



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: October 16, 2015

To: The Honorable Civil Service Commission

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

From: Cynthia Avakian, AIR
Shamica Jackson/Stacey Lo, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains six (6) 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
\$315,325,000	\$50,185,415	\$1,873,856,256

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

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

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

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POSTING FOR

November 02, 2015

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2015-11-02

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
47451 - 15/16	AIRPORT COMMISSION	\$4,000,000.00	Corporate Trustee and Commercial Banking Services are required in connection with the SFO On-Airport Hotel Project. The work includes bond trustee services, e.g. payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, assistance on other bond matters and other financial instruments, and representing bondholders in event of default by the Airport. The service provider will also serve as a commercial bank to collect and safeguard hotel revenues from the hotel operator on a daily basis, and will ensure hotel revenues are directed into appropriate debt service and reserve accounts relating to the hotel and the bonds. Finally, the service provider will provide credit card processing, wire transfer, and check processing services as needed.	January 1, 2016	June 30, 2029

TOTAL AMOUNT \$4,000,000



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

Home >

Posting For November 02, 2015**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2015-11-02

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4069-11/12 - MODIFICATIONS	November 2, 2015	AIRPORT COMMISSION -- AIR	\$525,000	\$675,000	To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system. The maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation and/or connection of new or recovered buoys.	11/02/2015	06/30/2021	REGULAR
4108 10/11 - MODIFICATIONS	November 2, 2015	AIRPORT COMMISSION -- AIR	\$650,000	\$1,535,000	Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.	01/01/2016	06/30/2019	REGULAR
41657 - 13/14 - MODIFICATIONS	November 2, 2015	AIRPORT COMMISSION -- AIR	\$150,000	\$300,000	The consultant will perform an assessment of the San Francisco International Airport's (SFO) 9-1-1 public safety answering point (PSAP) and communications center operations including radio communications systems and how it compares to other airport PSAPs and to PSAPs in the nine San Francisco Bay Area counties; provide expert consultative services to develop a vision of what Next Generation 9-1-1 (NG9-1-1) is for SFO; and provide a migration plan for SFO to move from an Enhanced 9-1-1 (E9-1-1) to a NG9-1-1 system. The consultant must have knowledge of PSAP and radio services operations and systems assessment; knowledge of the specialized technology involved with operating public safety radio systems and transitioning from a time division multiplexing (TDM)-based public safety/emergency services network to an internet protocol (IP)-based network environment; knowledge of current industry technologies, standards of excellence, and the regulatory/legislative environment; and experience with the development of a NG9-1-1 migration plan in a multi-jurisdictional environment.	11/02/2015	06/30/2019	REGULAR
				\$210,000,000	\$260,000,000	12/01/2015	12/31/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
46827 - 14/15 - MODIFICATIONS	November 2, 2015	AIRPORT COMMISSION -- AIR			The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility and elevated Grand Plaza and AirTrain Station at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) and AirTrain station plaza/platform to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project. This modification adds funds for construction costs which were not included in the initial request. Estimated D/B and PMSS costs are \$60,000,000, while construction is \$200,000,000.			
45401 - 13/14 - MODIFICATIONS	November 2, 2015	PUBLIC UTILITIES COMMISSION -- PUC	\$100,000,000	\$105,000,000	The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.	02/02/2019	06/16/2020	REGULAR

TOTAL AMOUNT \$311,325,000

**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: Corporate Trustee and Commercial Banking Services for the Airport HotelFunding Source: Airport Operating FundsPSC Amount: \$4,000,000PSC Est. Start Date: 01/01/2016PSC Est. End Date: 06/30/2029**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Corporate Trustee and Commercial Banking Services are required in connection with the SFO On-Airport Hotel Project. The work includes bond trustee services, e.g. payment of principal and interest to bondholders, maintenance of books of registration for bonds, compliance with all tax laws, provision of notices to bondholders, investment of reserve funds, reporting of investment yields, assistance on other bond matters and other financial instruments, and representing bondholders in event of default by the Airport. The service provider will also serve as a commercial bank to collect and safeguard hotel revenues from the hotel operator on a daily basis, and will ensure hotel revenues are directed into appropriate debt service and reserve accounts relating to the hotel and the bonds. Finally, the service provider will provide credit card processing, wire transfer, and check processing services as needed.

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

Bond trustee services are required to issue bonds, pay bondholders, and minimize liability for the City. To ensure repayment of hotel bonds via available hotel revenues, the Airport also needs the services of a commercial bank, which will further provide required banking services for hotel operations. Denial of these services would prevent funding and construction of an on-Airport hotel, and would reduce the Airport's ability to ensure repayment of hotel bonds via hotel revenues.

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.
This is a new service.**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.**

The corporate trustee and commercial banking services will be required for the life of the bonds, an estimated forty (40) year term. However, the Airport is only requesting approval for the initial thirteen (13) year term at this time to coincide with the expected initial Hotel Operator management agreement term, and will return to the Civil Service Commission to request approval for the remaining term prior to the expiration of this PSC.

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:

The work must be performed by a bond trustee and commercial banking institution, and account maintenance will be intermittent in nature.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The service provider must be a third party trustee and commercial banking institution with a combined capital, surplus, undivided profits and reserves aggregating at least \$5 billion, with extensive bond trust and commercial banking experience related to the collection of revenues and payment of fees from the processing of checks and credit card transactions, and the maintenance of depository banking accounts.

B. Which, if any, civil service class(es) normally perform(s) this work? 1654, Accountant III; 1657, Accountant IV; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0941, Manager VI;

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, as the service provider must be a banking institution.

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

A. Explain why civil service classes are not applicable.

This is part-time account maintenance work to be performed by a third-party banking institution. Specifically, trustee services related to the issuance of bonds must be a third party that can represent interests of bond holders. Commercial banking services must be provided by the same entity as the trustee to ensure, after operating and other expenses, the repayment of Hotel bonds to bondholders.

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. This work is part time. Also, a new civil service class would not meet the third-party requirement related to the issuance of bonds.

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 is not relevant 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:
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 Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47451 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2015

Receipt of Union Notification(s)

From: dhr-psscordinator@sfgov.org on behalf of cynthia.avakian@fysfo.com
To: [Cynthia Avakian \(AIR\); L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com](mailto:Cynthia.Avakian(AIR);L21PSCReview@ifpte21.org;camaguey@sfmea.com;staff@sfmea.com); [Lisa Randall \(AIR\); Isen, Richard \(TIS\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lisa.Randall(AIR);Isen, Richard (TIS);DHR-PSCCoordinator, DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 47451 - 15/16
Date: Friday, August 07, 2015 4:56:10 PM

RECEIPT for Union Notification for PSC 47451 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47451 - 15/16 for \$4,000,000 for Initial Request services for the period 01/01/2016 -- 06/30/2029. 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/5712> 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

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 4069-11/12)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Maintenance of Water Perimeter Security ZoneFunding Source: Airport Operating FundsPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 01/03/12 - 12/31/16 (4 years 52 weeks)PSC Mod#1 Amount: \$50,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$525,000PSC Mod#2 Duration: 11/02/15-06/30/21 (4 years 25 weeks)PSC Cumulative Amount Proposed: \$675,000PSC Cumulative Duration Proposed: 9 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

To perform on-going inspection, maintenance and necessary repair/replacement of San Francisco International Airport's water perimeter buoy system. The maintenance includes annual above and annual below water inspections, hardware repair and replacement, installation and/or connection of new or recovered buoys.

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

To provide visual barrier and deterrent to Airport's Water Perimeter Security Zone for vessels traversing bay waters. This service also provides the 200 foot security demarcation point for responding security personnel to approach intruding vessels. Not maintaining buoy system for visual barrier and deterrent would significantly reduce the Airport's ability to respond to a threat.

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 4069-11/12

D. Will the contract(s) be renewed?

Yes, if there continues to be a need.

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 modification extends the duration of the PSC beyond five years as the Airport is conducting a new RFP for the same service. The resulting contract is expected to be for a five (5) year term.

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:

Anticipated work is short-term in nature and requires expertise in underwater repair of buoys which are part of a water perimeter security system.

B. Reason for the request for modification:

A new RFP for the same services is being conducted.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Duties Include: 1) ability to operate a work skiff (boat with outboard motor) in navigable water and maintain buoy assemblies above the underwater; 2) ability to dive using surface supplied breathing apparatus; and 3) familiar with California Occupational Safety and Health Administration (CAL OSHA) regulations related to diving.

B. Which, if any, civil service class(es) normally perform(s) this work? 9330, Pile Worker; 9332, Piledriver Supervisor 1; 9355, Wharfinger 1;

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?

While Class 9330 Pile Worker, Class 9332 Piledriver Supervisor I, and Class 9355 Wharfinger I may assist as a diver and/or operate a skiff, they do not have the expertise in underwater repair of buoys which are part of a water perimeter security system.

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 not applicable as the work is intermittent and entails a couple of people for short periods of time.

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, the anticipated amount of work required is no more than six eight-hour work days per year.

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.

None as specialized work is intermittent by nature.

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 07/29/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Pile Drivers, Local 34; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Pile Drivers, Local 34;

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# 4069-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2015

Receipt of Union Notification(s)

From: Christina Chiong (AIR)
To: Lisa Randall (AIR)
Subject: FW: Receipt of Modification Request to PSC # 4069-11/12 - MODIFICATIONS
Date: Wednesday, July 29, 2015 10:15:48 AM

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: Wednesday, July 29, 2015 10:14 AM
To: Cynthia Avakian (AIR); Lopez, Ricardo (PDR); Basconillo, 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, Sin Yee (HSA) (DSS); david.canham@seiu1021.org;
joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org;
L21PSCReview@ifpte21.org; pkarinen@nccrc.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD);
Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4069-11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$525,000 for services for the period November 2, 2015 – June 30, 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/dhrdrupal/node/2077>

Email sent to the following addresses: pkarinen@nccrc.org 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
Kbasconillo@sfgov.org Ricardo.lopez@sfgov.org

Lisa Randall (AIR)

To: Norman Ten
Subject: RE: PSC #4069-11/12 - Modifications - Union Questions

Thank you Norman.

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

From: Norman Ten [mailto:norman.ten@seiu1021.org]
Sent: Tuesday, September 29, 2015 11:10 AM
To: Lisa Randall (AIR) <Lisa.Randall@flysfo.com>
Cc: Rob Forester (AIR) <Rob.Forester@flysfo.com>; Emma Gerould <Emma.Gerould@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Ernesto Santos (AIR) <Ernesto.Santos@flysfo.com>; Lily Lee (AIR) <Lily.Lee@flysfo.com>; Shawn Miyaki (AIR) <Shawn.Miyaki@flysfo.com>
Subject: Re: PSC #4069-11/12 - Modifications - Union Questions

Hi Lisa,

The Union has no further questions regarding PSC #4069 modifications.

Thank you,

Norm Ten
Field Representative
SEIU Local 1021
415-848-3660 Desk
510-409-6268 Cell

On Sep 29, 2015, at 11:03 AM, "Lisa Randall (AIR)" <Lisa.Randall@flysfo.com> wrote:

Hi Norman,

Does SEIU have any further questions on this PSC modification? Please let us know so we can address any outstanding issues before the deadline to submit to DHR.

Thank you,
Lisa

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

From: Norman Ten [mailto:norman.ten@seiu1021.org]
Sent: Tuesday, September 08, 2015 10:16 AM
To: Lisa Randall (AIR) <Lisa.Randall@flysfo.com>

Cc: Rob Forester (AIR) <Rob.Forester@flysfo.com>; Emma Gerould <Emma.Gerould@seiu1021.org>; XiuMin Li <XiuMin.Li@seiu1021.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Cynthia Avakian (AIR) <Cynthia.Avakian@flysfo.com>; Ernesto Santos (AIR) <Ernesto.Santos@flysfo.com>; Lily Lee (AIR) <Lily.Lee@flysfo.com>; Shawn Miyaki (AIR) <Shawn.Miyaki@flysfo.com>

Subject: Re: PSC #4069-11/12 - Modifications - Union Questions

Hi Lisa,

Thank you for the reply. Will be discussing the details with my supervisor shortly.

Norm Ten
Field Representative
SEIU Local 1021
415-848-3660 Desk
510-409-6268 Cell

On Sep 8, 2015, at 9:44 AM, "Lisa Randall (AIR)" <Lisa.Randall@flysfo.com> wrote:

Hello Norman,

Please see the Airport's responses to your questions on PSC #4069-11/12 Modification #2 below. Let us know if you have any additional questions or would like to discuss further.

Thank you,
Lisa

Lisa Randall MA
Contracts Administration Unit
Phone: (650) 821-2012 | Fax: (650) 821-2011

Dear Lisa Randall / Rob Forester

SEIU Local 1021 has reviewed the draft PSC #4069-11/12 - *Modifications*, and requests the following information regarding this PSC.

Please provide SEIU Local 1021 with the RFP and/or other documents, as may be relevant and available.

RESPONSE: The RFP is available on OCA's website at the following link:
<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=10008>

1. Which of the following is the reason for this PSC? (check appropriate box)
 - Emergency, unanticipated or transitional situation: Yes or No

If yes,
which N/A

- Special Expertise, Skills, and/or Knowledge not currently possessed by SEIU Local 1021-represented city staff: Yes or No
- As-needed, intermittent, or periodic services, e.g., peak work load: Yes or N

If yes, specify which: As-needed, intermittent, regularly scheduled work performing installation, maintenance, and repair of the Airport's perimeter buoy system.

- Regulatory or legal requirements, or funding source mandates that preclude City employees: Yes or No. If yes, specify N/A
- Services that require resources that the City lack, e.g., office space: Yes or No

If yes, specify N/A

- Demonstrable Conflict of Interest: Yes or No
- Future funding is so uncertain that new civil service positions, classes or program not feasible: Yes or No

2. What efforts the Department has made to obtain these services through available resources with the City, including through the use of interdepartmental work orders?

RESPONSE: The Airport reached out to the Port of San Francisco on August 24, 2015 and August 27, 2015 to confirm that the Wharfinger classifications (#9355 and #9356) or any other classifications would not be able to perform these services, and the Port indicated they do not possess the required skills or expertise.

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

RESPONSE: This work has always been contracted out.

4. Please provide the number and type(s) of consultant positions (contracted or subcontracted) that are proposed to be hired.

RESPONSE: Three (3) full-time Commercial Diver with "Association of Diving Contractors International Inc." Commercial Diver Certification Card or equivalent and verifiable experience within the last five (5) years performing installation, maintenance, and repair of buoy systems in a salt water environment.

5. Please provide the scope of work, including duties to be performed.

RESPONSE:

The following is an example of a scope of work associated with maintaining the System:

Anticipated tasks include work required to maintain all buoys in proper working condition, including making any necessary repairs to return a damaged buoy to service. The work will also involve above-water and under-water inspections at frequencies necessary to retain the System's intended function (anticipated to be quarterly), furnishing and installing materials necessary to maintain the System, and as-needed buoy retrieval services.

Specifications for materials and equipment that shall be used to repair or replace damaged equipment:

- Buoy Hardware: All Buoy hardware is to be 316 Stainless Steel.
- Strobe Lights: Carmanah M601, clear, 2 Nautical Miles, 60FPM; Carmanah Strobe Adapter.
- Buoys: Rolyan 'Can Buoy' Part B5CPRSW with modified 316 stainless steel stock eye at the base of the buoy.
- Decals: Orange Diamond Symbol with black in color words "Restricted Area Keep out". Orange reflective bands located above and below the symbol with stenciled lettering on the bottom band titled "SFO 650-821-3901 or 821-5000". Large black numbers are located on the buoy oppositely opposed.

6. Please provide the estimated number of hours to be worked or FTE equivalents for these personnel.

RESPONSE:

ESTIMATED HOURS

3-workers x 8 hour days = 24 hours
24 hours x 3 days of work = 72hrs
4 visits x 72hrs = 288 hours year

7. What skills and expertise are required for these positions?

RESPONSE: Minimum qualifications include Commercial Diver Certificate from Association of Diving Contractors or equivalent with 3 years of verifiable experience performing installation, maintenance, and repair of buoy systems. Required skills and expertise include 1) ability to operate a work skiff (boat with onboard motor) in navigable water and maintain buoy assemblies above the and underwater; 2) ability to dive using surface supplied breathing apparatus; and 3) familiarity with California Occupational Safety and Health Administration (CAL OSHA) regulations related to diving.

8. Do Local 1021-represented employees in the Department have the required skills and expertise to do this work?

RESPONSE: No.

1. [If yes]

1. Which positions could do what work?
2. Are you open to having current city staff perform this work?

2. [If no]

1. Does the Department have an ongoing need to perform this service? (Why? Why not?)

RESPONSE: Yes, however, the work is intermittent in nature. It is expected to occur for approximately three (3) days per quarter.

2. Is the Department open to considering providing support, such as providing knowledge transfer to current staff, to help build internal capacity to do this work in the future?

RESPONSE: No, given the specialized skills required and infrequent nature of the work.

3. What efforts has the Department made to obtain these services through available resources with the City, including through the use of interdepartmental work orders?

RESPONSE: Airport staff discussed with the Port of San Francisco Human Resources staff who stated that the closest classification, 9355 Wharfinger I, does not meet the qualifications and special knowledge to perform the scope of work required.

4. Are you open to hiring staff to do this work to create the capacity of city staff to do this work?

RESPONSE: No, as existing classifications do not possess the required skills.

9. Is there is a plan to transition this work back to the City – if so, please explain; if not, explain why not?

RESPONSE: No, given the specialized skills required and infrequent nature of the work.

Please provide this information at your earliest convenience. When you reply, please reply to "reply all".

Thank you.

*Norman Ten
Field Representative
SEIU Local 1021*

norman.ten@seiu1021.org
415-848-3660 Desk
510-409-6268 Cell

From: Lisa Randall (AIR) [<mailto:Lisa.Randall@flysfo.com>]
Sent: Tuesday, August 11, 2015 10:36 AM
To: Norman Ten
Cc: Rob Forester (AIR)
Subject: RE: PSC #4069-11/12 - Modifications - Union Questions

Hello Norman,

My name is Lisa Randall and I work with the Contracts Administration Unit at the Airport Commission. Rob Forester is the contract manager for these services. We'd be happy to discuss any questions you may have on the PSC modification – my email and phone number are below. Please let me know your availability and I will set up a conference call.

Thank you,
Lisa

Lisa Randall MA

Contracts Administration Unit
San Francisco International Airport
PO Box 8097, San Francisco, CA 94128
Email: lisa.randall@flysfo.com
Phone: (650) 821-2012 | Fax: (650) 821-2011

From: Norman Ten [<mailto:norman.ten@seiu1021.org>]
Sent: Friday, August 07, 2015 4:14 PM
To: Cynthia Avakian (AIR)
Cc: Emma Gerould; XiuMin Li; Norman Ten
Subject: PSC #4069-11/12 - Modifications - Union Questions

PSC #4069-11/12 - Modifications - Union Questions

Norman Ten
norman.ten@seiu1021.org
415-848-3660 Desk
510-409-6268 Cell

To: Cynthia Avakian

Cc:
Emma Gerould; Xiu Min Li
dhr-psccordinator@sfgov.org;

Dear Cynthia,

SEIU Local 1021 has questions regarding PSC #4069-11/12 - Modifications. Please confirm the name and contact information (phone and email) 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.

SEIU Classifications listed in the PSC that normally perform this work include: 9355, Wharfinger 1.

Accordingly, we request that this matter not proceed to Civil Service Approval until these questions are answered and our concerns addressed.

Thank you.

Norm Ten
Field Representative
SEIU Local 1021

norman.ten@seiu1021.org
415-848-3660 Desk
510-409-6268 Cell

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 4108 10/11)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Staffing and consulting services for Airport's noise reduction community forumFunding Source: Airport Operating FundsPSC Original Approved Amount: \$500,000PSC Original Approved Duration: 06/01/11 - 06/30/14 (3 years 4 weeks)PSC Mod#1 Amount: \$250,000PSC Mod#1 Duration: 07/01/14-12/31/15 (1 year 26 weeks)PSC Mod#2 Amount: \$135,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$650,000PSC Mod#3 Duration: 01/01/16-06/30/19 (3 years 25 weeks)PSC Cumulative Amount Proposed: \$1,535,000 PSC Cumulative Duration Proposed: 8 years 4 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

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

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

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

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

Yes

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:
Continued need for this service.

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

B. Reason for the request for modification:

Increase amount and duration

3. Description of Required Skills/Expertise

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

B. Which, if any, civil service class(es) normally perform(s) this work? 5264, Airport Noise Abatement Spec; 5271, Sr Airport Noise Abatement Spe; 9251, Public Relations Mgr;

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

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

N/A

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

B. 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 that can 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 contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided for this service (see attachment).
- 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.
See attached document.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
San Mateo County

7. Union Notification: On 08/05/15, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; Municipal Executive Association; SEIU 1021 Miscellaneous; Prof & Tech Eng, 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 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# 4108 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2015

Receipt of Union Notification(s)

From: Yen Pang (AIR)
To: Yen Pang (AIR)
Subject: Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS
Date: Wednesday, August 05, 2015 3:37:18 PM

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of
cynthia.avakian@flysfo.com

Sent: Wednesday, August 05, 2015 2:18 PM

To: Cynthia Avakian (AIR); ablood@cirseiu.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org;
joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com;
staff@sfmea.com; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$650,000 for services for the period January 1, 2016 – June 30, 2019. 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/3510>

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

Additional Attachment(s)

PSC 4108-10/11 - Training Requirement:

No training will be provided since the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # 41657 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Next Generation 9-1-1 (NG9-1-1) Consultant ServicesFunding Source: Airport Operating FundsPSC Original Approved Amount: \$150,000 PSC Original Approved Duration: 08/05/14 - 06/30/19 (4 years 47 weeks)PSC Mod#1 Amount: \$150,000 PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$300,000 PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will perform an assessment of the San Francisco International Airport's (SFO) 9-1-1 public safety answering point (PSAP) and communications center operations including radio communications systems and how it compares to other airport PSAPs and to PSAPs in the nine San Francisco Bay Area counties; provide expert consultative services to develop a vision of what Next Generation 9-1-1 (NG9-1-1) is for SFO; and provide a migration plan for SFO to move from an Enhanced 9-1-1 (E9-1-1) to a NG9-1-1 system. The consultant must have knowledge of PSAP and radio services operations and systems assessment; knowledge of the specialized technology involved with operating public safety radio systems and transitioning from a time division multiplexing (TDM)-based public safety/emergency services network to an internet protocol (IP)-based network environment; knowledge of current industry technologies, standards of excellence, and the regulatory/legislative environment; and experience with the development of a NG9-1-1 migration plan in a multi-jurisdictional environment.

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

This service is necessary to ensure the Airport is utilizing advanced, best practice models of 9-1-1 PSAP technology. If denied, SFO's ability to identify and provide superior 9-1-1 services may be jeopardized, which could result in reduced emergency response 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.

Services have been provided in the past through earlier PSC request. See 41657 - 13/14

D. Will the contract(s) be renewed?

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

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

Explain the qualifying circumstances:

This contract is for as-needed services.

B. Reason for the request for modification:

The PSC is being modified to add more money.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Required expertise includes: knowledge of PSAP and radio services operations and systems assessment; knowledge of the specialized technology involved with operating public safety radio systems and transitioning from a TDM-based public safety/emergency services network to an IP-based network environment; and knowledge of current industry technologies; and experience with the development of a NG9-1-1 migration plan in a multi-jurisdictional environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 7368, Senior Comm Systems Technican; 0923, Manager II; 0941, Manager VI;

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?

N/A

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 because of the specialized knowledge required to identify and operate a NG9-1-1 system, and to develop a migration plan from the existing to the new system. The Contractor must also have experience with and knowledge of industry regulatory and legislative issues, and best practices in selecting and implementing such a system.

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, the work is very specialized and not required on an on-going basis.

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 is an assessment, and training will not be part of the contract.

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 07/28/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; Municipal Executive Association; SEIU Local 1021; 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 Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41657 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flvsfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; [Poon, SinYee \(HSA\) \(DSS\)](mailto:Poon.SinYee@HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; camaguey@sfmea.com; staff@sfmea.com; [Lisa Randall \(AIR\)](mailto:Lisa.Randall@AIR); DHR-PSCCoordinator; [DHR \(HRD\)](mailto:DHR); [Isen, Richard \(TIS\)](mailto:Isen, Richard)
Subject: Receipt of Modification Request to PSC # 41657 - 13/14 - MODIFICATIONS
Date: Tuesday, July 28, 2015 4:50:26 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$150,000 for services for the period November 2, 2015 -- June 30, 2019. 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/5679>

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 46827 - 14/15)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Project Management Support Services (PMSS) & Design Build (D/B) Services for Parking Garage

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$50,000,000

PSC Original Approved Duration: 02/01/15 - 06/30/19 (4 years 21 weeks)

PSC Mod#1 Amount: \$210,000,000

PSC Mod#1 Duration: 12/01/15-12/31/19 (26 weeks 2 days)

PSC Cumulative Amount Proposed: \$260,000,000

PSC Cumulative Duration Proposed: 4 years 47 weeks

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

The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility and elevated Grand Plaza and AirTrain Station at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) and AirTrain station plaza/platform to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project. This modification adds funds for construction costs which were not included in the initial request. Estimated D/B and PMSS costs are \$60,000,000, while construction is \$200,000,000.

See attached document(s).

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

On-site SFO parking facilities, anticipated to be at 98% capacity in 2018, will be further reduced by additional projects occurring in 2016. Specialized PMSS and D/B services are required to assist SFO staff in implementing this project so construction for long-term parking needs will be completed in time to offset a significant deficit of parking spaces. The deficit in parking spaces will negatively impact SFO's strategic objectives and passenger experience. The lack of parking opportunities will result in lost revenue from parking fees and may drive patrons to other airports which are able to accommodate parking demand.

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.

No, this is a new service.

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

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:

This capital improvement project is a one-time venture that requires skills with direct and current experience related to design and construction of on-Airport above ground multi-story long-term parking and associated facilities using Design-Build and integrated project delivery methods.

B. Reason for the request for modification:

This modification increases the PSC Amount to include construction costs associated with the parking garage(s) and shuttle platform project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must have requisite skill set w/ direct experience related to above ground multi-story long-term parking and associated facilities using D/B and integrated project delivery methods within SFO's Delivering Exceptional Projects (DEP) guiding principles, progressive design guaranteed maximum price, & cost forecasting, preferably in an airport environment. Expertise required in project management; architectural & engineering planning, programming, design, quality control; construction administration; & oversight for heavy civil construction.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer;

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?

A Notice of Intent was issued to the Public Utilities Commission, Department of Public Works, Port of San Francisco, and San Francisco Municipal Transportation Agency. No responses were received by the October 27, 2014 deadline.

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

A. Explain why civil service classes are not applicable.

Existing civil service classifications do not have the required expertise and specialized skills related to the development of an airport above ground multi-story parking facility. SFO project managers

and construction management staff will be integrated with the PMSS and D/B contractor staff to provide the required services.

- 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 major construction of airport parking facilities projects do not occur frequent enough to justify permanent staffing, with the exception of project management staff. Once the project is complete, specialized services will not be 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 contact? If so, please explain what that will entail; if not, explain why not.
N/A.

- 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.
Nibbi Bros. was awarded a contract after original PSC approval.

7. Union Notification: On 09/25/15, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Professional & Tech Engrs, 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# 46827 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 11/02/2015

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, September 25, 2015 3:46 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 46827 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION – AIR has submitted a modification request for a Personal Services Contract (PSC) for \$210,000,000 for services for the period December 1, 2015 – December 31, 2019. 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/5823>

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

Additional Attachment(s)

Project Management Support Services (PMSS) & Design Build (D/B) Services for Parking Garage

Scope of Work/Services to be Contracted Out

Description on PSC Mod1:

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

The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility and elevated Grand Plaza and AirTrain Station at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) and AirTrain station plaza/platform to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project. This modification adds funds for construction costs which were not included in the initial request. Estimated D/B and PMSS costs are \$60,000,000, while construction is \$200,000,000.

Description on Initial PSC:

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

The project requires Design-Build (D/B) and Project Management Support Services (PMSS) for design and construction of the new Long Term Parking Garage No. 2 facility at the San Francisco International Airport (SFO). The project involves one or more multi-level above-ground parking structure(s) to be constructed within the SFO's landside Lot DD. Work will include ground improvement and/or subsurface preparation within Lot DD required for the new parking facility; relocation of and/or modifications to existing utilities such as sewer, water, electrical/power, natural gas, telecommunications and data etc.; rerouting of traffic access/egress and existing traffic thoroughfares as required; and implementation of Mitigation Measures and best management practices specific to the Project.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 45401 - 13/14)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Power Scheduling Coordination and Related Support Services (CS-344)Funding Source: Energy Services/Wheeling ChangesPSC Original Approved Amount: \$5,000,000PSC Original Approved Duration: 03/03/14 - 02/01/19 (4 years 48 weeks)PSC Mod#1 Amount: \$100,000,000PSC Mod#1 Duration: 02/02/19-06/16/20 (1 year 19 weeks)PSC Cumulative Amount Proposed: \$105,000,000PSC Cumulative Duration Proposed: 6 years 15 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities Commission (SFPUC) requires schedule coordination through the California Independent System Operator (CAISO), for power trading services to optimize the SFPUC's short-term resource utilization and service to its loads, including but not limited to submittal of Day Ahead and Real Time interchange schedules, submitting bids, submitting energy trades, managing communications between CAISO and SFPUC schedulers and operators, handling settlements, and other related services. The CAISO high and low voltage wheeling charges are required to be paid through SFPUC's contracted Scheduling Coordinator (SC) such that these charges can be paid to support our energy transmission from Hetch Hetchy system to San Francisco customers. CAISO's tariffs define these charges as a type of "pass-through charge" that SC will pay the charge to CAISO on the behalf of the SC client (e.g. SFPUC) without any additional fee for the pass-through charge.

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

In order for the SFPUC to provide service to its electric customers, it must wheel electric power over the transmission system that is controlled by the CAISO, pursuant to a state law enacted in 1996. The CAISO tariff requires that only entities that have been certified as Scheduling Coordinators may interact with the CAISO to schedule all power that is transported or wheeled over the transmission system. The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

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.

This service is currently being provided via PSC No. 45401-13/14 (CS-344).

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:

The SFPUC is requesting Personal Service Contract authority in order to continue assisting the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads. In addition, the SFPUC is obligated to follow the CAISO's tariff for 24x7 operations for on-going longer term support regulated by State, resulting in a multiple-year agreement.

2. Reason(s) for the Request

A. Display all that apply

Other (be specific and attach any relevant supporting documents):

REASON FOR CHECKING OTHER:

The SFPUC is not a certified Scheduling Coordinator. Without contracting with a certified Scheduling Coordinator, the SFPUC will not be able to transport power to its electric customers.

B. Reason for the request for modification:

To assist the SFPUC with power trading services to optimize the SFPUC's short-term resource utilization and service to its loads and to align the PSC amount and duration with the contract amount and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Detailed knowledge of CAISO scheduling and settlements, markets, and CAISO charge codes; substantial experience providing scheduling coordination services; knowledge of municipal utilities and hydroelectric operations and maintenance practices.

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

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 because SFPUC is not a certified Scheduling Coordinator.

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

A. Explain why civil service classes are not applicable.

The 5602 (Utility Specialists) class provides energy trading, energy scheduling, and complex procurement planning analysis. However, this class does not currently have the specialized expertise to meet new requirements for advanced power scheduling, trading and related support services.

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 class 5602 already exists.

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.

See supplemental attachment A.

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.

APX, Inc.

7. **Union Notification:** On 09/17/15, 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: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45401 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/02/2015

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson,Shamica); richardisen@gmail.com; L21PSCReview@ifpte21.org; [Jackson, Shamica](mailto:Jackson,Shamica); [DHR-PSCCoordinator, DHR; Isen, Richard](mailto:DHR-PSCCoordinator,DHR;Isen,Richard)
Subject: Receipt of Modification Request to PSC # 45401 - 13/14 - MODIFICATIONS
Date: Thursday, September 17, 2015 3:49:53 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$100,000,000 for services for the period February 2, 2019 – June 16, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5859>

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

Additional Attachment(s)

Supplemental Attachment A:

Will the contractor train City and County employees?

The contractor will provide San Francisco Public Utilities Commission (SFPUC) staff (including management, utility specialists and utility analysts) with training to provide continuity of business services, enhanced trading and scheduling capabilities, and market value assessment. The contractor will provide on-going support and training to SFPUC staff in the Power Purchasing & Scheduling, Settlements, and Strategic Planning groups of changing electricity market conditions and their impacts on scheduling, trading and settlements.

The contractor will provide training on software changes and modifications required to comply with scheduling best practices and industry standards. The contractor will provide approximately 200 hours over a twelve (12) month period on the initial training. The contractor will provide on-going support throughout the term of the agreement.