



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: February 13, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan *Micki*  
Human Resources Director

From: Sung Kim, DPW  
Cynthia Hamada, MTA  
Genie Wong, POL

Subject: **Personal Services Contracts Approval Request**

This report contains four (4) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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
\$3,290,000	\$41,147,770	\$856,332,565

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

Cynthia Hamada  
Municipal Transportation Agency  
1 South Van Ness Ave., 6<sup>th</sup> Floor  
San Francisco, CA 94103  
415-701-5381

Genie Wong  
Police  
850 Bryant Street, #511  
San Francisco, CA 94103  
415-553-1736

Table of Contents  
PSC Submissions

<b>Regular PSCs</b>	<b>Department</b>	<b>Page</b>
43935-14/15	Public Works	1
49167-14/15	Public Works	13
47403-14/15	Municipal Transportation Agency	23
45100-14/15	Police	27

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

Home &gt;

**POSTING FOR****March 02, 2015****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-03-02

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>
43935 - 14/15	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$400,000.00	Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis. In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an Independent constructability reviewer provides. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each.	December 8, 2014	June 30, 2018
49167 - 14/15	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$400,000.00	Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.	December 5, 2014	June 30, 2018
47403 - 14/15	MUNICIPAL TRANSPORTATION AGENCY	\$450,000.00	The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.	June 1, 2015	May 31, 2018
45100 - 14/15	POLICE	\$2,040,000.00	Vendor will provide Community Based Crime Prevention and Education Services as follows: 1. Community policing work with each district station 2. Neighborhood watch organizing 3. Residential and commercial security services 4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations 5. Bicycle safety registration for bicycle theft prevention 6. Special Projects and Community Events  All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience serving San Francisco's diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.	July 1, 2015	June 30, 2018

**TOTAL AMOUNT \$3,290,000**

2/11/2015

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW Dept. Code: DPW

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: As-Needed Landscaping Constructability Reviewer Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 3 years 29 weeks  
PSC Amount: \$400,000 PSC Est. Start Date: 12/08/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis.

In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. The City intends to award two (2) contracts for \$200,000 each, and contract duration of two (2) years each.

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

Landscaping Constructability Review is a specialized professional service that is out of the Building, Design, and Construction Division's (BDC) area of expertise. Landscape Constructability Review consultants are experienced in this area. As this data is not something which we provide at the BDC, denial of this service would require us to utilize this service through sub-consultants from our pool of As-Needed contracts and pay additional administrative fees (i.e. sub-consultant mark up). This could also cause delays to meet deadlines for critical projects. The BDC is requesting to have our own pool of "As-Needed" Landscaping Constructability Review consultants for our projects.

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.

Landscaping Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide Landscaping Constructability Review services. The most recent approved PSC for as-needed architectural contract is PSC No. 4095-09/10... (please see attachment for full response)

D. Will the contract(s) be renewed? No, we have no plans to renew the contract at this time.

2. Union Notification: On 12/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43935 - 14/15

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 03/02/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultant must be experienced in landscape architecture design and/or construction inspections and construction management of projects involving landscape architecture. Consultants must have been in business for a minimum of 5 years and must provide at minimum of 5 sample projects to demonstrate its experience. Experience must include providing constructability reviews of landscape designs drawings and specifications to determine if there are built-in problems and... (please see attachment for full response)

B. Which, if any, civil service class(es) normally perform(s) this work?  
5262,5272,5274,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

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

- \* The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- \* Project requires third party Consultant Review to ensure that a high quality product is provided.

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

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

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

YES    NO

- |  |                          |                                     |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>No, training will not be provided for this service (please see attachment) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?                         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 01/29/2015 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

# **Receipt of Union Notification(s)**



**Tsang, Tiffany**

---

**From:** dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org  
**Sent:** Monday, December 08, 2014 3:35 PM  
**To:** Kim, Sung; L21PSCReview@ifpte21.org; Tsang, Tiffany; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43935 - 14/15

RECEIPT for Union Notification for PSC 43935 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43935 - 14/15 for \$400,000 for Initial Request services for the period 12/08/2014 - 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4274> 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)**

Additional Information to include with PSC Form 1 – PSC#43935 - 14/15

Service: As-Needed Landscaping Constructability Reviewer Services

**1.C.** *Landscaping Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide Landscaping Constructability Review services. The most recent approved PSC for as-needed architectural contract is PSC No. 4095-09/10. Please also refer to our last As-Needed Architectural Services RFQ for our pool of 2013 consultants/contracts, per attached.*

**3.A.** *Consultant must be experienced in landscape architecture design and/or construction inspections and construction management of projects involving landscape architecture. Consultants must have been in business for a minimum of 5 years and must provide at minimum of 5 sample projects to demonstrate its experience. Experience must include providing constructability reviews of landscape designs drawings and specifications to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule.*

*Constructability Reviews can be defined as follows:*

***An independent and structured review of construction bid documents by construction professionals to make certain that the work requirements are clear, the documents are coordinated, and that they assist the contractor in bidding, construction and project administration to result in reduced impacts to the project.***

**5.B.** *No, training will not be provided for this service, as this would require the City to hire an individual with this specialized background. This service will only be utilized on an as-needed basis so there is no ongoing demand to justify the hiring of permanent City staff.*



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

March 18, 2010

MORGAN R. GORRONO  
PRESIDENT

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY  
VICE PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

DONALD A. CASPER  
COMMISSIONER

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG  
COMMISSIONER

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

GOVERNMENT ADMINISTRATIONS  
DPW

10 MAR 22 AM 11:00

RECEIVED

### Attachment

- c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Mary Ng, Department of Human Resources  
Shawn Wallace, San Francisco Police Department  
Commission File  
Chron

**RECEIVED**  
**10 MAR 22 AM 11:00**  
**DPW**  
**CONTRACT ADMINISTRATIONS**

**POSTING FOR**  
**3/1/2010**  
**PROPOSED PERSONAL SERVICES CONTRACTS - Regular**

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
* 4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	6/30/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: \$3,000,000\* PSC DURATION: 5/1/2010 - 8/30/2015

\* Aggregate fee cap: \$3,000,000; individual fee cap: \$500,000 to \$1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments o existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities; modifications to life safety systems and other infrastructure, and new facilities.

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

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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):

Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/10/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.*

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

*The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.*

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

- *The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or*
- *Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.*

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

*The services are only going to be utilized on an as-needed basis.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

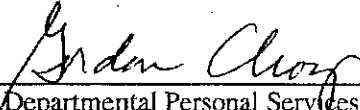
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

<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

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

**CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUALIFICATIONS  
APC13036 - AS-NEEDED ARCHITECTURAL SERVICES**

Building Design and Construction (BDC), Department of Public Works (DPW), City and County of San Francisco (City) announces a Request for Qualifications (RFQ) for the provision of architectural services on an as-needed basis for public building projects, including, but not limited to renovation, relocation, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

Proposals will be received at 30 Van Ness Avenue, Suite 4100, 4th Floor, San Francisco, California 94102 until **2:30 P.M Pacific Time, January 15, 2013**. Consultants shall submit proposals as required in the RFQ package. Late submittals will not be considered. Digital files of the RFQ Package may be downloaded at no cost at <https://stgint.sfdpw.org/biddocs>. Please visit the DPW's Contracts, Bid Opportunities and Payments webpage at [www.sfdpw.org](http://www.sfdpw.org) for more information. Notices regarding Addenda and other proposal changes will be distributed by email to Plan Holders.

Building Design and Construction is seeking to engage four (4) architectural firms and/or joint venture teams to be selected through this RFQ. The product of this RFQ and the selection process will be a Master Agreement (Contract) with each selected firm or team. Each Contract will have a five-year term. Individual Contract Service Orders (CSO) must be certified for services on specific projects during the first three years of the five-year contract. The final two years of the contract term may be used for completion of services certified during the first three years. The aggregate fee cap for all As-Needed Contracts is \$4,000,000; the fee cap for each Contract will be \$1,000,000. Work will be distributed based on the best match of qualifications and expertise to particular projects and ongoing performance in the Contract, at the discretion of the City.

As-Needed services will include, in general, the full range of professional architectural planning and design services including services of sub-consultants, typically required for architectural projects in the public sector. Core Disciplines required to be included in each proposal are as follows: Architecture (Prime Consultant), Structural, Electrical, Mechanical and Plumbing Engineering, Resource Efficiency (or LEED AP), and Cost Estimation. Larger and more complex projects may require additional subconsultants, as described within the RFQ. Services requested under the as-needed contract may include one or more of the following: condition assessments, feasibility studies, architectural programming, design, construction documents on CAD or Revit, construction administration, cost estimation, scheduling, ADA compliance, historic preservation, and LEED Certification; as well as associated engineering and/or consulting services such as geotechnical, civil, structural, electrical, mechanical, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and interior design/facilities' furnishings.

Rating bonuses will be applied as per San Francisco Administrative Code Chapter 14B. Certified Local Business Enterprise (LBE) firms are encouraged to submit proposals. The LBE Subconsultant participation goal is **20%**. Call Selormey Dzikunu at 415-558-4059 for details. In accordance with Chapter 14B requirements, all Proposers, except those who meet the exception noted below, shall submit documented good faith efforts with their proposals and must achieve 80 out of 100 points to be deemed responsive. Proposers will receive 15 points for attending the pre-proposal conference (Proposers who attended the initial pre-proposal conference on October 11, 2012 need not attend the new conference on the date below, and will be awarded the good faith effort points). Refer to HRC Form 2B for more details. Exception: Proposers who demonstrate that their total LBE participation exceeds the above subcontracting goal by 35% will not be required to meet the good faith efforts requirements.

A pre-proposal meeting will be held on **December 12, 2012 at 3:30 P.M.** at the Building Design and Construction, Main Conference Room, 30 Van Ness Avenue, 4th Floor, San Francisco, California 94102.



Questions regarding the RFQ must be submitted no later than 5 business days before the RFQ due date, by email to the Contract Manager, Mark Dorian at: [BDC-AsNeeded-RFQ@sfdpw.org](mailto:BDC-AsNeeded-RFQ@sfdpw.org)

In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of \$400,000 is awarded by the City and County of San Francisco until such time as (a) the Mayor or the Mayor's designee approves the contract for award and (b) the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW Dept. Code: DPW

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: As-Needed Architectural Photographer Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 3 years 29 weeks  
PSC Amount: \$400,000 PSC Est. Start Date: 12/05/2014 PSC Est. End Date: 06/30/2018

1. **Description of Work**

A. Scope of Work:

Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.

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

Architectural photography is a specialized professional service that is out of the Building, Design & Construction Division's (BDC) area of expertise. Architectural photography consultants are experienced in the presentation of the building product and are experts in the area of architectural photography. Our staff, clients and communications departments have requested that we have some as-needed Professional Photographers to be available to assist with presentations and marketing materials as required for our portfolio and awards submissions. This will also assist in our ability to "present" our work to Clients, Stakeholders and the Community. This is a specialty which cannot be done in-house and must be outsourced...(please see attachment for full response)

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.

Architectural photography services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide architectural photography services. The most recent approved PSC for an as-needed architectural contract is PSC No. 4095-09/10.

D. Will the contract(s) be renewed? No, we don't have plans to renew the contract at this time.

2. **Union Notification:** On 12/05/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49167 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/02/2015

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

A. Specify required skills and/or expertise:

Architectural Photographers are a specialized field who are experts in staging and setting up scenes of a completed building to present the finished project in the best possible light. They can be retained by an Architect or Interior Designer to take photographs for a Portfolio or Marketing purposes. These images emphasize the artistic nature of the project and they may be works of art on their own. The consultant must have been in business for a minimum of 5 years...(please see attachment for full response)

B. Which, if any, civil service class(es) normally perform(s) this work?  
1770,

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

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

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:  
\* Project requires specialized architectural photographer services.

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

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

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 01/29/2015 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Fl San Francisco, CA 94103

# **Receipt of Union Notification(s)**

**Tsang, Tiffany**

---

**From:** dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org  
**Sent:** Friday, December 05, 2014 4:32 PM  
**To:** Kim, Sung; joe.brenner@seiu1021.org; leah.berlanga@seiu1021.org;  
davidmkersten@gmail.com; ablood@cirseiu.org; Poon, SinYee (HSA);  
david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org;  
Larry.Bradshaw@seiu1021.org; Tsang, Tiffany; Isen, Richard (TIS); DHR-PSCCoordinator,  
DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 49167 - 14/15

RECEIPT for Union Notification for PSC 49167 - 14/15 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49167 - 14/15 for \$400,000 for Initial Request services for the period 12/05/2014 - 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4267> 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)**

Additional Information to include with PSC Form 1 – PSC#49167 - 14/15

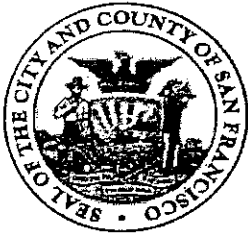
Service: As-Needed Architectural Photographer Services

**1.B.** *Architectural photography is a specialized professional service that is out of the Building, Design & Construction Division's (BDC) area of expertise. Architectural photography consultants are experienced in the presentation of the building product and are experts in the area of architectural photography. Our staff, clients and communications departments have requested that we have some as-needed Professional Photographers to be available to assist with presentations and marketing materials as required for our portfolio and awards submissions. This will also assist in our ability to "present" our work to Clients, Stakeholders and the Community. This is a specialty which cannot be done in-house and must be outsourced. Having the ability to work with our own architectural photography consultants directly will save the city money and allow us to execute these contracts more efficiently. If these services are denied, Public Works would need to continue to utilize these sub-consultant services through our As-Needed contracts and pay additional administrative fees (i.e. sub-consultant mark up). This would result in delays to critical projects to meet timelines as well*

*The BDC is requesting to have our own pool of "As-Needed" architectural photography consultants for our projects.*

**3.A.** *Architectural Photographers are a specialized field who are experts in staging and setting up scenes of a completed building to present the finished project in the best possible light. They can be retained by an Architect or Interior Designer to take photographs for a Portfolio or Marketing purposes. These images emphasize the artistic nature of the project and they may be works of art on their own. The consultant must have been in business for a minimum of 5 years, and must demonstrate its experience by providing a portfolio of projects that include at least 10 sample projects completed in the last 5 years.*

**5.B.** *No, training will not be provided for this service, as this would require the City to hire an individual with this specialized background. This service will only be utilized on an as-needed basis so there is no ongoing demand to justify the hiring of permanent City staff.*



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

March 18, 2010

MORGAN R. GORRONO  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DONALD A. CASPER  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.**

At its meeting of March 15, 2010 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.
- (2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.
- (3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

CONTRACT ADMINISTRATIONS  
DPW

10 MAR 22 AM 11:00

RECEIVED

Attachment

c: Cynthia Avakian, Airport Commission  
Micki Callahan, Human Resources Director  
Gordon Choy, Department of Public Works  
Jacquie Hale, Department of Public Health  
Mary Ng, Department of Human Resources  
Shawn Wallace, San Francisco Police Department  
Commission File  
Chron



RECEIVED

10 MAR 22 AM 11:00

POSTING FOR  
3/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular  
DPW  
CONTRACT ADMINISTRATIONS

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4093-09/10	38	Police	Regular	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	6/30/2014
4094-09/10	82	Public Health	Regular	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	6/30/2015
* 4095-09/10	90	Public Works	Regular	\$3,000,000	Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	8/30/2015
* 4096-09/10	90	Public Works	Regular	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	8/1/2012

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: \$3,000,000\* PSC DURATION: 5/1/2010 - 8/30/2015

\* Aggregate fee cap: \$3,000,000; individual fee cap: \$500,000 to \$1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments o existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

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

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

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):

Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 2/2/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-09/10 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

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

The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5354 Engineering Associate 1, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate 1, 5272 Landscape Architectural Associate 2, 5274 Landscape Architect.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

The services are only going to be utilized on an as-needed basis.

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

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

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

Gordon Choy  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

Telephone Number

(415) 554-6230

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA Dept. Code: MTA

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

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

Type of Service: Consultant for Work Credit Program

Funding Source: Operating Budget PSC Duration: 3 years
PSC Amount: \$450,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 05/31/2018

1. Description of Work

A. Scope of Work:

The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.

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

The work credit program for parking and transit violations provides an important safety net for customers who are unable to pay outstanding fines and penalties. The consequence of denial would be that the SFMTA would be unable to operate the work credit program or provide the network of agencies required. This would result in more fines and the loss of automobile registration for those who are already unable to pay for their current violation, as well as loss of community services from participants that the City would benefit from.

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 program has been provided under informal arrangement by Project 20/Pre-Trial Diversion, Inc. for more than 15 years. In the future, the SFMTA will issue a Request For Proposal and establish a contract for this work.

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

2. Union Notification: On 12/02/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21,

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47403 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/02/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Demonstrated experience with administering and overseeing direct service programs via non-profit and government agencies; job skill application processing; third-party agreement monitoring; and, reconciliation and reporting or work and hours worked compliance.

B. Which, if any, civil service class(es) normally perform(s) this work?  
9504,9506,1823,1824,

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:

Under the current process, the vendor collects a separate application and fee from participants as well as administers a separate payment plan option. As part of this personal services contract, the SFMTA will include bringing this portion of the work in-house to be performed by employees in the civil service classes in Item 3.B. The remaining portion will continue to be done by the consultant.

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

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?  
No training provided.  YES  NO
- C. Are there legal mandates requiring the use of contractual services?  YES  NO
- D. Are there federal or state grant requirements regarding the use of contractual services?  YES  NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service?  YES  NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  YES  NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 12/02/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

# **Receipt of Union Notification(s)**

## Hamada, Cynthia

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Tuesday, December 02, 2014 4:46 PM  
**To:** Hamada, Cynthia; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; tiya.thlang@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47403 - 14/15  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged  
**Categories:** Green Category

RECEIPT for Union Notification for PSC 47403 - 14/15 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 47403 - 14/15 for \$450,000 for Initial Request services for the period 06/01/2015 -- 05/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4255> For union notification, please see the

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL Dept. Code: POL

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Community Based Crime Prevention Education Services

Funding Source: General Fund PSC Duration: 3 years  
PSC Amount: \$2,040,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2018

**1. Description of Work**

A. Scope of Work:

Vendor will provide Community Based Crime Prevention and Education Services as follows:

- 1. Community policing work with each district station
- 2. Neighborhood watch organizing
- 3. Residential and commercial security services
- 4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations
- 5. Bicycle safety registration for bicycle theft prevention
- 6. Special Projects and Community Events

All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience serving San Francisco's diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.

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

A key strategy to reducing crime is to educate the community and work to build relationships and improve communication with residents and merchants. The San Francisco Police Department (SFPD) depends on a contractor to provide community based crime prevention education services and referrals to victims of crime and violence. Denial of contract will result in significant reduction of community based educational crime prevention for San Francisco residents and businesses.

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.  
Through PSC 4140-07/08

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

**2. Union Notification:** On 11/24/2014, the Department notified the following employee organizations of this PSC/RFP request: SFPOA - Q2-Q50, SEIU Local 1021, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45100 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/02/2015



3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Vendor staff will have education backgrounds and specialized skills in training, law, community organizing, public speaking and facilitation, crime prevention technical skills to evaluate commercial and residential facilities and demonstrated experience working with vulnerable San Francisco populations such as the elderly, disabled and children. Staff need to be bilingual and biliterate in languages identified by the City's Language Access Ordinance (LAO). Vendor must produce crime prevention public outreach materials in LAO languages.

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

1232,,Q002,Q050,Q060,Q080,9209,

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:

No job classification describes the required combined skills in community based crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which include bilingual skills and weekend and evening availability. Services must be tailored to the needs of citizens; therefore, a diverse team of qualified staff must be available.

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

No. No specific job classification describes the required combined skills in community based crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet San Francisco's diverse population needs.

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

YES NO

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

B. Will the contractor train City and County employee?

No specific community based crime prevention education staff to train.

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 11/25/2014 BY:

Name: Genie Wong

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

Address: 850 Bryant Street #511

San Francisco, CA 94103

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

---

**From:** Wong, Genie (POL)  
**Sent:** Monday, November 24, 2014 3:46 PM  
**To:** Marty@sfpoa.org  
**Cc:** Valdez, Joe (POL); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Fw: Receipt of Notice for new PCS over \$100K PSC # 45100 - 14/15

Hi Marty:

I don't think you have registered in the DHR Personal Service Database because you are not listed on the system generated database email that should notify the POA. Below is a notice that we are seeking Civil Service Commission approval for a community based crime prevention contract. The SF SAFE contract expires on 6/30/15. We need to notify unions who may have questions on behalf of their members. Please contact me within 30 days if you have concerns. Thank you.

Regards,

Genie Wong  
Contracts Analyst  
Fiscal Division  
San Francisco Police Department  
850 Bryant Street, #511  
San Francisco, CA 94103  
(415) 553-1736  
[Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org)

---

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> on behalf of [Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org) <[Genie.Wong@sfgov.org](mailto:Genie.Wong@sfgov.org)>

**Sent:** Monday, November 24, 2014 2:39 PM

**To:** Wong, Genie (POL); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); Poon, SinYee (HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [tiya.thlang@seiu1021.org](mailto:tiya.thlang@seiu1021.org); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Wong, Genie (POL); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)

**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45100 - 14/15

RECEIPT for Union Notification for PSC 45100 - 14/15 more than \$100k

The POLICE – POL has submitted a request for a Personal Services Contract (PSC) 45100 - 14/15 for \$2,040,000 for Initial Request services for the period 07/01/2015 – 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4205> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you

# **Additional Attachment(s)**

**Choi, Suzanne (HRD)**

---

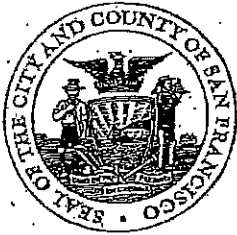
**From:** dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org  
**Sent:** Monday, November 24, 2014 2:39 PM  
**To:** Wong, Genie (POL); leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; Poon, SinYee (HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Wong, Genie (POL); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45100 - 14/15

RECEIPT for Union Notification for PSC 45100 - 14/15 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 45100 - 14/15 for \$2,040,000 for Initial Request services for the period 07/01/2015 -- 06/30/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/4205> 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



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

April 23, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

ALICIA D. BECERRIL  
PRESIDENT

SUBJECT:

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

DONALD A. CASPER  
VICE PRESIDENT

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

MORGAN R. GORRONGO  
COMMISSIONER

PLEASE NOTE:

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

MARY Y. JUNG  
COMMISSIONER

It was the decision of the Commission to:

YU-YEE WU  
COMMISSIONER

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

*Anita Sanchez*  
ANITA SANCHEZ  
Executive Officer

Attachment:

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

POSTING FOR  
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4132-07/08	27	Airport Commission	Regular	\$54,000.00	Will provide pre-employment drug testing services and drug & alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.	31-Aug-16
4133-07/08	27	Airport Commission	Regular	\$120,000.00	Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risks and to propose mitigation measures to improve the Airport's risk profile.	30-Apr-10
4134-07/08	33	Department of Human Resources	Regular	\$7,500,000.00	Will provide complete workers' compen. adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.	31-Jul-11
4135-07/08	35	Municipal Transportation Agency	Regular	\$150,000.00	Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.	30-Jun-11
4136-07/08	35	Municipal Transportation Agency	Regular	\$239,470.00	Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alighting to determine accurate ridership numbers.	31-Dec-08
4137-07/08	35	Municipal Transportation Agency	Regular	\$19,000,000.00	Will provide a 27-month fare box refurbishment project, which includes 15 months installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed \$19 mill.	30-Sep-10
4138-07/08	38	Police Department	Regular	\$600,000.00	Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.	30-Jun-12
4139-07/08	38	Police Department	Regular	\$850,000.00	Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.	30-Jun-12

POSTING FOR  
April 21, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Depth	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4140-07/08	38	Police Department	Regular	\$2,720,000.00	Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place.	30-Jun-12
4141-07/08	40	San Francisco Public Utilities Commission	Regular	\$28,000,000.00	Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4142-07/08	40	San Francisco Public Utilities Commission	Regular	\$27,700,000.00	Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4143-07/08	40	San Francisco Public Utilities Commission	Regular	\$17,700,000.00	Will provide Suroi Valley Regional Construction Management (CM) Services to oversee a specific WSP construction project, the Bay Tunnel, on behalf of the SFPUC.	01-Feb-14
4144-07/08	40	San Francisco Public Utilities Commission	Regular	\$85,000.00	Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened California red-legged frog (CRLF) at three locations on the Peninsula Watershed.	31-Dec-08
4145-07/08	40	San Francisco Public Utilities Commission	Regular	\$405,000.00	Will provide independent technical review to ensure that the Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.	31-Jul-10
4146-07/08	70	Risk Management/GSA-City Administrator	Regular	\$9,500,000.00	Will create a pre-qualified list of insurance brokers and risk mgmt. services firms for as needed support in the areas of broker services, risk analysis and Enterprise Risk Management consultant services, insurance services and claims support service.	30-Jun-15
4147-07/08	75	Dept. of Telecommunications and Information Services	Regular	\$0.00	Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.	21-Apr-09
4148-07/08	76	Dept. of Telecommunications and Information Services	Regular	\$500,000.00	Will provide at the approval of in-house staff, as needed printing and bindery services to include low color printing, collating, folding and binding.	14-Apr-13
4149-07/08	80	Public Works	Regular	\$4,000,000.00	Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.	16-Jun-13





PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03-05-08

DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

TYPE OF APPROVAL: [ ] EXPEDITED (X) REGULAR (OMIT POSTING \_\_\_\_\_)

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

(X) INITIAL REQUEST [ ] MODIFICATION (PSC# \_\_\_\_\_)
Crime Prevention Education Services

TYPE OF SERVICE:

General Fund

FUNDING SOURCE:

\$ 2,720,000.00

7-1-08- 6-30-2012

PSC AMOUNT:

PSC DURATION:

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as a liaison between the community and the Police Department.

B. Explain why this service is necessary and the consequences of denial: Crime Prevention is key to the reduction of crime and violence in San Francisco. The Police Department depends on the contractor to provide crime prevention education services and referrals to victims of crime and violence. Denial of the contract will result in the elimination of educational crime prevention services for San Francisco residents and businesses. The San Francisco Police Department does not offer Crime Prevention Education Services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number. This service was provided through PSC # 4102-04/05.

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):

Local # 21 + 790

Union Name

Signature of person mailing / faxing form

3-19-08

Date

Police Officers Association

Union Name

Signature of person mailing / faxing form

3-19-08

Date

RFP sent to

Union Name

Date

Signature

\*\*\*\*\*

PSC# 4140-07108 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise. Vendor employs people with education backgrounds and specialized skills in teaching, training, law, community organization, public speaking and facilitation, crime prevention, (technical skills to evaluate commercial and residential facilities) and experience working with vulnerable populations like the elderly, disabled and children. Vendor employs individuals who are bi lingual and bi literate in Cantonese, Russian, and Spanish languages. Vendor must be able to produce crime prevention fliers and information bulletins, etc.

B. Which, if any, civil service class normally performs this work? Class 1232, Training Officers may perform some duties. Some Police Department staff (Q2, Q50, Q60's) have only limited training in Crime Prevention Education Services.

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

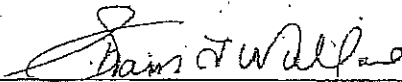
A. Explain why civil service classes are not applicable: 1232 Training Officers do not have the knowledge and skills in Crime Prevention Education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which may include bi lingual skills and weekend and evening availability. Services must be tailored to the needs of citizens' therefore numerous qualified staff must be available.

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace  
Print or Type Name

553-1096  
Telephone Number

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