City and County of San Francisco

Edwin M. Lee
Mayor

Department of Human Resources

Micki Callahan
Human Resources Director

Date: April 17, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Shamica Jackson/Stacey Lo, PUC
Jolie Gines, TIS
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

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This report contains ten (10) 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 |
|---|---|---|
| $39,150,000 | $50,768,218 | $1,759,133,075 |

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PSC Submissions

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



# POSTING FOR

**May 04, 2015**

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

**Commission Hearing Date**
2015-05-04 APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date |
|---|---|---|---|---|---|
| 40120 - 14/15 | AIRPORT COMMISSION | $500,000.00 | Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management. | May 15, 2015 | May 14, 2018 |
| 40890 - 14/15 | AIRPORT COMMISSION | $10,000,000.00 | The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP. | June 1, 2015 | December 31, 2020 |
| 41667 - 14/15 | PUBLIC UTILITIES COMMISSION | $500,000.00 | The San Francisco Public Utilities Commission's (SFPUC) Utility Field Services group (UFS) group, within its Power Enterprise, is responsible for managing and maintaining the electrical distribution infrastructure and other electric services within its jurisdiction, including electric metering infrastructure (meters, substations, transmission lines), and City-owned street and pedestrian lighting systems. This professional services contract will help UFS assess, plan for, and manage a significant growth in responsibilities due to an anticipated 25,000 new retail power customers over the next 15 years. The consultant will: (1) conduct a Gap Analysis to identify the optimum organizational growth strategy for UFS given the anticipated increase in customer base and switchover to Advanced Metering Infrastructure (AMI); and (2) an Action Plan outlining the steps for organizational development and identifying supplemental resources/mitigation methods for maintaining UFS service goals in the interim. The consultant will continue to provide analysis and advisory support as UFS moves to implement the consultant's recommendations. | July 3, 2015 | January 2, 2017 |
| 43039 - 14/15 | PUBLIC UTILITIES COMMISSION | $9,000,000.00 | The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in the retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing program administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and $4 million with contract capacity up to nine years and $9 million. The SFPUC was awarded a grant of $535,000 from the California Department of Water Resources to help implement the Program. | August 1, 2015 | July 31, 2024 |
| 44699 - 14/15 | PUBLIC UTILITIES COMMISSION | $3,500,000.00 | Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with the AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). | June 1, 2015 | May 31, 2017 |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date |
|---|---|---|---|---|---|
| | | | This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services. | | |
| 46613 - 14/15 | PUBLIC UTILITIES COMMISSION | $6,000,000.00 | Proposed work would include the following pipeline investigation services for the City's potable water delivery system and emergency fire water delivery pipeline network:<br>Internal pipe inspection via insertion tool to assess structural integrity;<br>External Pipe Inspection via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks;<br>-Leak Noise Correlation using acoustic listening tools to detect leak noise and approximate location of the leak;<br>-Corrosion and Soil Testing to determine corrosivity potential as well as corrosion due to other factors; See Supplemental Attachment A. | June 1, 2015 | June 1, 2020 |
| 48730 - 14/15 | PUBLIC UTILITIES COMMISSION | $4,000,000.00 | Proposed work is for Job Order Contracting (JOC) implementation services, including program development, procurement support, contractor training, and technical support. The Consultant will develop and administer multiple customized construction job order contracts by preparing Unit Price Books and technical specifications for each task in the Unit Price Book, and train contractors on use of a SFPUC customized JOC system. The Consultant will provide a comprehensive information management system for project tracking, development of cost proposals, preparing independent estimates, generating project documentation, scheduling, budgeting cost control, tracking LBE participation and generating customized reports. | May 1, 2015 | May 2, 2020 |
| 47321 - 14/15 | GENERAL SERVICES AGENCY - TECHNOLOGY | $2,000,000.00 | Furnish, install, assemble, set up, test (hereinafter "provide") the systems as described herein in accordance with the Contract Documents. Provide complete and operational Broadcast Systems, consisting of Audio, Video, Control and Communications Systems. Contractor shall provide all necessary hardware, equipment, software, cabling, termination, installation, configuration, engineering, programming, and integration of the System with SFGovTV's existing video, audio and television equipment as described, and any additional services necessary to ensure the System is fully functional. Certain items of equipment may, at the Owner's option, be provided by others; the Contractor shall coordinate the location and installation of any third party equipment and shall be responsible for coordination of any Owner furnished or third party furnished items with the appropriate manufacturers and/or suppliers. | April 1, 2015 | June 30, 2018 |
| 48175 - 14/15 | PUBLIC UTILITIES COMMISSION | $3,500,000.00 | Engineering design support services are needed on an as-needed basis and may support a portion of a project or lead projects for electric power distribution and lighting. Some of the services include: engineering consultation and preparation of design drawings and specifications for primary electric distribution/transmission systems and main power distribution for residential, commercial, and industrial facilities -- including substructure design needed for these facilities: Assist in the drafting and refining of Electric Service Guidelines Standard Plans and Specifications for Power electric distribution; provide electrical engineering support services on an as-needed basis after completion of the final design and thru the bidding and construction activities; to respond to requests for information, review and evaluation of construction change orders, submittals and design revisions; Provide electrical engineering design work with expertise in outdoor lighting on roadway application based on the Illuminating Engineering Society (IES) Recommended Practices for Lighting (RP-8). Provide engineering and consultation in regards to distributed generation including development of associated interconnection guidelines and standards. | April 2, 2015 | April 1, 2020 |

**TOTAL AMOUNT $39,000,000**

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



# Posting For May 04, 2015

## Proposed Modifications to Personal Services Contracts

**Commission Hearing Date**
2015-05-04 APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|---|---|---|---|---|---|---|---|---|
| 4159 09/10 - MODIFICATIONS | May 4, 2015 | PUBLIC HEALTH -- DPH | $150,000 | $300,000 | Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm. | 07/01/2015 | 06/30/2020 | REGULAR |

**TOTAL AMOUNT $150,000**

# Regular/Continuing/Annual Personal Services Contracts

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Info. Tech. Infrastructure Library / Intl. Organization for Standardization Services

Funding Source: Airport Operating Funds PSC Duration: 3 years

PSC Amount: $500,000 PSC Est. Start Date: 05/15/2015 PSC Est. End Date: 05/14/2018

**1. Description of Work**

A. Scope of Work:

Provide consultation services to prepare San Francisco International Airport (SFO) Information Technology and Telecommunications (ITT) division for certification in International Organization for Standardization (ISO) Standard 20000 Service Management, ISO Standard 22301 Business Continuity Management, and ISO Standard 27001 Information Security Management.

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

The services are needed to standardize information technology processes, monitoring, maintaining and reporting. The services are also needed to manage the Airport against cyber security threats and the ability to recover business operations in the event of disaster.

If denied, the Airport will not have the benefit of these services.

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

This is a new service.

D. Will the contract(s) be renewed? Yes, if this service is needed in the future.

**2. Union Notification**: On 03/09/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40120 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
ISO Auditor certification for each ISO standard 20000, ISO standard 27001, and ISO standard 22301. Information Technology Infrastructure Library (ITIL) Framework certification for the 28 designated processes needed under ITIL.

B. Which, if any, civil service class(es) normally perform(s) this work?
1054,1070,

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

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

A. Explain why civil service classes are not applicable:
This is a specialization that is not used frequently enough to justify a new civil service class.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Not at this time.

| 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? At this time, no training is planned under this request. | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/02/2015 BY:

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

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

# Receipt of Union Notification(s)

## Cynthia Avakian (AIR)

**From:** dhr-psccoordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
**Sent:** Monday, March 09, 2015 5:03 PM
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
**Subject:** Receipt of Notice for new PCS over $100K PSC # 40120 - 14/15

RECEIPT for Union Notification for PSC 40120 - 14/15 more than $100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40120 - 14/15 for $500,000 for Initial Request services for the period 05/15/2015 – 05/14/2018. 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/4643 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

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Program Management Support Services (PMSS) for the Capital Improvement Program (CIP)

Funding Source: Airport Capital Funds PSC Duration: 5 years 30 weeks

PSC Amount: $10,000,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 12/31/2020

**1. Description of Work**

A. Scope of Work:

The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.

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

Services are necessary to implement the large number of CIP projects while maintaining consistency in reporting and cost controls. Consultant project teams must track and report costs using a comprehensive, consistent approach to assist in the planning of resources, project funding, and to manage risk. If denied, inconsistency in project controls will delay projects and may result in lost revenue.

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

This is a new service.

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

**2. Union Notification:** On 03/09/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40890 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Required skills include industry-leading expertise with knowledge and experience managing large, complex airport programs. In addition, expertise in project scoping and programming, design and construction management services, project controls for overall CIP are required. This work will require industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program.

B. Which, if any, civil service class(es) normally perform(s) this work?
5502,5504,5506,5508,

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:

Project Management (PM) civil service classifications exist but this work requires industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program. The existing architectural, engineering, and construction-related classifications do not have the skills and experience necessary to provide the strategic guidance the Airport needs for the Capital Improvement Program.

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

No. Positions are specific to CIP and will not be needed beyond the program. Individuals acquire required skills & experience through airport assignments across the world. The team will work alongside City PMs throughout CIP with much of their value in educating City PMs of capital program management best practices.

| **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? Training will not be included since the specialized skills required are neede | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/02/2015 BY:

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

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

# Receipt of Union Notification(s)

## Christina Chiong (AIR)

**From:** dhr-psccoordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
**Sent:** Monday, March 09, 2015 8:35 PM
**To:** Cynthia Avakian (AIR); richardisen@gmail.com; L21PSCReview@ifpte21.org; Christina Chiong (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
**Subject:** Receipt of Notice for new PCS over $100K PSC # 40890 - 14/15

RECEIPT for Union Notification for PSC 40890 - 14/15 more than $100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40890 - 14/15 for $10,000,000 for Initial Request services for the period 06/01/2015 – 12/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/4610 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)

# Program Management Support Services for the Capital Improvement Plan
## PSC # 40890-14/15
## Term Justification

The term is expected to be greater than five (5) years due to the complexity and scale of the project.

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Meter Shop Gap Analysis (PRO.0013.15)

Funding Source: SFPUC Power Enterprise PSC Duration: 1 year 26 weeks
PSC Amount: $500,000 PSC Est. Start Date: 07/03/2015 PSC Est. End Date: 01/02/2017

1. **Description of Work**

A. Scope of Work:

The San Francisco Public Utilities Commission's (SFPUC) Utility Field Services group (UFS) group, within its Power Enterprise, is responsible for managing and maintaining the electrical distribution infrastructure and other electric services within its jurisdiction, including electric metering infrastructure (meters, substations, transmission lines), and City-owned street and pedestrian lighting systems. This professional services contract will help UFS assess, plan for, and manage a significant growth in responsibilities due to an anticipated 25,000 new retail power customers over the next 15 years. The consultant will: (1) conduct a Gap Analysis to identify the optimum organizational growth strategy for UFS given the anticipated increase in customer base and switchover to Advanced Metering Infrastructure (AMI); and (2) an Action Plan outlining the steps for organizational development and identifying supplemental resources/mitigation methods for maintaining UFS service goals in the interim. The consultant will continue to provide analysis and advisory support as UFS moves to implement the consultant's recommendations.

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

SFPUC is anticipating a significant expansion of retail electric customers, mostly at the Treasure Island, Hunters Point Shipyard, and Transbay Terminal redevelopment areas. It is anticipated that the total number of additional customers at these and related sites will approach 25,000 over a 15-year horizon. This represents a significant increase in the customer base. SFPUC's Power Enterprise does not have internal expertise on electric utility best practices for meter shop management on this scale, nor the resources necessary to develop a plan for organizational growth at this speed. Without outside consulting expertise, Power's Utility Field Service may not be able to maintain current levels of service.

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

This service has not been provided in the past.

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

2. **Union Notification**: On 03/09/2015, 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,

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41667 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Expertise in and knowledge of best practices for electric utility field services: maintenance planning, scheduling, materials inventory management, meter shop staffing, metering and transmission line troubleshooting, maintenance/repair, inspection processes and electric emergency/outage response. Deep knowledge of electric utility infrastructure. Expertise in business analysis, gap analysis, benchmarking, performance measurement using key performance indicators, action planning, and organizational change management.

B. Which, if any, civil service class(es) normally perform(s) this work?
5602,

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 services require expertise in electric utility meter shop management best practices. City class 5602-Utility Field Specialist could potentially perform this work, but the required expertise and personnel resources are not available from the current pool of City employees.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It will not be practical to adopt a new civil service class nor train a new employee as the work has short time duration and is a one-time effort.

| **5. Additional Information (if "yes", attach explanation)** | **YES** | **NO** |
|---|---|---|
| A. Will the contractor directly supervise City and County employee? | ☐ | ☑ |
| B. Will the contractor train City and County employee? | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/08/2015 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

**From:** dhr-psccoordinator@sfgov.org on behalf of SJackson@sfwater.org
**To:** Jackson, Shamica; richardisen@gmail.com; L21PSCReview@ifpte21.org; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR
**Subject:** Receipt of Notice for new PCS over $100K PSC # 41667 - 14/15
**Date:** Monday, March 09, 2015 11:18:25 AM

RECEIPT for Union Notification for PSC 41667 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41667 - 14/15 for $500,000 for Initial Request services
for the period 07/03/2015 – 01/02/2017. Notification of 30 days (60 days for
SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/4636 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

City and County of San Francisco | Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Installation of High Efficiency Toilets & Urinals in Retail Customer Properties (PRO.0011.15)

Funding Source: Water Conservation Funds PSC Duration: 9 years 2 days

PSC Amount: $9,000,000 PSC Est. Start Date: 08/01/2015 PSC Est. End Date: 07/31/2024

**1. Description of Work**

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in the retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing program administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and $4 million with contract capacity up to nine years and $9 million. The SFPUC was awarded a grant of $535,000 from the California Department of Water Resources to help implement the Program.

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

Services are necessary because SFPUC needs the Program to expand its successful conservation assistance initiatives to reach more customers and achieve greater water savings. Launching an expanded service to replace water-wasting toilets and urinals in commercial and residential buildings with high-efficiency models was identified in SFPUC's 2014 drought emergency declaration as a priority action to save water and extend supplies. Denial of the contract will impact SFPUC's ability to meet near-term goals to extend water supplies during the drought and achieving the Commission's long-term conservation demand reduction goals of 4 million gallons per day. Furthermore, the $535,000 grant award was contingent on the administration of a Direct Install Program.

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 SFPUC is currently nearing completion of a $5 million High-Efficiency Toilet Direct Install Program under CS-930R (PSC #4136-07/08), launched in 2010 that is on track to replace more than 9,000 toilets in low-income homes and affordable housing facilities.

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

**2. Union Notification**: On 03/05/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43039 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
The expertise required in carrying out this Program will be in conducting detailed water-efficiency audits in the residential and commercial sectors, performing procurement and installation of high-efficiency toilet and urinal plumbing fixtures, experience in conducting consumer marketing programs, and managing a call center.

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:
The selected contractor may provide storage for toilets and urinals installed through the Program.

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

A. Explain why civil service classes are not applicable:

Current civil service classifications are not authorized to perform plumbing services of this nature on private property, beyond the customer side of the SFPUC water meter.

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

No, this is a limited duration Program to install the fixtures, rather than an ongoing activity. Opportunities for the SFPUC to achieve water conservation savings through plumbing fixture replacement programs are declining due the limited number older, high-volume plumbing fixtures that remain in the retail service area.

| **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, becuase Civil Service classifications do not perform plumbing services | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☑ | ☐ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/30/2015 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

## Lo, Stacey

**From:** dhr-psccoordinator@sfgov.org on behalf of SLo@sfwater.org
**Sent:** Thursday, March 05, 2015 11:09 AM
**To:** Lo, Stacey; Lopez, Ricardo; Basconcillo, Kathy; Sandeep.lal@seiu1021.net; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
**Subject:** Receipt of Notice for new PCS over $100K PSC # 43039 - 14/15

RECEIPT for Union Notification for PSC 43039 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 43039 - 14/15 for $9,000,000 for Initial Request services for the period 08/01/2015 – 07/31/2024. 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/4565 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. 43039-14/15: Question**

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

The San Francisco Public Utilities Commission's (SFPUC) High-Efficiency Toilet and Urinal Direct Install Program has the potential to replace upwards of 10,000 inefficient plumbing fixtures. Administration of the Program will require multiple years to conduct consumer marketing, screening, identification on eligible sites, and to perform toilet and urinal installations. While the contract capacity for the Program is up to nine years, the selected contractor will implement an initial Program of up to four years. Additional services will be provided based upon consumer demand, and the identification of fixtures eligible for replacement under the Program rules.

# Introduction

The Bay Area Drought Relief Program (Bay DRP) is a diverse set of well-considered, widely vetted, and cost-effective solutions to water supply and drought-related issues/needs around the San Francisco Bay Area. In funding this effort, the California Department of Water Resources (DWR) will support the significant investments of the Bay Area's water agencies, public agencies, and non-governmental organizations.

## Organization of Project Budget Summaries

The Bay DRP consists of grant administration and 11 drought-preparedness projects geographically spanning all four regions of the Bay Area, with four primary areas of benefit:

- Water Supply Enhancement
- Recycled Water
- Human Right to Water
- Drought Preparedness

The total cost of implementing this Proposal is **$111,291,230**. Of this amount, **$53,716,921** (48%) is non–state match funding, **$24,595,886** is other state funding, and **$0** is being requested as a disadvantaged community funding match waiver. A total of **$32,978,423** is being requested under the Proposition 84 Integrated Regional Water Management (IRWM) Drought Grant Program. The Proposal budget summary is shown in **PSP Table 8**, below.

# Budget Summaries – Drought Preparedness Projects

This section presents budget summaries for the projects listed below.

| Project ID# | Project Proponent | Project Title |
|---|---|---|
| 10 | StopWaste | Bay Area Regional Drought Relief Conservation Program |
| 11 | MMWD | WaterSMART Irrigation with AMI/AMR |

## Project 10 – Bay Area Regional Drought Relief Conservation Program

### Overview

The grand total cost of the Bay Area Regional Drought Relief Conservation Program (Program) is $10,018,471 . Alameda County Waste Management Authority (StopWaste) will oversee the administration of the Program (which includes management of 12 project agencies, accounting, and legal work; reviewing work products; approving invoices and quarterly reports; and preparing documents for ABAG review), while project proponents will provide rebates to customers who participate in the Program; each of the 12 agencies/organizations in the Program is responsible for implementing its individual rebate program. Grant and cost-share funding will be used to provide rebates to participating customers in the Program. Project proponents will submit invoices quarterly, with accompanying quarterly reports, to StopWaste in accordance with the format specified by the DWR Grant Agreement and StopWaste's agreement with each participating agency. These invoices will be based on rebate forms and records provided by the project proponents. StopWaste, with assistance from a consultant, will coordinate invoice submission and maintain records. An estimated $230,971 will cover Program Administration efforts by StopWaste.

Program implementation will require $10,018,471 and will be funded by the grant and matching funds from each of the 12 project proponents. This Program provides rebates to reduce water use of the three largest residential and commercial water users: lawns, toilets, and clothes washers, which account for more than 60% of the water use in a typical single-family home. Landscape Rebates will be provided with the goal of replacing 2,269,335 square feet of lawn with climate-appropriate landscaping and drip irrigation. Toilet/Urinal Rebates will be provided to replace approximately 10,634 older, high-volume toilets/ urinals with new high-efficiency models that are EPA WaterSense certified. The Direct Install Program will directly install 6,170 EPA WaterSense-certified high-efficiency toilets and urinals to eligible multi-family and commercial customers. Clothes Washer Rebates will be provided for 25,729 customers to install new, high-efficiency clothes washers.

The Drought-Resistant Soil and Garden Marketplace Project will improve drought resiliency by helping residents sheet-mulch their lawns. As overseen by StopWaste, this Project will convert a minimum of 100 lawns with sheet mulch and reach a minimum of 8,000 consumers over an 18-month period, with a projected water savings of 5 AF.

The Cost Detail Table (following the PSP Table 7 project budget summary) provides detail for the estimated Program costs. Columns A through F show Program costs based on unit costs and the targeted number of rebates (Columns A and B). Columns G and H provide detail on DWR grant costs per unit and as a total, respectively, from requested DWR grant funding. Columns I and J provide detail on agency costs per unit and as a total, respectively, from participating agencies in the Program. Columns K and L provide detail on the percentage of Program costs covered by DWR and participating agencies, respectively. Columns M through R provide detail on water savings and associated cost savings estimates.

Rebate amounts are developed based on a number of factors, including an agency's avoided cost of water, the cost of the fixture being rebated, current and expected market conditions (including codes and standards), estimated water savings, and (most importantly) what rebate amount will move customers to purchase the fixture. The consumer return on investment from installation of fixtures and equipment is considered in assessing an effective incentive level. As an example, a number of agencies had previously set their Lawn to Landscape Conversion rebates at 50 cents per square foot of lawn converted, primarily based on agency avoided cost. However, due to the high cost to replace a lawn with a water-wise landscape, these agencies have increased their rebates to $1 or more per square foot. This new rebate level will result in more customer participation. Project proponents will assess rebate levels on a regular basis and make adjustments as market conditions and other factors change.

The quantity of rebates estimated to be issued by each agency was developed based on historic, current, and anticipated customer demand. Project proponents will aim to meet that demand so that no eligible customers are refused a rebate. Individual agency projections are combined to quantify the number of rebates for the grant.

Conservation projects are the least costly water supply alternatives. At a total project cost of $10,018,471 to reduce consumption by 24,046 AF over the 20-year Project time horizon, the simple average cost per AF saved is equal to $416 ($9,784,339/24,046 AF). The Project-generated energy savings, greenhouse gas reductions, and avoided impacts of non-point-source pollution reduction are value-added benefits but beyond the scope of this benefit/cost analysis.

Since the initial proposal submission, the Drought Conservation Project has made a few minor changes to the total budget. Recognizing that water agencies will reduce rebate amounts as the market for efficient products, including toilets, urinals and washers, matures, we reduced the estimated rebate amounts used to calculate the budget. The grant portion will still fund up to 75% of the rebate cost, and the project will be able, in some cases, to provide a great number of rebates. This increased the cost-effectiveness of the program from $454 per AF, to $414 per AF. Related, the budget in the table below separates out the cost-share that will come from the rebate provided (column b), from the cost-share anticipated from labor to implement the program.

**PSP Table 7. Project Budget**

**Proposal Title:** Bay Area Drought Relief Program (Bay DRP)

**Project Title:** Bay Area Regional Drought Relief Conservation Program

Project serves a need of a DAC?: ☐ Yes ■ No

Funding Match Waiver request?: ☐ Yes ■ No

| | Category | (a) Requested Grant Amount | (b) Cost Share: Non-State Fund Source* (Funding Match) | (c) Cost Share: Other State Fund Source | (d) Total Cost |
|---|---|---|---|---|---|
| (a) | Direct Project Administration | $230,971 | $0 | $0 | $230,971 |
| (b) | Land Purchase/Easement | $0 | $0 | $0 | $0 |
| (c) | Planning/Design/Engineering/ Environmental Documentation | $0 | $0 | $0 | $0 |
| (d) | Construction/Implementation | $5,763,000 | $ 2,302,100 | $ $1,722,400 | $9,787,500 |
| | | | $ | $ | $ |
| (e) | **Grand Total** | **$5,993,971** | **$ 2,302,100** | **$1,722,400** | **$ 10,018,471** |

| SUMMARY AGENCY MATCHING FUNDS | |
|---|---|
| BAWSCA | $371,113 |
| ACWD | $365,758 |
| EBMUD | $359,050 |
| CCWD | $319,620 |
| Zone7 | $202,112 |
| Sonoma | $402,954 |
| Solano | $392,333 |
| Marin | $256,899 |
| City Napa | $198,570 |
| SFPUC | $438,968 |

| | |
|---|---|
| SCVWD | $682,124 |
| StopWaste | $35,000 |
| Total | $4,024,500 |

Cost Detail Table: Project 10 Bay Area Regional Drought Relief Conservation Project

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rebate Type | Rebate Unit Cost | Total Number of Rebates | Unit Description | Total Rebate Cost | Total Agency Labor Cost | Total Program Cost | DWR Unit Cost | DWR Total Cost | Agency Unit Cost | Agency Total Cost | DWR Cost as % of total | Agency Cost as % of total | Total Annual Water Savings | Life of Savings | Total Life Savings | DWR Cost per AF Saved | Agency Cost per AF Saved | Total Project Cost per AF Saved |
| | ($) | (#) | | ($) | ($) | ($) | ($) | ($) | ($) | ($) | (%) | (%) | (AF/ Yr.) | (years) | (AF) | ($/ AF) | ($/ AF) | ($/ AF) |
| Landscape Rebates | $ 1.00 | 2,269,300 | Per Square Foot | $ 2,269,300 | $ 476,553 | $ 2,749,257 | $0.75 | $1,701,975 | $0.46 | $1,047,282 | 62% | 38% | 235 | 20 | 4,692 | $363 | $223 | $586 |
| Toilet/ Urinal REBATES | $ 100.00 | 10,634 | Per Toilet or Urinal | $ 1,063,400 | $ 374,849 | $ 1,438,199 | $75.00 | $797,500 | $60.25 | $640,699 | 55% | 45% | 188 | 20 | 3,755 | $212 | $171 | $383 |
| Toilet/ Urinal Direct Installation | $ 350.00 | 6,170 | Per Toilet or Urinal | $ 2,159,500 | $ 86,997 | $ 2,246,497 | $200.00 | $1,234,000 | $164.10 | $1,012,497 | 55% | 45% | 150 | 20 | 3,000 | $411 | $338 | $749 |
| Washer Rebates | $ 100.00 | 25,729 | Per Washer | $ 2,572,900 | $ 645,798 | $ 3,218,548 | $75.00 | $1,929,525 | $50.10 | $1,289,023 | 60% | 40% | 630 | 20 | 12,599 | $153 | $102 | $255 |
| Education | | | | | | $ 135,000 | | $100,000 | | $35,000 | 74% | 26% | | | | | | |
| Admin | | | | | | $ 230,971 | | $230,971 | | | | | | | | | | |
| Total Conservation Rebate Program | | | | $ 8,065,100 | $ 1,584,196 | $ 10,018,471 | | $5,099,971 | | $ 4,024,500 | 60% | 40% | 1,202 | 20 | 24,046 | $249 | $167 | $417 |

Prop 84 Conservation Group Budget

Detailed Budget - updated December 10, 2014

GRANT AWARD

| | ACWD | BAWSCA | CCWD | City Napa | EBMUD | Marin | SCVWD | SFPUC | Solano | Sonoma | Zone7 | StopWaste | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Landscape Rebates | $187,500 | $150,000 | $275,250 | $225,000 | $160,500 | $37,500 | $375,000 | $0 | $205,000 | $26,225 | $60,000 | 0 | $1,701,975 |
| Toilet/ Urinal REBATES | $135,000 | $160,000 | $0 | $0 | $74,500 | $74,500 | $250,000 | $0 | $0 | $67,500 | $36,000 | 0 | $797,500 |
| Toilet/ Urinal Direct Installation | $0 | $0 | $0 | $0 | $0 | $151,000 | $0 | $535,000 | $300,000 | $248,000 | $0 | 0 | $1,234,000 |
| Washer Rebates | $212,500 | $225,000 | $224,750 | $90,000 | $300,000 | $75,000 | $375,000 | $0 | $30,000 | $193,275 | $204,000 | 0 | $1,929,525 |
| Education | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $ 100,000 | $100,000 |
| Admin | | | | | | | | | | | | $ 230,971 | $ 230,971 |
| TOTAL | $ 535,000 | $ 535,000 | $500,000 | $ 315,000 | $ 535,000 | $338,000 | $1,000,000 | $535,000 | $535,000 | $ 535,000 | $300,000 | $ 330,971 | $ 5,993,971 |

TOTAL MATCH

| | ACWD | BAWSCA | CCWD | City Napa | EBMUD | Marin | SCVWD | SFPUC | Solano | Sonoma | Zone7 | StopWaste | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Landscape Rebates | $115,375 | $92,300 | $169,371 | $138,450 | $98,761 | $23,075 | $230,750 | $0 | $126,143 | $16,137 | $36,920 | 0 | $1,047,282 |
| Toilet/ Urinal REBATES | $108,450 | $128,513 | $0 | $0 | $59,889 | $59,828 | $200,874 | $0 | $0 | $54,225 | $28,920 | 0 | $640,699 |
| Toilet/ Urinal Direct Installation | $0 | $0 | $0 | $0 | $0 | $123,896 | $0 | $438,968 | $246,150 | $203,484 | $0 | 0 | $1,012,497 |
| Washer Rebates | $141,933 | $150,300 | $150,250 | $60,120 | $200,400 | $50,100 | $250,500 | $0 | $20,040 | $129,108 | $136,272 | 0 | $1,289,023 |
| Education | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | $0 | 35000 | $35,000 |
| Admin | | | | | | | | | | | | | |
| TOTAL | $ 365,758 | $ 371,113 | $319,620 | $ 198,570 | $ 359,050 | $256,899 | $ 682,124 | $438,968 | $392,333 | $ 402,954 | $202,112 | $ 35,000 | $ 4,024,500 |

TOTAL

| | ACWD | BAWSCA | CCWD | City Napa | EBMUD | Marin | SCVWD | SFPUC | Solano | Sonoma | Zone7 | StopWaste | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Landscape Rebates | $ 302,875 | $ 242,300 | $ 444,621 | $ 363,450 | $ 259,261 | $ 60,575 | $ 605,750 | $ - | $ 331,143 | $ 42,363 | $ 96,920 | $ - | $ 2,749,257 |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Toilet/ Urinal REBATES | $ 243,450 | $ 288,513 | $ - | $ - | $ 134,389 | $ 134,328 | $ 450,874 | $ - | $ - | $ 121,725 | $ 64,920 | $ - | $ 1,438,199 |
| Toilet/ Urinal Direct Installation | $ - | $ - | $ - | $ - | $ - | $ 274,896 | $ - | $ 973,968 | $ 546,150 | $ 451,484 | $ - | $ - | $ 2,246,497 |
| Washer Rebates | $ 354,433 | $ 375,300 | $ 375,000 | $ 150,120 | $ 500,400 | $ 125,100 | $ 625,500 | $ - | $ 50,040 | $ 322,383 | $ 340,272 | $ - | $ 3,218,548 |
| Education | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 135,000 | $ 135,000 |
| Admin | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 230,971 | $ 230,971 |
| TOTAL | $ 900,758 | $ 906,113 | $819,620 | $ 513,570 | $ 894,050 | $594,899 | $1,682,124 | $973,968 | $927,333 | $ 937,954 | $502,112 | $ 365,971 | $10,018,471 |

City and County of San Francisco | Department of Human Resources

# PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/19/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☐ EXPEDITED ☑ REGULAR (OMIT POSTING ____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:
☐ INITIAL REQUEST ☑ MODIFICATION (PSC# 4163-07/08)

TYPE OF SERVICE: Purchase and installation of high-efficiency toilets for SFPUC customers (CS-930R)

FUNDING SOURCE: Grant funds and water conservation operating funds

| | | | |
|---|---|---|---|
| Original Amount: | $ 600,000 | PSC Duration: | 07/01/2008 – 06/30/2011 |
| Modification 1 Amount | $1,300,000 | PSC Duration: | 07/01/2010 to 06/30/2012 |
| Modification 2 Amount | $3,400,000 | PSC Duration: | ~~09/01/2010~~ to 06/30/2013 10/04/2010 ST |
| Total Amount | $5,300,000 | Total PSC Duration: | 07/01/2008 to 06/30/2013 |

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Supplemental Attachment A:

B. Explain why this service is necessary and the consequences of denial:
The program is a central component of the SFPUC's water conservation effort which has set long-term demand reduction goals of 4 million gallons per day by 2018. The HET program has two main goals: 1) to save water and 2) to provide new fixtures, technical services, and educational materials and assistance to an underserved community that is challenged to participate in traditional rebate programs, but tends to be most severely impacted by resource costs. Denial of amending this contract will limit the number for low-income customers who benefit from lowered water use and costs and reduce San Francisco's overall water savings and efforts to meet aggressive, mandated water reduction goals.

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 in the past and currently being provided by PSC No. (4163-07/08).

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

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

| L21 Local 38 | Shamica Jackson | 08/19/2010 |
|---|---|---|
| Union Name | Signature of person mailing/faxing form | Date |

**********

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4163-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- **Must be a California licensed plumbing contractor in business for a minimum of three (3) years with experience in residential toilet installations and programs, particularly on the technical (install) end.**
- **Must have experience with similar scale plumbing programs within the past 5 years.**

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

**7347; Plumber**

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 perform tasks on public works projects, and would not be authorized to work on private property.**

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

**No, this is a one time, grant-funded project to install the fixtures. Furthermore, current classifications are not authorized to work on the customer side of the meter.**

| 5. ADDITIONAL INFORMATION (if "yes," attach explanation) | Yes | No |
|---|---|---|
| A. Will the contractor directly supervise City and County employees? | | X |
| B. Will the contractor train City and County employees? | | X |
| • 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? | | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? **See attached.** | X | |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? **Yes, by PUC Res. # 03-0245 adopted 12/15/2003.** | X | |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | | X |

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson** — Print or Type Name

**415-554-0727** — Telephone Number

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

Supplemental Attachment A:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

**The SFPUC is implementing a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher ) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of $200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program.**

**As of spring 2010, there are approximately 7,000 participants in the SFPUC low-income service discount Community Assistance Program (CAP) with an estimated, average enrollment of 100 new participants every month. In January 2010, the SFPUC added the requirement that to enroll in or remain on CAP, all participants have to participate in the direct install program and schedule a free water conservation evaluation conducted by SFPUC conservation inspectors to determine eligibility for potential toilet replacement. The evaluation also provides the opportunity to educate customers on conservation practices; help detects pluming leaks and provides free conservation devices. With participation now a requirement, the SFPUC is committed to reaching as many CAP customers who qualify for toilet replacement as possible. To do so, requires additional funding by the SFPUC.**

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Automated Water Meter Program Deployment-Phase III (CS-1014)

Funding Source: SFPUC Capital Projects Budget PSC Duration: 2 years
PSC Amount: $3,500,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 05/31/2017

**1. Description of Work**

A. Scope of Work:

Contractor will deploy City-owned Automated Water Meter Program (AWMP) equipment to complete the final phase of AWMP deployment. A previous contract implemented Phase I and Phase II of the AWMP accomplishing 95% of the total AWMP deployment work. This professional service contract will cover the replacement or retrofit of the remaining approximately 5,200 existing manual water meters in the City with the AWMP equipment consisting of a digital water meter and a meter transmission unit (MTU). This mass deployment will ensure a seamless transfer from the current installed water meters to safeguard against unregistered consumption, mis-identification of meter locations, erroneously installed or programmed equipment, and any interruptions in customer reading and billing services.

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

Until the Phase III automated meters are installed the City is incurring extra costs to continue the manual meter reading system at these locations. The consequences of denying this contract to complete the work expeditiously will result in continued unanticipated costs to the City for accomplishing billing.

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

This service for AWMP installation Phase I and Phase II was previously being provided by PSC No. 4016-08/09 (CS-936).

D. Will the contract(s) be renewed? No, if procurement proceeds on schedule.

**2. Union Notification**: On 02/06/2015, the Department notified the following employee organizations of this PSC/RFP request: Plumbers, Local 38,

**********

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44699 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Specialized training and certification from the equipment manufacturers to install AWMP equipment; extensive experience performing installations; refined work order processes and quality assurance procedures required to install a large amount of meters in a short time & ensure seamless transfer from the current water meters. See Supplemental Attachment A.

B. Which, if any, civil service class(es) normally perform(s) this work?
7316,7317,7240,7353,7463,7388,

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 City does not have qualified personnel resources available to complete additional AWMP deployments beyond the 1,000 installations being held back from this scope.

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

No. The City possesses these classes already, though not in quantities required to complete the mass Phase III deployment. This work will be a short duration and a one-time effort. It would not be practical to adopt a new civil service class or increase existing qualified positions for this short-term mass deployment.

| **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? See Supplemental Attachment 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 03/23/2015 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

**From:** Jackson, Shamica
**To:** "larryjr@ualocal38.org"; "jmazzola@ualocal38.org"
**Cc:** DHR-PSCCoordinator, DHR (DHR-PSCCoordinator@sfgov.org)
**Subject:** Receipt of Notice for new PCS over $100K PSC # 44699 - 14/15
**Date:** Friday, February 06, 2015 4:22:20 PM
**Attachments:** CS-1014 PSC No. 44699-1415 PSC Form 1 Union Notice.pdf

Dear Local 38 Staff:

I hope all is well. Attached is the subject Personal Services Contract (PSC) for your review. You're receiving this notice because a position(s) in your union is listed on the PSC and your union notification email is not listed in the new PSC Database.

Best regards,
Shamica

Shamica Jackson, Senior Administrative Analyst Contract Administration Bureau
Office: (415) 554-0727 | Fax: (415) 554-3225
525 Golden Gate Ave., 8th Floor, San Francisco, CA 94102 sjackson@sfwater.org



-----Original Message-----
From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of SJackson@sfwater.org
Sent: Friday, February 06, 2015 3:44 PM
To: Jackson, Shamica; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over $100K PSC # 44699 - 14/15

RECEIPT for Union Notification for PSC 44699 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 44699 - 14/15 for $3,500,000 for Initial Request services for the period 06/01/2015 – 05/31/2017. Notification of 30 days
(60
days for SEIU) is required.

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

http://apps.sfgov.org/dhrdrupal/node/4502 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)

# Supplemental Attachment A

# PSC No. 44699-14/14

# (CS-1014)

3. **Why Classified Civil Services Classes Cannot Perform**

   **A. What efforts has the department made to obtain these services through available resources within the City?:**

The City has attempted to complete this work since 2012 and has not been able to accommodate the work given the other priority work required on meter maintenance, new service installations, distribution system leaks, etc. The City anticipates having one dedicated plumbing crew to complete a portion of the Phase III AWMP deployment starting in Spring 2015. That portion of work, approximately 1,000 installations, is being held back from this contract accordingly.

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

   **B. Will the contractor train City and County employees?**

City staff has already been fully trained under the previous contract (CS-936), so training will be unnecessary under this contract.

# CIVIL SERVICE COMMISSION
# CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR



September 4, 2008

**NOTICE OF CIVIL SERVICE COMMISSION ACTION**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4016-08/09 THROUGH 4021-08/09 AND 4014-05/06.**

At its meeting of **September 2, 2008** the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

(1) Postpone PSC #4017-08/09 to the meeting of September 15, 2008 at the request of the Public Utilities Commission.

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Anita Sanchez

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia P. Avakian, Airport Commission
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Sharnica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
Joan Lubamersky, Administrative Services & Mayor's Office of Public Finance
Briggette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
September 02, 2008

# RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | DeptNo | DeptName | Approval Type | Contract Amount | Description of work | Duration |
|---|---|---|---|---|---|---|
| CS-936 4016-08/09 | 40 | San Francisco Public Utilities Commission | Regular | $10,000,000.00 | Will provide advanced water metering infrastructure which the prime contractor will lead total turnkey project consisting of procurement and implementation of Water Advanced Meter Infrastructure (AMI) System in San Francisco. | 31-Oct-11 |
| 4017-08/09 | 40 | San Francisco Public Utilities Commission | Regular | $5,000,000.00 | Will provide liquidity in the form of a bank letter of credit for PUC Water Enterprise revenue bonds. | 01-Sep-13 |
| CS-802B 4018-08/09 | 40 | San Francisco Public Utilities Commisson | Regular | $500,000.00 | Will provide coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; and public review of draft environmental documents. | 31-Aug-10 |
| 4019-08/09 | 70 | GSA/City Administrator Animal Care & Control | Regular | $70,000.00 | Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis. | 30-Jun-09 |
| 4020-08/09 | 70 | GSA/Office of Public Finance | Regular | $95,500.00 | Will provide financial advisory services pertaining to municipal debt, in particular Certificate of Participation - Laguna Honda Hospital Project. | 08-Aug-09 |
| 4021-08/09 | 70 | GSA/Office of Public Finance | Regular | $60,000.00 | Will provide financial advisory services pertaining to municipal debt, in particular Lease Revenue Refunding bonds, Series 2008-1 and 2008-2 (Moscone Center Expansion Project, Series 2000-1, 2002 and 2000-3). | 08-Aug-09 |



CCSF: DHR
PSCPSTNG

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: As-needed Specialized Pipe Network Inspection and Testing (CS-1017)

Funding Source: ESER 2010 Bond - CUWAWSAW18 PSC Duration: 5 years 2 days
PSC Amount: $6,000,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 06/01/2020

1. **Description of Work**

A. Scope of Work:

Proposed work would include the following pipeline investigation services for the City's potable water delivery system and emergency fire water delivery pipeline network:

Internal pipe inspection via insertion tool to assess structural integrity;

External Pipe Inspection via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks;

-Leak Noise Correlation using acoustic listening tools to detect leak noise and approximate location of the leak;

-Corrosion and Soil Testing to determine corrosivity potential as well as corrosion due to other factors; See Supplemental Attachment A.

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

These inspection and testing services are necessary because the pipeline networks are now over 100 years old and many portions are in need of repair but exact locations are unknown. If testing services are not approved and conducted, it will result in the lack of best information. This lack of information will result in unnecessary, costly replacement of pipe which is still in good condition. The ultimate goal of these services is to identify the pipe which is truly in need of replacement so that replacement funds are spent in the most useful manner.

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.

With minor exception, most of these services have not been provided previously. Some of the internal pipe inspection technology was used on the Hetch Hetchy pipeline, however this was many years ago and specific contract information is not readily available.

D. Will the contract(s) be renewed? Maybe. Pending initial results of pipe network inspection.

2. **Union Notification**: On 03/09/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,Prof & Tech Eng, Local 21,Plumbers, Local 38,Architect & Engineers, Local 21,

**********

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46613 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Required skills and expertise include: operation of proprietary inspection equipment, analysis of complex data collected by proprietary inspection equipment to identify pipe defects and deterioration, experience in pipeline condition assessment, use of GIS software programs, use of laboratory corrosion and soil testing equipment, use of laboratory physical testing equipment, experience analyzing results of laboratory testing for both corrosion and material properties. See Supplemental Attachment A.

B. Which, if any, civil service class(es) normally perform(s) this work?
7284,7250,7388,5305,5304,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The contractor(s) will provide proprietary inspection tools and equipment for conducting pipeline inspections and analyzing recorded data. See Supplemental Attachment A.

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

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable given the proprietary nature of the technology which will be used to conduct the investigation services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
It would not be practical to adopt a new civil service class to perform this work because the inspection technologies are proprietary in nature and would still not be available to the City and given the periodic nature of the inspection work as opposed to a continuous need for services.

| **5. Additional Information (if "yes", attach explanation)** | YES | NO |
|---|---|---|
| A. Will the contractor directly supervise City and County employee? | ☐ | ☑ |
| B. Will the contractor train City and County employee? | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/08/2015 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

**From:** Jackson, Shamica
**To:** "Larryjr@ualocal38.org"; "jchiarenza@ualocal38.org"
**Cc:** richardisen@gmail.com; L21PSCReview@ifpte21.org; Isen, Richard; DHR-PSCCoordinator, DHR
**Subject:** RE: Receipt of Notice for new PCS over $100K PSC # 46613 - 14/15
**Date:** Monday, March 09, 2015 5:32:40 PM
**Attachments:** CS-1017 PSC No. 46613-1415.pdf
**Importance:** High

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Dear Local 38 Staff:

I hope all is well. Attached is the subject Personal Services Contract (PSC) for your review. You're receiving this notice because a position(s) in your union is listed on the PSC and your union notification email is not listed in the new PSC Database.

Best regards,
Shamica Jackson
415-554-0727

-----Original Message-----
From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of SJackson@sfwater.org
Sent: Monday, March 09, 2015 4:59 PM
To: Jackson, Shamica; richardisen@gmail.com; L21PSCReview@ifpte21.org; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over $100K PSC # 46613 - 14/15

RECEIPT for Union Notification for PSC 46613 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46613 - 14/15 for $6,000,000 for Initial Request services for the period 06/01/2015 – 06/01/2020. 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/4640 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)

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

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

**MEMORANDUM**

**DATE:** March 9, 2015

**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried
Manager, Contract Administration Bureau

**RE:** Justification for duration 5 or more years
CS-1017, PSC No. 46613-14/15
As-needed Specialized Pipe Network Inspection and Testing

---

The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract (PSC) authority for as-needed specialized pipe network inspection and testing in the following areas:

- Internal Pipe Inspection: via insertion tool to assess structural integrity;
- External Pipe Inspection: via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks;
- Leak Noise Correlation: using acoustic listening tools to detect leak noise and approximate location of the leak;
- Corrosion and Soil Testing: to determine corrosivity potential as well as corrosion due to other factors;
- Materials Testing and Engineering Analysis: to determine various physical properties of pipe network materials and their relative levels of deterioration;
- Statistical Data Analysis: of field & laboratory test data to draw meaningful conclusions about the pipe network on a large scale; and
- Finite Element Analysis: to identify component weaknesses and likely failure points for multiple loading configurations.

These services could extend up to five years from June 1, 2015 to June 1, 2020 due to the nature of the work. The pipeline networks which will be investigated under these contracts are extensive and unique in design and various technologies will be tested before the final duration is determined.

Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

# Supplemental Attachment A
# PSC No. 46613 - 14/15
# (CS-1017)

**1A. Scope of Work:**

Proposed work would include the following pipeline investigation services for the City's potable water delivery system and emergency fire water delivery pipeline network:

- Internal pipe inspection via insertion tool to assess structural integrity;
- External Pipe Inspection via excavation at key points to perform spot testing, including visual inspection, ultrasonic thickness measurements, and electromagnetic analysis to detect defects, corrosion pitting, deterioration & leaks;
- Leak Noise Correlation using acoustic listening tools to detect leak noise and approximate location of the leak;
- Corrosion and Soil Testing to determine corrosivity potential as well as corrosion due to other factors;
- Materials Testing and Engineering Analysis to determine various physical properties of pipe network materials and their relative levels of deterioration;
- Statistical Data Analysis of field & laboratory test data to draw meaningful conclusions about the pipe network on a large scale; and
- Finite element analysis to identify component weaknesses and likely failure points for multiple loading configurations.

**3A. Specify required skills and/or expertise:**

Required skills and expertise include: operation of proprietary inspection equipment, analysis of complex data collected by proprietary inspection equipment to identify pipe defects and deterioration, experience in pipeline condition assessment, use of GIS software programs, use of laboratory corrosion and soil testing equipment, use of laboratory physical testing equipment, experience analyzing results of laboratory testing for both corrosion and material properties, use of statistical methods for analyzing field data to discover patterns and correlations based on multiple parameters, use of computer software to conduct finite element analysis of pipe components.

**3C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**

Yes. The contractor(s) will provide proprietary inspection tools and equipment for conducting pipeline inspections and analyzing recorded data. Equipment's may include acoustic sensors, electromagnetic sensors, ultrasonic measurement tools, insertion cameras, ancillary equipment such as components to facilitate field work, proprietary data analysis tools for filtering raw data recorded by inspection tools, supercomputers to facilitate services such as data analysis, finite element analysis, and numerical modeling.

# Supplemental Attachment A
# PSC No. 46613 - 14/15
# (CS-1017)

**5F. Will the proposed work be completed by a contractor that has a current personal services contract with your department**

It is unknown if the proposed work will be completed by a contractor with a current personal services contract as the request for qualifications has not yet been released and no responses from candidate Contractors have been received yet.

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Professional Engineering Services Job Order Contracting Implentation Services (PRO.0008.14)

Funding Source: Project Funded PSC Duration: 5 years 3 days

PSC Amount: $4,000,000 PSC Est. Start Date: 05/01/2015 PSC Est. End Date: 05/02/2020

**1. Description of Work**

A. Scope of Work:

Proposed work is for Job Order Contracting (JOC) implementation services, including program development, procurement support, contractor training, and technical support. The Consultant will develop and administer multiple customized construction job order contracts by preparing Unit Price Books and technical specifications for each task in the Unit Price Book, and train contractors on use of a SFPUC customized JOC system. The Consultant will provide a comprehensive information management system for project tracking, development of cost proposals, preparing independent estimates, generating project documentation, scheduling, budgeting cost control, tracking LBE participation and generating customized reports.

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

A consultant with expertise in preparing job order unit price books and corresponding specifications is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get certain types of construction work started immediately instead of waiting for design and bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the work of bid preparation and contract compliance is done up front with the help of a specialized JOC consultant.

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

These services were previously provided under PSC 4190-07/08 (CS-941).

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

**2. Union Notification**: On 03/24/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

**********

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48730 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Knowledge and research of over 150,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; prepare technical specifications, provide procurement support, execution procedures, information management system to manage contracts for construction, staff for on-going technical support.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

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

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

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because specialized expertise and extensive research is needed to provide over 150,000 unit prices for construction jobs.

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

No. The cost of developing and updating of a new Job Order Contracting system is not feasible for the City to undertake.

| **5. Additional Information (if "yes", attach explanation)** | **YES** | **NO** |
|---|---|---|
| A. Will the contractor directly supervise City and County employee? | ☐ | ☑ |
| B. Will the contractor train City and County employee? | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/08/2015 BY:

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

Address: 525 Golden Gate Avenur, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

| | |
|---|---|
| **From:** | dhr-psccoordinator@sfgov.org on behalf of SJackson@sfwater.org |
| **To:** | Jackson, Shamica; Lopez, Ricardo; Basconcillo, Kathy; Sandeep.lal@seiu1021.net; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR |
| **Subject:** | Receipt of Notice for new PCS over $100K PSC # 48730 - 14/15 |
| **Date:** | Tuesday, March 24, 2015 5:33:40 PM |

RECEIPT for Union Notification for PSC 48730 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48730 - 14/15 for $4,000,000 for Initial Request services for the period 05/01/2015 – 05/02/2020. 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/4716 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)

# CIVIL SERVICE COMMISSION
# CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR



July 11, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4182-07/08 THROUGH 4193-07/08.

At its meeting of July 7, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

(1) Adopt the Human Resources Director's Report on PSC #4185-07/08. Notify the offices of the Controller and the Purchaser.
(1a) Three votes are needed for Commission action; therefore, PSC #4185-07/08 is continued to the meeting of July 21, 2008.
(2) Postpone PSC #4186-07/08 to the meeting of July 21, 2008.
(3) Postpone PSC #4187-07/08 to the meeting of August 4, 2008 at the request of the Municipal Transportation Agency.
(4) Postpone PSC #4189-07/08 to the meeting of August 4, 2008 at the request of the Public Utilities Commission.
(5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

Anita Sanchez

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Connie Chang, Public Utilities Commission
Rion Dugan, Department of Telecommunications and Information Services
Nancy Gonchar, Arts Commission
Jacquie Hale, Department of Public Health
Lavena Holmes-Williams, Port
Chris Iglesias, Human Rights Commission
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Artina Lim, Department of Children, Youth & Their Families
Jonathan Nelly, Department of Human Resources
Mary Ng, Department of Human Resources
Commission File
Chron

POSTING FOR
July 7, 2008

# RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | DeptNo | DeptName | Approval Type | Contract Amount | Description of work | Duration |
|---|---|---|---|---|---|---|
| 4182-07/08 | 22 | Environment | Regular | $5,000,000.00 | Will provide designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, and energy efficiency. | 30-Jun-13 |
| 4183-07/08 | 23 | Department of Children, Youth & Their Familes | Regular | $455,000.00 | Will provide 100 licensed family childcare workers in SF to open Medical Spending Accounts (MSA's) select and enroll in health coverage plans, and to manage health care subsidies of up to $155-$190 per month per provider depending on eligibility and age. | 30-Jun-10 |
| 4184-07/08 | 28 | Arts Commission | Regular | $115,000.00 | Will provide design, fabricate, deliver and install decorative light fixture on sidewalk at intersection of Broadway and Columbus Street in North Beach. | 30-Jun-09 |
| 4185-07/08 | 34 | Human Rights Commission | Regular | $85,000.00 | Will provide strategic planning consulting services to facilitate an examination of the Human Rights Commission's (HRC) vision, mission, values and charges within today's civil rights climate. | 30-Jun-09 |
| 4186-07/08 | 35 | San Francisco Municipal Transportation Agency | Regular | $192,536.00 | Will conduct an executive search to identify, evaluate and recommend candidates for three (3) Sr. level management positions in classification 9183. | 01-Jul-09 |
| 4187-07/08 | 35 | San Francisco Municipal Transportation Agency | Regular | $7,700,000.00 | Will provide for the design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. | 30-Jun-11 |
| 4188-07/08 | 39 | Port of San Francisco | Regular | $300,000.00 | Will provide Port staff with the issuance of new bonded debt including developing presentations for meetings with rating agencies and underwriters. | 01-Jan-14 |
| CS-942 4189-07/08 | 40 | San Francisco Public Utilities Commission | Regular | $50,000,000.00 | Will provide advanced planning support and design of a biosolids (sludge) facility which includes digester, thickening, dewatering and gas handling systems. | 31-Dec-16 |
| CS-941 4190-07/08 | 40 | San Francisco Public Utilities Commission | Regular | $5,000,000.00 | Will provide professional services to prepare Unit Price Books, technical specifications, training to staff and contractors for a PUC-customized job order contracting (JOC) system. | 31-Jul-13 |
| 4191-07/08 | 33 | Human Resources | Regular | $500,000.00 | Will provide full integrated marketing and advertising services to assist the Department of Human Resources (DHR) and the San Francisco Police Department (SFPD) in their recruitment efforts for police officers. | 01-Sep-10 |
| 4192-07/08 | 75 | Department of Telecommunications and Information Services | Regular | $250,000.00 | Will provide scanning and electronic imaging services to convert a City department's paper based documents, photographs and microfilm/microfiche into digital images and to create an index of all imaged documents. | 30-Jun-10 |
| 4193-07/08 | 82 | Department of Public Health | Regular | $900,000.00 | Will provide proposed changes to existing Institutional Master Plans (IMP) submitted by private acute care hospitals in San Francisco. | 30-Jun-17 |

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Postpone To 8/4/08

CCSF: DHR
PSCPSTNG

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS Dept. Code: TIS

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: City Hall Digital Video Upgrade Project Phase II

Funding Source: Cable Franchise Grant Funds PSC Duration: 3 years 13 weeks

PSC Amount: $2,000,000 PSC Est. Start Date: 04/01/2015 PSC Est. End Date: 06/30/2018

**1. Description of Work**

A. Scope of Work:

Furnish, install, assemble, set up, test (hereinafter "provide") the systems as described herein in accordance with the Contract Documents. Provide complete and operational Broadcast Systems, consisting of Audio, Video, Control and Communications Systems. Contractor shall provide all necessary hardware, equipment, software, cabling, termination, installation, configuration, engineering, programming, and integration of the System with SFGovTV's existing video, audio and television equipment as described, and any additional services necessary to ensure the System is fully functional. Certain items of equipment may, at the Owner's option, be provided by others; the Contractor shall coordinate the location and installation of any third party equipment and shall be responsible for coordination of any Owner furnished or third party furnished items with the appropriate manufacturers and/or suppliers.

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

Digital Upgrade is necessary to replace aging equipment and cabling, improve operational efficiency, enhance and expand delivery of public information. If this request is denied, delivery of public information through both the internet and television will be compromised.

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.

Previously provided as 4038-11/12

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

**2. Union Notification**: On 02/09/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

**********

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47321 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
The necessary skills to install, integrate, and troubleshoot the digital audio and video system is highly specialized and is specific to the type of equipment used to run a cable television channel. Similar systems do not exist in other city facilities. The Manufacturer requires all work must be performed by trained and certified audio/video installers and engineers.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

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

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

A. Explain why civil service classes are not applicable:

The skills required are specialized and applicable only to specific products and manufacturers. Equipment is unique to highly specialized audio/video/remote control systems

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, work is temporary and highly specialized.

| **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? Explanation of training has not been provided by the department | ☐ | ☑ |
| 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? RFP will be issued to choose a new vendor | ☑ | ☐ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/06/2015 BY:

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: 1 South Van Ness Ave 2nd Floor San Francisco, CA 94103

# Receipt of Union Notification(s)

## Gines, Jolie

**From:** dhr-psccoordinator@sfgov.org on behalf of jolie.gines@sfgov.org
**Sent:** Monday, February 09, 2015 5:05 PM
**To:** Gines, Jolie; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.net; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Renteria, Jason (TIS); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
**Subject:** Receipt of Notice for new PCS over $100K PSC # 47321 - 14/15

RECEIPT for Union Notification for PSC 47321 - 14/15 more than $100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 47321 - 14/15 for $2,000,000 for Initial Request services for the period 04/01/2015 – 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/4517 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)

**Appendix A**
**Services to be provided by Contractor**

## Scope of work

1. With SF GovTV staff, fully evaluate the existing Control Rooms and Master Control for both design and workflow.
2. Working closely with SF GovTV staff, create a complete design package for the new systems. We will be building a system that will initially run with SD-SDI signals, but all the equipment will be multi-format capable so that a switchover to HD requires no additional equipment. In addition, all the infrastructure (cables patchbays, DA's, interface gear, and router) will be 3G capable.

   Our current understanding of the new systems is:

   a. Two new digital control rooms which are identical in design. Major items in the control rooms will be a GVG Kayak switcher panel (connected to a shared frame) a Yamaha audio mixer, and video monitoring on a large flat screen using a multi-video processor. Some equipment (such as CG, Crestron, Intercom panel) will be transferred from the existing rooms.

   b. All equipment that operators do not need to touch will be installed in six racks in Room 93. The major items here are the new router, switcher, terminal gear, monitor wall multi-video processors, Omneon servers, Crispin Automation.

      Some of this rack space will be obtained by moving equipment, as specified in Change #5. We will work closely with SF GovTV staff so that this move is completed with no or minimum disruption to existing operations.

   c. Interfacing to the existing systems. Connection to the existing analog camera and other sources, and interfacing to the existing PESA routers. All router control will be from the new router system, so that from the operators perspective there is just one integrated system.

   d. Updated Master control system to interface with the new Crispin automation and provide new HD capable paths.

   e. A new, GPS locked sync and timing generation and distribution system that will provide signals for the new system and lock the existing systems.

3. Installation & Commissioning of all new equipment and cables. Cables that run between rooms will be Plenum rated. In addition, moving and integrating some of the existing equipment, and scheduling these moves to cause no disruption.
4. Moving approximately 80-100 hours of material from the existing Pinnacle servers to the new Omneon servers. Since the Pinnacle servers do not have an Ethernet gateway (as per RFI response) this transfer will be done baseband. This will be a good first test of the new Omneon servers.
5. Working with SF GovTV staff to plan a smooth transition to the new system. This includes organizing operator and engineer training.

## Our Design & Installation Approach

### Design

We will use the existing drawings as a preliminary design and will have an initial review meeting with SF GovTV staff to discuss the design. We will then create an Intermediate design package, which we will again review with SF GovTV. We would like operators to be present while reviewing the control room layouts, while the wiring diagrams will be reviewed with SF GovTV engineers. Information from this review will be used to create the Final design package which will be reviewed, red-lined and signed off by SF GovTV.

### Build-to Documentation

The updated and approved package will then be handed to the project Install Supervisor who will create a wirelist. This process has the dual benefits of allowing the Install Supervisor to become very familiar with the design package, and to catch any final small mistakes. No cable is made, installed or changed until it has been put on a drawing and wirelisted – this ensures the accuracy of the final "As-Built" documentation.

### Cable Fabrication

The wirelist discussed above is used to produce work-orders for our Cable Fabrication department who will make most of the cables which will be shipped to site. (inter-room runs will be installed on-site). Our Cable Fabrication department uses automated stripping and crimping tools, and rigorous procedures so that they have an error rate of less than 1 in 10,000.

### Installation

Our Installers are highly experienced and produce neat, easy to maintain systems, even in highly dense racks with hundreds of cables.

### Document Control

Throughout all these procedures (in our office and while installing on-site) we use very strict document control procedures to ensure that for each drawing, everyone is always using the most up to date Master file and printout.

## Schedule

Our understanding is that the new system must be functional within four (4) months of Notice to Proceed. Where we can do so without risk, we will slightly overlap the Design, Purchasing and Install phases.

| # of days | Task/Activity Description |
|---|---|
| Start: | Notice to proceed |
| +1-4 days: | Within days of Notice to Proceed we will have a design review with SF GovTV to look at and refine the current design. During this design review, we will work out the equipment that can be immediately ordered (e.g. Switcher, Router). |
| | During the next 30 days our engineers will be creating design drawings. We will host a weekly conference call and "webex" with SF GovTV staff to review drawings as they are created. Drawings will be posted in a folder on our FTP server to which SF GovTV staff will have access. |
| +10 days: | Move existing equipment in Room 93 to create empty racks, as discussed in Change Notice #5. The timing of this work can be any time before on-site installation starts. |
| + 30 days: | Intermediate Design Review. At this point, all drawings will have been created, though may be missing some details (e.g. the exact patch point may not have been allocated). |
| | We will order most of the rest of the equipment following this design review. Some cables can also be wirelisted and made (e.g. Router and Switcher I/O to patch). |
| +45 days: | Install inter-room cables. Though the design is not finalized at this point, we will know quantities and types of cables to run. Doing this work now will save time during the main installation phase. |
| +50 days: | Final Design Review. Drawings will be signed off by SF GovTV, with and without changes. |
| | Drawings without changes will immediately be passed to the Install Supervisor for wirelisting. |
| | In the following 10 days, drawings with changes will be updated and wirelisted, and cable fab will make most of the cables. |
| +60 days: | Start work on-site. |
| +90 days: | Start of testing of major sub-systems. e.g. the Router and its cables can be tested, even if the install team has not completed connections to other sub-systems. Around this time we will work out a detailed transition plan with SF GovTV, with particular focus on equipment that must be moved from the existing to the new control rooms. Where possible we will temporally move equipment to ensure it works correctly in the new system. e.g. we will temporally connect an Intercom panel to the new Control rooms, check that everything functions as expected, and then return the Intercom panel. This will ensure a smooth transition later. |

| # of days | Task/Activity Description |
|---|---|
| +110 days: | System installation, testing and configuration substantially complete. A punch list of outstanding items will be created with SF GovTV staff, which in the following days will either be rectified or a work-around agreed upon. Operator training on the Switcher, Router, Audio mixer and Crispin automation. |
| +120 days: | Execution of transition plan and final full system tests. |

## Assignment of tasks

### Project Manager

Responsible for Co-ordination, Schedule and Budget. Co-ordinates the Diversified team with SFGov TV, other contractors (architect, construction, electricians) and equipment vendors. Also responsible for logistics, getting equipment, cables, tools, etc to and from site.

### Lead Engineer

Responsible for ensuring that the design meets all of the goals of SF GovTV and that the different sub-systems work seamlessly together. Also responsible for providing full and accurate documentation of the new system, and training SF GovTV maintenance engineers. Given the 4 month schedule required, the Lead Engineer will work with two additional engineers to design and commission the system.

### Installation Supervisor

As discussed in the section above, creates the wirelist and is responsible for coordinating the work of the installation team and ensuring that the installation meets Diversified's standards. Works closely with the Lead Engineer and the Cable Fabrication department described above.

### Warehouse Manager

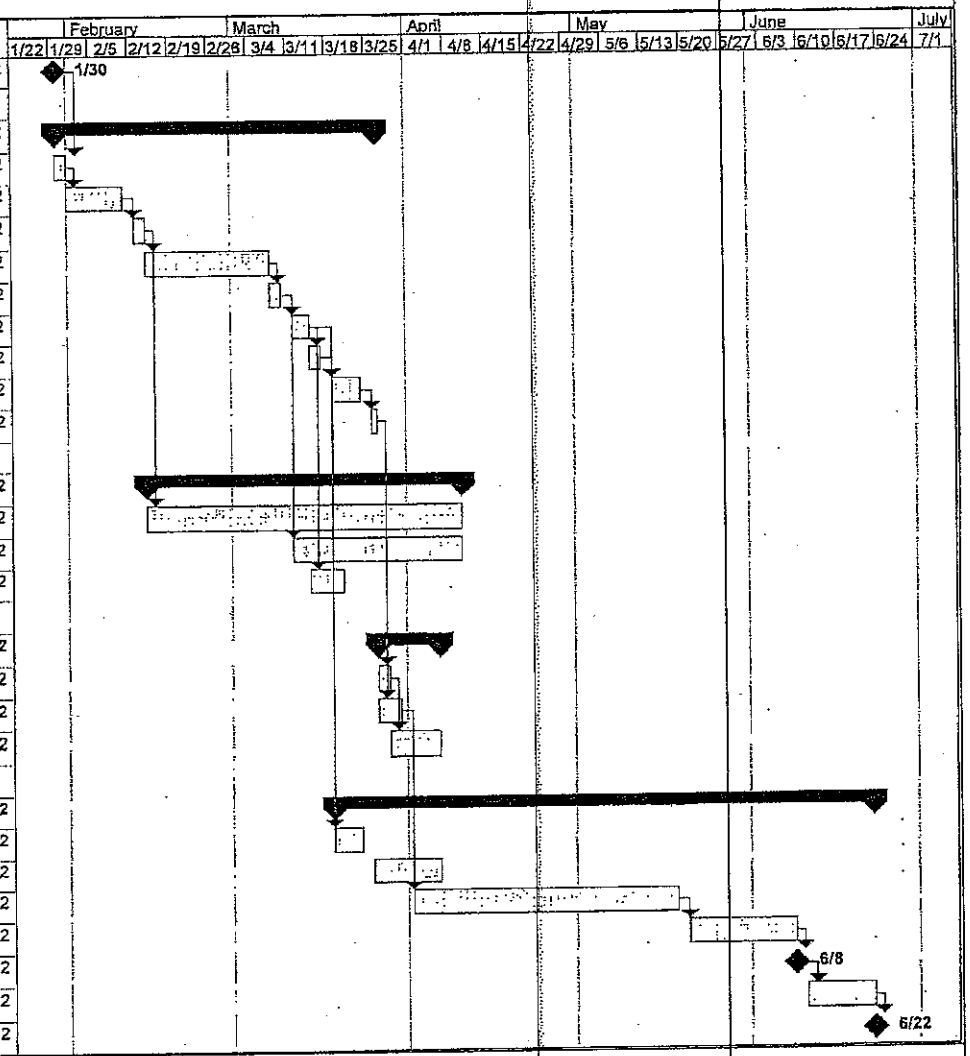
All equipment will be received in our Santa Clara warehouse, where it is checked against the Purchase Orders, and assigned a barcode. This allows equipment to be tracked to ensure that everything ordered has been received. The Warehouse Manager will work with the Installation Supervisor to get equipment and cables to site in a timely manner.

## EXHIBIT A - RESOURCE LOADING

| LABOR PLAN | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Week # | WK 1 | WK 2 | WK 3 | WK 4 | WK 5 | WK 6 | WK 7 | WK8 | WK9 | WK 10 | WK 11 | WK12 | WK13 | WK14 | WK15 | WK16 | WK17 | WK18 | WK19 | WK20 | WK21 | WK22 | Total Hours |
| Week Beginning | 30-Jan | 6-Feb | 13-Feb | 20-Feb | 27-Feb | 5-Mar | 12-Mar | 19-Mar | 26-Mar | 2-Apr | 9-Apr | 16-Apr | 23-Apr | 30-Apr | 7-May | 14-May | 21-May | 28-May | 4-Jun | 11-Jun | 18-Jun | 25-Jun | |
| Week Ending | 6-Feb | 12-Feb | 19-Feb | 26-Feb | 4-Mar | 11-Mar | 18-Mar | 25-Mar | 1-Apr | 8-Apr | 15-Apr | 22-Apr | 29-Apr | 6-May | 13-May | 20-May | 27-May | 3-Jun | 10-Jun | 17-Jun | 24-Jun | 1-Jul | |
| ACTIVITY TYPE | Design: Notice To Proceed | Design: PDR | Design: IDR | Design: FDR | System Prebuild | On Site Install | System Testing & Vendor Commissioning | Site Commissioning | Final Commissioning | | | | | | | | | | | | | | |
| PROJECT ADMINISTRATION | | | | | | | | | | | | | | | | | | | | | | | 316 |
| Senior Project Manager (SM) | 8 | 12 | 8 | 16 | 12 | 16 | 16 | 16 | 16 | 16 | 16 | 16 | 12 | 12 | 12 | 16 | 24 | 24 | 16 | 12 | 8 | 4 | 80 |
| Inventory Control (IC) | | | | | | | | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 4 | | | | | 32 |
| Project Assistant (PA) | 3 | 4 | 3 | 5 | 4 | 6 | 6 | | | | | | | | | 7 | 10 | 10 | 6 | 5 | 3 | 2 | 126 |
| Administration | 3 | 5 | 3 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 33 | 38 | 38 | 22 | 17 | 11 | 6 | 554 |
| PROJECT OFFICE TOTAL HOURS | 14 | 21 | 14 | 28 | 22 | 28 | 28 | 32 | 32 | 32 | 30 | 30 | 26 | 26 | 26 | | | | | | | | |
| ENGINEERING | | | | | | | | | | | | | | | | | | | | | | | 326 |
| Senior Engineer (LE) | 24 | 40 | 40 | 40 | 40 | 40 | 40 | 24 | 16 | 16 | 8 | | | | | | | | | | 24 | 12 | 124 |
| Cad Documentation (CD) | | 12 | 12 | 18 | 12 | 22 | 12 | | | | | | | | | | | | | | | | 452 |
| ENGINEERING TOTAL HOURS | 24 | 52 | 52 | 58 | 52 | 62 | 52 | 24 | 16 | 16 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 12 | |
| OFF-SITE STAGING & FABRICATION | | | | | | | | | | | | | | | | | | | | | | | 152 |
| Install Supervisor (IS) | | | | | | | 24 | 40 | 24 | 24 | 40 | | | | | | | | | | | | 128 |
| Install Lead (IL) | | | | | | | | 40 | 24 | 24 | 40 | | | | | | | | | | | | 64 |
| Install Tech (IT) | | | | | | | | | | 24 | 40 | | | | | | | | | | | | 640 |
| Cable Fab (CF) | | | | | | | | 80 | 120 | 80 | 80 | 80 | 80 | 40 | | | | | | | | | 884 |
| OFF-SITE TOTAL HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 24 | 160 | 168 | 152 | 208 | 80 | 80 | 40 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTEGRATION | | | | | | | | | | | | | | | | | | | | | | | 450 |
| Install Supervisor (IS) | | | | | | | | | | | | 50 | 50 | 50 | 50 | 50 | 40 | 40 | 40 | 40 | 24 | 16 | 410 |
| Install Lead (IL) | | | | | | | | | | | | 50 | 50 | 50 | 50 | 50 | 40 | 40 | 40 | | | | 330 |
| Install Tech (IT) | | | | | | | | | | | | 50 | 50 | 50 | 50 | 50 | 40 | 40 | | | | | 200 |
| Install Tech (IT) | | | | | | | | | | | | 50 | 50 | 50 | 50 | | | | | | | | 200 |
| Install Tech (IT) | | | | | | | | | | | | 50 | 50 | 50 | 50 | | | | | | | | 1,690 |
| Install Tech (IT) | | | | | | | | | | | | 250 | 250 | 250 | 250 | 150 | 120 | 120 | 80 | 80 | 24 | 16 | |
| ENGINEERING TOTAL HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | |
| SYSTEM COMMISSIONING | | | | | | | | | | | | 16 | 16 | 24 | 40 | 40 | 40 | 40 | 32 | 32 | 24 | 8 | 312 |
| Senior Engineer (LE) | | | | | | | | | | | | 16 | 16 | 24 | 40 | 40 | 40 | 40 | 32 | 32 | 24 | 8 | 312 |
| COMMISSIONING TOTAL HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | |
| TRAINING | | | | | | | | | | | | | | | | | | 40 | 40 | 40 | | | 120 |
| Senior Trainer | | | | | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 40 | 40 | 40 | 0 | 0 | 120 |
| TRAINING TOTAL HOURS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | | | | | | |
| PROJECT TOTAL HOURS | 38 | 73 | 66 | 86 | 74 | 90 | 104 | 216 | 216 | 200 | 238 | 376 | 352 | 340 | 316 | 223 | 198 | 238 | 174 | 159 | 83 | 42 | 3,912 |

# EXHIBIT B - PROJECT SCHEDULE

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **Notice to Proceed** | 0 days | Mon 1/30/12 | Mon 1/30/12 |
| 2 | | | | |
| 3 | **Design** | **41 days** | **Mon 1/30/12** | **Mon 3/26/12** |
| 4 | Kick-Off Meeting | 2 days | Mon 1/30/12 | Tue 1/31/12 |
| 5 | Preliminary Design | 8 days | Wed 2/1/12 | Fri 2/10/12 |
| 6 | Preliminary Design Review | 2 days | Mon 2/13/12 | Tue 2/14/12 |
| 7 | Intermediate Design | 16 days | Wed 2/15/12 | Wed 3/7/12 |
| 8 | Intermediate Design Review | 2 days | Thu 3/8/12 | Fri 3/9/12 |
| 9 | Final Design | 3 days | Mon 3/12/12 | Wed 3/14/12 |
| 10 | Final Design Review | 2 days | Thu 3/15/12 | Fri 3/16/12 |
| 11 | Holiday Break | 5 days | Mon 3/19/12 | Fri 3/23/12 |
| 12 | Release Shop Drawings | 1 day | Mon 3/26/12 | Mon 3/26/12 |
| 13 | | | | |
| 14 | **Procurement** | **40 days** | **Wed 2/15/12** | **Tue 4/10/12** |
| 15 | Long Lead Equipment | 40 days | Wed 2/15/12 | Tue 4/10/12 |
| 16 | Other Equipment | 22 days | Mon 3/12/12 | Tue 4/10/12 |
| 17 | Parts & Materials | 4 days | Thu 3/15/12 | Tue 3/20/12 |
| 18 | | | | |
| 19 | **Implementation - Off-Site** | **9 days** | **Tue 3/27/12** | **Fri 4/6/12** |
| 20 | Wirerun Listing | 2 days | Tue 3/27/12 | Wed 3/28/12 |
| 21 | Pre-Stage Equipment | 4 days | Tue 3/27/12 | Fri 3/30/12 |
| 22 | Cable Fabrication | 7 days | Thu 3/29/12 | Fri 4/6/12 |
| 23 | | | | |
| 24 | **Implementation - On-Site** | **70 days** | **Mon 3/19/12** | **Fri 6/22/12** |
| 25 | Move existing equipment | 5 days | Mon 3/19/12 | Fri 3/23/12 |
| 26 | Rough In | 10 days | Mon 3/26/12 | Fri 4/6/12 |
| 27 | On Site Installation | 35 days | Mon 4/2/12 | Fri 5/18/12 |
| 28 | Commissioning | 15 days | Mon 5/21/12 | Fri 6/8/12 |
| 29 | Substantial Completion | 0 days | Fri 6/8/12 | Fri 6/8/12 |
| 30 | Punchlist | 10 days | Mon 6/11/12 | Fri 6/22/12 |
| 31 | Final Completion | 0 days | Fri 6/22/12 | Fri 6/22/12 |




Task
Split
Progress
Milestone
Summary
Project Summary
External Tasks
External MileTask
Split

City & County of San Francisco
Department of Technology
*Powered by Innovation*

**CITY OF SAN FRANCISCO**

**SAN FRANCISCO GOVERNMENT TELEVSION (SFGovTV)**

**BROADCAST SYSTEMS SPECIFICATIONS**

**City Hall Digital Video Upgrade Project Phase II Scope of Work (February 9, 2015)**

## Introduction

San Francisco Government Television (SFGovTV) is the City and County of San Francisco's government television station. The purpose of the government channel is to cablecast government-related programming of interest to the residents of the City that will inform, educate and enlighten, as well as encourage participation in government services, activities and decision-making. Examples of content are live gavel-to-gavel coverage of the Board of Supervisors' meetings, the Planning Commission, the Transportation Authority, the Public Utilities Commission, the Mayor's Disability Council, and the Mayor's press conferences. The channel also produces original programming for and about City and County departments/ agencies. The channel is managed by the City's Department of Technology.

SFGovTV cablecasts on two cable channels carried on three different cable TV systems and video streams the two channels on the web.

## Goals

- The overall goals for the Digital Upgrade Project are transition to an all-digital high definition video infrastructure in a cost-effective and efficient manner.
- Improve signal quality.
- Improve production/aesthetic quality.
- Enhance and expand delivery of useful information to the public using both internet and television technology.
- Replace aging equipment likely to malfunction
- Reduce labor costs by improving operational efficiency.

**Project Background and Description of the Current Facility**

The City Hall audio visual system was completed in 1998 and has been modified and upgraded periodically since. The audio infrastructure is all digital, but due to financial reasons the original video infrastructure is all analog

San Francisco City Hall has four meeting rooms equipped with wall mounted remote controlled robotic cameras. The Board of Supervisors Chamber (room 250) has six cameras, the Board of Supervisors Committee Room (room 263) has four cameras and two Hearing Rooms (rooms 400 & 416) have five cameras each.

All of the cameras located in the City Hall meeting rooms are controlled remotely from one of SFGovTV's two control rooms in Room #92 located in the basement of City Hall. The remote controlled video cameras located in the meeting rooms are controlled by a Telemetrics camera control system. Scan convertors, document cameras and video players located in the meeting rooms are controlled with Crestron touchpanels located in the control rooms. The Crestron touchpanels are part of a centralized computer-controlled audio video control system that can control everything from the meeting room lights to the TV sets in the offices of the members of the Board of Supervisors.

SFGovTV's original facility included a Pesa Jaguar digital audio router with 64 inputs and 32 outputs and a Pesa Tiger analogue video router with 96 inputs and 96 outputs. Video signals from the meetings rooms are transmitted to SFGovTV's facility in City Hall Room 92 via Telecast fiber optic transmitter and receivers. Audio signals from the meeting rooms are transmitted and processed with a Peavey Media Matrix system.

Digital Upgrade Project Phase I - Completed
Phase I of this project, which has been completed, involved the construction of two new control rooms and the installation of new HD capable digital video equipment to begin the process of upgrading the infrastructure to an all digital HD SDI and 3G capable system. and the addition of wiring, convertors, processors and distribution amps..

The terminal, switching, processing and support equipment for the new systems and other equipment has been located in room 93, which is across the hall from the original rack room in room 92. The equipment installed in this room during Phase I includes an Evertz digital video router and Omneon Video Server with Crispin Master Control Automation. Most of the distribution, conversion and processing equipment is manufactured by Evertz.

The two new nearly identical control rooms control rooms include:

1. Monitor Wall, consisting of;

- Large Screen Displays fed via a monitor distribution system
- Monitor signal/control interfaces
- Custom Display Mount Assembly
- Multi-Channel Display Processor

- Control Room Monitor Speakers
- Digital clock display

2. Main Console, housing;

- Grass Valley Kayak Production Switcher Control panel
- Harris Inscriber digital character generator
- Production Server Control
- Router Panel
- Intercom/IFB Panel
- Yamaha 01V96VCM Digital Audio Production Console
- Two Audio SD Card Recorder

3. Rear Rack, housing;

- Two HDD/DVD recorders

**Scope of Work - Phase II**

This Scope of Work is to be used as a general guide and is not intended to be a complete list of all of the work necessary to complete the project. The following are the minimum work tasks assumed necessary for the final design and upgrade of the City's audio and video system at SFGovTV. Potential proposers may offer a modified scope as part of their proposal with justifications.

This Scope of Work document is for audio and video equipment sales and integration services. It is the intent of these specifications to establish a combined analog and digital video and audio plant with a minimum capability of 3.0 Gb HDTV transmission as specified under SMPTE 442M. Although interim equipment and some Owner furnished items may not meet these criteria, all passive baseband video infrastructure and backbone cabling, connectors, patching and the like shall be capable of 3.0 Gb without modification or adjustment. Refer to the Architectural plans for details on the rooms involved.

**Final Design Work**

1. Work with SFGovTV staff to understand the facility's current audio and video system and the station's current and future operational and work flow requirements and design a system that meets SFGovTV's goals. Perform all engineering and design work necessary to plan for the tasks listed in the Installation and Integration section of this document.. Inventory and test the fiber lines available for connecting the meeting rooms signals with SFGovTV's facilities.

SFGovTV currently expects to modify, or add to, its existing facilities to include the following features:

A. An IP based video distribution system.
B. A third control room for recording City Hall meetings
C. An audio edit room optimized for accurate audio monitoring, processing and editing
D. An video Edit Finishing room optimized for accurate audio and video monitoring, processing and editing.
E. A Master Control Playback Center
F. High definition digital video and audio transmission to cable television system operators
G. High definition digital signal sources in all City Hall meeting rooms with the signal transmitted to our facilities in rooms 92 and 93.
H. Upgrade 20 analog video cameras (PTZ) to High Definition video camera
I. A new audio routing system, which will be an expansion of the Evertz EMR router.
J. Add extra signal and control connections and infrastructure needed to prepare for cost effective future expansion of the system, including an additional meeting room.

2. Working with documents provided by SFGovTV, including the as-built documentation of Phase I work and the recommendations of the original design consultants, the contractor shall provide the following :

A. A detailed list of equipment and accessories, including converters, adaptors, connectors and cables, required to achieve SFGovTV's Project Goals.

B. Diagrams documenting the upgraded system's proposed signal flow and rack layouts created using CAD (Computer Assisted Design) software. Electronic files with these documents also must be provided to SFGovTV.
C. Design all of the necessary low voltage pathway (conduit and cable trays have been installed) associated with implementation of the broadcast systems indicated elsewhere herein
D. Measure and analyze the acoustics in control rooms D, E and F and create the necessary associated acoustical design for the work described herein and installation of any acoustical treatments.

4. Provide options for a addressing SFGovTV's video archiving needs and design the system as directed by SFGovTV.

5. Provide a detailed work plan and timeline.

**Installation and Integration**
These tasks should be planned and staged to prevent or minimize any disruption of SFGovTV's operations.

1. Replace the current RF MATV system with a digital IP-based system.
2. Create space for a new Master Control Center by removing six equipment racks and relocating the equipment in the removed racks planned for redeployment to its new location in City Hall room 93.
3. Provide and install the same, or equivalent, equipment as was installed in control rooms G & H during Phase I in the new third control room F. (see attached equipment list) including the control panels and associated interfacing equipment for the Telemetrics camera robotics system.
4. As determined during the design process, the contractor may be required to expand the functionality of the Telemetrics system to enable control of the meeting room cameras, document cameras, video players and scan convertors from control room F.
5. Replace all of the meeting room cameras (20 wall-mounted remote control cameras), located in City Hall rooms 250, 263, 400 and 416 with the high definition digital cameras specified by SFGovTV.
6. Provide and install equipment, racks, mounts and furniture for the Master Control Playback Center.
7. In each of the four meeting rooms, provide analog to HD-SDI digital convertors as needed for existing standard definition/analog equipment and/or replace selected existing standard definition/analog equipment with HD digital units.
8. Replace or upgrade the existing fiber optic system and other transmission equipment to carry the HD digital signals from the four meeting rooms to SFGovTV's facilities.
9. Install a fiber optic video transceiver or transceiver chassis in room 93 with the capability of expanding to accommodate at least nine HD signals from an additional meeting room.
10. Decommission the existing digital audio router and associated patch bay. Install a new audio router and/or expand the Evertz EMR router to handle the functions of the current audio router, and install an audio patch bay in room 93.
11. Relocate the five Granicus and one YouTube streaming video encoders in room 92 to room 93.

12. Relocate the waveform/vectorscope main units currently located in control rooms G and H, to room 93 and install waveform/vectorscope monitor remote control panels in the control rooms.
13. Design and Install a video archiving system..
14. Provide and install acoustic treatment for the new control room, audio editing room, Edit Finishing room and the Master Control area.
15. Replace the existing video editing SAN.
16. Connect, install and wall mount two video monitors/TVs in the room 92 lobby/office area.

**Warranties**

The proposal shall include a one year warranty/service agreement covering the system installation and a two year warranty/service agreement covering the provided equipment with a quote for an optional two year warranty extension.

All warranty repairs and service will be performed at the jobsite unless in violation of the manufacturer's warranty. In the latter event, provide substitute systems, equipment and/or devices acceptable to the Owner for the duration of such off-site repairs. Transport warranty, substitute and/or test systems, equipment, devices, materials, parts and personnel to and from the job site at no expense to the Owner.

**DESCRIPTION OF WORK**

Furnish, install, assemble, set up, test (hereinafter "provide") the systems as described herein in accordance with the Contract Documents. Provide complete and operational Broadcast Systems, consisting of Audio, Video, Control and Communications Systems. Contractor shall provide all necessary hardware, equipment, software, cabling, termination, installation, configuration, engineering, programming, and integration of the System with SFGovTV's existing video, audio and television equipment as described, and any additional services necessary to ensure the System is fully functional. Certain items of equipment may, at the Owner's option, be provided by others; the Contractor shall coordinate the location and installation of any third party equipment and shall be responsible for coordination of any Owner furnished or third party furnished items with the appropriate manufacturers and/or suppliers.

**Physical Plant**

The areas of the facility with which this specification is concerned are listed below. For the purposes of this specification, the Contractor will only be involved with installation of the Broadcast Systems in these areas located in San Francisco City Hall, 1 Dr. Goodlett Place, San Francisco.

1. One (1) existing rack room in room 92, housing existing analog equipment in racks.

2. One (1) new Master Control center created by the Contractor by removing equipment racks currently located in room 92.

3. One (1) existing rack room in room 93, intended to house all new digital equipment.

4. One (1) recently constructed control rooms, to be equipped with new video and audio control and monitoring equipment..

5. Two (2) former control room to be converted to an edit suite and audio edit suite by the Contractor.

6. Four (4) meeting rooms: rooms 250, 263, 400 and 416.

7. Room 92 Lobby/Office area.

**Systems and Standards**

A digital standard to be used for production and internal operation has been adopted. This document provides specifications for a digital backbone of sufficient bit rate to meet all current, proposed ATV standards, as provided by SMPTE 442M 3.0 Gb/s serial data rate.

Provision shall be made within the System to manipulate video tapes of various, (legacy) formats recorded in (analog) NTSC, digitizing and up-converting as necessary. Original programming will be eventually be native (HD/SD SDI) in the 1080i or 720P format. Network storage shall be capable of both 8 and 10 bit uncompressed and compressed storage formats, including MPEG2, MPEG4, H.264, DV25, DV50 and DV100.

SERIAL DIGITAL SUBSYSTEM

The Serial Digital Subsystem shall consist of Switching, Distribution, Interface and Format Conversion equipment as specified herein, designed to operate at a bandwidth of no less than 3.0 Gb on-time signals. All cabling and installation shall meet or exceed criteria for SMPTE 442M specifications, 3.0Gbs data rate.

DIGITAL AUDIO SUBSYSTEM

K. All new Digital Audio shall be a primarily embedded within the HD/SDI stream, and shall comply with AES/EBU standards. Discrete (non-embedded) AES signals will be moved to the new audio routing system, which will be an expansion of the Evertz EMR router.

L. In the new Control Rooms, AES audio will be originated in AES, or de-embedded for processing and mixing, and then embedded for program distribution.

**Composite Video, Digital audio and Analog Audio Subsystems**

If proven feasible during the design process, the existing Composite video, Pesa digital audio router and analog audio subsystem shall be decommissioned without causing an interruption to SFGovTV's operations.

## General and Technical requirements

**Applications Required**

Proposals must be submitted in hard copy on standard letter paper and must include the following information in the order specified below.

1. **Introduction and Executive Summary** (up to 1 page)

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 3 pages)

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

1. Overall scope of work tasks; and
2. Schedule and ability to complete the project within the City's required time frame; and
3. Assignment of work within your firm's work team.

3. **Fee Proposal**

The City intends to award this contract to the firm that it considers will provide the best overall audio and video systems consultant 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 that includes the following:

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

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

A description and contact information for three (3) current municipalities or organizations you have successfully delivered a similar project scope to. Provide samples of the documents provided as part of your work including CAD drawings and text documents. For each of the examples, include a client contact name, title and phone number.

Provide the cost for each of the disciplines identified in the Scope of Work with a not-to-exceed amount and hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

List the staff your firm will use to complete the project. Include the years of relevant experience and the number of like solutions each staff member has worked on.

**Experience Required**

The bidding vendor must have:

- Demonstrated experience in state-of-the-art audio and video system design, determining client's . audio and video system needs, and analysis of existing audio and video facilities.
- Minimum 5 years of relevant experience, with minimum of three prior completed projects.
- Thorough knowledge of professional audio and video industry standards and practices.
- Demonstrated experience working with television stations and/or video production facilities.
- The selected firm must be located within 100 miles of San Francisco.

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

**Vendor Requirements**

Proposals must be submitted in hard copy on standard letter paper and must include the following information in the order specified below.

1. **Introduction and Executive Summary** (up to 1 page)

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.

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Please provide a fee proposal that includes the following:

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

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

A description and contact information for three (3) current municipalities or organizations you have successfully delivered a similar project scope to. Provide samples of the documents provided as part of your work including CAD drawings and text documents. For each of the examples, include a client contact name, title and phone number.

Provide the cost for each of the disciplines identified in the Scope of Work with a not-to-exceed amount and hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

List the staff your firm will use to complete the project. Include the years of relevant experience and the number of like solutions each staff member has worked on.

**Vendor Deadline**

Proposals must be **received** by **12:00 PM**, on **(date TBD)** Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left with staff at the DT front desk at One South Van Ness Avenue, 2nd Floor, or mailed to:

San Francisco Department of Technology

Digital Video Transition Project, Phase2

One South Van Ness Avenue, 2nd Floor

San Francisco, CA 94103-0948

Proposers shall submit one (1) Original and five (5) copies of the proposal and two copies, separately bound, of the required Human Rights Commission (HRC) Form(s), noted in the Table of Contents, in a sealed envelope clearly marked "Consultant, Digital Video Transition Project" to the above location. The original copy of the proposal must be clearly marked as

"ORIGINAL." Proposals that are submitted by facsimile, telephone, or electronic mail will not be accepted. Late submissions will not be considered.

Return Bid Responses to:

Proposals may be delivered in person and left with staff at the DT front desk at One South Van Ness Avenue, 2nd Floor, or mailed to:

San Francisco Department of Technology
Digital Video Transition Project, Phase 2
One South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103-0948

**GENERAL**

**1.1**

These are the Specifications for the Broadcast Systems for the City of San Francisco Government TV (SFGTV). It is the intent of these specifications, and the related materials issued, to provide the Owner with complete and operational Broadcast Systems as specified herein. Material and equipment specified herein have been selected as the basis of acceptable quality and performance and have been coordinated to function as components of the included systems. Where a particular material, device, piece of equipment or system is specified directly, the current manufacturer's specifications for the same shall be considered to be a part of this document as if completely detailed herein Perform the work of this section in accordance with acknowledged industry and professional standards and practices and the procedures specified herein. Furnish and install all materials, devices, components and equipment required for complete and operational systems.

**1.1.1 Definitions**

For the purposes of these specifications, the following definitions shall apply;

1. The Project is San Francisco Government TV (SFGTV).
2. The Owner is the City of San Francisco.
3. The Consultant is SFMAI, San Francisco, California.
4. The Design Team includes representatives of the Owner, as well as any other specialty designers and consultants so designated by the Owner.
5. The System is the Broadcast Systems and Equipment as specified herein.

6. The Bidder is a firm providing a bid proposal in response to these specifications.
7. The Contractor (or "Systems Contractor") will be the successful Bidder awarded the contracts for the systems as specified herein.
8. The Contract Documents are any and all specifications, drawings, sketches and related materials issued for this project.

### 1.1.2 Conventions

For the purposes of these specifications, the term "Owner" shall apply to the Owner as defined above, his designated representatives and any other party representing the Owner including, but not limited to, the Architect and the Consultant, or representatives of the same. Any directives given in these specifications, such as "Perform", "Install", "Provide", "Present" or any similar terms, shall be assumed to be preceded by the phrase "The Contractor shall", and will be incumbent upon the Contractor to execute as part of these specifications.

### 1.1.3 Terms and Conditions Found Elsewhere

The terms and conditions as specified herein shall be considered to be the minimum requirements of this work. Bonding and Insurance requirements have been set by the Owner and are found elsewhere. The Broadcast Systems Drawings are for general reference only and only as that information pertains to the Broadcast Systems; refer to the Architectural and Electrical Drawings for details regarding general construction. The omission from these specifications of any terms or conditions of the General Specifications shall not be construed to be a relaxation or exclusion of those terms or conditions.

### 1.1.4 Acknowledgment of Terms and Conditions By Bidder

By providing a bid Proposal in response to these specifications and other Contract Documents, the Bidder acknowledges that he has read and understands these documents fully, and agrees to all terms and conditions as specified herein, waiving any and all rights to any exceptions, exclusions or changes, except as included with the bid proposal and agreed to by the Owner. The Bidder also acknowledges that these specifications, in their entirety, will become part of the final contract, subject to any mutually agreed exceptions. The Bidder also grants permission to the Owner, his representatives and any other parties so designated by

the Owner, to disclose information about the bid proposal as they see fit for the project.

### 1.1.5 Acceptance of Bid Proposal

The acceptance by the Owner of any bid proposal shall not constitute nor indicate an agreement, contract, promise or other covenant by the Owner to the Bidder. The bid proposal is supplied by the Bidder to the Owner at the Bidder's risk, with no guarantees, implied or otherwise, that the Owner will act on the bid proposal.

## 1.3 QUALITY ASSURANCE

### 1.3.1 Standards

Provide equipment in accordance with the latest edition and revisions of all applicable standards and specifications of all appropriate agencies including, but not limited to, the following:

1. SF - The city of San Francisco
2. FCC - Federal Communications Commission
3. ATSC - Advanced Television Standards Committee
4. NTSC - National Television Standards Committee
5. SMPTE - The Society of Motion Picture and Television Engineers
6. AES – Audio Engineering Society
7. EIA - The Electrical Industries Association (U. S.)
8. UL - Underwriters' Laboratories
9. NEC - The National Electrical Code
10. OSHA - Occupational Safety and Health Administration
11. ANSI - American National Standards Institute
12. IEEE - Institute of Electrical and Electronic Engineers
13. IEC - International Electrotechnical Committee
14. NCTA - National Cable Television Association
15. ADA - Americans with Disabilities Act

### 1.3.2 Codes

Perform installation in accordance with all applicable international, federal, state, county and municipal codes and ordinances.

### 1.3.3 Conflicts

Present to the Owner any conflicts between codes, ordinances, regulations, specifications and/or requirements prior to the commencement of the scheduled work.

## 1.4 WORK COMPLETION

### 1.4.1 Organization

Organize the work of this section and coordinate with all other trades to ensure that this work will proceed as expeditiously as possible toward scheduled completion.

### 1.4.2 Delivery

Deliver all equipment, devices and materials required for the work of this section at least five (5) days prior to the completion date for the associated area of the project, unless specifically instructed otherwise by the Owner or the Owner's representative.

### 1.4.3 Installation

Install, program, test, commission and ready all of the work of this section for Acceptance Testing at least thirty (30) days prior to the project completion date. Provide, at no cost to the Owner, temporary equipment to function in place of the specified equipment which is found to be incomplete or unacceptable as of thirty (30) days prior to the completion date.

### 1.5.2 Facilities

Maintain regular service facilities and provide a qualified technician familiar with the work of this section at the site within twenty-four (24) hours of receipt of a notice of malfunction.

Provide the Owner with the number of a telephone attended twenty-four hours a days, seven days a week, to be called in the event of a malfunction. Provide, at no expense to the Owner and at the Owner's request, all material, devices, equipment and personnel necessary to provide alternate facilities, services and systems for the duration of the repairs to any defective work of this section. Install approved alternate temporary equipment and facilities at the job site, complete and operational, within forty-eight (48) hours after notification of a malfunction.

**1.5.3 Warranty and Service**

Submit a renewable maintenance agreement for the servicing and adjustment of the installation work and provided equipment. The proposal shall include a one year warranty/service agreement covering the system installation and a two year warranty/service agreement covering the provided equipment with a quote for an optional two year warranty extension.

Conduct all warranty repairs and service at the jobsite unless in violation of the manufacturer's warranty. In the latter event, provide substitute systems, equipment and/or devices acceptable to the Owner for the duration of such off-site repairs. Transport warranty, substitute and/or test systems, equipment, devices, materials, parts and personnel to and from the job site at no expense to the Owner.

**1.5.5 Scheduling**

Perform all maintenance work, except emergency repairs, during regular working hours of regular working days, except as dictated by classroom and production schedules. During the latter, maintenance shall be scheduled to accommodate the area needs. The facility is a twenty-four hour per day, seven day a week operation. As such regular working hours include Saturday and Sunday. Perform emergency repairs when a system or component malfunctions during use, and on an immediate basis. Maintenance work by personnel shall not be subcontracted or assigned unless the Owner has approved such assignment in writing. Maintenance shall be scheduled with UNR to ensure no disruption classroom, production or post production sessions.

1.5.7.6 SAMPLE DOCUMENTATION

A sample documentation package from one or more previous projects of similar magnitude and type. This sample shall become the property of the Owner, and shall consist of at least one (1) of each the following from the same project, at a minimum;

1. Single Line Diagram
2. Block Diagram
3. Equipment Plan
4. Electrical and Signal Conduit Plan
5. Rack Elevation
6. Cable Schedule (one page)
7. Test Result Schedule (Proof of Performance)
8. Bill of Quantities (one page)
9. Programming Code and Graphical User Interface

## 1.6 SUBMITTALS

### 1.6.1 Submittal Format

Each submittal from the Contractor for each project shall be numbered in consecutive order and be accompanied by a Letter of Transmittal. Quantity and format of submitted materials are specified under the respective sections of this specification. Under no conditions will posting to an FTP site be considered an acceptable submittal. All submittals and information contained therein become the property of the Owner. Nomenclature, legend, symbols, and abbreviations on submitted material shall be the same as used in Contract Documents. Each submittal Transmittal shall include a complete index with the following information:

1. Project title and number
2. Submittal number.
3. Date of submission and indication of dates of previous submissions.
4. Referenced addendum or change order number as applicable.
5. Names of Contractor, supplier and manufacturer.
6. Referenced specification Division, Section, Title, paragraph, and page number or

drawing reference as applicable.

7. Description of item.

8. Clouded or highlighted differences from prior submittals

9. Clouded or highlighted differences from design drawings

10. Stamp with Contractor's stamp, initialed or signed certifying the following:

1) Review and acceptance of submittal.

2) Verification of products, field measurements, and field construction criteria.

3) Coordination of information in submittal with requirements of work of this Division and other Divisions of Contract Documents

**1.6.2 Drawing Standard and Formats**

Except where required otherwise by the Architect or Owner, all technical drawings for this part of the work shall be Architectural D size (24x36), and shall be submitted both in paper and electronic form. All Drawings based upon Architectural backgrounds shall comply with project size requirements (E1 size unless specifically instructed otherwise). Exceptions can be made in the case of sketches and intermediate field instructions, but all shop and final drawings shall be as stated above.

Electronic submittals of drawings which indicate 3D information (e.g., consoles) shall be provided in a format (e.g., AutoCad 3D) that permits rotation of subjects to allow complete analysis by the design team. PDF files issued shall have security set to minimum, to allow markup and commenting. All drawings become the property of UNR when submitted. Drawings shall not contain any verbiage that limits usage in any manner by UNR or other design team members.

Drawing identification shall be clear, using logical sequencing and labels. Title blocks shall include the following, at a minimum;

1. Project title and number

2. Drawing Title.

3. Drawing identification (alphanumeric ID).

4. Drawing scale.

5. Names of Contractor and design team members.
6. Date of drawing issue
7. Revision block and history
8. Drawing size and reference unit indicator

Changes to previous issues of a drawing, including any variances from the design drawings, must be clearly indicated either via clouding the areas involved, or by text description on the drawing, highlighting the involved area. Under no conditions will a drawing change not so indicated be considered an accepted change or substitution.

**1.6.3 Other Documentation Formats**

Except where specifically required otherwise, all other technical documentation for this part of the work shall be standard letter size (8-1/2"x11") horizontal format, and shall be submitted both in paper and electronic form. Electronic submittals of tabular lists shall be submitted in Microsoft Excel spreadsheet form to allow review by the design team.
Documentation identification shall be clear, and shall include the following, at a minimum;

1. Project title and number
2. Document Title.
3. Date of issue

**1.6.4 Drawing and Other Documentation Definitions**

For the purposes of this Project and these Specifications, the following drawing and other documentation definitions shall apply;

1.6.4.1 PRELIMINARY DRAWINGS

Preliminary Drawings are conceptual drawings used for approval of design approach, practice, and formats and become the foundation for the final documents. These drawings have sufficient detail, showing equipment, devices, and interconnecting signal paths with appropriate reference designations, to permit design review.

1.6.4.2 FIELD AND SHOP DRAWINGS

Field and Shop Drawings are works in progress, showing development and construction details for use as instruction materials in shop and on site. These include single line, block and elevation drawings, construction details, cable run sheets and the like. These are further developments of the preliminary drawings.

1.6.4.3 "AS-BUILTS"

"As Built" documents show the actual final condition of how the devices or systems were installed. These drawings reflect all field conditions, and are free of correction marks, revision notes or other extraneous indications.

1.6.4.4 BLOCK DIAGRAMS

Block Diagrams are basic fundamental drawings which contain a minimum degree of detail simply showing equipment or devices only as simple blocks or symbols interconnected by single lines and may show simple signal path direction. The symbols representing equipment or devices have only simple reference designations used for low level identification. These shall be prepared using industry standard symbols (blocks), with device specific designations within the blocks (internal). "Flag" or other skeletal type drawings shall not be acceptable.

1.6.4.5 SINGLE LINE (S/L) DIAGRAMS

Single Line (S/L) Diagrams are drawings containing greater detail than block diagrams and show, by means of graphic symbols and interconnecting lines, the course of a system and the component devices used therein. They also depict cable reference numbers, device reference designations, device connector reference designations, and where applicable, jack field references and signal reference levels. Single Line Diagrams are usually segregated into, but not limited to, the following categories: RF, audio, video, control, data, timing, and power.

1.6.4.6 SCHEMATIC DIAGRAMS

Schematic Diagrams show, by means of industry accepted graphic symbols of components, the electrical connections and functions of a specific circuit arrangement. These diagrams facilitate tracing the circuit and its functions without regard to the actual physical size, shape, or location of the component devices or parts. They also show device and connector details including part numbers, component values, pin numbers, voltage references, and signal reference levels or values.

1.6.4.7 WIRING DIAGRAMS

Wiring Diagrams show the electrical connections of an installation or component devices or parts. They may cover internal or external connections or both, and contain such detail to make or trace connections that are involved, including device reference designations, and device pin numbers. Wiring diagrams show the general physical arrangement of the component devices or parts as it would appear to a wireman.

1.6.4.8 INTERCONNECTION DIAGRAMS

Interconnection Diagrams are forms of wiring diagrams that show only external connections between units, sets, devices, groups, and systems. They also show cable reference numbers, connector reference designations, and usually, functional reference designations of cables.

1.6.4.9 SYMBOLS LIST

The Symbols List is a tabular data listing of mnemonics and/or graphic symbols used as reference designations in the representation of devices or components shown on system drawings. The mnemonics are listed together with a definition of the device or component, including manufacturer's name and model number where applicable. This listing is provided on 8-1/2" x 11" vellum or bond media. Other formats include graphic symbol depiction used in the design drawings.

1.6.4.10 JACK FIELD LAYOUT

The Jack Field (or Patch Bay) Layout drawing shows simplified jack locations on a panel (from front) with jack position numbers (alpha-numeric), cable reference numbers, and abbreviated functional designation for source/destination of circuits passing through the jack panel.

1.6.4.11 EQUIPMENT RACK AND CONSOLE ELEVATIONS

Equipment Rack and Console Elevation drawings show the physical layout of equipment or panels in a rack or console and are usually viewed from the front. They also show incremental delineation of panel locations, 1 rack unit each (1-3/4"), and numbered from 1 - "x", 1 being the lower most rack unit. These drawings will also depict the over-all height of the racks and consoles, including any base.

1.6.4.12 CONSOLE DETAILS

Console detail drawings show the physical layout, construction, materials and other details of the custom and standard (manufactured) consoles. Full frontal, side, rear and isometric views shall be provided. Drawings shall be scaled and dimensioned, with callouts for finishes and subassemblies. These drawings shall be provided in AutoCAD 2000 3D format to allow full review of all details.

1.6.4.13 MONITOR WALL/HOUSING LAYOUTS

A Monitor Wall/Housing Layout is a scaled drawing that shows positional location of picture monitors, functional reference identification of each monitor, mounting details and physical sizes of monitors within the assembly, as well as finishes and details of the assembly itself.

1.6.4.14 CABLE SCHEDULE

The Cable Schedule (or run sheet) is a book form listing consisting of tabular from-to data establishing wiring connections within or between devices or equipment within a system or facility. The full cable schedule is a horizontal format, prepared on 8-1/2" x 14" bond media; abbreviated cable schedules are vertical format, 8-1/2"x11" bond media. The principal

sections of a full cable schedule are as follows:

1. Cable number with system ID prefix
2. Source connection identification, including device and connection point
3. Destination connection identification, including device and connection point
4. Cable type (manufacturer's number)
5. Cable length
6. Functional description of cable in system
7. Connector wiring diagram reference codes

The abbreviated sections are items 1, 2, 3, and 6 above only.

**1.6.5 Resubmission Requirements**

Make any corrections or changes in submittals required. Resubmit for review until no exceptions are taken. Clearly note re-submittal and indicate all changes from previous submittal. Revise initial drawings or data and submit as specified for initial submittal. Indicate any changes that have been made other than those requested. Submit new samples as required for initial submittal.

**1.6.6 Substitutions and Product Options**

Wherever catalog numbers and specific brands or trade names followed by designation "or equal" are used, they are used to establish standards of quality, utility, and appearance required. Within a period of fifteen (15) days after award of Contract or as specified, whichever is greater, Owner or Owner's designated representative will consider formal requests from Contractor for substitution of products in place of those specified. After the end of that period, requests will be considered only in case of product unavailability or other conditions beyond the control of Contractor. Product unavailability shall be verified in writing by the manufacturer.

1.6.6.1 CONTRACTOR SELECTION OPTIONS

1. For products specified only by reference standard, select product meeting that

standard, by any manufacturer.

2. For products specified by naming several products or manufacturers, select any one of the products and manufacturers named which complies with specification.

3. For products specified by naming one or more products or manufacturers, submit request as for substitutions for any product or manufacturer that is not specifically named.

1.6.6.2 CONTRACTOR SUBSTITUTION REQUEST FORMAT

Submit a separate request for each substitution. Support each request with:

1. Reason for substitution
2. Advantage to Owner for substitution
3. Complete data substantiating compliance of proposed substitution with requirements stated in Contract Documents.
4. Product identification, including manufacturer's name and address, and manufacturer's literature, identifying;

*1) Products' description.*

*2) Reference standards.*

*3) Performance and test data.*

5. Samples, as applicable.
6. Name and address of similar projects on which product has been used, and dates of each installation.
7. Itemized comparison of proposed substitution with product specified; list significant variations.
8. Impact on project schedule.
9. Any effect of substitution on work of other contractors.
10. List of changes required in other work or products.
11. Accurate cost data comparing proposed substitution with product specified.
12. Designation of required license fees or royalties.

1.6.6.3 UNACCEPTABLE SUBSTITUTION REQUESTS

Substitutions will not be considered for acceptance when:

1. They are indicated or implied on shop drawings or product data submittals without formal request from Contractor.
2. They are requested directly by subcontractor or supplier.
3. Acceptance will require substantial revision of Contract Documents, unless the Contractor bears the cost of redesign by Architect, Engineer or Consultant.
4. Insufficient information is submitted.

1.6.6.4 SUBSTITUTION CONFIRMATION

Substitute products will not be ordered or installed without prior written approval. In making a formal request for substitution, confirm that:
1. Proposed product has been investigated and has been determined equal to or superior in all aspects to that specified.
2. Same warranties shall be provided for the substitution as for the specified product.
3. Installation of the accepted substitution shall be coordinated into project by Contractor.
4. Such changes as may be required for work to be complete in all respects shall be made.
5. Contractor waives claims for additional costs caused by substitution which may subsequently become apparent.
6. Cost data is complete and includes related costs under his Contract, but not:
*1) Costs under separate Contracts.*
*2) Architect's, Engineer's and/or Consultant's costs for redesign or revision of Contract Documents.*

1.6.6.5 CONTRACTOR'S RESPONSIBILITY REGARDING SUBSTITUTIONS

Approval of substitutions shall not relieve Contractor from complying with requirements of Contract Documents. The Contractor shall be responsible at his own expense for any changes resulting from his proposed substitutions which affect work of other Divisions, or work of other contractors. Where any redesign of electrical or mechanical work is required

due to the Contractor's use of a substitution, arrangement, or equipment layout other than herein specified or shown, the Contractor shall, subject to the Architect and Owner's approval, perform or contract for such redesign and produce detailed plans at no cost to the Owner.

**1.6.7 Change Orders**

Change Order requests from the Contractor must be made in writing as early as possible prior to the need for such work. Each Change Order request must follow the format for substitutions, above, and be justified. The Contractor shall not commence any Change Order without written confirmation from the Owner or his representatives. Any changes or additional work performed by the Contractor without written permission shall be considered to be gratis to the Owner; any costs for removing such work, whether at the wish of the Owner or to permit the execution of specified work, shall be borne by the Contractor, including those involving project delays.

**1.6.8 Post Award Submittals**

No more than fifteen (15) days after Contract Award, submit three (3) copies and one (1) reproducible of the following:

1.6.8.1 UPDATED IMPLEMENTATION SCHEDULE

An updated project implementation schedule, reflecting changes negotiated during the bid process. This schedule shall finalize personnel assignments, with names of key personnel.

1.6.8.2 BILLS OF QUANTITIES

Complete Bills of Quantities for each system as specified herein, including all equipment, devices and components required for this work. The Bills of Quantities shall include quantity, description, make and model number and proposed location of each device.

1.6.8.3 DATA SHEETS

Manufacturers' specification and data sheets for each item as listed in the Bills of Quantities, keyed to those lists and the specifications.

1.6.8.4 DRAWING LIST

A proposed drawing tree and list, identifying types, quantities and sizes of proposed drawings and related materials.

1.6.8.5 PROPOSED CABLE IDENTIFICATION

Verification of the proposed format for numbering and identifying cables, including a sample cable run sheet for this project, and sample cable labels.

1.6.8.6 VERIFIED LIST OF SUBCONTRACTORS

A verified list of selected subcontractors, with statements of qualifications for each as detailed above.

**1.6.9 Critical Design Review**

Within sixty (60) days after Contract Award, or as directed by the Consultant and/or the Owner, the Contractor shall participate in a Critical Design Review meeting, which will address the following issues;

1.6.9.1 CONTRACTOR SUGGESTED ALTERNATES

Contractor Suggested Alternate equipment, devices and subsystems will be reviewed for quality, efficiency, performance and value to the Owner. Contractor will be encouraged to present alternate methods of achieving the goals of the systems.

1.6.9.2 VALUE ENGINEERING

Value Engineering Review will be conducted to realize maximum value for cost. This will

include evaluation of alternate items of equipment and methods.

1.6.9.3 CHANGES AND UPDATES IN TECHNOLOGY

Any changes or updates in technology and equipment will be reviewed, including impacts on systems performance.

1.6.9.4 SCHEDULE

Review of the systems implementation schedule, noting impact of equipment delivery, changes in technology and critical delivery items, based upon delivery information received from manufacturers.

1.6.9.5 UPDATED EQUIPMENT LIST

Update of the equipment as a result of the Critical Design Review.

1.6.9.6 UPDATED PRICING

An updated priced bid total, incorporating any changes in quantities or modifications agreed to by the Owner after the award.

**1.6.10 Field and Shop Drawing Submittals**

After acceptance of the preceding submittals, and prior to the work involved, submit three (3) copies and one (1) electronic copy of the following as required for each section of the work:

1.6.10.1 CORRECTED SUBMITTALS

Corrected items from any preceding submittals.

1.6.10.2 RACK AND CONSOLE ELEVATIONS

Proposed rack and console equipment elevations, showing equipment locations, sight lines, clearances and other pertinent data.

1.6.10.3 BLOCK DIAGRAMS

Complete block diagrams of each system as specified herein, indicating signal levels where appropriate, coordinated with the Bills of Quantities.

1.6.10.4 SINGLE LINE DIAGRAMS

Complete single line diagrams of each system as specified herein, indicating signal levels, input and output designations, jack numbers, cable numbers and equipment identification, coordinated with the Bills of Quantities.

1.6.10.5 CUSTOM PANELS

Elevation and detail drawings of any custom panels or the like.

1.6.10.6 ELECTRICAL PLANS

Complete, scaled (1/8"=1'-0") plans, prepared by an Electrical Engineer licensed in the State of California, showing the locations throughout the project of all receptacles, conduits, wireways, trays, pullboxes, junction boxes, racks, equipment and other devices with appropriate designations and fill.

1.6.10.7 RISER DIAGRAMS

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complete system riser diagrams, showing all elevations, room numbers, conduit sizes, types and fills, box sizes and types.

1.6.10.8 RACK ELEVATIONS

Complete, scaled (1"=1'-0") equipment rack elevation drawings, showing equipment designation, make and model number, and rack location.

1.6.10.9 JACK FIELD LAYOUTS

Detailed Jack Panel Elevations, showing proposed nomenclature for panel labels and circuit assignments, and two (2) samples on Mylar base of typical Jack Panel labels, cut for mounting.

1.6.10.10 CABLE SCHEDULES

Complete cable schedules and run sheets associated with each system, including the wire number, cable designation code, make and type number, wire color, source and destination devices, locations and terminal designations keyed to both the system block diagrams and equipment rack elevation drawings.

1.6.10.11 CONTRACTOR FABRICATED ITEMS

Detailed, scaled drawings of all Contractor fabricated items, showing all components, devices and equipment, including dimensions, finishes, component values, terminal designations, types, locations and quantities.

1.6.10.12 PROGRAMMING DOCUMENTATION

Intermediate program flow diagrams, Program Code, User Interfaces and nomenclature for all programmable devices and equipment in the system.

**1.6.11 Final Submittals**

No more than fifteen (15) days after completion of installation, but prior to Acceptance Testing, submit the following:

1.6.11.1 BILLS OF QUANTITIES

Three (3) copies of the final Bills of Quantities (Final Inventory), including item number, description, make and model number, serial number and location of each device.

1.6.11.2 AS-BUILTS

Three (3) copies of each of the system block diagrams, single line diagrams, risers, plans, equipment rack elevations, jack field layouts, cable schedules and run sheets, and detail sheets. One (1) copy of each drawing on ISO format CD-ROM disk, in AutoCAD 2000 "DWG" and unlocked Adobe PDF format. One (1) copy of each cable schedule and run sheet on ISO format CD-ROM disk, in MS Excel 2000 and unlocked Adobe PDF format.

1.6.11.3 MOUNTED DRAWINGS

One (1) each "D" size block diagram of each system, dry mounted to matte board and set under clear acrylic covers, and one (1) each "B" size elevation of each equipment rack, dry mounted to matte board, set under clear acrylic covers, and mounted on the corresponding inside rear rack door.

1.6.11.4 JACK PANEL LABELS

Two (2) copies on Mylar base of all Jack Panel labels cut for mounting.

1.6.11.5 MISCELLANEOUS DATA

One (1) original and one (1) copy each of any and all licenses, permits, certificates of operation and compliance, as required.

1.6.11.6 WARRANTY STATEMENTS

One (1) copy of each manufacturer's warranty statements.

1.6.11.7 OPERATING MANUALS

At least one (1), but no less than two (2) total, copies of manufacturers' operating instruction manuals for each piece of equipment supplied by the Contractor.

1.6.11.9 SOFTWARE

One (1) copy on disk and three (3) printed copies of the source code listing, and two (2) machine-language copies on disks of any custom software programs or command sets written for this project. Disc formats shall be ISO format CD-ROM for the listings and either ISO format CD-ROM disk or as required by the equipment for the machine language programs. This software and all rights thereto shall become the property of the Owner.

1.6.11.10 SYSTEMS MANUAL

Two (2) copies of a Systems Manual for each area, prepared by the Contractor, detailing the final systems commissioning and test results, reduced drawings, cable run sheets, a copy of the final Bills of Quantities and the service telephone number specified under Warranty Service.

1.6.11.11 OWNER PERSONNEL TRAINING

No more than thirty (30) days after completion of installation, but prior to Acceptance Testing, and at the convenience of the Owner, the Contractor shall provide on the job training of personnel designated by the Owner for instruction in the proper operation and general maintenance of the system, as detailed in the Owner Personnel Instruction Plan submitted and approved under these specifications. This training shall consist of a minimum of five (5) eight-hour days on site.

1.6.11.12 FINAL CORRECTIONS

No more than fifteen (15) days after System Acceptance, and as a condition of final payment, submit any corrections of the above.

**END OF PART 1**

## 2. PART II - PRODUCTS

### 2.1 GENERAL

Material and equipment specified herein have been selected as the basis of acceptable quality and performance and have been coordinated to function as components of the included systems. Where a particular material, device, piece of equipment or system is specified directly, the current manufacturer's specifications for the same shall be considered to be a part of this document as if completely detailed herein. Refer to Part I of these specifications for information regarding substitutions.

#### 2.1.1 Manufacture

All materials specified herein shall be new and the manufacturer's latest model, permanently labeled with the manufacturer's name, model number and serial number. All active circuitry shall be solid state and shall be rated for continuous use. Similar devices shall be of the same manufacturer, unless specifically noted otherwise herein.

#### 2.1.2 Accessories

All auxiliary and incidental equipment necessary for the operation and protection of the systems specified herein shall be furnished and installed as if specified in full herein.

#### 2.1.3 Safety

All equipment and devices shall be UL, CSA or other approved testing agency listed. The Contractor shall verify compliance of all equipment.

#### 2.1.4 Power Rating

All devices connected to the project electrical service shall be designed to operate from 105 to 130 VAC, 54-66 Hertz with stable performance and fully in accordance with these specifications. All such devices shall have integral fuse or circuit breaker protection. All

circuit breakers shall be fully magnetic.

### 2.1.5 Documentation and Miscellaneous Accessories

All manuals, registrations, licenses and other documentation, and any other miscellaneous accessories supplied with equipment shall be inventoried and retained by the Contractor, and delivered to the Owner prior to Acceptance.

### 2.1.6 Equipment Delivery Verification

Notify the Owner upon delivery of all items of equipment to the initial receiving point from the manufacturer or supplier, whether it is the jobsite or the Contractor's facility for fabrication. Verify operation and integrity of each item of equipment upon said delivery; notify the Owner or his representative of any shortages, damage or discrepancies from the specified items.

## 2.2 MISCELLANEOUS PRODUCTS

The following miscellaneous products are acceptable as required herein, unless specifically noted otherwise herein or on the drawings:

### 2.2.1 Connection Devices

1. SDI Video, Analog Video and AES Audio connectors; Kings or Trompeter dual crimp type true 75 ohm BNC with gold center pins; Trompeter dual crimp type true 75 ohm BNC with gold center pins, 45 and 90 degree connectors to mate with wall plates. Connectors must be capable of operation at or above 3.0 GHz. Equipment supplied with RCA type video connectors shall be supplied with RCA to BNC adapters. Compression type BNC connectors are not acceptable and shall not be used.
2. SDI Video, Analog Video and AES Audio Patch Panels; Bitree B64T-2MWTHD Panels and VPC3600-75 Patch Cords.
3. Analog Audio Connectors; Single Circuit - Neutrik or Switchcraft D3F, D3M, A3F, A3M; Multiple Circuit - Elco or EDAC

4. Analog Line Level Audio Patch Panels; Bitree Dual Bantam B96DC-HNOBT/E3 S2OU7B Panels and Jacks, 3/4" designation strips, DP-3600 Patch Cords.
5. Analog Microphone Level Audio Patch Panels; Bitree B96DC-FNOBT/E3 M2OU7B Panels and Jacks, 3/4" designation strips, LPC2400-110 Patch Cords.
6. MATV RF Connectors; General Instrument or Gilbert true compression fit F-59, F-56, F-11, General Instrument VSF-500SS or equal by Gilbert
7. Control Connectors; Switchcraft "QC" series (up to six pin), Winchester, Elco or EDAC (six pin or over), or as required by manufacturer.
8. RS-232/422 Data Connectors; Amphenol or Souriau DB-25, DB-9 as required.
9. RS-422 Patch Panels; Bitree 422A32 Panels and Jacks, 3/4" designation strips, DPC-3600 Patch Cords.
10. Terminal Strips; Cinch-Jones, Weidmuller or Phoenix

**2.2.2 Cable**

The following cable part numbers represent non-plenum rated cable. Where plenum and riser rated cables are required, use the plenum and riser versions of the following, as applies;

1. Coaxial Analog and SDI Video and AES Audio; Belden 1694A, (RG-6 general use); Belden 1505A, (RG-59 internal runs less than 50 feet inside racks) or equal by Gepco.
2. Coaxial RF; Antenna - Belden 9292; Headend Inter and Intra-Rack - Belden 9290; Trunk Line - Cableflex 32-500CX or CommScope P-3 75-500JCA; Feeder - Belden 9292; Room Risers - Belden 1189A or 9248; In-Room Drops - Belden 9100 or 9243 or equal by Gepco.
3. Analog Audio Microphone Level in Racks and Conduit, all Analog Audio Line Level and Analog Intercom; Belden 8451, 8762, or 9451 or equal by Gepco.
4. Audio Portable Microphone Cables; Belden 1192A or equal by Gepco.
5. Audio Speaker Level; Belden 8473 or equal by Gepco.
6. Low Voltage AC (<50 Volts) Power; Belden 8471, 8473, or 8477 as required to limit voltage drop to ensure proper equipment performance or equal by Gepco.
7. Control; Belden multiconductor, 977 or 987 series, #22 gauge minimum or Belden 9259 coaxial as required or equal by Gepco

8. RS-232/422 Copper Data; Belden Datalene Series, 22 gauge or larger or equal by Gepco.

**2.3 EQUIPMENT**

A list of the intended equipment is included in the Appendix to these specifications. It is the intention of this document to specify complete assemblies as noted. The equipment list is separated by area. Assignment to areas is based upon either the operational or physical location. Certain of the items are actually subsystems, consisting of a number of components. Where a subsystem covers a number of areas, the primary location of the central equipment determines the list assignment.

**2.3.1 Existing Equipment**

Existing equipment is defined as those items which are presently in use at the Owner's facility, and which will need to be moved to the new facility. Moving shall include disconnection, removal, cleaning, shipping to the new location and initial setup. It shall be the responsibility of the Contractor to coordinate and schedule moving of all existing equipment with the Owner's personnel to minimize disruption of operations and downtime. It shall be the Contractor's responsibility to verify operation of equipment prior to the move, and to notify the Owner of any non-operation or potential damage to existing equipment prior to the transition.

**2.3.2 Equipment Location**

Unless noted otherwise in these specifications or on the drawings, all equipment shall be located in consoles or equipment racks as shown, or in the Rack Room. Equipment not having rack mounts shall be provided with appropriate rack shelves or mounting hardware, as applies. All rack shelves for non-rack mountable VTR's or other transports shall be slide out type, fully extendible to the depth of the mounted device, plus 3 inches at a minimum.

**END OF PART II**

**3. PART III - EXECUTION**

## 3.1 GENERAL

Perform the work of this section in accordance with acknowledged industry and professional standards and practices and the procedures specified herein. Furnish and install all materials, devices, components and equipment required for complete and operational systems.

### 3.1.1 Material and Site Review

It shall be the responsibility of the Contractor to familiarize himself with the materials provided and site conditions, and to review the same for design integrity and applicability. The Contract Documents have been prepared based upon information provided by the appropriate design team members and as a result of field examinations. However, the Contractor shall be responsible for verification of field conditions prior to any installation, and shall review the existing conditions prior to the start of any on-site work.

#### 3.1.1.1 REQUESTS FOR MATERIALS

The Owner or his representative will provide materials, such as information, drawings, clarifications, interpretations and the like, as deemed necessary by the Owner and at the request of the Contractor. The Contractor shall issue formal Requests for Information (RFI's) for such materials. Informal or verbal requests will not constitute RFI's. The failure of the Contractor to request any materials or information or to issue proper RFI's shall in no way relieve the Contractor of his responsibilities with regard to the Contract Documents.

#### 3.1.1.2 NOTIFICATION OF DISCREPANCIES

It shall be the responsibility of the Contractor to notify the Owner or the Consultant of any variations in field conditions or provided materials, or other discrepancies, which might adversely affect the systems as specified herein, or the project timetable, no later than one working day after such conditions are observed.

### 3.1.2 Coordination

Coordinate the work of this section with other trades to ensure proper systems interface. Provide all necessary personnel and information to other trades as required to ensure systems completion.

3.1.2.1 CONTRACTOR'S RESPONSIBILITY

It shall be the responsibility of the Contractor to contact and coordinate with any and all other parties to provide any and all needed facilities for the successful completion of the project.

3.1.2.2 FAILURE TO COORDINATE

The failure of the Contractor to make contact with, coordinate with, or to obtain information, personnel or services from any other trade, design team member, or any other party shall not be cause for additional costs to the Owner or delay in the project, unless such failure is totally outside the power of the Contractor, as verified and agreed to by the Owner, Owner's representative or the Consultant.

**3.1.3 Conduct of Contractor's Personnel**

The Contractor shall assume complete and total responsibility for the conduct of his on-site personnel during the course of the project. The Owner and the Consultant reserve the right to instruct the Contractor to remove and replace any member of the Contractor's on-site staff deemed unacceptable for any reason by the Owner, his representatives, the Consultant or any other party so designated by the Owner or the Consultant. Upon receipt of such an instruction, the Contractor shall remove and replace the designated party immediately.

**3.1.4 Project Schedule**

A schedule of the major project milestones was listed in Part I of this document. As noted, that schedule is predicated upon the general construction schedule and the needs of UNR for training and operations. The schedule may be modified by UNR to meet their needs, and to accommodate other conditions, including additional training. A certain degree of flexibility will be required of the Contractor to accommodate those changes as dictated by UNR or its

representatives without additional costs or expenses.

## 3.2 EQUIPMENT AND RACK INSTALLATION

### 3.2.1 Racks and Consoles

Secure all free-standing racks, cabinets and consoles to the floor unless specifically ordered otherwise by the Owner, Owner's representative, Architect or Consultant. All structures must be secured to meet local seismic codes and requirements. Secure all wall or ceiling mounted racks or cabinets with a safety factor of at least three (3).

3.2.1.1 RACK RAILS

Provide corresponding front and rear rack mounting rails on all consoles and racks. All rack mounting rails within consoles, racks or other equipment shall be tapped and threaded according to EIA specifications, and shall be secured to metal framing members of the assembly in which they are contained. Under no conditions will rack rails be secured to wood or other nonmetallic supports. Rack rails shall be adjustable to allow variable depth of rail location.

3.2.1.2 SPACERS

Where shown, inter-rack spacers for cabling shall be provided between racks. Each spacer shall be at least six inches wide, and the full height and depth of the associated racks. Spacers shall be constructed of the same structural materials as the racks, with removable front and rear panels, allowing complete access to the interior of the spacer. The top and bottom of the spacer shall allow complete, unobstructed access for cables.

3.2.1.3 GROUNDING

Install a full-height copper grounding strip in each rack, electrically isolated from the rack, and connected via a single green #10TW stranded wire to a base mounted single screw type terminal strip in the base of the rack. The copper grounding strip shall be mounted near the

rear framing member of the rack, at the side opposite the inter-rack spacers, if used.

3.2.1.4 POWER

Install at least two (2) isolated ground full-height outlet strips with outlets on 6" centers, each ready to be served by its own branch circuit via a junction box at the base of each pair or equipment racks. The outlet strip and box shall be electrically continuous within the racks, mounted near the rear framing member of the racks, at the side opposite the inter-rack spacers, adjacent to the copper grounding strip.

3.2.1.5 DOORS AND PANELS

Provide each rack with a locking rear door, all keyed alike, and equipped with protective plastic covers for required documentation. Install matching blank and vent panels as shown on drawings, and perforated top panels in each rack. Fill all unused space with blank panels.

3.2.1.6 IDENTIFICATION

Provide a permanent label on the front and rear of each equipment rack, including the rack designation as assigned and referenced consistently throughout the project and the circuit breaker number and associated electrical distribution panel designation servicing same. Racks shall be designated via four character alphanumeric codes, as follows;

ABC 34

Where the first two letters (or two letters and a number) before the space (AB on the example) shall be the room or system in which the rack is located, according to the following schedule;

RRM - Rack Room
MCR - Master Control
AUR - Audio Control
STA - Studio A
STB - Studio B

NWR - News Room
RAD - Radio Studio
EDT - Edit Room 1
ADT - Auditorium
CNF - Conference Room

The remaining two digits shall be the sequential number of the rack that group. Leading zeroes shall be used for numbers less than 10.

### 3.2.2 Custom Consoles and Monitor Walls

The Contractor shall furnish, install, assemble, set up, test (hereinafter "provide") the custom console assemblies as described herein in accordance with the Contract Documents. Provide complete and operational Custom Console Assemblies, including all accessories as required. The Contractor shall provide and frame out all cuts for switchers, audio mixers and any other table top mounted equipment. All consoles shall comply with local seismic, electrical and fire codes.

#### 3.2.2.1 CONSOLE STRUCTURES

All console assemblies shall utilize powder coated steel frames, and shall include wire management systems and internal AC power distribution. Final design of the consoles will be determined during Critical Design Review.

### 3.2.3 Equipment

#### 3.2.3.1 MOUNTING IN RACKS

Fasten all rack mounted equipment with sufficient screws and washers to occupy all rack mounting holes. Provide conforming washers for all rack screws. Rack screws and washers shall be the same color as the rack, or as directed by the Owner.

3.2.3.2 MECHANICAL SUPPORT IN RACKS

Provide rear rack rail support for oversize or heavy equipment, as required, including service loops for the same. Refer to Part II for rack slides information.

3.2.3.3 ALL OTHER DEVICES

Secure all other system devices and equipment. Items located in the racks shall be mounted to rack panels. Devices located in the field shall be secured to the nearest wall member or at the direction of the Architect. Under no conditions will devices be supported by cable connections.

## 3.3 CONDUIT,WIRE AND CABLE INSTALLATION

Refer to the General Specifications for requirements regarding the installation of conduit and boxes. Conduit as shown on the Contract Documents is by others. Provide pull lines and identification for all empty conduits for present and future systems. Any additional conduit or boxes shall be the responsibility of the Contractor.

### 3.3.1 Cable Installation in Conduit

Cable routed between consoles, cabinets, racks, and other equipment shall be installed in an approved conduit, signal duct, cable duct, or cable tray that is secured to building structure. Clean and deburr all conduits prior to any cable installation. Apply a chemically inert lubricant to all wire and cable prior to pulling. Do not subject wire and cable to tensions greater than that recommended by the manufacturer. Under no circumstances shall wire and cable be "jerked" through conduit. Fiber cables shall also be installed inside innerduct.

3.3.1.1 BOX LOOPS

Provide a box loop for all wire and cable routed through junction boxes or distribution panels. Cable shall not be bent at a radius less than that recommended by the manufacturer.

3.3.1.2 CABLE INTEGRITY

All wire and cable shall be continuous and splice-free for the entire length of run between designated connections or terminations. Under no conditions shall cable be spliced inside conduit. Under no conditions shall intermediate blocks, bulkheads, tie points or interfaces be utilized, without the express direction of the Consultant or the Owner.

3.3.1.3 CABLE SUPPORT

Secure all wire and cable run vertically in conduit for distances of greater than thirty (30) feet at the vertical run terminations, or outside conduit at distances of no more than ten (10) feet. Under no conditions shall any cable in the system be supported by a connection point. All cables shall be secured prior to any connections. Under no conditions will adhesive plates be used for securing cable ties, and under no conditions will cable ties be secured to removable equipment.

3.3.1.4 COAXIAL AND FIBER OPTICS CABLES

Symmetrical conforming, nonmetallic bushings and clamps shall be provided for all coaxial cable. Fiber cables shall be contained within innerduct.

3.3.1.5 ALL OTHER CABLES

All other cables shall be secured by screw flange nylon cable ties or similar approved devices by Panduit, Thomas and Betts or others. Non-coaxial cables shall be secured to receptacle plates prior to any connection, i.e., no stress shall be put upon any receptacle connections.

**3.3.2 Cable Installation in Racks and Trays**

Cables in racks, consoles, panels and cable tray shall be grouped into harnesses which are bundled and tied. Harnessed wires or cables shall be combed straight, formed, and dressed in either a vertical or horizontal relationship to equipment, controls, components or terminations. Harnesses with intertwined members are not acceptable.

3.3.2.1 CABLE GROUPING AND ROUTING

Except as indicated herein, conduit, wireways and cable bundles shall contain only wiring of a single signal classification. Signal cables in racks shall be routed via the cable spacers between racks if spacers are present, or via the rack rear open area if not, and shall break out horizontally to the appropriate equipment in the rack. Each cable that breaks out from a harness for connection or termination shall have been tied off at that harness or bundle point, and provided with a neatly formed service loop.

3.3.2.2 MECHANICAL INTEGRITY

Dress, lace or harness all wire and cable to prevent mechanical stress on electrical connections; no wire or cable shall be supported by a connection point. Cables shall be installed and fastened without causing sharp bends or rubbing of the cables against sharp edges. Cables shall be fastened with hardware which will not damage or distort them. Cable support shall be staggered in high density locations.

3.3.2.3 SERVICE LOOPS

Provide service loops where harnesses or different classes cross, where equipment is mounted on rack slides, where equipment not on rack slides must be removed from the front, or where hinged panels are to be interconnected. Service loops shall permit full extension of rack slides, or removal plus one foot of front access equipment not on rack slides, without visible stress on service loop.

3.3.2.4 FANOUT

Provide proper fanout of cables, using adequate cable ties, for successive connections from one side of the equipment connected. Fanout shall be accomplished in a logical manner, with a minimum of cable crossover and stress on cables. Fanout points shall permit easy access to cable identification labels.

### 3.3.3 Cable Termination

Terminate all cables in appropriate connection devices as specified under part II of these specifications.

3.3.3.1 CABLE SHIELDING

All shielded cable shall be insulated. Do not permit shields to contact conduit, raceway, boxes, panels or equipment enclosures. Tin terminated shield drain wires and insulate with heat shrinkable tubing.

3.3.3.2 COAXIAL CABLES

Coaxial cables shall be terminated in crimp-type connectors as specified under Part II of these specifications, utilizing ratcheted hex type crimping tools. Where coaxial cables terminate in receptacle plates, cables shall be fitted with standard connectors as specified herein, and receptacle plates shall be fitted with "feed-through" type bulkhead connectors or directional couplers, also as specified herein. Under no conditions will coaxial cables be terminated directly to receptacle plate connectors.

3.3.3.3 FIBER OPTICS CABLES

Fiber Optics cables shall be terminated in SC or ST connectors as specified under Part II of these specifications, utilizing proper preparation and termination tools consistent with the data specifications. LC jumpers shall be 50M-MM-LC-LC.

3.3.3.4 AUDIO CABLES

Line and microphone level audio cables shall be terminated in solder type connectors as specified under Part II of these specifications. Speaker level cables shall be terminated with crimp type insulated spade lugs or banana plugs, as required by equipment. Insulate soldered connections with heat shrinkable tubing.

3.3.3.5 CONTROL AND DATA CABLES

Control and data cables shall be terminated in crimp or solder-type connectors as specified under Part II of these specifications. Insulate soldered connections with heat shrinkable tubing.

3.3.3.6 TERMINAL BLOCK CONNECTIONS

Make all connections to screw-type terminal barrier blocks with insulated crimp type spade Lugs. Size all lugs properly to assure high electrical integrity, i.e., low resistance connections. Captive Euro-style terminal strips will also be acceptable; cables shall use ferrules for this application.

3.3.3.7 SOLDER CONNECTIONS

Use only rosin core 60/40 tin/lead or true eutectic/ROHS compliant solder for all solder connections.

**3.3.4 Cable Identification**

Cables shall be identified by both jacket color and cable labels. The following is the proposed schedule for color and numeric identification, but will be reviewed by the Owner during the Critical Design Review. For the present, the following should be assumed to be the minimum acceptable system.

3.3.4.1 COLOR CODES

Consistent cable jacket color codes shall be maintained throughout the facility. Signal cables shall be color coded according to the following schedule;

HD/SD/SDI/Analog Video - Violet
AES Audio - Yellow
Analog Audio - Black

Intercom (PL) - Black
RS-422/232/Discrete Control - Grey
Reference/Timecode - Red

3.3.4.2 LABELING

Identify all wire and cable clearly with permanent labels printed and wrapped about the full circumference of the line at least 4" and no more than 6" from the connector, so that cable identification can be read without the need to turn or rotate the cable. Indicate the cable identification code as designated on the associated field and shop drawings and run sheets.

3.3.4.2.1 DESIGNATION

Cable identification codes shall be alphanumeric, with groupings to designate signal type and system location from the generation (start) of the signal. Narrative description type labels shall not be acceptable, except where ordered by the Owner, and only in addition to specified labels. The cable numbering format shall be as follows;

AB1234 or ABC1234
Where the first two or three letters (AB and ABC on the examples) shall be the signal carried, according to the following schedule;

DV - SDI Video
RG - Component Analog (RGBHV or Y/Pb/Pr)
DA - AES Audio
AV - Analog Video
AA - Analog Audio, Mono
AAx - Analog Audio, Multichannel; "x" is channel number
IC - Intercom
REF - House Reference/Timecode
CT - Control
DT - Data/Network
TEL - Analog Telephone

ANT – Antenna

The remaining four digits shall be the sequential number of the cable in that group. Leading zeroes shall be used for numbers less than 1000. Cable numbers shall be from the origination point, e.g., the first cable from the first device shall begin with 01 as the last two digits, the second output, 02 and so forth. Under no conditions will the destination point of the cable be used as a determinant of the cable number.

3.3.4.2.2 NARRATIVE DESCRIPTION LABELS

Narrative labels shall only be utilized, in addition to the specified alphanumeric labels, at the inputs and outputs of VTR's, monitors, and any portable or mobile equipment not permanently mounted in racks or consoles, and at other locations specifically designated by the Owner. Narrative labels shall be located no less than 6 inches and no more than 12 inches from the connector, and shall be oriented the same as the alphanumeric labels. Narrative labels shall be a single line of information, and shall describe the near side termination (e.g., "To VTR-01 SDI Input").

3.3.4.2.3 ASSIGNMENT

Assign wire and cable designations consistently throughout a given system so that each wire and cable shall carry the same labeled designation over its entire run.

3.3.4.2.4 LOCATION

Provide identification within six (6) inches of each connection, and, where wire and cable enter or exit from conduit or boxes, within twelve (12) inches of the point of entry or exit.

3.3.4.2.5 MATERIALS

Label materials shall be durable, with non-erasable identification clearly visible below any protective covering. Lettering shall be of sufficient density to afford reading in reduced rack lighting. Minimum character size shall be 1/8", utilizing either 24 pin dot-matrix printers in high

density mode, or laser printers. Labels shall be self-laminating type, printed with cable identity codes only, repeated continuously and completely about the circumference of the cable, and shall be of sufficient size to show printable area completely around the cable. Under no conditions will descriptive labels be used except as noted herein. Labels shall be by Brady, Panduit or Thomas and Betts, or approved equal.

### 3.3.5 Correction of Unacceptable Conditions

Correct any and all of the following unacceptable wiring conditions:

1. Deformed, brittle or cracked insulation.
2. Insulation shrunken or stripped further than one-eighth (1/8) inch away from the actual point of connection within a connector, or on a termination block.
3. Cold solder joints, flux joints and/or solder splatter.
4. Ungrommeted, unbushed, or uninsulated wire or cable entries.
5. Deformation or improper bend radius of wire or cable, especially coaxial and fiber cables.
6. Improperly crimped or deformed coaxial cable connectors.
7. Unlabeled or improperly labeled cables.

## 3.4 SIGNAL HANDLING PROCEDURES

### 3.4.1 Grounding

Observe consistent grounding practices throughout the project, to minimize ground loops..

3.4.1.2 CABLE SHIELDS

Shielded cables of this section shall be grounded exclusively to Signal Ground. Where approved, shields shall be permitted to carry low duty cycle DC control signals. Cable shields shall be grounded by a single path, unless otherwise noted. Shields shall be tied to Signal Ground at one end only, i.e., at the low potential end of run, unless otherwise noted. There shall be no Signal Ground current paths, unless otherwise noted.

3.4.1.3 ISOLATION

Signal and electrical system grounds shall be isolated except at the local distribution panel or project ground field connections. Signal Ground provisions shall realize less than 0.15 ohms to the primary ground connection.

3.4.1.4 BALANCED AUDIO SIGNAL CONNECTOR CONVENTION

**Signal Connector Wire**

Phase ("High" or "+") Pin 2 or Tip Red or White

Inverse Phase ("Low" or "-") Pin 3 or Ring Black

Shield Pin 1 or Sleeve Drain Wire

3.4.1.5 VIDEO/RF AND OTHER UNBALANCED SIGNAL CONNECTOR CONVENTION

**Signal Connector Wire**

Phase ("High" or "+") Center Pin Center

Signal Return Shell Shield

3.4.1.6 RGBHV HIGH DENSITY SIGNAL CONNECTOR CONVENTION

In compliance with IBM SVGA/XGA standards.

**3.4.2 Signal Termination**

All circuits, except for analog line and microphone level audio, shall be terminated at the destination end of the line (device input), unless specifically noted otherwise. Analog line level audio shall be terminated at the source output, and inputs shall be bridging. All unused outputs shall be terminated.

3.4.2.1 ANALOG AUDIO CIRCUITS

All analog audio circuits shall be balanced to ground. All wiring for analog audio circuits, except speaker circuits, shall utilize paired, shielded cable as specified in Part II of these specifications, regardless of the balance condition of the circuit being wired. Analog audio

circuits terminating in unbalanced connectors shall use balanced cable.

### 3.4.3 Impedances

The system standard impedances shall be;

1. Analog and Digital Video; 75 ohms +/- 1.0% unbalanced
2. TV RF; 75 ohms +/- 5.0% unbalanced
3. AES/EBU Digital Audio (balanced), 110 ohms +/-10%
4. AES/EBU Digital Audio (unbalanced), 75 ohms +/- 5%
3. Analog Audio, Line Level; 600 ohms +/- 5% balanced
4. Analog Audio, Microphone Level; 150 ohms +/- 5% balanced
5. Analog Audio, Speaker Level; 4, 8 or 16 ohm balanced, or appropriate impedance at 70.7 Volts

### 3.4.4 Levels

Maintain consistent signal levels throughout the facility for each type of signal carried. Patch points shall be unity gain, "flat" equalization, unless specifically noted otherwise herein or on the drawings. The reference signal levels shall be;

1. Analog Video; 1. Analog Video; 1.0 Volt peak to peak composite signal, sync tip to peak white, defined as "100 IRE", or "100% signal".
2. HD/SDI Video; as defined in SMPTE 259M, 292M and 424.
3. TV RF; 1000 microVolts, defined as "0 dBmV"
4. Digital Audio, Line Level; -20 dbfs, defined as "0 VU"
5. Analog Audio, Line Level; +4 dBu, defined as "0 VU"
6. Analog Audio, Microphone Level; -50 dBm, 150 ohms
7. Analog Audio, Speaker Level; Greater than +20 dBm
8. Data and Control; As defined by the specification for the signal carried, e.g., RS-232, RS-422 or any other such appropriate standard

### 3.5 CLEANUP

Maintain the premises in a clean and orderly condition at all times. Clean up at regular intervals during construction and remove all packing material and rubbish resulting from the work of this section from the job site. Remove all unnecessary tools and equipment, unused material, rubbish and debris from each area where the work of this section has been completed, unless designated for storage. Remove all tools, equipment, unused material, and rubbish and debris from the job site upon completion of the project and Owner Acceptance of all of the work of this section.

### 3.6 SYSTEMS PROGRAMMING

The Contractor shall provide systems, device and operational programming for all devices requiring such, including, but not limited to, following;

1. Control System
2. Routing Switchers
3. Video/Data Displays
4. DSP audio control and processing
5. Any other equipment requiring programming

This programming shall include all necessary code, identifiers, parameters and the like to guarantee operation of the equipment, compliance with these specifications and manufacturers' equipment specifications, and compatibility with all other equipment in the system. This programming shall allow all units to operate in complete compliance with these specifications, and to attain the performance requirements of the systems as specified herein.

#### 3.6.1 Program Scope

The programming shall include, at a minimum, the following;

1. Operation of the Control Systems, including device interface, functional control, user interface, control panel programming, error trapping and timing loops.
2. Configuration of signal processors, including format definition files for various input

formats, input assignment, delays and output routing.
3. Configuration of display devices, including profiles for various input formats, input assignment and aspect ratios.
4. Configuration of any other programmable devices, including internal clocks, timers, input setup and/or assignment and control interfaces.
5. Configuration of Engineering Test Equipment and Set Up.

### 3.6.2 Graphical User Interfaces

Contractor created Graphical User Interfaces shall be written in a style and layout acceptable to the Owner and Consultant, and shall be part of the review process. Contractor shall submit GUI schemes for review by the Owner and the Design Team. All designs and schemes shall become the property of the Owner, without reservations.

### 3.6.3 System Code

System code shall be written in a clear and concise manner, utilizing industry and Owner standard terms and structure. All system code, whether in a partial or complete mode, shall become the property of the Owner. Code will be released to the Owner at regular intervals for review.

### 3.6.4 System Code Testing

System code shall be exhaustively tested to ensure reliability, functionality, efficiency and speed. Error-trapping, feedback and checking shall be utilized to ensure proper systems operation. The code shall permit efficient, reliable control with a minimum of overhead.

## 3.7 SYSTEM COMMISSIONING

Conduct complete and detailed systems commissioning at the completion of equipment installation. Commissioning will consist of all programming, testing and verification to fully activate the systems, and to ensure compliance with the specifications. Coordinate all commissioning with the Owner, the Consultant, and the equipment manufacturers.

### 3.7.1 Preliminary Checks and Testing

Conduct preliminary checks and testing proper to performance testing and subsequent to completion of related or adjacent work of other trades, as applies. Verify safe and proper operation of all components, devices, or equipment, nominal signal levels within the systems and the absence of extraneous or degrading signals.

3.7.1.1 INITIAL PROCEDURES

Perform the following verification and/or testing procedures, and correct unacceptable conditions as required:

1. Mechanical integrity of device mounting.
2. Proper grounding of devices and equipment.
3. Integrity of signal and electrical system ground connections.
4. Proper provision of power to devices and equipment.
5. Integrity of all insulation, shield terminations and connections.
6. Absence of solder splatter, bridges, debris of any kind, tools, etc.
7. Proper routing and dressing of wire and cable.
8. "Wire-checking" of all circuitry, including phase and continuity, with reference to cable designations on run sheets, and field and shop drawings.
9. Mechanical integrity of all support and positioning equipment.
10. Freedom from rattles, buzzes or other mechanically or electrically induced noise.
11. Proper adjustment and level set of all other equipment.

3.7.1.2 PRELIMINARY ADJUSTMENTS

3.7.1.2.1 SEQUENCE

Determine the proper sequence of energizing systems to minimize the risk of damage.

3.7.1.2.2 DOCUMENTATION OF SETTINGS

After successfully energizing the systems, make all preliminary adjustments and document the setting of all controls, parameters of all corrective networks, voltages at key system interconnection points, gains and losses, as applicable.

3.7.1.2.3 TABULATION OF DATA

Tabulate all data along with an inventory of test equipment, a description of testing conditions, and a list of test personnel, as itemized in paragraph D., below.

3.7.1.2.4 SUBMISSION OF DATA

Copies of preliminary test data shall accompany copies of performance testing data as part of the final submittal.

3.7.1.3 VERIFICATION OF PARAMETERS

Verify the performance parameters of the individual systems following established professional procedures, in addition to those specified herein.

3.7.1.4 DOCUMENTATION OF TESTING

Document all acceptance testing, calibration and correction procedures, in addition to those specified herein, as follows:

1. Type and description of the given procedure, date and conditions of performance.
2. Parameters measured and their values, including values measured prior to calibration or correction, as applicable.
3. Parameters associated with calibration or corrective networks, components, or devices.
4. The names of personnel conducting the procedure.
5. The equipment used to conduct the procedure.

3.7.1.5 LABELING OF CONTROL SETTINGS

Provide permanent "wedge" type labels on all controls, as applies, to indicate correct settings after performance testing and adjustment procedures have been successfully completed.

**3.7.2 Systems Performance Testing**

Conduct all necessary performance testing, adjustment and documentation procedures to verify and realize compliance with the performance specifications herein. All performance testing shall be conducted at the convenience of the Architect, Owner, Owner's representative or Consultant, so as to minimize project disruption.

3.7.2.1 FACILITIES

Make available at least one (1) technician familiar with this work, and all required test equipment for the duration of performance testing verification.

3.7.2.2 ACCESS TO AREAS

It shall be the responsibility of the Contractor to verify access to the areas of the project and to coordinate such access with all appropriate personnel.

3.7.2.3 CONDITIONS

During performance testing all equipment shall be operated under standard conditions as recommended by the manufacturers.

3.7.2.4 ALL SYSTEMS

3.7.2.4.1 PROCEDURES

Notwithstanding any other requirements, standards and miscellaneous criteria specified elsewhere within these documents, performance testing, adjustment, and documentation

procedures for all systems shall include measurement of the following parameters, as applies:

1. Control; full mechanical and electrical operation of all remote and local controls, activators and the like.
2. Continuity; testing of all lines for continuity, DC resistance, phasing and the like, from origination point to final destination.
3. Line Impedance; testing of all devices for proper impedances, termination matches and loading factors.

3.7.2.5 VIDEO SYSTEMS

3.7.2.5.1 PROCEDURES

Notwithstanding any other requirements, standards and miscellaneous criteria specified elsewhere within these documents, performance testing, adjustment, and documentation procedures for all Video section of the Video Systems shall include measurement of the following parameters, as applies:

1. HD/SD SDI Digital Video bandwidth, pulse form and level at 270 and 360 Megabits and 1.5 Gigabits
2. Analog Composite Video Frequency Response from 100 KHz to 20 MHz, referenced to 1.0 MHz.
3. Analog Component/RGBHV Video Frequency Response from 100 KHz to 350 MHz, referenced to 1.0 MHz.
4. Video Signal to Noise Ratio.
5. Video Differential Phase and Gain.
6. Video Signal to Crosstalk Ratio.
7. Analog Video timing.

3.7.2.5.2 PERFORMANCE

Unless restricted by the published specifications of a particular piece of equipment, or unless specifically indicated otherwise herein or in the attachment, the following performance

standards shall be met by the Video section of the Video Systems;

1. Digital performance concurrent with SMPTE 292M HDTV requirements at 1.5 Gigabits.
2. Analog Composite Video Frequency Response: 100 KHz to 20 MHz within 0.5 dB
3. Analog Component/RGBHV Video Frequency Response: 100 KHz to 350 MHz within 3.0 dB
4. Digital and Analog NTSC Video Signal to Noise Ratio: at least 65 dB.
4. Analog RGBHV Video Signal to Noise Ratio: at least 58 dB.
5. Analog Video Differential Phase and Gain: no more than 0.5 degrees and 0.5 percent, respectively.
6. Analog and Digital Video Signal to Crosstalk Ratio: at least 50 dB.
7. Analog Video Timing; no more than .25 degrees variation at 3.58 MHz between any two parallel lines to the same location.

3.7.2.6 AUDIO SYSTEMS

3.7.2.6.1 PROCEDURES

Notwithstanding any other requirements, standards and miscellaneous criteria specified elsewhere within these documents, performance testing, adjustment, and documentation procedures for the Audio Systems shall include measurement of the following parameters, as applies:

1. Audio Frequency Response from 20 Hz to 20 KHz, referenced to 1.0 KHz, as measured at the output of the switchers.
2. Audio Signal to Noise Ratio.
3. Audio Total Harmonic Distortion.
4. Audio Signal to Crosstalk Ratio.
5. Stereo Channel Separation.
6. Interference To and From Other Systems.

3.7.2.6.2 PERFORMANCE

Unless restricted by the published specifications of a particular piece of equipment, or unless specifically indicated otherwise herein or in the attachment, the following performance standards shall be met by the Audio Systems;

1. Audio Frequency Response: 20 Hz to 20 KHz within 0.5 dB.
2. Audio Signal to Noise Ratio: at least 70 dB.
3. Audio Total Harmonic Distortion: less than 1%.
4. Audio Signal to Crosstalk Ratio: at least 60 dB to 15 KHz.
5. Stereo Channel Separation: at least 45 dB at 10KHz
6. Interference From Other Systems: 70 dB or better below the standard signal level of the system.

3.7.2.7 CONTROL SYSTEMS

3.7.2.7.1 PROCEDURES

Notwithstanding any other requirements, standards and miscellaneous criteria specified elsewhere within these documents, performance testing, adjustment, and documentation procedures for the Control Systems shall include measurement of the following parameters, as applies:

1. Functional Control of each device
2. Repeatability of control
3. Control latency

3.7.2.7.2 PERFORMANCE

As part of final testing, the Contractor shall document the performance of the following;

1. Functional control: demonstrate all remote controllable functions.
2. Repeatability: .
3. Latency: Measured time from control initiation to execution.

**3.7.3 Commissioning Documentation**

Document and coordinate all commissioning data in the Systems Manual for each area, as required under Part I of these specifications.

**3.8 FINAL PROCEDURES**

After completion of all above specified work, conduct the following final procedures.

**3.8.1 Remedial Work**

Perform any and all remedial work, at no expense to the Owner, to correct inadequate performance or unacceptable conditions of, or relating to any of the work of this section, as determined by the Architect or Owner.

**3.8.2 Portable Equipment**

Furnish all portable equipment to the Owner along with complete documentation of the materials presented. All portable equipment shall be presented in the original manufacturer's packing, complete with all included instructions and miscellaneous manuals and documents processed in accordance with the Guarantee provisions, as described herein.

**3.8.3 Presentation of Materials**

Present, review and clarify all materials to the Owner, Owner's representative and/or operating personnel, as required under the provisions of Final Submittals, and fully demonstrate the operation and maintenance of the systems, equipment, and devices specified herein.

**3.8.4 Post-Acceptance Systems Check**

Check, inspect, and, if necessary, adjust all systems, equipment, devices, and components specified, at the Owner's convenience, at both sixty (60) and ninety (90) days after acceptance of the work in this section.

**3.9 ACCEPTANCE OF WORK**

Upon completion of all work, and compliance with all requirements of this section, including submittals, tests, etc., required herein, the Owner or Consultant may elect to verify the Contractor's test data as part of the acceptance procedure.

**3.9.1 Performance Verification**

Provide personnel, facilities and equipment, at the convenience of the Owner, to demonstrate any aspect or parameter of system performance and to assist with such tests.

**3.9.2 Testing Costs**

All costs associated with acceptance testing and parameter verification shall be the responsibility of this Contractor and shall be included in the original bid proposal.

**3.9.3 Provision of Temporary Facilities**

Failure of any component or system to meet specifications shall require immediate remedial action. In the event that material, device, equipment, system, or workmanship shall be found unacceptable by the Owner, the Consultant, or other representative, fifteen (15) days prior to the completion date of the associated area, the Contractor shall assume costs associated with the temporary installation of operational components of systems satisfactory to the Owner or his representative, until Owner Acceptance of the latter work.

**3.9.4 Additional Testing and Costs**

Should failure of any or all of the systems to pass Acceptance Testing, in the opinion of the Consultant, require additional testing and verification by the Consultant, the Contractor shall compensate the Owner for the Consultant's charges for the additional tests including, but not limited to, professional fees, travel expenses and any and all reimbursable expenses. This compensation may, at the Owner's option, be charged as on offset to the contract price.

**3.9.5 Project Delays and Associated Costs**

Should delays resulting from the Contractor's failure to meet schedules, to conform with the specifications, and/or to perform in any other way in accordance with the contract result in additional time for the Consultant or other team members, the Contractor shall compensate the Owner for any such charges including, but not limited to, professional fees, travel expenses and any and all reimbursable expenses. This compensation may, at the Owner's option, be charged as on offset to the contract price.

**3.9.6 Failure to Comply**

Should the Contractor refuse or fail to comply with any part of the specifications, and fail to remedy the situation in a reasonable amount of time, the Owner may, at the Owner's option, assign or contract the remedial work to another party, and deduct charges by that third party from the contract price.

**3.9.7 Owner's Right to Use Equipment**

Owner Acceptance of systems provided as part of the work of this section will be after completion of corrections and adjustments required by the "Punch List" which results from inspection of the completed installation of all systems. The Owner reserves the right to use equipment, material and services provided as part of the work of this section prior to acceptance without incurring any obligation to accept any equipment or completed systems until all Punch List work is completed and all systems are acceptable or to pay additional costs or charges above those included in the contracts of the parties involved.

# April 15, 2013 Regular Meeting

Civil Service Commission - April 15, 2013

**MINUTES**

**Regular Meeting**

**April 15, 2013**

**2:00 p.m.**

**ROOM 400, CITY HALL**

**1 Dr. Carlton B. Goodlett Place**

| | | | | | | |
|---|---|---|---|---|---|---|
| | 4038-11/12 | Dept. of Technology | Current Approved Amount<br><br>$518,045<br><br>Increase Amount Requested<br><br>$2,000,000<br><br>New Total Amount Requested<br><br>$2,518,045 | Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment. | Modi-<br><br>fication | 9/30/14 |

**March 4, 2013:** Continued PSC # 4038-11/12 after the department has re-posted the contract to reflect the correct ending date.

**Speakers:** Jack Chin, Department of Technology

| | | |
|---|---|---|
| | **Action:** | Adopted the report; Approved the request for Proposed Personal Services Contract #4038-11/12. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0) |

| | | |
|---|---|---|
| **0029-13-4** | **Appeal by Aissa El Allali of the rejection of his application for the 9102 Transit Car Cleaner Examination. (Item No. 11)** | |
| | **Speakers:** | Clare Leung, SF Municipal Transportation Agency<br>Robert Castellanos, SF Municipal Transportation Agency<br>Aissa El Allali, Appellant |
| | **Action:** | Adopted the report. Denied the appeal of Aissa El Allali. (Vote of 3 to 0) |

| | | |
|---|---|---|
| **0088-13-5** | **Proposed Adoption of Rule Amendments to Civil Service Commission Rule Volume IV – New Pilot Rule 411A Position-Based Testing for MTA Service-Critical Employees. (Item No. 12)** | |

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: As-Needed Engineering and Streetlights (PUC PRO.0002.14)

Funding Source: SFPUC Project Funded PSC Duration: 5 years 1 day

PSC Amount: $3,500,000 PSC Est. Start Date: 04/02/2015 PSC Est. End Date: 04/01/2020

**1. Description of Work**

A. Scope of Work:

Engineering design support services are needed on an as-needed basis and may support a portion of a project or lead projects for electric power distribution and lighting. Some of the services include: engineering consultation and preparation of design drawings and specifications for primary electric distribution/transmission systems and main power distribution for residential, commercial, and industrial facilities - including substructure design needed for these facilities: Assist in the drafting and refining of Electric Service Guidelines Standard Plans and Specifications for Power electric distribution; provide electrical engineering support services on an as-needed basis after completion of the final design and thru the bidding and construction activities; to respond to requests for information, review and evaluation of construction change orders, submittals and design revisions; Provide electrical engineering design work with expertise in outdoor lighting on roadway application based on the Illuminating Engineering Society (IES) Recommended Practices for Lighting (RP-8). Provide engineering and consultation in regards to distributed generation including development of associated interconnection guidelines and standards.

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

The engineering and design of lined-up street light improvement projects funded in the Capital Improvement program (CIP) will not be completed which will cause further delay in the projected schedule in construction. These projects are meant to address street and pedestrian lighting in areas where needed for safety and service reliability. See Supplemental Attachment A.

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 service requested is before the low voltage (120V, 208V, 240V, 480V) utility meter. It includes work at transmission (110kV ), and primary distribution level (4.8kV, 12kV, 34kV) voltages; and the interconnection of generation to those systems. This work also includes unmetered low voltage facilities such as streetlights. In the past, San Francisco Public Utilities Commission's(SFPUC's) in house staff has done this work.

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

**2. Union Notification**: On 02/06/2015 , 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# 48175 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

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

A. Specify required skills and/or expertise:
Civil, structural, electrical, mechanical engineering and other specialized engineering skills - such as high voltage and utility engineering to complete projects.

B. Which, if any, civil service class(es) normally perform(s) this work?
5241,5207,5203,5201,5366,

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:

We are looking for experts from outside who have the knowledge and experience with distribution and tariff. The change in requirements with the PG&E Interconnection Agreement (IA), and the new Wholesale Distribution Tariff process, require expertise, not available in other city agencies.

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

No. It would require unique special conditions on multiple engineering classes (in particular, electrical engineering classifications).

| **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? None. Expertise is not available from City staff. | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | ☐ | ☑ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/09/2015 BY:

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

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

# Receipt of Union Notification(s)

| | |
|---|---|
| **From:** | dhr-psccoordinator@sfgov.org on behalf of SJackson@sfwater.org |
| **To:** | Jackson, Shamica; richardisen@gmail.com; L21PSCReview@ifpte21.org; Jackson, Shamica; Isen, Richard; DHR-PSCCoordinator, DHR |
| **Subject:** | Receipt of Notice for new PCS over $100K PSC # 48175 - 14/15 |
| **Date:** | Friday, February 06, 2015 5:17:28 PM |

RECEIPT for Union Notification for PSC 48175 - 14/15 more than $100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48175 - 14/15 for $3,500,000 for Initial Request services for the period 04/02/2015 – 04/01/2020. 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/4503 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)

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

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

# MEMORANDUM

**DATE:** February 10, 2015

**TO:** San Francisco Civil Service Commission

**FROM:** Alaric Degrafinried
Manager, Contract Administration Bureau

**RE:** Justification for duration 5 or more years
PRO-0002-2014, PSC No. 48175-14/15
Power Enterprise Engineering Planning & Design Services

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The San Francisco Public Utilities Commission (SFPUC) is requesting Personal Service Contract (PSC) authority for engineering design support services that are needed on an as-needed basis to support a portion of projects for electric power distribution and lighting, including but not limited to: engineering consultation and preparation of design drawings and specifications for primary electric distribution/transmission systems and main power distribution for residential, commercial, and industrial facilities – including substructure design needed for these facilities: Assist in the drafting and refining of Electric Service Guidelines Standard Plans and Specifications for Power electric distribution; provide electrical engineering support services on an as-needed basis after completion of the final design and thru the bidding and construction activities; to respond to requests for information, review and evaluation of construction change orders, submittals and design revisions; Provide electrical engineering design work with expertise in outdoor lighting on roadway application based on the Illuminating Engineering Society Recommended Practices for Lighting (RP-8). Provide engineering and consultation in regards to distributed generation including development of associated interconnection guidelines and standards.

These services will extend beyond five (5) years to provide as-needed engineering services during the planning, design and construction phases. Thank you for consideration and should you have any questions please do not hesitate contact me at 415-551-4788.

# Supplemental Attachment A

# PSC No. 48175-14/15

# (PUC PRO.0002.14)

**1B. DESCRIPTION OF WORK**

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

The engineering and design of lined-up street light improvement projects funded in the Capital Improvement program (CIP) will not be completed which will cause further delay in the projected schedule in construction. These projects are meant to address street and pedestrian lighting in areas where needed for safety and service reliability.

Also, with the change of requirements with the expiration of the Pacific Gas &Electric (PG&E) Interconnection Agreement (IA) and the Wholesale Tariff we need consultants with these specialized and complex engineering task and expertise.

If this contract is not approved, SFPUC will have to rely on current engineering staff that is already overloaded due to current workload.

The consequence of this is that for after the IA sunsets and any City department needs metered electrical power the City will be unable to process their request for a PG&E interconnection in a timely manner. This will add additional delay onto the project. Low rate paying departments such as the San Francisco Unified School District (SFUSD) would have to pay PG&E current rates, which are more than Hetchy Power rate.

Rejection of the contract will go against the ordinance put into effect by Supervisor Wiener on November 25, 2014 which grants SFPUC the right of first refusal to provide clean, hydroelectric Hetchy power to new public and private developments. The SFPUC will be unable to meet the goals of the ordinance, and will have to refuse the majority of development projects.

# Modification

# Personal Services Contracts

**City and County of San Francisco** **Department of Human Resources**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: ☐ Initial ☑ Modification of an existing PSC (PSC # 4159 09/10)

Type of Approval: ☐ Expedited ☑ Regular (☐ Omit Posting)

Type of Service: Primary Care - Optometry services for Southeast Health Center

Funding Source: General Fund - DPh Primary Care

PSC Original Approved Amount: $150,000
PSC Mod#1 Amount: $150,000
PSC Mod#2 Amount:
PSC Cumulative Amount Proposed: $300,000

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)
PSC Mod#1 Duration: 07/01/15-06/30/20 (5 years 2 days)
PSC Mod#2 Duration:
PSC Cumulative Duration Proposed: 10 years 2 days

**1. Description of Work**

A. Scope of Work:

Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH's Southeast Health Center once a week during the operation hour from 8 am to 5 pm.

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

The Department is responsible for the protection and promotion of the health of all San Franciscans, which includes providing a safety net health services to residents including comprehensive vision care services. The Southeast Section of the City has very limited access to vision care services. Currently, no other DPH Primary Care clinic provides comprehensive vision care services. Denial will result in adverse patient care, reduce ability to fulfill DPH missions, and negative financial/revenue impacts to the community services.

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

Services have been provided in the past through earlier PSC request. See 4159 09/10

D. Will the contract(s) be renewed? Yes, if funding is available.

**2. Union Notification**: On 02/10/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

**********

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4159 09/10

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:
Contractor must have licensed optometrist personnel.

B. Which, if any, civil service class(es) normally perform(s) this work?
2561,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. Contractor will provide all necessary equipment to provide full scope primary eye care services.

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

A. Explain why civil service classes are not applicable:
The service is intended once a week, therefore the hours will be significantly less than a full time position.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The volume of work provided for this service does not warrant the creation of new civil service class.

| 5. Additional Information (if "yes", attach explanation) | YES | NO |
|---|---|---|
| A. Will the contractor directly supervise City and County employee? | ☐ | ☑ |
| B. Will the contractor train City and County employee? | ☐ | ☑ |
| C. Are there legal mandates requiring the use of contractual services? | ☐ | ☑ |
| D. Are there federal or state grant requirements regarding the use of contractual services? | ☐ | ☑ |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | ☐ | ☑ |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? University of California - Berkeley - Optometry | ☑ | ☐ |

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/10/15 BY:

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94103

# Receipt of Union Notification(s)

# Receipt of Modification Request to PSC # 4159 09/10 - MODIFICATIONS

## dhr-psccoordinator@sfgov.org on behalf of Hale, Jacquie (DPH)

Tue 2/10/2015 10:12 AM

Inbox

To:Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; Lopez, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sfwater.org>; Sandeep.lal@seiu1021.net <Sandeep.lal@seiu1021.net>; pcamarillo_seiu@sbcglobal.net <pcamarillo_seiu@sbcglobal.net>; Carey.dall@seiu1021.org <Carey.dall@seiu1021.org>; richardisen@gmail.com <richardisen@gmail.com>; Wendy.Frigillana@seiu1021.org <Wendy.Frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; joe.brenner@seiu1021.org <joe.brenner@seiu1021.org>; agonzalez@iam1414.org <agonzalez@iam1414.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; gail@sffdlocal798.org <gail@sffdlocal798.org>; cityworker@sfcwu.org <cityworker@sfcwu.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; djohnson@opcmialocal300.org <djohnson@opcmialocal300.org>; hodlocal@pacbell.net <hodlocal@pacbell.net>; ablood@cirseiu.org <ablood@cirseiu.org>; pkarinen@nccrc.org <pkarinen@nccrc.org>; tony@dc16.us <tony@dc16.us>; stevek@bac3-ca.org <stevek@bac3-ca.org>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Poon, SinYee (HSA) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org <smcgarry@nccrc.org>; rmitchell@twusf.org <rmitchell@twusf.org>; grojo@local39.org <grojo@local39.org>; jduritz@uapd.com <jduritz@uapd.com>; staff@sfmea.com <staff@sfmea.com>; mike@dc16.us <mike@dc16.us>; khughes@ibew6.org <khughes@ibew6.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; sfsmsa@gmail.com <sfsmsa@gmail.com>; mshelley@dc16.us <mshelley@dc16.us>; david.canham@seiu1021.org <david.canham@seiu1021.org>; joe.tanner@seiu1021.net <joe.tanner@seiu1021.net>; Larry.Bradshaw@seiu1021.org <Larry.Bradshaw@seiu1021.org>; L21PSCReview@ifpte21.org <L21PSCReview@ifpte21.org>; LiUNA.local261@gmail.com <LiUNA.local261@gmail.com>; local200twu@sbcglobal.net <local200twu@sbcglobal.net>; speedy4864@aol.com <speedy4864@aol.com>; camaguey@sfmea.com <camaguey@sfmea.com>; ecdemvoter@aol.com <ecdemvoter@aol.com>; tiya.thlang@seiu1021.org <tiya.thlang@seiu1021.org>; brenda_mendieta@sfdph.org <brenda_mendieta@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $150,000 for services for the period July 1, 2015 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over $100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/4496

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered i -142- by that particular union

## Choi, Suzanne (HRD)

**From:** dhr-psccoordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
**Sent:** Thursday, February 05, 2015 10:46 AM
**To:** Hale, Jacquie (DPH); joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; jebrenner@ifpte21.org; L21PSCReview@ifpte21.org; brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
**Subject:** Receipt of Modification Request to PSC # 4159 09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for $150,000 for services for the period July 1, 2015 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/4496
Email sent to the following addresses: L21PSCReview@ifpte21.org Please check the record to see if you selected a union where a corresponding email in the TO:
field isn't present. Either you selected none or there is no email entered in the system by that particular union
jebrenner@ifpte21.org Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org joe.tanner@seiu1021.net

# Additional Attachment(s)

Attachment to 4159-09/10

Explanation of 5 years plus

These services are core medical or health care services for which we expect a continued need.