



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 2, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *Micki Callahan*

From: Cynthia Avakian, AIR
Shamica Jackson/Stacey Lo, PUC
Sung Kim, DPW
Kris Damalas, ECN
Cynthia Hamada, MTA
Genie Wong, POL
Jolie Gines, TIS

Subject: **Personal Services Contracts Approval Request**

This report contains nine (9) 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 FY2015-2016	Total for FY2015-2016
\$48,450,000	\$48,614,615	\$1,556,960,456

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POSTING FOR

October 19, 2015

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

2015-10-19

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
45582 - 15/16	AIRPORT COMMISSION	\$2,000,000.00	Work includes the development of geodetic control, imagery control, project survey and quality control plans; aeronautical survey; airspace analyses, obstruction surveys, and boundary surveys; capture, conversion, and upload of planimetric data to the FAA (Federal Aviation Administration) AGIS (Airport Geographic Information System); capture of terrestrial and LIDAR (Laser Imaging Detecting and Ranging) data; BIM (Building Information Management) integration; and the coordination and submittal of electronic Airport Layout Plans. Contractor will be responsible for the flight services required for the aeronautical survey.	November 1, 2015	June 30, 2021
42988 - 15/16	PUBLIC UTILITIES COMMISSION	\$30,000,000.00	To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. This City-led Program is located in remote areas of the Hetch Hetchy Water and Power system, and the City needs the services of experienced engineering management firms to provide technical and managerial expertise and staff augmentation at Moccasin, California.	May 1, 2016	April 30, 2021

TOTAL AMOUNT \$32,000,000

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Posting For October 19, 2015**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date:

2015-10-19

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4010-12/13 - MODIFICATIONS	October 19, 2015	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$5,200,000	\$9,700,000	Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.	01/01/2018	01/31/2021	REGULAR
4075-09/10 - MODIFICATIONS	October 19, 2015	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$7,400,000	\$18,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.	01/01/2020	12/31/2022	REGULAR
33441 13/14 - MODIFICATIONS	October 19, 2015	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$300,000	\$400,000	Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or	07/24/2015	06/30/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.			
32412 - 14/15 - MODIFICATIONS	October 19, 2015	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$150,000	\$250,000	The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.	10/22/2015	06/30/2017	REGULAR
3012-13/14 - MODIFICATIONS	October 19, 2015	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$3,000,000	\$4,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA's "ambassadors" to the general public at sports events, street fairs, parades, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	11/17/2015	10/31/2018	REGULAR
45100 - 14/15 - MODIFICATIONS	October 19, 2015	POLICE -- POL	\$300,000	\$2,340,000	Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.	07/01/2015	06/30/2018	ADMINISTRATIVE APPROVAL
4163 06/07 - MODIFICATIONS	October 19, 2015	GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS	\$100,000	\$381,750	Host Internet video streaming of SFGTV, the San Francisco Government Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the	09/08/2015	06/30/2016	ADMINISTRATIVE APPROVAL

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.			

TOTAL AMOUNT \$16,450,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Professional Services for As-Needed Geographic Information Systems (GIS) Support ServicesFunding Source: Airport Operating FundsPSC Amount: \$2,000,000PSC Est. Start Date: 11/01/2015PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Work includes the development of geodetic control, imagery control, project survey and quality control plans; aeronautical survey; airspace analyses, obstruction surveys, and boundary surveys; capture, conversion, and upload of planimetric data to the FAA (Federal Aviation Administration) AGIS (Airport Geographic Information System); capture of terrestrial and LIDAR (Laser Imaging Detecting and Ranging) data; BIM (Building Information Management) integration; and the coordination and submittal of electronic Airport Layout Plans. Contractor will be responsible for the flight services required for the aeronautical survey.

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

The service is necessary to maintain data developed for FAA AGIS. Denial of services could result in the FAA deeming the San Francisco Airport (SFO) non-compliant to the requirements stated in FAA Advisory Circulars 150/5300-16, -17, and -18. These requirements aid the FAA in enabling real-time decisions based on best available data, which supports safe and efficient aviation activities across the national airspace system and its supporting navigation and airport infrastructure (see attached AGIS Program Guidance Letter).

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services were previously approved by the Civil Service Commission under PSC #4097-10/11.

D. Will the contract(s) be renewed?

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The requested PSC duration corresponds to the anticipated contract duration of five (5) years and adds seven (7) months to sync the term with the end of the fiscal year.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

This is an as-needed, episodic service, requiring resources (access to an aircraft and pilot) that the City lacks.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required expertise includes: pilot certification and aircraft access with the use of 3D aerial orthophotographs, airborne cameras, and sensors; photogrammetry certification; experience in establishing National Spatial Reference System and geodetic control in an area of crustal motion; and experience with data collection and conversion for enterprise GIS, obstruction surveys, and airspace analysis for large hub airports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5209, Industrial Engineer; 5216, Chief Surveyor; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide mobile global positioning system (GPS) equipment for runway profiles, and use of an aircraft and all applicable airborne survey equipment required for the aerial survey.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. City resources are not capable of providing the specialized pilot and flight services required for this service.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable as no classifications exist for certified aerial photogrammetrists, pilots, and GIS specialists with the level of expertise required.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No as workload is as-needed, episodic, and project-specific expertise is required.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
None as the City is not capable of providing the flight services required for this service.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 08/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21, Architect & Engineers, Local 21,

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45582 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: Christina Chiong (AIR)
Sent: Tuesday, August 11, 2015 3:20 PM
To: Ricardo Valle (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45582 - 15/16

Christina Chiong
Contracts Administration Unit (CAU)
San Francisco International Airport | P.O. Box 8097 | San Francisco 94128 Tel 650-821-2030 | E-mail:
Christina.Chiong@flysfo.com

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Friday, August 07, 2015 4:56 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 # 45582 - 15/16

RECEIPT for Union Notification for PSC 45582 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45582 - 15/16 for \$2,000,000 for Initial Request services for the period 11/01/2015 -- 06/30/2021. 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/5647> 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)



Federal Aviation Administration

Memorandum

Date: June 1, 2010

To: Regional Airports Division Managers

From: Elliott Black
Acting Director, Airport Planning and Programming, APP-1

Mike O'Donnell
Director, Airport Safety and Standards, AAS-1

Subject: **ACTION:** Guidance on Aeronautical Surveys and Airports
Geographic Information System (AGIS)

This memorandum provides "working draft" program guidance regarding Aeronautical Surveys and Airports Geographic Information System (AGIS). This guidance emphasizes the required use of the data collection standards detailed in the latest versions of Advisory Circulars 150/5300-16, -17, and -18 for all development projects funded through the Airport Improvement Program (AIP) or Passenger Facility Charge (PFC) program.

I. BACKGROUND

In response to Executive Order 12906¹ to transform outdated, inconsistent data standards and practices, FAA is implementing Geographic Information Systems (GIS) and related standards into all Agency lines-of-business (LOB). Its chief aim is to create standard formats for the collection and input of aviation data, and incorporate these methodologies into Agency-wide efforts to share data across its LOBs. By creating a standard process for data collection and a centralized data sharing environment, FAA will enable real-time decisions based on best available data, which supports safe and efficient aviation activities across the national airspace system and its supporting navigation and airport infrastructure.

GIS standards and methodologies provide the foundation for bridging airport planning and development to the future needs of air traffic in support of FAA NextGen initiatives. Data gathered from airport surveys will be used to develop new approach procedures, conduct

¹ Office of the President, Executive Order 12906, Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure, Federal Register, Vol 59, No71, pp.17671-17674, Washington, DC, 1994, 4p.

obstruction analyses, and produce cockpit moving maps of the airport and for a variety of other planning efforts across FAA.

To develop and strengthen this required NextGen data foundation, there is an immediate need for enhanced aviation data collection, quality assurance, and information sharing practices. Accordingly, FAA Airports (ARP) is working with the Air Traffic Organization (ATO), Office of Aviation Safety (AVS), and the Airport Obstructions Standards Committee (AOSC) to develop Aeronautical Survey standards and the Airports Geographic Information System (AGIS). AGIS is the Agency's single, web-based information repository for airport survey data, and is managed jointly by the FAA and the airport. ARP is responsible for establishing the standards of how airport data is collected and submitted by airport sponsors into the AGIS database.

The AGIS program introduces a shift in the way we do business. Traditional airport surveys were focused on: resurveying the same infrastructure for different types of projects; providing disparately-collected data to a variety of program-specific databases; and spending time producing (and waiting for reviews) of paper Airport Layout Plans (ALPs). By establishing a standardized methodology to capture survey data for submission into AGIS and to validate the information for use on multiple airport projects, AGIS introduces a data standard capable of supporting both the needs of the FAA and that of the airport sponsor by centralizing data and providing web-based access via a single user interface. Modules in development, such as the electronic Airport Layout Plan (eALP), will utilize the AGIS platform to enable versatile data sharing into the dynamic planning and engineering required by NextGen.

Thus, AGIS transforms conventional airport data collection efforts into a streamlined approach by using standards to build a comprehensive airport data foundation. This data can then be used as a catalyst to drive and add depth to dynamic, real-time reporting, planning, funding, and decision making.

II. ADVISORY CIRCULARS directly related to performing aeronautical surveys

To begin the shift in the way ARP does business and to help build the airport data foundation, ARP began the process of modernizing the traditional 405 survey standard by researching and developing Advisory Circulars AC 150-5300-16, -17, and -18. The resulting ACs conform to modern survey methodologies and widely-accepted GIS schema. Also designed to be interdependent, the ACs detail the guidelines now required as the standard for the collection of airport survey data to accommodate input into the AGIS database and usage through a variety of modules, which are under development. The ACs were originally published in March 2006 and have been required for survey tasks since October 2006—initiating a two year sunset period for the 405 survey Standard for NPIAS airports.

The interdependent Advisory Circulars developed for aeronautical surveys include:

- **AC 150/5300-16 | General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey (NGS)²**
- **AC 150/5300-17 | General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey (NGS)³**
- **AC 150/5300-18 | General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards⁴**

A. Who is the primary audience for Advisory Circulars 150/5300-16, -17, -18?

The primary audience for these Advisory Circulars includes: ARP and Block Grant State planning, programming, and engineering personnel; airport sponsors and their consultants; and surveying companies contracted to perform aeronautical surveys and airfield design-related work.

B. A Brief Explanation of Relevant ACs:

1) **AC 150/5300-16 | General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey (NGS)**

This AC explains the specifications for **establishing geodetic control** on or near an airport. The establishment⁵ of geodetic control by permanent survey monuments in the airport vicinity is critical to the National Airspace System (NAS). This geodetic control consists of Primary Airport Control Stations (PACS) and Secondary Airport Control Stations (SACS) tied to the National Spatial Reference System (NSRS). These survey marks must be used for aeronautical and engineering projects related to runway/taxiway construction, navigational aid siting, obstruction clearing, road building, and other airport improvement activities. This AC also describes how to submit the information to the National Geodetic Survey (NGS) for approval and inclusion in the NSRS in support of aeronautical information surveys.

² AC 150/5300-16A was released September 17, 2007.

³ AC 150/5300-17B was released September 29, 2008.

⁴ AC 150/5300-18B DRAFT was initially released as a draft version "for planning purposes" in September 2008 and the final AC 150/5300-18B was released on May 21, 2009.

⁵ From a planning, funding, and grant programming perspective, it is important to note: data collection and input to AGIS requires *verification* of PACS and SACS according to guidance found in AC 150/5300-16. *Establishing* new PACS or SACS is outside planning project scopes; and, if deemed necessary, should be considered as a separate project. Furthermore, because the establishment of PACS and SACS is outside the scope of planning projects, AGIS-related training does not include surveying techniques or processes related to this type of effort. Rather, for establishment of PACS and SACS, training can be solicited directly from the National Geodetic Survey or other experienced vendors that offer such training.

2) **AC 150/5300-17 | General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey (NGS)**

This AC provides the specifications for **airport imagery acquisition** and how to submit the imagery to the National Geodetic Survey (NGS) for approval in support of aeronautical information and airport engineering surveys. The FAA works with the Aeronautical Survey Program (ASP) at NGS as their team performs quality assurance on all airport surveys contracted by the FAA, State aviation agencies, and local airport sponsors. Using the submitted airport imagery, NGS conducts a photogrammetric analysis to ensure the survey data adheres to the most current edition of the Advisory Circular and AGIS program objectives.

3) **AC 150/5300-18 | General Guidance and Specifications for Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards**

This AC provides the specifications for the **collection and input of airport data** using field and office methodologies in support of AGIS. The primary purpose of these general guidelines and specifications is to list the requirements for data collection conducted at airports for different types of projects, and to provide a standardized format for data submission into the AGIS database. The information furnished in these standards covers the entire spectrum of the FAA's airport data requirements. The AC also explains how to submit data to the FAA via the AGIS website portal. Additionally, the standards covered in this AC provide critical information (such as detailed coordinates for runway end points) for the operation and safety of NAS, and are classified as critical by the International Civil Aviation Organization (ICAO). Thus, the FAA forwards the safety critical data to the NGS for independent verification and validation; and, once the NGS review process is complete and approved, the data can then be accessed in the National Flight Data Center (NFDC) for use by other Lines of Business (LOB) within the Agency to develop procedures, issue NOTAMS, create airport diagrams, etc.

C. Where Can I Find These ACs?

1.) *Internet* | links:

- **AC 150/5300-16 | Establishing Geodetic Control**
http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5300-16
- **AC 150/5300-17 | Airport Imagery Acquisition**
http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5300-17
- **AC 150/5300-18 | GIS Standards (Collection/Input of Airport Data)**
http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.current/documentNumber/150_5300-18

2.) *Mail* | A printed copy of these ACs can be ordered from:

- U.S. Department of Transportation
Subsequent Business Office
Anmore East Business Center
3341 Q 75th Avenue
Landover, MD, 20785

D. Can We Still Use FAA No. 405, Standards for Aeronautical Surveys and Related Products?

With aeronautical survey standards modernized in Advisory Circulars 150/5300-16, -17, and -18, and required for federally-funded aviation projects with survey sub-tasks, the previous survey standard—FAA Survey Standard No. 405—and its associated website, were officially sunset and rendered obsolete in September 2009. **FAA No. 405, Standards for Aeronautical Surveys and Related Products has been replaced by the new Advisory Circulars and can no longer be used** for Airport Improvement Program (AIP) or Passenger Facility Charge (PFC) funded projects for projects that require a survey component or subtask. Survey minimums, and related waivers for AGIS deployment, corresponding survey data on all AIP and PFC funded projects must now comply with requirements found in AC 150/5300-16, -17, and -18. However, the FAA is developing a proposed “AGIS Transition Policy”⁶ that prioritizes implementation for certain types of airports and projects.

E. Integrated Distance Learning Environment (IDLE) Training

The FAA has developed a comprehensive web-based training system for AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18. Initiated in March 2010, this AGIS training system allows airport sponsors, surveyors, consultants, and FAA personnel to complete AC training online. Focused training modules provide users with the maximum amount of job targeted knowledge within a minimum amount of time. IDLE provides users with an easily accessible educational tool and interactive research platform. Users query the system on specific subject and view all of the associated audio, video, and text related to that topic.

IDLE training offers a focused, multi-level, interactive, multi-media training at three levels: 1) the executive summary level provides an overview of AGIS and the ACs and is designed for executives and managers; 2) the mid-level presents more detail into the purpose of AGIS and the summary details in each of the ACs, with a target audience of FAA personnel; and 3) the highest level of detail—with three courses for surveyors and consultants—explains the purpose of AGIS in depth by detailing specifically how survey control is established, imagery is collected and validated, and survey data is collected and input to specified GIS standards.

⁶ AGIS “Phase-In”/Transition Policy is in development that augments this working draft guidance as a separate guidance memorandum and considers alternatives to deploy AGIS gradually—based on triggering events, precision approaches, and/or airport hub size.

We recommend FAA personnel take at least the summary level and mid-level courses. The third level is free to FAA and State Block Grant State personnel, and takes approximately 20 hours to complete. FAA managers will also be able to track employee training progression and module completion. There is a nominal \$150 fee for each course at Level 3 for non-FAA and State Block Grant personnel.

III. AGIS/eALP ROLL-OUT | DEPLOYMENT PHASING

All airports moving forward with AIP- or PFC-funded projects that require airfield surveys are expected to comply with survey data collection and input standards found in FAA Advisory Circulars 150/5300-16, -17, and -18. Because many development projects often focus on a particular facility or area of the airport and do not require data collection over an entire airfield, the FAA proposed a focused effort to collect and input comprehensive airport data for the entire airport and airspace environment to evaluate, educate, and refine AGIS and the developing eALP module.

To accomplish this, the FAA initiated a phased roll-out beginning with a pilot program in FY09 and blending in additional airports of varying sizes in all FAA Regions across the nation in FY10. These comprehensive data collection and submission efforts are being funded with FAA grants and airport matching funds. Each succeeding phase is helping to refine processes related to data collection, data input, and data verification. Each pilot project will provide comprehensive airport data to beta-test the eALP module and provide the airports involved with the first fully-reviewed and approved eALPs.

In other words, the FAA initiated the first two phases of an AGIS/eALP roll-out to help all stakeholders gain a better understanding of potential challenges, specific costs, and best practices associated with comprehensive AGIS implementation and eALP assembly. Meanwhile, on-going projects with partial surveys will also help the FAA evaluate the differences between comprehensive versus incremental data collection and input.

A. AGIS/eALP Projects | Phase I - Pilot Program

The FAA's Southwest Region (ASW) was selected to initiate Phase I of the AGIS roll-out. Beginning in the second quarter of FY09, ASW worked closely with FAA Headquarters and managers at six airports of varying size⁷ for the comprehensive collection of airport infrastructure data and input into the AGIS database, as precursors to beta-testing the developing eALP module. In addition to the Southwest Region, Hartsfield-Jackson Atlanta International Airport approached the FAA and worked with the Atlanta ADO to begin an additional airfield data collection and data input program for AGIS.

Pilot airport sponsors considered the wide range of consultant teams available, sent out RFQs and moved through the consultant selection process, choosing teams to complete the work in a timely manner. The ASW-610 office (working with its ADOs) and the Atlanta ADO assisted the airport sponsors with in-depth consultant scoping meetings to identify data collection

⁷ With an EIS underway and separate funding already in place, Albuquerque International Sunport (ABQ) requested ASW assistance in evaluating their AGIS-related data collection and input process. Thus, ASW oversees seven total AGIS projects in FY09.

methods and discuss the requirements of interim reports. Each sponsor submitted reports to the FAA to help refine AGIS processes and evaluate costs and define reasonable timelines. Additionally, the ASW-610 office and the Atlanta ADO are working with Headquarters to provide coordinated guidance to the airports and their selected consultants.

B. AGIS/eALP Projects | Phase II - Nationwide Roll-Out

In March 2010, FAA initiated the second phase of the AGIS roll-out at airports of varying size across the nation. Like the Phase I airports, the Regions and ADOs are expected to release RFQs, create Scopes of Work, and issue grants. Each airport sponsor and FAA representative will develop a reasonable course of action to complete a comprehensive airport data collection and data input into AGIS as a pre-cursor to assembling an eALP.

C. Incremental Projects (at Non-Phase I or II Locations)

Airports included in Phase I or Phase II are expected to collect and submit data into AGIS for the entire airfield and airspace environment as specified in AC 150/5300-18.

Additional AIP- or PFC-funded airport development projects continue across the nation that may not necessarily require comprehensive airfield data collection. Survey data collected for these incremental projects are required to comply with requirements found in FAA Advisory Circulars 150/5300-16, -17, and -18. FAA Region and ADO personnel should examine airport projects that require survey tasks and explain the AGIS program on a case-by-case basis. If possible, airport sponsors are encouraged to consider collecting comprehensive data. Until the FAA publishes supplemental guidance for smaller airports, FAA personnel should encourage these types of airports to consider data collection and input efforts that go beyond the immediate development projects with the goal of ultimately capturing overall airfield data even if that goal takes multiple years.⁸

IV. FIELD RESPONSIBILITIES

As an integral part of transforming current data collection and input methodologies to meet the challenges of the NextGen environment, FAA field personnel must encourage proper data collection and data input standards to help with the proper stewardship of airport data nationwide.

GOAL: Field Approval of AGIS Statements of Work (AGIS SOW)

The AGIS Statement of Work (SOW) identifying the work to be completed in the aeronautical survey must be approved by the FAA. Initially, AAS reviewed and approved all AGIS SOWs with the assistance of contract personnel as SOW templates have been developed and improved. Recently, several regions have been trained and accepted responsibility to approve the SOW. As a result, they ensure that the SOW is consistent with the development project. We are developing training in reviewing and approving SOWs, which will be available soon.

⁸ For example, airports may consider breaking the overall survey data collection effort into more manageable parts—budgeting for the first year or two to collect and input survey data for the airspace, and then blend in longer-term budgeting in years three and four to collect and input survey data for the airfield.

In addition, APP-400 will provide assistance as needed in helping regions develop skill sets necessary to review and approve AGIS SOWs.

A. Responsibilities of FAA Field Personnel

For all AIP- or PFC-funded projects that require airfield surveys, FAA field personnel are responsible for working with airport sponsors to provide general oversight and guidance for proper data collection and input into AGIS and the eventual assembly of the electronic ALP.

FAA Field Personnel responsibilities include, but are not limited to:

- 1) Registering with the FAA AGIS website to obtain a username and password
- 2) Completing Integrated Distance Learning Environment (IDLE) training⁹
- 3) Becoming familiar with the FAA AGIS website, FAQs, Help Desk, and AGIS-related SOWs and Control Plans
- 4) Helping sponsors and consultants become familiar with AGIS requirements and FAA funding eligibility
- 5) Programming AIP grants with appropriate talking points (see Section VI.E for standard language).
- 6) Participating in AGIS/eALP-related scoping meetings or teleconferences to ensure all data collection and data input processes will comply with requirements found in FAA Advisory Circulars 150/5300-16, -17, and -18
- 7) Approving Statements of Work for projects submitted into AGIS by the sponsor¹⁰
- 8) Monitoring the progress of any assigned projects in AGIS
- 9) Completing LOB coordination, including any Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) airspace reviews necessary to ensure appropriate publication of any modifications to safety critical data¹¹
- 10) Submitting completed scopes and cost schedules to APP-400 for all AGIS Phase II projects¹²
- 11) Submitting suggested improvements/enhancements to APP-400
- 12) Reviewing and approving the assembled eALP (This is a future requirement pending completion of the module and supporting documentation and guidance. At this time, FAA personnel will continue to review ALP's in accordance with established procedures.)
- 13) Provide lessons learned and enhancement recommendations to your field representative and/or APP-400 which will be implemented into future guidance.

⁹ See Section II-E above. It is recommended that FAA personnel take at least the summary level and mid-level courses. The third level is encouraged and is free to FAA personnel, and takes approximately 20 hours to complete.

¹⁰ For AGIS Phase II Roll-Out projects, work with FAA headquarters or field AGIS representatives to help review submitted SOWs.

¹¹ The AGIS National Team (see description in "Future Outlook," Section V below) is working to identify the AGIS process/workflow for LOB Coordination to ensure elimination of disparity between AGIS data and data in National Flight Data Center (NFDC), published plates in Flight Procedures Offices (FPOs), 5010 airport data, and OE/AAA.

¹² This will help APP-400 track costs for estimating future program costs and help us develop this working draft guidance to accommodate quality assurance and quality control to help FAA Regions with AGIS implementation in the long term.

B. Responsibilities of Airport Sponsors

Due to the nature of the AGIS/eALP projects, airport sponsors must ensure qualified consultants and consultant teams are selected to complete these efforts. Airport sponsors are encouraged to invite relevant FAA personnel to monitor this process and to provide insight regarding AGIS and the eALP module.

For airports that have an on-site consultant or an on-call consultant team, the sponsor may begin this process beginning with step 4 (see below). For airports that do not have an on-site consultant or a consultant team selected, the airport sponsor should move forward with the following three steps:

- 1) Issue a Request for Qualifications (RFQ) for consultant teams (See RFQ details below, as well as information found in the Attachment A template).
- 2) Request proposals from best qualified consultants
- 3) Evaluate proposals, identify the most qualified team, and select the team that the sponsor believes can best complete the project to FAA and airport requirements. Selection must be based strictly on qualifications.

The consultant selection process must comply with Advisory Circular 150/5100-14D, "Architectural Engineering, and Planning Consultant Services for Airport Grant Projects." Upon the completion of the consultant selection process (or if an on-call consultant is selected), the airport sponsor can move forward to:

- 4) Initiate in-depth discussions with the highest ranking team to clarify/determine the specifics of data collection methodologies and the eALP project scope.
- 5) Negotiate fees for data collection and input into AGIS, and eALP assembly.
- 6) Review AGIS-related Scopes of Work—checking carefully against requirements for AIP/PFC funding eligibility; for data collection and input standards found in FAA ACs 150/5300-16, -17, and -18; and for project completion within reasonable timeframes and cost estimates¹³.

Detailed scoping meetings or teleconferences are an important part of the AGIS process. AGIS scoping meetings are designed to help all stakeholders gain comfort in the data collection and data input process. Moreover, these discussions can help stakeholders specify data collection processes, identify a key point of contact to augment controlled data input into AGIS, identify data collection/input methodologies that most efficiently distribute costs, and establish expectations associated with proper data collection and AGIS input and timelines.

Airports sponsors are encouraged to invite FAA personnel to participate in scoping meetings to provide clarifications regarding AGIS requirements for data collection and data input. (FAA personnel may initially find that participation in scoping meetings adds more to their workload during the initial AGIS learning curve; however, as personnel gain experience with AGIS and the scoping process, it is anticipated these worthwhile efforts will be similar to—and perhaps even coincide with—other traditional sponsor meetings, helping to streamline future workload in the process. Thus, FAA personnel are urged to consider the long-term benefits of the AGIS

¹³ See Section IV-A, steps 10 and 11 above re: submitting SOWs and suggestions to APP-400.

program, and help to educate airport sponsors and consultants while soliciting feedback to enhance the overall data collection and input process. FAA participation in the scoping discussions is particularly important for the Phase II projects.)

After the consultant selection and the Scoping Meeting is complete, the airport sponsor can move forward with the project. Typically, the airport sponsor will work with the consultant to initiate the project in AGIS and then submit a Statement of Work. The Statement of Work must be reviewed and approved by the FAA within the AGIS web-based system. Thus, airport sponsors must:

- 7) Request the FAA (via AGIS) to review and approve AGIS-related Statements of Work¹⁴—typically a separate subtask within a larger-scale airport project Scope of Work (See Scope of Work details below, as well as information found in the Attachment B template)

C. AGIS/eALP - Request for Qualifications | Template

Attachment A is a model RFQ template that was developed as part of the Phase I Pilot Program. Airport sponsors are encouraged to incorporate this template into their local procurement processes. The qualifications are for general professional services (not specifically engineering or planning) and need to include experience in four areas: Airports GIS, aeronautical surveys, developing ALP's, and working on regulated airports.

For the Phase II AGIS/eALP projects, the airport-specific project scope must include sufficient data collection to develop an eALP. However, imagery, features, and attribute collection identified in AC's 150/5300-17 and -18 must be tailored to the airport type and near-term development needs. During Step 4, above, the airport sponsor, consultant and FAA representative should participate in a scoping meeting to discuss and conduct an evaluation of all features in -18, Chapter 5, and determine features to be included in the project. The team must agree on which attributes will be included, and the source of the attribute data, before the preferred consultant can develop a cost proposal.

Note: all safety-critical features¹⁵ (AC 150/5300-18, Table 2-1) must be included with all attributes for Phase I and Phase II projects.

D. AGIS/eALP - Scope of Work | Template

Attachment B is a model AGIS/eALP scoping guidance template that sponsors may incorporate into AIP- or PFC-funded airport projects that require survey tasks.

¹⁴ The AGIS Statement of Work (AGIS-SOW) is the agreement between the Airport and the FAA identifying "what" is included within the project and is reviewed and approved by the FAA (Field office or headquarters). Implementation Plans (detailing "how" the work will be performed) for Geodetic Control (-16), Imagery (-17), and GIS Survey and Quality Control (-18) are also required by AGIS. Before AGIS verification, NGS ensures that the work identified in the AGIS SOW is included in the respective implementation plan.

¹⁵ At present, Table 2-1 guidelines suggest all eALP projects will include on-airport safety-critical data – RW thresholds, NAVAIDS, etc. If the project is not driven by an airspace procedure, ARP is evaluating whether future transition policy may include "Airspace Analysis if needed" if there is no IAP impact.

AGIS/eALP projects should evaluate the timing of proposed runway extensions, new runways, or proposed Instrument Approach Procedures (IAP), along with the age or existence of an Obstruction Chart (OC) to determine if a full Aeronautical Survey and Airport Airspace Analysis (AS/AAA) for all runways is appropriate. An AS/AAA need not be included in the project scope for runways without vertical guidance unless circumstances dictate.

Per AC 150/5300-16, AGIS/eALP projects should use existing Primary Airport Control Stations (PACS) and Secondary Airport Control Stations (SACS), where recoverable, or establish Temporary Survey Marks (TSM). Where justified by sufficient development activity, PACS and SACS installation should be incorporated into subsequent development projects.¹⁶

AGIS/eALP projects require the submission of updated aerial imagery. Where acceptable imagery is not available, imagery must be collected according to the guidance found in AC 150/5300-17.

Phase I and Phase II AGIS/eALP projects should include development of planimetric features (runways, taxiways, aprons, buildings, roadways, etc.) for the airport from the imagery; however, non-planimetric features (property boundary survey, land parcels, environmental information, underground utilities, previously approved noise programs and noise contours, etc.) should only be incorporated if acceptable data is available. Additional features and attributes should be added to the AGIS dataset as part of regular, follow-on projects.¹⁷

E. SOAR Programming and Talking Points

A new code¹⁸ is available for projects with survey tasks that require data collection and input into AGIS. Approved projects with an AGIS task should reflect the information below.

Code:	PL PL GI
Standard Description:	Collect/input airport data for Airports GIS
Talking Point Language:	This grant will fund airport imagery and data collection for uploading into the FAA's Airports Geographic Information System (AGIS). It will also contribute to the development of an electronic Airport Layout Plan (eALP)
Talking Points Description	
Addendum Field:	AGIS

F. Advisory Circulars and Eligibility

ARPs goal is that these ACs are mandatory for surveys that are funded through the AIP and PFC programs. These ACs are mandatory for obligated airports and airports conducting Master Plans, Airport Layout Plan updates, and major construction projects. Compliance

¹⁶ Data collection and input to AGIS requires verification of PACS and SACS according to guidance found in AC 150/5300-16. Establishing new PACS or SACS is outside planning project scopes; and, if deemed necessary, should be considered as a separate project.

¹⁷ Future versions of this working draft guidance will include a table for this information.

¹⁸ A complete listing of all project codes is available in the Planning and Grants modules of SOAR under: Reports-References-Project Picklist.

with the ACs is also mandatory for any projects (regardless of funding source) that need to be reflected on the ALP. Further, it is recommended that airports require an AGIS deliverable for tenant development prior to issuing a certificate of occupancy to make the appropriate ALP update to reflect as-built conditions. However, ARP recognizes the need for transitioning into the mandatory use of the ACs and is developing a transition policy (see "Section V. FUTURE OUTLOOK, Paragraph A: Airports GIS 'Phase-In' Policy" below) to help clarify expectations for data collection.

At present, obstruction surveys, imagery collection, safety-critical data collection, base data collection, and data input into the AGIS website can be considered allowable costs to the extent that the survey data is required for the AIP/PFC project. Tasks within airport projects that are not currently eligible for funding include: Light Detection and Ranging (LIDAR) imagery and LIDAR surveys¹⁹; collection of internal passenger terminal data; software; hardware; training; operational items to collect or input airport data; and data points beyond what is agreed to in the scope of work.

V. FUTURE OUTLOOK

As Airports GIS and the various modules (such as the electronic ALP) are in continual development, it is important to stay familiar with updates to this working guidance—which will include information for: proposed AGIS transition policies; new modules currently in development; best practices; and potential upgrades, enhancements, or other changes to the AGIS data collection and input process.

A. Airports GIS Transition/"Phase-In" Policy

AC 150/5300-18 requires the use of the AGIS website and significant process changes requiring extensive internal and external technical training. Currently, there are a number of AGIS deployment issues with interpretation of requirements, timely quality assurance reviews, software interface, and business process rules. These challenges result in increased time for data to be accepted and be available for use to develop instrument approach procedures.

One of the more noticeable challenges is the current backlog of airport survey projects awaiting NGS quality assurance approval. ARP executives are teaming with NGS management to work out the situation through a variety of efforts, including the creation of a "tiger team" to resolve the project backlog, implement AGIS software improvements, and formulate a better process to improve review efficiencies.

ARP is currently developing an AGIS transition, or "phase-in" policy which would moderate the number of projects entering AGIS. This policy will likely include a consideration for airport size and project type in determining the timing of AGIS data entry requirements. The intent is twofold: 1) to reasonably accommodate the volume of projects while enhancements are made to the AGIS program; and 2) to reduce the number of airports and consultants needing to ramp-up on AGIS requirements and processes in the near-term. The phase-in policy would not apply to airports having conducted a robust AGIS data collection effort such as

¹⁹ Light Detection and Ranging (LIDAR) optical remote sensing technology is currently being evaluated for inclusion in the AGIS program, but until guidance is crafted, LIDAR is not eligible for inclusion in AIP- or PFC-funded survey projects for airports.

required to support development of an eALP. Once an eALP project is initiated, the AGIS data must be updated at the conclusion of any project modifying the ALP. The proposed policy does not preclude FAA personnel from encouraging airport sponsors to become familiar with AC 150/5300-18 requirements and incorporate AGIS into their projects. Keep in mind that any project involving instrument approach procedures (IAP) requires use of the ACs in submitting the data for AVN procedure development. IAP projects are not being considered in ARP's transition policy.

B. AC 150/5300-18C

Advisory Circular 150/5300-18 is currently in its second revision (also known as "-18B"). A third update to this AC (also known as "-18C") will include improvements to methodologies prescribed in version -18B as well as an enhanced template style process (built from Table 2-1) that will help identify the exact AGIS-related tasks required for each type of airfield project. It is expected to be drafted by the end of FY10 and in review soon thereafter.

C. AC 150/5300-19

Advisory Circular 150/5300-19 is a new AC being developed to provide guidance for other-than-18B compliant data entries into AGIS and allow for airport data changes (5010). The new AC is a consolidation of ACs 150/5300-16, -17, and -18, designed to provide alternative methodologies and practices and some latitude—particularly for the smallest General Aviation airports—in terms of data collection and data input into AGIS.

D. The First AGIS Module | eALP

The first AGIS module in development is the electronic Airport Layout Plan (eALP). The module is designed to pull airport data from AGIS and create a dynamic Airport Layout Plan available to specified users via a web-based interface. The eALP will automatically populate data tables and (with prescribed symbology, layering, and line types) draw an on-line airfield layout, airspace diagram, and profile views—culled directly from the AGIS database. The eALP enables airport sponsors and the FAA to work from accurate, up-to-date airport information in a web-based environment—with users turning on and off layers of data as necessary—while the interface provides a visual layout of a variety of base layers (such as imagery or topographic maps) and airport data in a dynamic viewer and in functional pull-down menus.

Additional requirements include: future base layers, profile views, and geo-referencing. AGIS data uploaded from airports in the original phases of the AGIS roll-out will be used to beta-test the eALP module and its supporting infrastructure and intra-Agency review and coordination processes. The FAA is currently working to complete the development of the eALP module by spring of 2011.

APPENDIX

Ongoing Efforts

Beginning in July 2008, a team comprised of FAA field personnel from Regions and ADOs meets regularly with AAS and APP representatives to develop national standards for the electronic Airport Layout Plan (eALP) and to provide perspectives, identify challenges, and offer solutions to AGIS-related data collection and data input. The Team streamlined disparate Regional ALP checklists into a national eALP checklist; developed eALP design layouts and program requirements; and refined data standards for designating features into appropriate layers for the AGIS database.

In addition, a team in Headquarters has been formed to help in developing and deploying AGIS requirements, tracking scheduled activities and execute an implementation plan. Both teams are expected, with input from these pilot projects, to continue to improve the AGIS eALP module and continue to evaluate and explore the possibilities associated with full integration of AGIS data with other FAA databases and programs.

Follow-on tasks include:

- 1) Publishing a transition plan.
- 2) Publish an ARP implementation plan and associated schedule of activities and milestones for deploying AGIS.
- 3) Gathering feedback for process improvements.
- 4) Developing requirements to complete eALP module
- 5) Run eALP beta-tests, evaluations, and debugging before deployment
- 6) Identifying enhancements to improve on the technical capabilities of AGIS and the eALP module
- 7) Integrate ARP efforts with ATO in support of NextGen activities.
- 8) Resolving challenges associated with the deployment of AGIS and the transition to an eALP planning environment
- 9) Identifying affected airport planning policies and processes and offering suggested improvements to update policy and guidance
- 10) Helping determine the course of action to tie in tools and processes across FAA lines of business that can benefit from AGIS data sharing. (Note: this includes identifying the AGIS process/workflow for LOB Coordination to ensure elimination of disparity between AGIS data and data in NFDC, published plates by FPOs, 5010 airport data, and OE/AAA)
- 11) Helping to identify and prioritize the development of additional AGIS-related modules
- 12) Identifying a data life cycle timeline. (With properly collected/input data as the key foundation to this new business process and to protect the original investment, airport data submitted into AGIS must be maintained and updated periodically so the data does not become obsolete. Therefore, the team will be working to clearly identify and help with evolving roles and responsibilities of ARP field personnel.)



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 21, 2011

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4097-10/11 THROUGH 4100-10/11; 4068-08/09; 4119-07/08; 4028-06/07; AND 4087-07/08.

At its meeting of April 18, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the report as verbally amended from Yes to No in "D" of PSC #4028-06/07. Previous increase amount request of \$940,000 is reduced to \$300,000 with new amount of \$1,050,000. Duration of February 28, 2012 (3/7/11 CSC action) extended to 6/30/15. Approve request. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Carina Carlos, Department of Public Works
 - Gordon Choy, Department of Public Works
 - Marie de Vera, Department of Human Resources
 - Lavena Holmes-Williams, Port
 - Shamica Jackson, Public Utilities Commission
 - Florence Kyaun, Public Utilities Commission
 - Donna Marion, San Francisco Public Library
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-10/11	27	Airport Commission	Regular	\$1,800,000	This project will develop a geodetic control, imagery control, project survey and quality control plan; conduct an aeronautical survey, which will also supplement the aerial survey requirement for the Runway Safety Area project; complete an airspace analysis, obstruction survey, and boundary survey; capture, convert and upload planimetric into the FAA AGIS to obtain approval by the National Geodetic Survey (NGS), and the FAA, and to coordinate and present an electronic Airport Layout Plan. Proposed work must be completed according to the FAA Advisory Circulars 150/5300-16, -17, and -18.	4/18/2011 - 6/30/2015
4098-10/11	27	Airport Commission	Regular	\$2,800,000	The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program.	4/18/2011 - 12/31/2015
4099-10/11	27	Airport Commission	Regular	\$8,500,000	Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.	4/20/2011 - 4/19/2014
4100-10/11	40	Public Utilities Commission	Regular	\$150,000,000	Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction, and triple bottom line analysis.	9/1/2011 - 12/1/2026

Total Amount - Regular: \$163,100,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Hetch Hetchy Capital Projects Professional & Engineering Support ServicesFunding Source: Water Rev Bonds & Power Rev BondPSC Duration: 5 yearsPSC Amount: \$30,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. This City-led Program is located in remote areas of the Hetch Hetchy Water and Power system, and the City needs the services of experienced engineering management firms to provide technical and managerial expertise and staff augmentation at Moccasin, California.

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

These services are necessary because it is crucial to upgrade and improve the Hetch Hetchy existing aging infrastructure, so it will meet the challenges of today and the future. If the contract is denied, critical improvements to the City's water & power system will be delayed, causing increased risk that the system will be out of regulatory compliance and suffer operations failure.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been provided previously through PSC #4099-12/13 (CS-296).

D. Will the contract(s) be renewed?

No plans to renew at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The scope of work requires working on multi-phased large projects such as planning, design, and construction. The duration of completing a project is roughly between 2 to 5 years. The firms will work on projects within the 10-year HSIP capital plan.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

To provide specialized expertise for the Hetch Hetchy Capital Projects to assist in the areas of: structural engineering, pipeline engineering, geotechnical engineering, civil, electrical, and mechanical engineering, facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, project & program management services, tunnel analysis and inspection, quality assurance, value engineering, and peer review. These capital projects are needed to upgrade and improve existing aging infrastructure, so it will meet the challenges of today and the future. The facilities that will be improved include Hetch Hetchy water and power infrastructure, such as pipelines, tunnels, penstocks, powerhouses, switchyards, reservoirs, dams, transmission lines, communication and security systems, and roadways. In addition, City resources do not have the in-depth expertise to provide the design and professional support services for the projects that involve work in powerhouses, dams, penstocks, reservoirs, transmission lines and tunnels.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise to assist SFPUC management of approximately \$900 Million water & power system capital improvement projects including scheduling & estimating, risk management, facilities needs integration within the capital plan, systems integration, staff training, water & power design & construction management support. These skills are necessary to upgrade the aging water and power infrastructure in order to achieve Levels of Service (LOS) goals established for water quality, seismic reliability, delivery reliability, and water and power supply.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer; 6318, Construction Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department has contacted the engineering and construction management bureaus within the SFPUC to provide them with awareness of the needed support for the program. The bureau managers have responded that their current resources are not available to perform the work. In addition, City resources do not have the in-depth expertise to provide the design and professional support services for the projects that involve work in powerhouses, dams, penstocks, reservoirs, transmission lines and tunnels.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes do not have the in-depth knowledge and specialized expertise necessary to provide the design and professional support services for the projects that involve work in powerhouses, dams, penstocks, reservoirs, transmission lines and tunnels. In addition, current resources are not available to perform the work. The City does not routinely develop multi-million dollar capital improvement programs for the Hetch Hetchy Water and Power system. This work happens about every 50 years.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because this program will only require resources to provide support during the capital projects. It would be impractical because the staff will no longer be needed afterwards.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Est. 100 hrs specialized training to 5-10 Engrs & Construction Inspectors

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/24/2015, 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, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42988 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfwater.org
Sent: Monday, August 24, 2015 3:54 PM
To: Lo, Stacey; richardisen@gmail.com; L21PSCReview@ifpte21.org; Lo, Stacey; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 42988 - 15/16

RECEIPT for Union Notification for PSC 42988 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 42988 - 15/16 for \$30,000,000 for Initial Request services for the period 05/01/2016 -- 04/30/2021. 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/5758> 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**

EDWIN M. LEE
MAYOR

April 3, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4097-12/13
THROUGH 4104-12/13.**

At its meeting of April 1, 2013 the Civil Service Commission had for its consideration the above matter. The Commission adopted the report, and approved the requests for all requested contracts (PSC#s 4097-12/13 through 4104-12/13). The Commission notified the Office of the Controller and the Office of Contract Administration.

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

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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Aleric Degrafinried, Public Utilities Commission
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
Kimberly Kimura, Assessor-Recorder
Rebekah Krell, Art Commission
Joan Lubamersky, General Services Agency
William Lee, Department of Emergency Management
Commission File
Chron

POSTING FOR

04/01/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4097-12/13	02	Assessor	Regular	\$336,000	The Office of the Assessor-Recorder seeks services to digitally scan and convert on an annual basis, approximately 1,794,000 hard copies to 16mm microfilm. Each document page shall be reproduced twice to create an Original and Redacted roll of archive silver film masters.	4/15/2013 - 6/30/2017
4098-12/13	28	Art Commission	Regular	\$800,000	Contract for artist design, fabricate, transport and install artwork for various Port locations including but not limited to; Pier 92, The Bayview Gateway and Heron's Head Park.	2/5/2013 - 2/5/2018
4099-12/13	40	Public Utilities Commission	Regular	\$25,000,000	Provide specialized expertise for the Hetchy System Improvement Program to assist in the areas of facilities integration, start-up & commissioning, cost and schedule, risk management, engineering planning, design, and support during construction, construction management, construction support from planning to commissioning, project & program management services.	7/8/2013 - 12/31/2018
4100-12/13	40	Public Utilities Commission	Regular	\$12,000,000	Provide professional construction management-related services for Non-WSP projects; these include work on the Sewer System Improvement Program (SSIP), Hetchy System Improvement Program, Job Order Contracts, Repair & Restoration (Spot Sewer Repair Program and City Distribution Division), Waste Water and Water Supply & Treatment. Work includes: Construction Contract Management; Quality Assurance/Quality Control (QA/QC) Inspection; Cost Control; Environmental Inspection; Test & Start-Up; Supplier Quality Surveillance; Special Laboratory Testing; Surveying; Construction Safety; Partnering, and Administrative & Clerical Support.	7/1/2013 - 6/30/2018
4101-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified appraisers to provide primarily commercial property appraisal services including: 1) draft and final appraisal reports, studies, reports, surveys, etc.; 2) expert witness testimony in condemnation trials or other proceedings, and; 3) review appraisals. We intend to create a list of pre-qualified firms and/or sole practitioners who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement.	3/15/2013 - 3/14/2018
4102-12/13	70	General Services Agency	Regular	\$500,000	The Real Estate Division is in need of qualified Title Insurance companies to assist in completing purchase and sale transactions and to research title issues from time to time. It is the intention of the Division to create a list of pre-qualified firms who will be engaged on an as-needed basis. Pool members will be required to enter into a personal services contract at the time of engagement. Title Insurance can only be issued by a company licensed to provide such insurance.	3/15/2013 - 3/14/2018

*

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 4010-12/13)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Mechanical/Electrical Engineering Services on an As-Needed BasisFunding Source: Departmental Work OrdersPSC Original Approved Amount: \$4,500,000PSC Original Approved Duration: 10/01/12 - 12/31/17 (5 years 13 weeks)PSC Mod#1 Amount: \$5,200,000PSC Mod#1 Duration: 01/01/18-01/31/21 (3 years 4 weeks)PSC Cumulative Amount Proposed: \$9,700,000PSC Cumulative Duration Proposed: 8 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed \$1,500,000.

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

Services are needed to assist DPW on difficult or unique projects that require specialized mechanical and electrical expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of the service could result in failure to meet client department requirements and project delays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, from original PSC 4010-12/13

D. Will the contract(s) be renewed?

NO

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
As-Needed contracts are only for a maximum term of 5 years. If the PSC exceeds 5 years, it will be because a new procurement is necessary and the existing contracts are expiring.

2. Reason(s) for the Request

- A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Peak workload periods, for those projects that require specialized expertise and knowledge, Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.

- B. Reason for the request for modification:

This Mod Request is for awarding the next set of as-needed mechanical and electrical engineering master contracts. These as-needed contracts are necessary to support Public Works on special projects that require expertise that are not provided by staff, and when the staff cannot meet project demands due to heavy work load

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Requires licensed mechanical and electrical engineers with the expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide services to the city on short notice.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The Contractor would provide testing equipment for specific tasks.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

This is for peak workload periods, for those projects that require specialized expertise and knowledge.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, Civil Service Classes already

exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided, as consultant services are used on an as-needed basis when there is peak workloads for City staff.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 09/15/15, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: 1155 Market St., San Francisco, CA, 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Tuesday, September 15, 2015 4:43 PM
To: Kim, Sung (DPW); L21PSCReview@ifpte21.org; Tsang, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4010-12/13 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$5,200,000 for services for the period January 1, 2018 – January 31, 2021. 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/dhr Drupal/node/5857>

Email sent to the following addresses: L21PSCReview@ifpte21.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # 4075-09/10)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: As-Needed Environmental Consulting & Planning ServicesFunding Source: Individual Project FundingPSC Original Approved Amount: \$4,800,000PSC Original Approved Duration: 01/04/10 - 12/30/16 (6 years 51 weeks)PSC Mod#1 Amount: \$1,200,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$3,600,000PSC Mod#2 Duration: 12/31/16-12/31/19 (3 years 1 day)PSC Mod#3 Amount: \$1,800,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$7,400,000PSC Mod#4 Duration: 01/01/20-12/31/22 (3 years 1 day)PSC Cumulative Amount Proposed: \$18,800,000PSC Cumulative Duration Proposed: 12 years 52 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of \$800,000 each for five (5) years.

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

These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations, complete public work projects and delays may compromise the health and safety of City employees and residents.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, see original PSC 4075-09/10

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
Each pool of contract is for a term of no more than 5 years. PSC duration is only extended when a new pool of contracts are necessary.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Services are only needed on an intermittent, as-needed basis. Full time civil service classes are not needed, as we can't anticipate when these services will be required.

B. Reason for the request for modification:

Our current contracts are expiring soon. Public Works intends to issue new RFQs to award four (4) new contracts at \$800,000 each for five years for Environmental Planning Services and six (6) new contracts at \$700,000 each for five (5) years for Environmental Consulting Services.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site... see attached PSC Additional Response.

B. Which, if any, civil service class(es) normally perform(s) this work? 5277, Planner 1; 5620, Regulatory Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, as well as environmental testing laboratories, driller, drill rigs, archeologist and architectural historians.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. This service is only requested on an intermittent basis and requires specialized expertise in a variety of disciplines.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an if and as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as-needed work. The work is project funded.

6. **Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

Training will not be provided as most of this work is related to testing, inspections, drilling, etc. and is very specialized.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No, we will be procuring new pools of contracts

7. **Union Notification:** On 09/18/15, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4075-09/10

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 10/19/2015

Civil Service Commission Action:

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: Lim, Michelle (DPW)
Sent: Friday, September 18, 2015 2:16 PM
To: Tsang, Tiffany (DPW)
Subject: FW: Receipt of Modification Request to PSC # 4075-09/10 - MODIFICATIONS

Thank you,

Michelle
(415) 554-6233

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of sung.kim@sfdpw.org
Sent: Friday, September 18, 2015 2:13 PM
To: Kim, Sung (DPW) <Sung.Kim@sfdpw.org>; richardisen@gmail.com; L21PSCReview@ifpte21.org; Lim, Michelle (DPW) <Michelle.Lim@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4075-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$7,400,000 for services for the period January 1, 2020 – December 31, 2022. 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/3712>

Email sent to the following addresses: L21PSCReview@ifpte21.org richardisen@gmail.com

Additional Attachment(s)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws and ability to negotiate with these agencies.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # 33441 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Business Consulting and Training Services for the Small Business Development CenterFunding Source: Federal – SBA and HUDPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)PSC Mod#1 Amount: \$300,000PSC Mod#1 Duration: 07/24/15-06/30/17 (1 year)PSC Cumulative Amount Proposed: \$400,000PSC Cumulative Duration Proposed: 3 years**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractors will provide business consulting and training services to the Small Business Development Center's (SBDC's) small business clients on an as-needed basis. SBDC is a program hosted by the City through the Office of Economic and Workforce Development (OEWD) as part of a greater network of services to help small- to medium-sized businesses grow and succeed. The Contractors' counseling services will include advice, guidance and/or instruction concerning the formation, management, financing, and operation of small business enterprises through workshops, one-on-one consulting, and loan packaging. Through a Request For Qualifications, OEWD created a pre-qualified list of 24 consultants who will remain eligible for consideration and contract negotiation on an as-needed basis for two years.

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

The SBDC Program is authorized through Congress and partially funded by the U.S. Small Business Administration (SBA). The SBA maintains agreements with, and distributes funding to, 63 SBDC Lead Centers including the Norcal SBDC Network at Humboldt State University. The Norcal SBDC Network is the collaborative partnership organization of SBDC service providers in 14 counties from Monterey to Del Norte, including San Francisco. In February 2014, OEWD was selected as the new host for the San Francisco SBDC. If this service is denied, the San Francisco SBDC program would not go forward and a new SBDC host would need to be found.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 33441 13/14

D. Will the contract(s) be renewed?

Yes, if we are awarded to continue the SBA grant.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).
- Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

Explain the qualifying circumstances:

The work is short term, intermittent, highly specialized, and independent in nature, and there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. Reason for the request for modification:

The amount is being increased and the end date is being extended. The department has received additional funding from the Small Business Administration for additional business support services in this and next fiscal year.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have expertise in one or more of the following areas as they relate to small business operations: advertising, marketing, and branding strategies; commercial lease negotiations; customer retention and rejuvenation; financial analysis; franchising; human resource management; inventory management; loan packaging; product development; profitability tactics; retail special events; small business establishment and formation; social media management; space planning and analysis; and visual merchandizing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 9774, Sr. Community Devl Spc 1; 9775, Sr Community Dev Spec 2;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. Contractor will not provide facilities and/or equipment not currently possessed by the City.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

No efforts have been made to obtain these services through available resources within the City. There is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The work is short term, intermittent, highly specialized, and independent in nature, so it is impractical to perform by an existing civil service class. In addition, there is a conflict of interest for the City and County of San Francisco to be both the regulatory host of the San Francisco SBDC and provide consulting services on behalf of the San Francisco SBDC.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the work is short term, intermittent, highly specialized, and independent in nature, a contractor with experience can perform the work quickly and efficiently. Note that a 9775 (Senior Community Development Specialist II) will be hired to be the Director of the San Francisco SBDC.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No training is anticipated to be provided to City staff

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 07/24/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 33441 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Damalas, Kristine (ECN)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Tuesday, July 28, 2015 2:11 PM
To: Damalas, Kristine (ECN)
Subject: FW: Receipt of Modification Request to PSC # 33441 13/14 - MODIFICATIONS

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of merrick.pascual@sfgov.org
Sent: Friday, July 24, 2015 6:03 PM
To: Pascual, Merrick (ECN); Lopez, Ricardo (PDR); Basconcello, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Kurylo, Richard (ECN); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 33441 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT – ECN has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 24, 2015 – June 30, 2017. 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/5586>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcello@sfgwater.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

Additional information concerning training for PSC 33441-13/14 modification request #1

The department does not anticipate that the contractors will be training City staff under this PSC. The request is for authorization to contract with successful business mentors to offer targeted and as-needed assistance to aspiring small business owners on a variety of business topics (marketing, finding space, financing, business planning, etc).

The business mentors (consultants to be contracted under the PSC) have built their knowledge through years of practical application from a combination of running their own businesses, networking/offering assistance with similar business at similar stages of start-up or growth, and formal education paths such as MBAs, targeted seminars, etc. Current City staff who are running the Small Business Development Center (SBDC) under a competitive grant program through the federal Small Business Association (SBA) have basic knowledge in these areas but are focused on the operational side of the program including marketing, outreach, triage of individual business needs, oversight of consultants, and reporting back to SBA on the effectiveness of the program.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 32412 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Muni Rail Scheduling Data Analysis and RecommendationsFunding Source: Operating BudgetPSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/10/15 - 06/30/16 (50 weeks 6 days)PSC Mod#1 Amount: \$150,000 PSC Mod#1 Duration: 10/22/15-06/30/17 (1 year)PSC Cumulative Amount Proposed: \$250,000 PSC Cumulative Duration Proposed: 1 year 50 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will provide technical support and conduct additional, up-to-date analysis of rail schedule data; utilize Trapeze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.

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

This service will ensure that SFMTA continues to deliver high quality, data driven schedules in the future. If this service is denied, Muni riders would be at risk of experiencing service reliability issues related to scheduling processes.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply** Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

The consultant must possess the software license, knowledge and operational expertise in the Trapeze scheduling software suite for the purpose of effectively continuing Muni's rail schedule redesign and optimization process. The consultant must possess expertise in technical data analysis of Trapeze-based data, including running time data, and be able to provide recommendations in the form of written reports.

B. Reason for the request for modification:
Additional cost and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess knowledge and operational expertise in the Trapeze scheduling software suite for the purpose of effectively continuing Muni's rail schedule redesign and optimization process. The consultant must possess expertise in technical data analysis of Trapeze-based data, including running time data, and be able to provide recommendations in the form of written reports.

B. Which, if any, civil service class(es) normally perform(s) this work? 9142, Transit Manager 3;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor has its own Trapeze software licenses.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

A portion of this work is performed by class 9142 Transit Manager III. This is not a management or supervisory scope of service. It requires complex technical analysis of data derived from information within the Trapeze scheduling software system.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The SFMTA requires a consultant with focus and dedication on rail scheduling analysis that encompasses the SFMTA's rail operations and scheduling procedures with expertise in the unique and not widely-distributed Trapeze software program upon which Muni's technical scheduling process relies. There is no civil service classification that possesses this level of expertise.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Classifications already exist, but these classes do not possess the necessary expertise or access to the Trapeze software licenses.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

This service contract is for complex technical analysis of data.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Transportation Management and Design Inc.

7. **Union Notification:** On 09/14/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Municipal Executive Association; Professional & Tech Engrs, Local 21; Municipal Executive Association;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 32412 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, September 14, 2015 4:37 PM
To: DHR-PSCCoordinator, DHR (HRD); L21PSCReview@ifpte21.org; rebecca@sfmea.com; camaguey@sfmea.com; staff@sfmea.com
Cc: Kirschbaum, Julie B; Padilla, Sandra; Bienenfeld, Leslie (MTA); Patel, Ashish (MTA); Helms, Mike (MTA)
Subject: FW: Receipt of Modification Request to PSC # 32412 - 14/15 - MODIFICATIONS
Attachments: MOD PSC \$100K + \$150K Muni Rail Scheduling Data Analysis and Recommendations.pdf

DHR-PSC Coordinator: Please review and process this PSC for approval.

Unions: For your information.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

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

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of cynthia.hamada@sfmta.com
Sent: Monday, September 14, 2015 4:32 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 32412 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period October 22, 2015 – June 30, 2017. 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/5849>

Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 3012-13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Street Team Outreach and Information ServicesFunding Source: General FundsPSC Original Approved Amount: \$49,000PSC Original Approved Duration: 08/01/13 - 09/30/13 (8 weeks 4 days)PSC Mod#1 Amount: \$1,000,000PSC Mod#1 Duration: 10/01/13-10/31/18 (5 years 4 weeks)PSC Mod#2 Amount: \$3,000,000PSC Mod#2 Duration: no duration addedPSC Cumulative Amount Proposed: \$4,049,000PSC Cumulative Duration Proposed: 5 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA's "ambassadors" to the general public at sports events, street fairs, parades, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.

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

These services are essential to assist actual or potential SFMTA customers to the extent possible by providing information regarding the SFMTA's transit connections as well as other transit agencies. The consequence of denial will result in a void of outreach, education and assistance to the public at times of peak need for information on transportation services.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes. PSC #3012-13/14.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This work is provided and determined upon public service need (i.e., emergencies, events, sudden redirected routes, shutdowns, etcetera) and will not be brought in-house. It will be renewed.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This work is provided and determined upon public service need (i.e., emergencies, events, sudden redirected routes, shutdowns, etcetera).

B. Reason for the request for modification:

Additional cost.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have the following skills: five years' experience providing transportation information/outreach at public events; three years' experience and extensive knowledge of San Francisco streets and neighborhoods, Muni schedules, Clipper (transit pass) system; spoken language capabilities in English, Spanish, Cantonese/Mandarin, Vietnamese, Russian, Korean and Tagalog; and a working knowledge of all Bay Area transit systems and Civil Rights Act Title VI requirements.

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

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

There are no civil service classes that perform this work.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Current civil services classes do not perform this type of work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Given the intermittent, as-needed nature of these outreach and information services, it would not be practical to adopt a new civil service class to perform this work.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training is not included in this PSC. The street team member must be available to service to the public immediately upon an as-needed basis.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Caribou Public Relations

7. **Union Notification:** On 09/09/15, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3012-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Wednesday, September 09, 2015 1:13 PM
To: Hamada, Cynthia (MTA); jb@local16.org; Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; 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) (DSS); 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; jtanner940@aol.com; 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; Hamada, Cynthia (MTA); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 3012-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period November 17, 2015 – October 31, 2018. 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/600>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

Choi, Suzanne (HRD)

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Friday, September 25, 2015 4:54 PM
To: Choi, Suzanne (HRD)
Cc: DHR-PSCCoordinator, DHR (HRD); Desedas, Deanna (MTA)
Subject: PSC #3012-13/14 Mod 2 for Street Team

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Suzanne,

This confirms that the SFMTA would like to calendar the subject PSC for the earliest CSC meeting that is projected to be October 19, 2015. We have already contacted the Union and invited 3 union reps to meet on October 6, 2015.

Cynthia Hamada

Senior Personnel Analyst
Employee and Labor Relations
One South Van Ness Avenue, 6th Floor
San Francisco, CA 94103
Phone: 415.701.5381



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 9, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4023-13/14; 4024-13/14; 4026-13/14; 3082-12/13; 4106-09/10; 4113-10/11; 3012-13/14; 2010-08/09; 4007-09/10; 4016-10/11 AND 4039-11/12.

At its meeting of October 7, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

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

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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, San Francisco Airport
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Stacey Camillo, Department of Public Works
Jacquie Hale, Department of Public Health
Lavena Holmes, Port of San Francisco
Shamica Jackson, Public Utilities Commission
Sung Kim, Department of Public Works
Merrick Pascual, Mayor's Office
Commission File
Chron

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date	End Date
3082-12/13	21	Business, Economic Development	Regular	\$49,950	\$99,900	Contractor will provide an economic development action plan for two additional "Invest in Neighborhoods Initiative" communities. This will entail reviewing the results of the corridor assessment findings and reports being prepared by the Planning Department and other community partners; identifying any gaps in the data collection; studying existing conditions, including land use, circulation, and streetscape conditions; attending and facilitating community workshops; conducting analyses of market opportunities and development feasibility; participating in meetings with City staff members throughout the process, including the facilitation of a synthesis session to discuss baseline condition findings and the results of the community outreach; and determining a draft list of economic actions and strategies to be implemented in the neighborhood study area.	4/1/2013	2/31/2014
4106-09/10	27	Airport Commission	Regular	\$6,300,000	\$13,700,000	Work will include providing project controls and reporting, project scheduling, project budgeting, document control, project coordination, project planning, design management and construction management services for Airport Terminal and Facility Projects. This request is for all Airport Capital Improvement Project work excluding Terminal 2. The T3 East Improvements Project, the second contract under the Terminal 3 (T3) Program has started, and is closely interrelated to the Boarding Area E (BAE) Project that both projects needed to be closely coordinated. A Joint Administrative Construction Management team was created to maintain consistency of reporting, overall program oversight, and coordination and to generate cost savings for the Program. The new proposed modification is due to the additional administrative construction management services that will support the T3 Program.	6/1/2010	2/1/2017
4113-10/11	39	Port Commission	Regular	\$200,000	\$800,000	Development and implementation of a comprehensive media and strategic marketing program targeting national, regional and local audiences. This ongoing media and marketing campaign is necessary for the Port to promote the new James R. Herman Cruise Terminal at Pier 27 for increased cruise business and special events; and several development projects in the Southern Waterfront, including the Pier 70 Opportunity Area and the proposed Piers 30-32 Golden State Warriors Arena.	7/1/2011	2/31/2018
3012-13/14	68	Municipal Transportation Agency	Regular	\$1,000,000	\$1,049,000	The San Francisco Municipal Transportation Agency (SFMTA) requires street teams to provide outreach, information and public relations services and serve as the SFMTA "ambassadors" to the general public at sports events, street fairs, parades, concerts, and other public events. The teams would also provide services during crises such as transit agency shutdowns, direct the SFMTA's customers to current or re-routed transit connections, and provide other transit information as needed in multiple languages.	8/1/2013	10/31/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POLType of Request: Initial Modification of an existing PSC (PSC # 45100 - 14/15)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Community Based Crime Prevention Education ServicesFunding Source: General FundPSC Original Approved Amount: \$2,040,000 PSC Original Approved Duration: 07/01/15 - 06/30/18 (3 years)PSC Mod#1 Amount: \$300,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$2,340,000 PSC Cumulative Duration Proposed: 3 years**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.

See attached document(s).

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

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

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
yes

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The City does not have staff with the required combined skills necessary in crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which include bilingual skills and weekend and evening availability. Services must be tailored to meet the needs of citizens; therefore, a diverse team of qualified staff must be available.

B. Reason for the request for modification:

Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Vendor staff will have education backgrounds and specialized skills in training, law, community organizing, public speaking and facilitation, crime prevention technical skills to evaluate commercial and residential facilities and demonstrated experience working with vulnerable San Francisco populations such as the elderly, disabled and children. Staff need to be bilingual and biliterate in languages identified by the City's Language Access Ordinance (LAO). Vendor must produce crime prevention public outreach materials in LAO languages.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 9209, Community Police Services Aide; Q002, Police Officer; Q050, Sergeant, (Police Department); Q060, Lieutenant (Police Department); Q080, Captain (Police Department);
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. No specific job classification describes the required combined skills necessary in crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which include bilingual skills and weekend and evening availability. Services must be tailored to meet the needs of citizens; therefore, a diverse team of qualified staff must be available.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
No job classification describes the required combined skills in community based crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which include bilingual skills and weekend and evening availability. Services must be tailored to the needs of citizens; therefore, a diverse team of qualified staff must be available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. No specific job classification describes the required combined skills in community based crime prevention

education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet San Francisco's diverse population needs.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No specific community based crime prevention education staff to train.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
San Francisco SAFE will expand program already in progress.

7. Union Notification: On 07/21/15, the Department notified the following employee organizations of this PSC/RFP request:

SFPOA - Q2-Q50; SFIRA; SF Sheriff's Managers and Supv; SEIU, Local 1021 H-1 Fire-Rescue Paramedics; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; SFPOA - Q2-Q50; SFIRA; SF Sheriff's Managers and Supv; SEIU, Local 1021 H-1 Fire-Rescue Paramedics; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45100 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required
DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Fw: Receipt of Modification Request to PSC # 45100 - 14/15 - MODIFICATIONS

Wong, Genie (POL)

Tue 7/21/2015 2:55 PM

To: marty@sfpoa.org <marty@sfpoa.org>;

Hi Marty,

We are adding \$300,000 to the SF SAFE contract. Please contact me within 7 days if you have any concerns over this matter.

Best Regards,

Genie Wong

Contracts Analyst
Fiscal Division
San Francisco Police Department
1245 - 3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208
Genie.Wong@sfgov.org

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> on behalf of Genie.Wong@sfgov.org <Genie.Wong@sfgov.org>

Sent: Tuesday, July 21, 2015 2:43 PM

To: Wong, Genie (POL); Lopez, Ricardo (PDR); Basconchillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; richardisen@gmail.com; L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)

Subject: Receipt of Modification Request to PSC # 45100 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period July 1, 2015 – June 30, 2018. 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/5609>

Email sent to the following addresses: L21PSCReview@ifpte21.org
richardisen@gmail.com Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org
joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org
xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com
leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org
pcamarillo_seiu@sbcglobal.net Sandeep.lal@seiu1021.me
Kbasconcillo@sfgov.org
Ricardo.lopez@sfgov.org

Fw: PSC 45100 - Community Based Crime Prevention Education Services

WG Wong, Genie (POL)

Reply all |

To: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>; Cc: Laza

Wed 9/16/2015 2:19 PM

Hi Arcelia,

Have we addressed all of your questions? If so, please email confirmation to me that SEIU 1021 supports this PSC modification. Thank you.

Best Regards,

Genie Wong

Contracts Analyst

Fiscal Division

San Francisco Police Department

1245 - 3rd Street, 6th Floor

San Francisco, CA 94158

(415) 837-7208

Genie.Wong@sfgov.org

From: Wong, Genie (POL)

Sent: Monday, August 24, 2015 10:52 AM

To: Arcelia Montoya

Cc: Lazar, David (POL); Joe.Brenner@seiu1021.org

Subject: PSC 45100 - Community Based Crime Prevention Education Services

Hi Arcelia:

We are adding \$100,000 a year for 3 years to the \$2,040,000 SF SAFE, a 501(c) non-profit, contract that was recently executed and not protested by any labor unions when the PSC was entered into the database in November 2014. The contract period is from July 1, 2015-June 30, 2018. The total \$300,000 over 3 years is just to expand the bike theft prevention program. Most of the funding is for marketing the program (materials, supplies, publications, printing, translations, postage, equipment...) and only partially funds salary and mandatory fringe benefits of one safety community organizer who is already working on the program. **The contract**

amendment is not for hiring more staff. Contractor will use existing staff to expand the program. Below are the answers to your questions highlighted in yellow:

Which of the following is the reason for this PSC? (check appropriate box)

1. A. Emergency, unanticipated or transitional situation Yes No

If yes, which _____

B. Special Expertise, Skills, and/or Knowledge not currently possessed by L1021-represented city

staff Yes No

C. As-needed, intermittent, or periodic services, e.g., peak work load Yes No

If yes, specify which _____

D. Regulatory or legal requirements, or funding source mandates that preclude City employees

Yes No If yes, specify _____

E. Services that require resources that the City lack, e.g., office space Yes No

If yes, specify. The City does not have staff with the required combined skills necessary in crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens' needs, which include bilingual skills and weekend and evening availability. Services must be tailored to meet the needs of citizens; therefore, a diverse team of qualified staff must be available.

F. Demonstrable Conflict of Interest Yes No

G. Future funding is so uncertain that new civil service positions, classes or program not feasible

Yes No

2. Has this work of service been performed in the past by city staff? Explain. No. It has been performed by a non-profit, community based contractor.

3. Do Local 1021-represented employees in the department have the required skills and expertise to do the work proposed to be contracted-out?

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

Which positions could do what work? same answer as 3a.

4. Are you open to having current city staff perform this work? No. The \$100,000 per year funding will not be used for hiring more staff. Most funding for this amendment/contract modification is for materials to expand and market the bike theft prevention program. Contractor does not plan to hire more staff with the additional funding.

Explain what role Civil Service staff will play relative to the Contractor (PSC Form 3.C.)

[If no]

Doesn't the Department have a need for the ongoing capacity to perform this service (or operate and maintain this system)? (Why? Why not?) Yes.

1) Are you open to considering providing support, such as training current staff, to help build internal capacity to do this work? No. The SFPD does not employ safety community organizers, so training is not necessary.

2) Are you open to hiring staff to do this work to create the capacity of city staff to do this work? The \$100,000 per year funding will not be used for hiring more staff. Most funding for this amendment/contract modification is for materials to expand and market the bike theft prevention program.

3) Detailed explanation of why Civil Service classifications cannot perform this work, including what will be the specific duties and the scope of work for proposed contracted-out positions. The \$100,000 per year funding does not pay for a position with all the skills required as noted in answer to 1E. Most funding for this amendment/contract modification is for materials to expand and market the bike theft prevention program.

Are you aware if comparable Local 1021-represented classifications in the other city departments have the required skills and expertise to do this work? (If so, which positions could do what work?) No.

Geographic location(s), including site(s) where this work will be performed. Office is located at 850 Bryant, but work is performed citywide in every neighborhood, every police district station, and includes evenings and weekend shifts;

6. What is the name of the prospective contractor(s)? Is/will this contractor be a non-profit? SF SAFE, a non-profit.

Best Regards,

Genie Wong

Contracts Analyst

Fiscal Division

San Francisco Police Department

1245 - 3rd Street, 6th Floor

San Francisco, CA 94158

(415) 837-7208

Genie.Wong@sfgov.org

From: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>

Sent: Monday, August 17, 2015 5:27 PM

To: Wong, Genie (POL)

Cc: Arcelia Montoya; Joe Brenner

Subject: RE: PSC 41500

Jennie,

How are the questions we have.

Which of the following is the reason for this PSC? (check appropriate box)

- A. Emergency, unanticipated or transitional situation Yes No
If yes, which _____
- B. Special Expertise, Skills, and/or Knowledge not currently possessed by L1021-represented city staff Yes No
- C. As-needed, intermittent, or periodic services, e.g., peak work load Yes No
If yes, specify which _____
- D. Regulatory or legal requirements, or funding source mandates that preclude City employees Yes No If yes, specify _____
- E. Services that require resources that the City lack, e.g., office space Yes No
If yes, specify _____
- F. Demonstrable Conflict of Interest Yes No
- G. Future funding is so uncertain that new civil service positions, classes or program not feasible Yes No

Has this work of service been performed in the past by city staff? Explain.

Do Local 1021-represented employees in the department have the required skills and expertise to do the work proposed to be contracted-out?

a. [If yes]

Which positions could do what work?

Are you open to having current city staff perform this work?

Explain what role Civil Service staff will play relative to the Contractor (PSC Form 3.C.)

[If no]

Doesn't the Department have a need for the ongoing capacity to perform this service (or operate and maintain this system)? (Why? Why not?)

- 1) Are you open to considering providing support, such as training current staff, to help build internal capacity to do this work?
- 2) Are you open to hiring staff to do this work to create the capacity of city staff to do this work?

3) Detailed explanation of why Civil Service classifications cannot perform this work, including what will be the specific duties and the scope of work for proposed contracted-out positions.

Are you aware if comparable Local 1021-represented classifications in the other city departments have the required skills and expertise to do this work? (If so, which positions could do what work?)

Geographic locations(s), including site(s) where this work will be performed.

6. What is the name of the prospective contractor(s)? Is/will this contractor be a non-profit?

Thank you.

Arcelia Montoya
Field Representative
(415) 848-3679

From: Wong, Genie (POL) [mailto:Genie.Wong@sfgov.org]
Sent: Thursday, August 13, 2015 12:34 PM
To: Arcelia Montoya
Cc: Lazar, David (POL)
Subject: Re: PSC 41500

Hi Arcelia,

Attached is the PSC modification and contract. You can send questions to me and I will coordinate for the department. The program manager is Captain David Lazar.

Best Regards,

Genie Wong
Contracts Analyst
Fiscal Division
San Francisco Police Department
1245 - 3rd Street, 6th Floor
San Francisco, CA 94158
(415) 837-7208
Genie.Wong@sfgov.org

From: Arcelia Montoya <Arcelia.Montoya@seiu1021.org>
Sent: Thursday, August 13, 2015 10:59 AM
To: Wong, Genie (POL)

Cc: Arcelia Montoya

Subject: PSC 41500

Hi Genie,

Just to follow up on our phone conversation from a few minutes ago. Would you please provide a copy of the PSC 41500 for our review?

Also, please confirm the name and contact information of the primary contact person(s) in the Department to whom we may address our questions, and to schedule an informational meeting, which we are requesting.

Thank you.

Arcelia Montoya
SF Field Representative
SEIU 1021
P: 415-848-3679
F: 415-431-6241

Member Resource Center (MRC): 1-877-687-1021

For updates on what's happening with the union, visit us at <http://www.seiu1021.org/>.

Additional Attachment(s)



EDWIN M. LEE
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



GREGORY P. SUHR
CHIEF OF POLICE

To: Suzanne Choi
Citywide Personal Services Contract Coordinator
Department of Human Resources

From: Genie Wong *GW*
Contracts Analyst
Police Department

Date: September 28, 2015

RE: PSC 45100-14/15 Modification to Add \$300,000 to Personal Service Contract

The San Francisco Police Department (SFPD) requests a Personal Services Contract (PSC) modification to add \$300,000 to PSC 45100-14/15 from July 1, 2015-June 30, 2018. The current PSC is approved from July 1, 2015 through June 30, 2018 for \$2,040,000. The PSC cumulative total amount would be for of \$2,340,000.

Shortly after this contract was fully executed by the City in June 2015, the Mayor's Office provided an additional \$100,000 in funding to expand the SAFE Bikes Program, a bicycle theft prevention program for San Franciscans. It is anticipated that adding \$100,000 per year to the program for the duration of the three-year contract is necessary to grow and sustain the program due to the high level of bicycle theft in the City of San Francisco. As a result, the SFPD is requesting a total of \$300,000 to add to PSC 45100-14/15.

The PSC database contains uploaded correspondence with the required labor unions. As noted on the email correspondence, the SFPD has addressed the Service Employee International Union Local 1021's questions and has not received additional questions or a request to meet and confer.

We would appreciate if the Civil Service Commission would consider this request at the October 19, 2015 meeting. Please contact me at (415) 837-7208 if you have questions.

PSC 45100-14/15 Mod

Community Based Crime Prevention Education Services

1A. Scope of Work/Services to be Contracted Out

Current Description PSC 45100-14/15 Mod

Bicycle safety registration program for bicycle theft prevention will be expanded due to increasing bicycle ridership in San Francisco and increased bicycle theft.

Initial PSC Description PSC 45100-14/15

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

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

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



**LET YOUR
BIKE BE A**

**PROTECT
YOUR BIKE**



**LOCK
PROTECT
REGISTER
safebikes.
org**

REGISTER AND PROTECT YOUR BIKE NOW

Over 4,000
bikes stolen in 2012

11 bikes stolen
per day in 2012

3 times more bikes STOLEN
than smartphones in SF 2012

75,000
bike riders per day

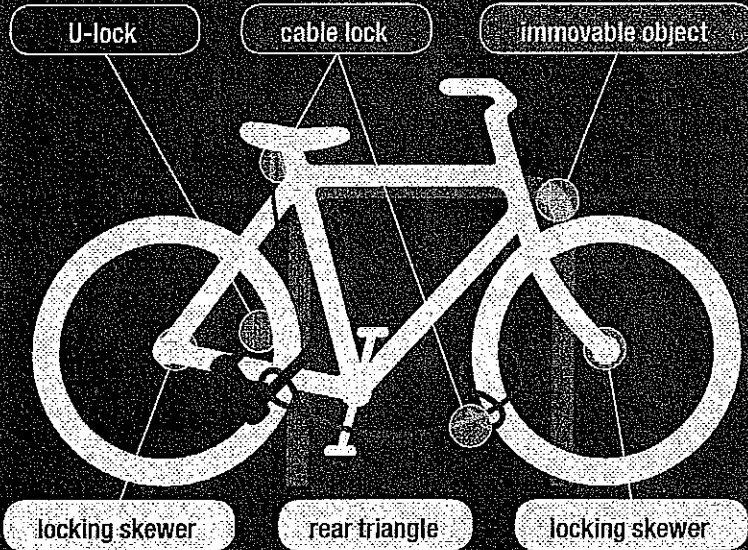
70%
increase in
SF bike theft
since 2006

1 BIKE
EVERY 
3 HOURS IS STOLEN

LOCKING INSTRUCTIONS

- Secure** rear wheel with small, hardened steel U-lock inside the rear triangle.
- Make sure** U-lock is secured to an immovable object.
- Secondary metal lock** (cable or another U-lock) placed on front wheel.
- Replace quick release skewers with keyed locking skewers** to ensure wheels and saddles are locked to frame.

This is only one of many locking methods. None are 100% guaranteed.



Upload a photo and receipt of your bicycle serial number, brand and all characteristics. Visit your local bike shop for help and advice.

SAFE BIKES works closely with the SFPD to recover your bicycle if it is stolen.

Protect your bike by registering now! Learn about



CPAB/PARK

ANTI-BIKE THEFT TIPS

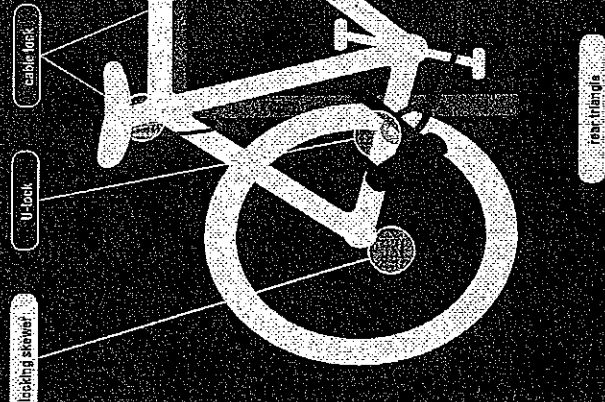


**LOCK
PROTECT
REGISTER**

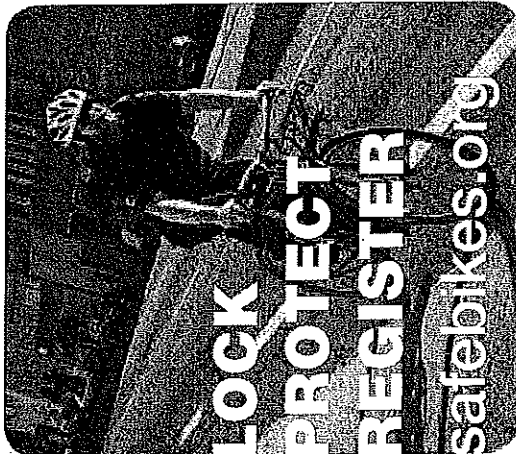
safebikes.org

SAFE BIKES and the SFPD recommend the Sheldon Brown Locking Method.

No locking method is 100% foolproof, but this method is highly effective.

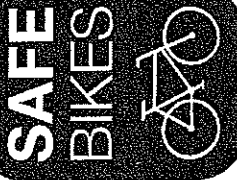
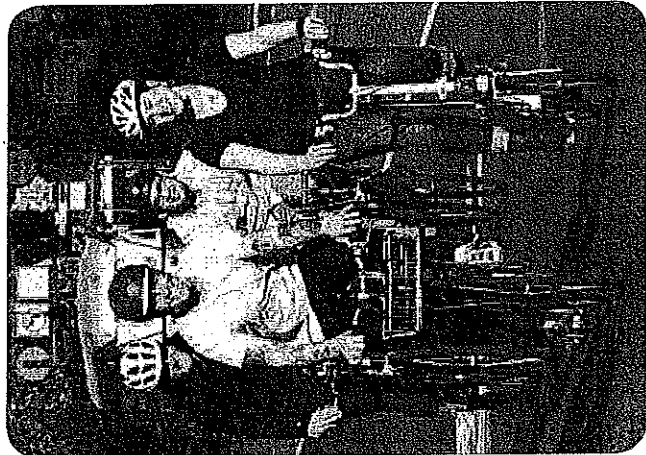


15 \$



Go to safebikes.org to register your bicycle with the SFPD and **SAFE BIKES** and for other bicycle theft prevention resources.

@SFPDBikeTheft on Twitter



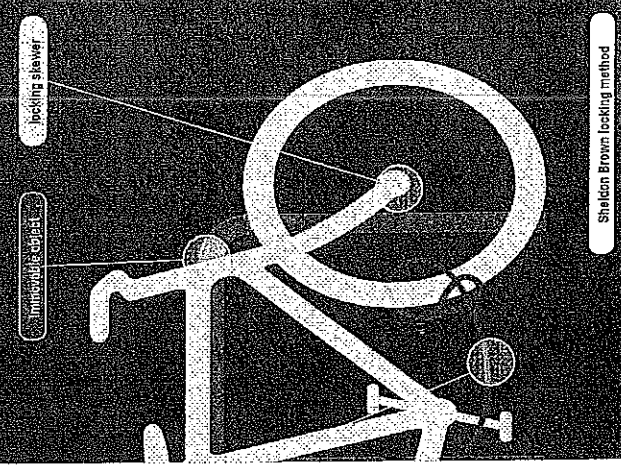
**LOCK
PROTECT
REGISTER**

safebikes.org

SAFE BIKES is a program of San Francisco
SAFE in partnership with the SFPD

GUIDE FOR LOCKING YOUR BIKE:

- Use the smallest U-lock that works for your bike to minimize the amount of space available for a thief to insert a jack or levers.
- Use a hardened steel U-Lock to secure back wheel inside the rear triangle of the bicycle frame.
- Check to make sure U-lock is secured to an immovable metal object.
- Secure front wheel with cable or second U-lock.
- Loop cable around the down tube of the bicycle or secure second U-lock to front wheel and down tube.
- Replace quick release skewers and nutted wheels with keyed locking skewers and nuts to ensure wheels and saddles are locked to the bike frame at all times.
- Check with local bike shop for proper installation of locking skewers and advice.



Sheldon Brown locking method

YOU JUST BOUGHT A NEW BICYCLE—NOW WHAT?

FOLLOW THESE STEPS:

- Register and upload receipt and photos of your bicycle at safebikes.org.
- Buy a hardened steel U-lock and a secondary lock such as a chain or cable (See locking tools list).
- Replace quick release skewers and nutted wheels with uniquely keyed locking skewers and nuts, which keep wheels and saddles locked to the bike frame at all times.
- Lock your bicycle in your garage the same way you would on the street.
- Take an urban bicycling workshop with the San Francisco Bicycle Coalition to learn safe riding practices. Go to sfbike.org for more information.
- Speak with your local bicycle shop for more help



TOOLS TO LOCK YOUR BICYCLE

There are many different types of locks for bicycles and many incorrect ways of using them. No locking method is 100% effective.

For best security use a hardened steel U-lock, chain and locking skewers.

- U-lock**
 - Very good deterrent
 - Use the smallest U-lock that works for your bike to minimize the amount of space available for thief to insert a jack or levers
- Chain**
 - Hardened alloy steel with thickness of at least 3/8" thick and heaviest is best
- Locking**
 - Very good deterrent
- Skewers**
 - Replace all quick release parts
 - Check local bike shops for proper installation
- Cable**
 - Recommended for secondary locking device
 - Good security for movable parts

Bike Theft Prevention Resources can be found at safebikes.org. Check it out for important safety information, upcoming events and tools!

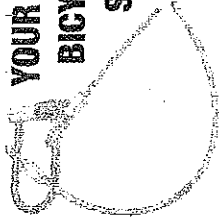
PREVENTING BICYCLE THEFT IN GARAGES

Garages and multi-unit apartment buildings with common garages are one of the most vulnerable places for bicycles. Thieves are waiting for the perfect opportunity.

Secure your bicycle in the garage the same way you would on the street!

- Secure to an immovable object or an anchor system.
- Never lock your bike near a window or door.
- Always watch your garage door and make sure it closes completely so unwanted visitors do not enter.
- Contact SAFE at 415-553-1984 or info@safefile.org for

YOUR BICYCLE GETS STOLEN—NOW WHAT?



- File a police report through sf-police.org or visit your local police district station.
- Notify SAFE BIKES at info@safebikes.org or call 415-553-1988.
- Provide pictures and serial numbers for bicycles with the police report and any identifying marks.
- If you don't have a serial number or pictures, track down your serial number from the point of purchase and/or use stock photos and send them to the investigator immediately.
- File an insurance claim.

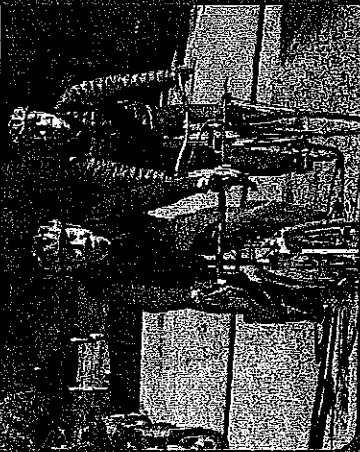
INTERNET INVESTIGATIONS

- Post pictures of stolen bicycle to Craigslist, set up a Google alert, and use IFTTT.com.
- If bicycle is found, contact the SFPD investigator. DO NOT arrange a meeting and attempt to get your bicycle back.
- Check racklove.com and stolenbikerregistry.com to find your bicycle.
- Follow [@SFPDBikeTheft](https://twitter.com/SFPDBikeTheft) on Twitter for updates on bike theft-related information.

REGISTER YOUR BIKE TODAY!

safebikes.org

LOCK PROTECT REGISTER



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGYDept. Code: TISType of Request: Initial Modification of an existing PSC (PSC # 4163 06/07)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Video Streaming Media ServicesFunding Source: General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 01/01/07 - 01/01/11 (4 years 1 day)PSC Mod#1 Amount: \$106,350PSC Mod#1 Duration: 01/01/11-06/30/15 (4 years 25 weeks)PSC Mod#2 Amount: \$75,400PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$100,000PSC Mod#3 Duration: 09/08/15-06/30/16 (1 year 1 day)PSC Cumulative Amount Proposed: \$381,750PSC Cumulative Duration Proposed: 9 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Host internet video streaming of SFGTV, the San Francisco Government Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.

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

This service is necessary to provide public access to the city's government cable channel. Without this service, only cable subscribers will be able to view Board of Supervisors and commission meetings. If this contract is denied, broadcasts will not be available to the public and the indexing will not be available to City employees.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, the service is being provided by Granicus

D. Will the contract(s) be renewed?

Yes, under a new multi-year contract.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This service is necessary to provide public access to the City's government cable channel.

Without this service, only cable subscribers will be able to view Board of Supervisors and Commission meetings. If this request is denied, then broadcasts will not be available to the entire public and thereby violating the City's mandate for a transparent government and equal access opportunity for information.

2. Reason(s) for the Request

A. Display all that apply

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The City does not have real estate or space to archive the videos for video streaming and on demand video viewing.

B. Reason for the request for modification:

The contract is being modified to increase the contract term and amount.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skill sets needed to provide & maintain live video streaming & video on demand hosting for internet video are as follows: my Structured Query Language (mySQL), Enterprise Data Administration, Streaming Video Development experience with Windows Media Services, Flash Server, RealServer, Wowza Video Server; Transcoding experience between multiple media formats including h.264 experience managing & monitoring Word Class data centers that see over 1 million hits per day; Managing over 100TB of video streaming data; Storage Area Network (SAN)/Network Attached Storage (NAS) management.
- 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 so, explain: Yes, the vendor provides a network of video streaming servers located around the United States for quick access to video on demand content.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The skill set required to perform this service spreads across multi-classifications and it would be cost prohibitive for the City to develop custom software that will allow SFGTV to index the archive videos and be able to link closed captioning with the videos, and transcode the video to multiple platforms for video streaming and video on demand viewing.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The skill set required to perform this service spreads across multi-classifications and it would be cost prohibitive for the City to develop custom software that will allow SFGTV to index the

archive videos and be able to link closed captioning with the videos, and transcode the video to multiple platforms for video streaming and video on demand viewing.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, adopting a new civil service class to perform this type of work would not be practical for the City. The nature of the work does not lend itself to full-time employees. This contract costs approximately \$26,000 per year, which is roughly 25% of an Full Time Employee.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

The contractor is providing video streaming services. The City does not have the equipment nor the space to store and archive the video for video streaming and for video on demand viewing.

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

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Granicus 4163-06/07

- 7. Union Notification:** On 09/04/15, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

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

Address: One South Van Ness Avenue, 2nd Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4163 06/07

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 10/19/2015

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kendall.gary@sfgov.org
Sent: Friday, September 04, 2015 12:58 PM
To: Warrington, Kendall (TIS); jb@local16.org; Lopez, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; 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@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); 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; jtanner940@aol.com; 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; Gines, Jolie; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4163 06/07 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a modification request for a Personal Services Contract (PSC) for \$100,000 for services for the period September 8, 2015 – June 30, 2016. 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/1720>

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 in the system by that particular union