduce costs and information on other national consolidated cities and counties.

January 5, 2009: Accept the staff report; Proceed with the salary survey and report progress to the Commission.

February 2, 2009: Accept the report.

March 2, 2009: **Accept the report.**

Speakers: Luz Morganti, Civil Service Commission

Action: Accept the report. (Vote of 4 to 0)

0102-09-1 Review of Pending Appeals Log as of March 31, 2009. (Item No. 12)

Speakers: Anita Sanchez, Executive Officer
Jennifer Johnston, Department of Human Resources

Action: Accept the report. Directed Executive Officer to check availability of hearing rooms, notify departments and begin scheduling hearings.

The Executive Officer will inform all departments that the Commission directed that all appeals be scheduled as soon as possible and that they should be prepared to come before the Commission within two weeks from date of notice.
(Vote of 4 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 13)

Alexis Torres, IFPTE Local 21 introduced Dara Geckeler who appealed to the Commission to have the Department of Human Resources conduct an examination for 2822 Health Educator. Ms. Geckeler has been a provisional 2822 Health Educator appointee for three (3) years.

Virginia Morgan is pleased to see the Commission is in the process of scheduling the backlog of appeals.

Ging Louie, IFPTE Local 21 expressed his disappointment in the Recreation and Parks Department for postponing the PSC #4121-08/09 without notification to IFPTE Local 21.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 14)

President Donald A. Casper requested an inspection into the procedures utilized by departments in verifying information on employment applications of past and current employees.

ADJOURNMENT

5:07 p.m.

Vice President Morgan R. Gorrone requests that the Commission adjourn the meeting in memory of Oakland police officers Sergeant Mark Dunakin, Sergeant Ervin Romans, Sergeant Daniel Sakai, and Officer John Hege who gave their lives in the line of duty on March 21, 2009.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECD Dept. Code: ECD

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

Type of Approval: Expedited Regular Omit Posting

Type of Service: New Generation 911 (NG911) Telephone System Replacement Project Consultant

Funding Source: General Fund-Continuing Project PSC Duration: 1 year 44 weeks
PSC Amount: \$350,000 PSC Est. Start Date: 11/24/2014 PSC Est. End Date: 09/30/2016

1. Description of Work

A. Scope of Work:

Department of Emergency Management(DEM)is seeking a consulting firm with extensive Next Generation 9-1-1 telephone system expertise to plan and design the replacement of their current 9-1-1 telephone system. The consultant shall have extensive project management experience in implementing a National Emergency Number Associations I3 recommended NG9-1-1 network and system. The consultant must have experience working with large public safety communication agencies and the unique technical and operational requirements of an agency the size of San Francisco. The Consultant will assess the existing system; define business and technical requirements; develop a detailed scope of work for submittal of a Request for Quote proposal; provide recommendations on a next generation system; and assist DEM in the vendor selection.

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

The existing 9-1-1 telephone equipment is manufacture discontinued end of life. With the next generation of phone system, DEM will follow the State 9-1-1 and National Emergency Number Associations requirements for system specifications, design and installation. The Consultant will guide DEM through the process as defined above to meet both State and National Next Generation 9-1-1 specifications. The DEM does not have the expertise required to define Public Safety standards for performance and reliability to meet the Next Generation 9-1-1 Systems....(see attachment).

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 last system procurement and installation was 1999 when 1011 Turk Street was built. The procurement process was managed and developed under the Construction and Development Project utilizing the expertise of qualified Consultants.

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

2. Union Notification: On 08/27/2014, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46096 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/06/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 Extensive project management experience in implementing an i3 Next Generation 9-1-1 telephone system

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. Contractor will not provide parts and services to maintain the existing or new 9-1-1 telephone system

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The project manager for the NG9-1-1 project requires extensive project management experience in implementing an i3 NG9-1-1 network and system. The consultant must have experience working with large 9-1-1 call centers and extensive back ground and experience developing systems that meet the National Emergency Number Association and State 9-1-1 standards.

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

No, once this project completes it will be 5 to 7 years before DEM will evaluate the need to replace/or upgrade the 9-1-1 system.

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 09/11/2014 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA 94102

Receipt of Union Notification(s)

Chan, Grace (ECD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Wednesday, August 27, 2014 10:16 AM
To: Lee, William (ECD); leah.berlanga@seiu1021.org; gail@sfddlocal1798.org; cityworker@sfcwu.org; davidmkensten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pachbell.net; ablood@ciroseiu.org; pxarhnen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; mlkchell@twustf.org; grojo@local39.org; jduritz@uapd.com; staff@sfrnea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.carham@seiu1021.org; Joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LUNNA.local1261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfrnea.com; ecdernvoter@aol.com; tyra.thiang@seiu1021.org; Chan, Grace (ECD); Isen, Richard (TTS); DHR-PSCCoordinator, DHR (HRD)

Subject: Receipt of Notice for new PCS over \$100K PSC # 46096 - 14/15

RECEIPT for Union Notification for PSC 46096 - 14/15 more than \$100K

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 46096 - 14/15 for \$350,000 for Initial Request services for the period 11/24/2014 -- 09/30/2016. 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://adps.sfgov.org/dhrtupal/node/3854> 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)

Answer to Question 1B:

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

Without the expertise of a qualified 9-1-1 consultant DEM risks installing a product that will not meet the National Standard for next generation 9-1-1 call processing and technology enhancements. Costs to upgrade would then be required of The City as State funding would not be available to support the required hardware and software upgrades.

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: Planning and Engineering Services for Oceanside Plant (CS-1004)

Funding Source: Sewer System Improv. Prog Funds PSC Duration: 8 years
PSC Amount: \$7,000,000 PSC Est. Start Date: 01/02/2015 PSC Est. End Date: 12/31/2022

1. Description of Work

A. Scope of Work:

San Francisco Public Utilities Commission (SFPUC) intends to award two (2) agreements, at \$3.5 million each, to perform engineering services to support SFPUC civil, structural, electrical, mechanical engineering staff, and for other specialized engineering services needed to complete engineering design projects at the Oceanside Water Pollution Control Plant as part of the Sewer System Improvement Program (SSIP).

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

SFPUC is working on the \$6.9 billion SSIP. The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design on projects. Some components of these projects require special expertise in wastewater treatment plant design, which is not available from City employees. If these services are not available, projects will not be completed to the highest quality.

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. Design (and design support during construction) work for the Oceanside Treatment Plant was completed by City engineering staff. There is substantially more work than can be completed with in-house engineers within the planned schedules. Also, some of the services require specialized expertise, which is not available from City employees.

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

2. Union Notification: On 08/11/2014, 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# 41756 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/06/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Structural, electrical, and mechanical and civil engineering, in planning, and design, and design support during construction of wastewater treatment facilities are needed. Areas of specialized engineering experience, including grit removal, odor control, and digester gas utilization are also required.

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:

Civil service classes listed 5203, 5207, and 5241 are applicable, and are being used. However, specialized engineering will be required that is not normally performed by engineers in these 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 the Department does not hire for peak workload, to lay off engineering staff at the end of a project(s).

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 08/12/2014 BY:

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

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

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Monday, August 11, 2014 4:15 PM
To: Lo, Stacey; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41756 - 14/15

RECEIPT for Union Notification for PSC 41756 - 14/15 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 41756 - 14/15 for \$7,000,000 for Initial Request services for the period 01/02/2015 – 12/31/2022. 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/3799> 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)

PSC No. 41756-14/15: Question 4H

4H. If the request is for 5 years or more, please provide upload explanation:

Per the Sewer System Improvement Program (SSIP) project schedule, the projects for this contract for the Oceanside Plant have been allocated seven (7) years in duration from the start of the planning phase to the construction completion phase. Design support services during construction is usually provided by the designer of record (the engineer who stamps the engineering drawings). The engineering workload has substantially increased and consultants are needed to meet peak workload demands for planning and engineering design on projects. This is why we need 7 years to complete these planning and engineering services.

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: As-Needed Engineering Support Services

Funding Source: AIR-Operating Funds PSC Duration: 5 years 34 weeks
PSC Amount: \$5,000,000 PSC Est. Start Date: 11/03/2014 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

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

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, 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. This is a new request.

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

2. Union Notification: On 08/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.

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

5201,5203,5207,5211,5218,5241,5364,

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

To be determined based on the nature of the task.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.

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

No, these as-needed projects are temporary in nature and do not justify permanent staffing.

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?
 N/A
- 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 09/09/2014 BY:

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

Address: PO Box 8097 San Francisco, CA 94128

Receipt of Union Notification(s)

Christina Chiong

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, August 08, 2014 4:50 PM
To: Cynthia Avakian; L21PSCReview@ifpte21.org; Christina Chiong; Richard Isen; DHR-PSCCoordinator
Subject: Receipt of Notice for new PCS over \$100K PSC # 44655 - 13/14

RECEIPT for Union Notification for PSC 44655 - 13/14 more than \$100k

The AIRPORT COMMISSION – AIR has submitted a request for a Personal Services Contract (PSC) 44655 - 13/14 for \$5,000,000 for Initial Request services for the period 11/03/2014 – 06/30/2020. 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/3428> 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)

As-Needed Engineering Services
PSC # 4655-13/14
Term Justification

The PSC term will correspond to the contract duration of five (5) years, with anticipated start date of November, 2014, through the end of the fiscal year, June, 2020. The implementation of the Airport's five (5)-year Capital Improvement Program requires Engineering Services that include Airfield Design for the development of planning and design documents for any or all design phases; and special design services, studies, surveys, and reports for the timely and efficient delivery of construction projects in the Airport's Design & Construction (D&C) division. This contract will augment the staff of the D&C division in Airfield Design and provide specialized expertise for the preparation of design documents during the planning and design development phases for construction projects within the Airport's 5-year Capital Improvement Program.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT Dept. Code: ECD

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 39272 - 13/14)

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

Type of Service: Development of Medical Plan Submission & Review Platform

Funding Source: SB12/1773 Revenue
PSC Original Approved Amount: \$98,000 PSC Original Approved Duration: 05/01/14 - 04/30/17 (3 years)
PSC Mod#1 Amount: \$52,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$150,000 PSC Cumulative Duration Proposed: 3 years

1. Description of Work

A. Scope of Work:

Project Senola, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

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

SF Traffic Code requires IScott to review & approve applications for temp use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an EMS plan to EMS agency for review. This policy identifies specific mitigation efforts, such as EMT... (please see attachment for additional information)

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

Services have been provided in the past through earlier PSC request. See 39272 - 13/14

D. Will the contract(s) be renewed? This contract will include two option years

2. Union Notification: On 09/04/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39272 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/06/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

This project will require systems design knowledge and expertise in content management systems and web-interface designs

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

1052, 1053, 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:

The department does not have the available employees within the forementioned classifications to work on this project. Department approached DTIS to participate in the project, but DTIS declined a request. As such, department is requesting the services to be contracted out.

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

No. Civil service classes exist that could potentially perform the work. However, the department currently does not have staffing that can commit adequate time to the project.

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

YES NO

- A. Will the contractor directly supervise City and County employee? YES NO
- B. Will the contractor train City and County employee?
4 hours for the Emergency Medical Services Specialist YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes. Vendor selected from RFP process will complete the work YES NO

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

ON 09/04/14 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

Receipt of Union Notification(s)

Leung, Patrick (DEM) (ECD)

From: dhr-psccordinator@sfgov.org
Sent: Thursday, September 04, 2014 11:53 AM
To: Lee, William (ECD); L21PSCReview@ifpte21.org; Leung, Patrick (DEM) (ECD); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 39272 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a modification request for a Personal Services Contract (PSC) for \$52,000 for services for the period November 15, 2014 - April 30, 2017. 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/>
Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

The San Francisco Traffic Code requires the Interdepartmental Staff Committee on Traffic and Transportation (ISCOTT) to review and approve applications for temp use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an Emergency Medical Services (EMS) plan to Emergency Medical Services Agency for review. This policy identifies specific mitigation efforts, such as Emergency Medical Technician (EMT) or Paramedic Ambulance staffing, which is required for mass gathering events. This project is necessary to improve the efficiency of the review process for EMS plan submissions. This will allow for better customer service by the department for the event organizers. If denied, department will continue using the manual process, which may lead to delay or cancellation of events wherein EMS plan is not approved within timeframe.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD Dept. Code: ECD

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Development of Medical Plan Submission & Review Platform

Funding Source: SB12/1773 Revenue PSC Duration: 3 years
PSC Amount: \$98,000 PSC Est. Start Date: 05/01/2014 PSC Est. End Date: 04/30/2017

1. Description of Work

A. Scope of Work:

Project Senoia, organized through the San Francisco Department of Emergency Management (DEM), is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco DEM seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.

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

SF Traffic Code requires ISCOTT to review & approve applications for temp use or occupancy of public street, fair, or athletic events that includes dispensing beverages. Applicants shall also submit an EMS plan to EMS agency for review. This policy identifies specific mitigation efforts, such as EMT...(please see attachment for additional information)

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 PSC request. The review process is currently done primarily through email. It is currently a tedious process, due to the volume of correspondences and documents that may be included with each event.

D. Will the contract(s) be renewed? This contract will include two option years

2. **Union Notification:** On 04/23/2014, the Department notified the following employee organizations of this PSC/RF request: Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39272 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/24/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
 This project will require systems design knowledge and expertise in content management systems and web-interface designs

B. Which, if any, civil service class(es) normally perform(s) this work?
 1052,1053,1062,1063,

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:

The department does not have the available employees within the forementioned classifications to work on this project. Department approached DTIS to participate in the project, but DTIS declined a request. As such, department is requesting the services to be contracted out.

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

No. Civil service classes exist that could potentially perform the work. However, the department currently does not have staffing that can commit adequate time to the project.

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? 4 hours for the Emergency Medical Services Specialist | <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 05/02/2014 BY:

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk Street San Francisco, CA

City and County of San Francisco

Request for Proposals for

Project Senoia



| | |
|--------------------------|-------------------------|
| Date issued: | March 4, 2014 |
| Pre-Proposal Conference: | 11 a.m., March 24, 2014 |
| Proposal due: | 5 p.m., April 21, 2014 |

Request for Proposals for Project Senoia

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| I. Introduction and Schedule | 1 |
| II. Scope of Work | 2 |
| III. Submission Requirements..... | 3 |
| IV. Evaluation and Selection Criteria | 5 |
| V. Pre-proposal conference and Contract award | 7 |
| VI. Terms and Conditions for Receipt of Proposals | 8 |
| VII. Contract Requirements | 13 |
| VIII. Protest Procedures | 15 |

Appendices:

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$50,000 and over document (separate document).
Proposers must submit the following forms:

- Form 2A CMD Contract Participation form
- Form 2B CMD "Good Faith" Outreach Requirements form
- Form 3 CMD Non-discrimination Affidavit
- Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

- Form 4 Joint Venture Participation Schedule (if applicable)

- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-500) separate document

RFP for **Project Senoia**

**Request for Proposals for
Project Senoia**

I. Introduction and Schedule

A. General

San Francisco Department of Emergency Management's Division of Emergency Services is seeking a firm to create an open source planning capability (using existing processes) designed to streamline medical planning for public events.

The audience for Project Senoia is, first and foremost, event producers and emergency medical services providers. Producers and medical providers provide pertinent information about the event, the audience and their potential medical needs; simplifying that process will ease the exchange of information and further serve to protect the public. Additionally, civic regulators will benefit from the electronic and open exchange of information, mainly by furthering transparency and documenting communication flow in the medical planning process.

The contract shall have an original term of One (1) year. In addition, the City shall have two (2) options to extend the term for a period of one (1) year each, which the City may exercise in its sole, absolute discretion.

B. Schedule

The anticipated schedule for selecting a consultant is:

| <u>Proposal Phase</u> | <u>Date</u> |
|--|--------------------------------|
| RFP is issued by the City | March 4, 2014 |
| Deadline for submission of written questions or requests for clarification | March 18, 2014 |
| Pre-Proposal Conference | March 24, 2014 @ 11am |
| Proposals due | April 21, 2014 @ 5pm |
| Oral interview with firms selected for further consideration | Announced, if deemed necessary |

RFP for Project Senoia

II. Scope of Work

Project Senoia, organized through the San Francisco Department of Emergency Management, is a user designed, open source, custom data entry form and database designed to streamline medical planning for public events in San Francisco.

Using existing protocols for medical planning and public events, the San Francisco Department of Emergency Management seeks a prototyped and user tested data entry form and database solution which provides an interface for requested data from event promoters and medical providers for events exceeding 2,500 attendees. The solution must demonstrate substantive back-end support to maintain a database of multiple events (exceeding 2,000) per year with the potential for multiple event years within the database archive.

Additionally, the system must include the following capabilities: unique user login, custom data entry form, custom documentation and the ability for users to edit requests post review from Regulators, searchable content capability, ability to upload files and images, and the potential for mapping capabilities, through Google Maps.

The system will allow for multiple partners to be invited to participate in the event submission and approval process, while keeping the submission and approval process available publicly on the web.

Any technologies including, but not limited to, web hosting, analytics and submission technologies should be specified within the scope of work.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to complete Project Senoia. Proposing teams may suggest a modified scope as part of their proposal.

1. Conduct design research on current Medical Planning for Public Events and develop needs assessment
2. Prototype solution(s) with defined user group
3. Installation, Development and Usability testing
4. Maintenance plan

RFP for Project Senoia

III. Submission Requirements

C. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m., on Monday, April 21, 2014. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with San Francisco Department of Emergency Management at 30 Van Ness Ave, Suite 3300 or mailed to:

**San Francisco Emergency Management
30 Van Ness Ave., Suite 3300
San Francisco, CA 94102
ATTN: Alicia D. Johnson**

Proposers shall submit **two (2)** copies of the proposal separately bound, the required CMD Forms in a sealed envelope clearly marked **Project Senoia** to the above location. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

D. Format

Please use recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

You must also submit an electronic version of the proposal. Electronic submissions may be submitted via CD, USB drive or email to Alicia.Johnson@sfgov.org.

E. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to two (2) pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach (up to two (2) pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

3. Firm Qualifications (up to four (4) pages)

Provide information on your firm's background and qualifications which addresses the following:

- d. Name, address, and telephone number of a contact person; and
- e. A brief description of your firm, as well as how any joint venture or association would be structured; and

RFP for Project Senoia

f. A description of not more than two (2) projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications (up to four (4) pages)

g. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.

h. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to two (2) pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the name, address and telephone number of at least **three (3)** but no more than **five (5)** recent clients (preferably other public agencies).

6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

i. Total fee for each of the disciplines identified in the Scope of Work with a not-to-exceed figure; and

j. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

RFP for Project Senoia

IV. Evaluation and Selection Criteria

F. Minimum Qualifications

- The following are minimum qualifications for Project Senoia:
- Team must include, at minimum one (1) web developer, one (1) analyst, one (1) user researcher and one (1) designer each with demonstrated experience
- Team must understand and participate in the civic design and development space, enabling Project Senoia to develop in an innovative and low risk setting
- Team must demonstrate a proven user-centric problem solving methodology
- Team must adhere to the "Design Thinking" methodology, to include: Research, Define, Ideate, Prototype and Test
- Team must be comfortable with open source technology development and be willing to create an open source solution.

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in **medical planning, event development and emergency management**. The City intends to evaluate the proposals generally in accordance with the criteria itemized below. Up to **three (3)** of the firms with the highest scoring proposals will be interviewed by the committee to make the final selection.

7. Project Approach (30 points)

- k. Understanding of the project and the tasks to be performed, etc.
- l. Reasonableness of work schedule and fee proposal.

8. Assigned Project Staff (10 points)

- m. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
- n. Professional qualifications and education; and
- o. Workload, staff availability and accessibility.

9. Experience of Firm and Subconsultants (10 points)

- p. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
- q. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
- r. Experience with similar projects; and
- s. Results of reference checks.

RFP for Project Senoia

10. Oral Interview

The San Francisco Department of Emergency Management reserves the right to interview the final three (3) candidates before choosing an awardee. Should an interview process be determined necessary, criteria for review will be circulated at that time.

V. Pre-proposal conference and Contract award

C. Pre-Proposal Conference

There will be a Pre-Proposal Conference on March 24, 2015 at 11 a.m. The conference will convene at 30 Van Ness Ave., Suite 3300. Should you have questions regarding the pre-proposal conference please contact Alicia.Johnson@sfgov.org.

Proposers are encouraged to ask clarification questions via email. Please send an email to Alicia Johnson at Alicia.Johnson@sfgov.org with the subject line: **Project Senoia RFP Question**. All questions will be addressed via email and any available new information will be provided electronically or posted to the City RFP website.

D. Contract Award

The San Francisco Department of Emergency Management will select a proposer with whom the San Francisco Department of Emergency Management staff shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the San Francisco Department of Emergency Management, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

E. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Alicia D. Johnson at Alicia.Johnson@sfgov.org with Subject Line: Project Senoia RFP Question

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

RFP for Project Senoia

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

11. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.

12. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.

13. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

RFP for Project Senoia

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

14. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
15. Reject any or all proposals;
16. Reissue a Request for Proposals;
17. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
18. Procure any materials, equipment or services specified in this RFP by any other means; or
19. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

RFP for Project Senoia

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

20. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is 5 % of the total value of the goods and/or services to be procured.

Proposers are advised that effective July 1, 2013, all prime consultants will be required to upload invoices and enter sub-consultant payment information into the City's secure web based system called the Local Business Enterprise Utilization Tracking System (LBEUTS). This requirement is in addition to any other requirements for requesting payment from the City. The information previously submitted through CMD Forms 7 and 9 will now be entered into the LBEUTS for each invoice or progress payment. Prior to the Notice to Proceed, the prime consultant will be required to enter sub-consultant information into LBEUTS. The prime consultant will then be required to enter information before and after each progress payment or invoice. After payment, sub-consultants will be required to confirm receipt of payment through LBEUTS. The Contract Monitoring Division (CMD) will use this information to monitor compliance with the 14B Ordinance.

It is strongly encouraged that each consultant receives training in LBEUTS prior to the Notice to Proceed. For more information about LBEUTS and upcoming training sessions, please go to <http://www.sfgsa.org/LBEUTS>.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C)&(D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts. However, pursuant to 14B.8 (B), if a proposer submits proposal demonstrating LBE participation that exceeds 35% of the established LBE sub consulting participation goal for the project, the proposer will not be required to conduct good faith efforts or to file evidence of good faith efforts as required in Sections 14B.8 (D) & (E). A certified Small and/or Micro LBE prime proposer may count its participation towards meeting the good faith outreach exceptions set forth in 14B.8(B).

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of

RFP for Project Senoia

contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415)581-2310. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

- t. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or
- u. 7.5% to a joint venture with certified Micro and Small LBE participation, whose participation equals or exceeds 40%; or
- v. 5% to joint venture with certified Micro and/or Small LBE participation, whose participation is equal to or exceeds 35%, but is under 40%
- w. 10% to a certified non-profit entity.
- x. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

The rating bonus will be applied by adding 5%, 7.5%, or 10% (as applicable) to the score of each firm eligible for a bonus for the purpose of determining the highest ranked firm.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. CMD Forms to be Submitted with Proposal

y. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form 2-B, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

z. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may call the Finbarr Jewell, Contract Compliance Officer at (415)554-8360 or via email at Finbarr.Jewell@sfgov.org

VII. Contract Requirements

O. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits, (§section 34 in the Agreement); the Minimum Compensation Ordinance (§section 43 in the Agreement); the Health Care Accountability Ordinance (§section 44 in the Agreement); the First Source Hiring Program (§section 45 in the Agreement); and applicable conflict of interest laws (§section 23 in the Agreement), as set forth in paragraphs B, C, D, E and F below.

P. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at <http://sfgsa.org/index.aspx?page=6125>

Q. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §section 43.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

R. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

S. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First

RFP for Project Senoia

Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

T. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

Protest Procedures

U. Protest of Non-Responsiveness Determination

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by

RFP for Project Senoia

a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

**San Francisco Department of Emergency Management
30 Van Ness Ave., Suite 3300
San Francisco, CA 94102**

ATTN: Alicia D. Johnson

Appendix B

Standard Forms

The requirements described in this Appendix are separate from those described in Appendix A.

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor's answers have changed. To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 581-2310.

| Item | Form name and Internet location | Form | Description | Return the form to; For more info |
|------|---|------|---|---|
| 1. | Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf | W-9 | The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number. | Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702 |
| 2. | Business Tax Declaration http://sfgsa.org/index.aspx?page=4762 | P-25 | All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector | Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702 |
| 3. | S.F. Administrative | CMD- | Contractors tell the City if their | Contract Monitoring |

| Item | Form name and Internet location | Form | Description | Return the form to; For more info |
|------|--|---------|--|---|
| | Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index.aspx?page=6125 In Vendor Profile Application | 12B-101 | personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract. | Division 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6059 (415) 581-2310 |
| 4. | CMD LBE Certification Application http://sfgsa.org/index.aspx?page=6130 In Vendor Profile Application | | Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date. | Contract Monitoring Unit 30 Van Ness Ave., Suite 200 San Francisco, CA 94102-6059 (415) 581-2310 |

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/oca/
Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=6058>
Equal Benefits forms: <http://sfgsa.org/index.aspx?page=6125>
LBE certification form: <http://sfgsa.org/index.aspx?page=6130#Section%20V>