



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: October 30, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director *[Handwritten signature]*

From: Kris Damalas, ECN  
Shamica Jackson/Stacey Lo, PUC  
Jacquie Hale, DPH  
Cynthia Hamada, MTA  
Cynthia Avakian, AIR  
Joan Lubamersky, ADM

Subject: **Personal Services Contracts Approval Request**

This report contains eleven (11) 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
\$211,716,000	\$69,172,737	\$2,104,559,578

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

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**POSTING FOR****November 16, 2015****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2015-11-16

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
31773 - 15/16	ECONOMIC AND WORKFORCE DEVELOPMENT	\$375,000.00	The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.	October 1, 2015	June 30, 2017
40631 - 15/16	PUBLIC UTILITIES COMMISSION	\$8,500,000.00	Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's inline magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines.	December 1, 2015	December 1, 2020
41832 - 15/16	PUBLIC UTILITIES COMMISSION	\$15,000,000.00	The San Francisco Public Utilities (SFPUC) requires design support for mitigating transmission clearance deficiencies that do not meet state and federal safety clearance standards. The Hetch Hetchy Water & Power (HHWP) Power Transmission Line Clearance Mitigation will consist of mitigating all spans of subject circuits that have been identified as being noncompliant with California Public Utilities Commission's General Order 95 and National Electrical Safety Code clearances as identified in the HHWP Transmission Line Mitigation Transmission Plan condition assessment report. The scope of mitigating these identified spans will be in compliance with applicable codes and design standards and may require structure raises, facility or equipment modifications and/or replacements.	December 1, 2015	December 1, 2025
40214 - 15/16	PUBLIC HEALTH	\$1,500,000.00	The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.	October 1, 2015	December 31, 2019
42016 - 15/16		\$9,800,000.00			

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
	MUNICIPAL TRANSPORTATION AGENCY		Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.	November 17, 2015	December 31, 2021

**TOTAL AMOUNT \$35,175,000**



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**Posting For November 16, 2015****Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2015-11-16

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
45945 - 13/14 - MODIFICATIONS	November 16, 2015	AIRPORT COMMISSION -- AIR	\$20,000,000	\$37,000,000	Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.	08/31/2017	07/30/2019	REGULAR
4127 10/11 - MODIFICATIONS	November 16, 2015	AIRPORT COMMISSION -- AIR	\$6,500,000	\$14,750,000	Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.	05/30/2017	12/31/2020	REGULAR
49599 - 14/15 - MODIFICATIONS	November 16, 2015	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$250,000	\$400,000	Phase 1: Provide peer review for architectural and engineering designs related to the construction of a new Fleet Maintenance Facility Phase 2: Provide oversight for construction management tasks during the construction of the Facility.	10/01/2014	12/31/2017	REGULAR
4151-09/10 - MODIFICATIONS	November 16, 2015	PUBLIC HEALTH -- DPH	\$117,951,000	\$268,025,786	Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type	01/01/2016	12/31/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					of needs of the client, and responding as clients change over time.			
4160 0910 - MODIFICATIONS	November 16, 2015	PUBLIC HEALTH -- DPH	\$26,840,000	\$59,337,542	The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.	01/01/2016	12/31/2017	REGULAR
49607 - 15/16 - MODIFICATIONS	November 16, 2015	PUBLIC HEALTH -- DPH	\$5,000,000	\$7,000,000	Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.	11/01/2015	06/30/2020	REGULAR
<b>TOTAL AMOUNT \$176,541,000</b>								

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



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECNType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Real Estate Economic AnalysisFunding Source: General FundPSC Duration: 1 year 39 weeksPSC Amount: \$375,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Consultants, selected from a pre-qualified list of economic consultants, will assist OEWD in development of public policy applied to real estate development and finance through a series of as-needed services, including (1) analyzing opportunities for public participation in development projects; (2) identifying development opportunity sites and analyzing their feasibility; and (3) evaluating tools to support greater mixed-income housing development.

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development and finance in San Francisco. Working with real estate economics experts, OEWD would develop analytically-supported public policy around publicly-facilitated development and finance. Denial of this request would delay existing initiatives and impede the completion of development projects that would generate public revenues and community benefits.

**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.**

OEWD has previously utilized the City's pre-qualified list of economic consultants for real estate economic analysis to contract with a specific firm under PSC# 37634 - 14/15. However, the current PSC request anticipates a unique scope of work that reflects the present-day development environment.

**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.**  
not applicable**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).

B. Explain the qualifying circumstances:

OEWD currently manages a large portfolio of projects that require real estate economic analysis. As stated, without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

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

A. Specify required skills and/or expertise: This consultant will perform market-based reviews of development opportunities and financial tools, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and affordable housing finance.

B. Which, if any, civil service class(es) normally perform(s) this work? 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;

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.

The work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' 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. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

**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, Consultant(s) would provide explanation of methods and results as needed to City staff to ensure they are using the information properly but in-depth training for additional staff to be able to perform this level of survey analysis would be outside of the scope of the as-needed service contracts.
- 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.  
This firm is a potential consultant under this new PSC; consultants have not been selected as of yet.

7. **Union Notification:** On 09/21/2015, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 31773 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

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

**Damalas, Kristine (ECN)**

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**From:** dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org  
**Sent:** Monday, September 21, 2015 11:48 AM  
**To:** Damalas, Kristine (ECN); L21.PSCReview@ifpte21.org; Wong, Phillip (ECN); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 31773 - 15/16

RECEIPT for Union Notification for PSC 31773 - 15/16 more than \$100k

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a request for a Personal Services Contract (PSC) 31773 - 15/16 for \$375,000 for Initial Request services for the period 10/01/2015 – 06/30/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5774> 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)**



**City and County of San Francisco**  
 Office of the Controller and  
 Office of Economic and Workforce Development

**REQUEST FOR QUALIFICATIONS FOR  
 ECONOMIC CONSULTING SERVICES  
 RFQ#CON2014-14**

**CONTACT: Lily Conover, [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org), 415-554-7525**

**Background**

San Francisco is the fourth largest city in California and serves as a center for business, commerce, and culture for the West Coast. The City and County of San Francisco ("the City"), established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City seeks responses from firms demonstrating successful experience in a wide variety of economic consulting studies, ranging from real estate feasibility analyses, fiscal impact analyses, tax incidence studies, economic impacts of environmental policies, among others. These services may be used to assist the Controller's Office of Economic Analysis, the Office of Economic and Workforce Development, and staff from other departments.

**Intent of this Request for Qualifications**

It is the intent of the Controller's Office to create a pre-qualified list of firms from which interested City departments, boards, or commissions may choose prospective contractors on an as-needed basis.

**Anticipated Contract Period**

Respondents pre-qualified under this RFQ will remain eligible for consideration and contract negotiation on an as-needed basis through two years of the pre-qualification notification date. Firms pre-qualified under this RFQ are not guaranteed a contract.

**Subcontracting Requirement**

The S.F. Administrative Code Chapter 14B Local Business Enterprise (LBE) subcontracting goal for this RFQ and resulting contracts valued at \$50,000 or higher is 5% (five percent) of the total value of the goods and/or services procured. Respondents who wish to be considered for all contracts, including those valued at \$50,000 or higher, must meet the LBE goal and perform the requisite Good Faith Outreach. If Respondent meets/exceeds LBE participation by 35% (i.e. 6.75% LBE participation), Good Faith Outreach requirements will be waived. Respondents who wish to only be considered for contracts under \$50,000 do not need to meet LBE requirements. See RFQ Attachment II for more information.

**Schedule\***

RFQ Issued	09-05-2014
Deadline for RFQ Questions	09-17-2014 (5pm PT)
Deadline for RFQ Answers	09-22-2014 (5pm PT)
Deadline for RFQ Responses	10-03-2014 (5pm PT)
Notice of intent to award a contract	10-24-2014 (5pm PT)

\*Dates are subject to change.

**RFQ Questions and Communications**

To ensure fair and equal access to information about this RFQ, e-mail your questions to [lily.conover@sfgov.org](mailto:lily.conover@sfgov.org).

Questions must be in writing and received by the Deadline for RFQ Questions. No questions will be accepted after this time with the exception of City vendor requirement questions.

A summary of the questions and answers pertaining to this solicitation will be posted on the Office of Contract Administration's website and emailed to proposers by the Deadline for RFQ Answers.

# 1. Introduction

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## 1.1 General terms used in this RFQ

Terms and abbreviations used throughout this RFQ include:

- **The City** – The City and County of San Francisco.
- **Contractor** – The Respondent(s) awarded a contract for services subsequent to pre-qualification under this RFQ.
- **Controller's Office** – The City and County of San Francisco Controller's Office.
- **Office of Economic and Workforce Development (OEWD)** – The City and County of San Francisco Office of Economic and Workforce Development.
- **Local Business Enterprise (LBE)** – A business that is certified by the San Francisco Contracts Monitoring Division (CMD) as an LBE under Admin Code §14B.3. LBEs may be Small-LBEs, Micro-LBEs, or SBA-LBEs, as defined by the Contract Monitoring Division.
- **Office of Economic Analysis (OEA)** – A division of the Controller's Office.
- **Respondent** – Any entity submitting a response to this Request for Qualifications.

## 1.2 Background of the Controller's Office of Economic Analysis and the Office of Economic and Workforce Development

The City Controller is the chief accounting officer and auditor for the City and County of San Francisco and responsible for all financial management systems, procedures, internal control processes and reports that disclose the fiscal condition of the City to managers, policy makers and citizens. The City Controller is also the auditor for the City performing financial and performance audits of departments, agencies, concessions and contracts.

Proposition I, passed by the City's voters in November 2004, created the Office of Economic Analysis ("OEA") within the Controller's Office. OEA's primary mission is identifying and reporting on legislation introduced at the Board of Supervisors that has a material economic impact on the City. The office analyzes the likely impacts of legislation on business attraction and retention, job creation, tax and fee revenues, and other matters relating to the overall economic health of the City. For more information regarding OEA's roles and responsibilities, visit <http://co.sfgov.org/oea/>.

The Office of Economic and Workforce Development ("OEWD") provides citywide leadership on economic and workforce development initiatives; identifies key cluster sectors to target for workforce training and economic growth; maintains a system that integrates economic and workforce programs and services; supports small businesses; revitalizes and improves neighborhoods and local economic stability; and promotes San Francisco as a good place for business and investment. For more information regarding OEWD, visit <http://sfgov.org/site/frame.asp?u=http://www.oewd.org>.

## 1.3 Statement of Need and Intent

### What Does the City Seek?

The City seeks responses from firms demonstrating successful experience in providing economic consulting services. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations. Respondents will ideally have experience working



with municipalities (or similar government agencies) on complex economic projects. Respondents without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City. Additionally, Respondents must have experience in one or more of the following topics:

- Fiscal Analysis and Administration
- Real Estate Analysis
- Labor Market Analysis
- Economic Development Strategy
- Economic Research

#### With Whom Will Firms Work?

Firms may work with the Controller's Office and the Office of Economic and Workforce Development and may be selected by other interested City departments, boards, and/or commissions for the scope of services described herein.

#### What is the City's Intent with this RFQ?

Based on responses to this RFQ, it is the intent of the City to create a pre-qualified list of consultants from which the City shall choose prospective contractors on an as-needed basis for economic consulting services indicated below in Section 2, Scope of Work. This consultant list may be utilized by the City, at its sole and absolute discretion, for contractor selection and negotiations for two years following establishment of the list. No pre-qualified or selected Respondent is guaranteed a contract.

## **2. Scope of Work**

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This scope of work is a general guide to the work the City anticipates and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of firms that may be selected for the services described below.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

#### Is My Firm Expected to Propose for a Specific Project?

No. The City will create a list of pre-qualified firms to draw from for a diverse set of possible projects that may require a range of different and varied experience. Each pre-qualified firm should demonstrate its capabilities by providing Prior Project Descriptions as part of RFQ Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

#### Does the City prefer firms to form a large group or consortium to cover more services, or to focus on an area of expertise and respond individually?

The City prefers individual firm responses focused on the topics that the firm and its lead staff can demonstrate possession of appropriate qualifications. For any proposed Respondent partnerships, at least 50% of proposed work effort on the City's projects must come from the lead Respondent firm.

Demonstrated expertise is requested for the following:

### **Economic Consulting Services**

Respondents must demonstrate successful experience in providing economic consulting services. Experience may include, but is not limited to, research and analysis of industries, markets and communities, as well as assistance with implementation of economic strategies and recommendations. Respondents will ideally have experience working with municipalities (or similar government agencies) on complex economic projects. Respondents without government agency experience must demonstrate how their experience working in other sectors is applicable to the scope of this RFQ and to providing services to the City. Additionally, Respondents must have experience in one or more of the following topics:

#### **2.1 Fiscal Analysis and Administration**

Firms may be pre-qualified for work based on experience analyzing the expected revenue, employment, or overall spending impact of alternative state or local tax, fee, and/or other types of public financing.

#### **2.2 Real Estate Analysis**

Firms may be pre-qualified for work based on experience that:

- Identified potentially appropriate uses for a given parcel, based on a review of market conditions and trends, knowledge of development, financing practices and conditions, public benefit and infrastructure requirements, and/or other relevant parameters, or
- Estimated the costs of development, operation, and/or maintenance associated with proposed development projects, or
- Performed pro-forma analysis of a development scheme, including multi-year cash flow analysis or land residual analysis, or
- Researched and analyzed market conditions and trends, or
- Determined the fiscal impacts of alternate development proposals, or
- Performed nexus studies for impact fees, or
- Performed economic analysis of urban housing markets, or
- Assessed the feasibility of different development finance tools or structures, or
- Performed stakeholder research that was used to inform the evaluation of a proposed development project or development tool's feasibility.

This experience may have been gained relative to any land use or product type, including but not limited to market rate and affordable housing, commercial, hospitality and other tourism-related land uses, special event-related land uses, athletic facilities, parks and other public spaces, industrial, civic, institutional, or infrastructure.

#### **2.3 Labor Market Analysis**

Firms may be pre-qualified for work based on experience that:

- Analyzed a community's workforce skills and capabilities, or

- Analyzed the employment opportunities and projections, skills and competencies required, career lattices, or career development opportunities in an industry or specific employer.

## **2.4 Economic Development Strategy**

Firms may be pre-qualified for work based on experience that:

- Analyzed neighborhood and/or regional economic composition and performance, the structure and competitiveness of an industry or industry clusters, or local factor conditions, or
- Conducted surplus and leakage analysis
- Developed an economic strategy that included all of the following: sector analysis, analysis of local factor conditions, and research on best practices in areas that may include small business development, local hiring, and procurement policy.
- Performed quantitative or qualitative market research in neighborhoods to inform economic development strategy recommendations;
- Performed follow-up activities to either (1) implement the recommended programs and strategies resulting from the tasks listed above, including but not limited to the development of marketing strategies or (2) provide recommendations to strengthen business development and financing.

This experience may have been gained relative to any type of economic development effort, including but not limited to neighborhood economic development, business attraction and retention, workforce development, affordable housing development or preservation, or other land use or real estate projects with economic development goals.

## **2.5 Economic Research**

Firms may be pre-qualified for work based on experience that:

- Prepared and implemented survey or interview research designs concerning business and consumer behavior, or
- Performed econometric analysis of statistical data related to urban policy issues.

# **3. Response Requirements**

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## **3.1 Time and Place for Submission of Responses**

Responses and all related materials must be received by **5:00pm PT on October 3, 2014**. Responses may be delivered to the Reception Desk at City Hall, Room 316 or to:

*Lily Conover  
Office of the Controller  
City Hall, Room 306  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102*

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will not be accepted. Late submissions will not be considered, including

those submitted late due to mail or delivery service failure. Note that Respondents hand-delivering responses to City Hall may be required to open and make packages accessible for examination by security staff.

### 3.2 Response Package

The following items must be included in your response and packaged in a box or envelope clearly marked **RFQ#CON2014-14 Economic Consulting Services**.

Complete but concise responses are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

- A. **One (1) flash drive or CD-ROM containing entire contents of response, including all RFQ Attachments.** All files should be submitted in unprotected PDF or Word format. Electronic files should include signatures, where applicable. RFQ attachments include:

<i>RFQ Attachment I</i>	Acknowledgement of RFQ Terms and Conditions
<i>RFQ Attachment II</i>	Contract Monitoring Division Local Business Enterprise Forms
<i>RFQ Attachment III</i>	City's Administrative Requirements
<i>RFQ Attachment IV</i>	City's Agreement Terms and Conditions
<i>RFQ Attachment V</i>	Response Template

- B. **Two (2) complete printed copies of RFQ Attachment V.** The pages may be bound by a method of the Respondent's choosing. Respondents are advised to review RFQ Attachments I through IV before completing RFQ Attachment V to ensure they can meet the City's requirements.

### 3.3 Redact Confidential or Proprietary Information

All documents under this solicitation process are subject to public disclosure per section 67.24 of the San Francisco Administrative Code, "The San Francisco Sunshine Ordinance of 1999."

- 3.3.1 Responses to RFQs, contracts, and all other records of communications between the City and Respondents shall be open to inspection immediately after a contract has been awarded. Nothing in this Administrative Code provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefit *until and unless that person or organization is awarded the contract*.
- 3.3.2 Respondents may redact any confidential or proprietary information, as appropriate, prior to submitting a response to this RFQ.
- 3.3.3. Respondents should clearly indicate net worth or other proprietary financial data that the City should redact should the RFQ response be publicly disclosed, with the

understanding that this information cannot be redacted or withheld should a contract be awarded to the Respondent.

## **4. Evaluation Criteria**

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This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that provide the best overall qualifications to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

### **4.1 Evaluation Team**

City representatives will serve as the Evaluation Team responsible for evaluating Respondents. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification, for conducting reference checks, and for interviews, if desired by the City.

### **4.2 Minimum Qualifications**

Any response that does not demonstrate that the Respondent meets these minimum qualifications by the response deadline will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract(s).

By submitting a response, the Respondent certifies that:

A. RFQ ATTACHMENTS:

It has completed the requirements and submitted the forms described in RFQ Attachments I, II, III, IV, and V as part of its RFQ response, as applicable.

B. EXPERIENCE:

It has submitted two (2) Prior Project Descriptions as part of the RFQ Attachment V response, which meet all of the following criteria:

1. The services/experiences described in each of the Prior Project Descriptions must be comparable to the services the City is requesting.
2. The services described in both of the Prior Project Descriptions must have been provided to public sector municipalities, similar government agencies, or other comparable clients on topics described in Section 2.
3. Both Prior Project Descriptions must demonstrate successful completion within five (5) years from the issuance date of this RFQ (successful completion means project outcomes have been approved by client).

C. STAFFING

The lead staff proposed to be assigned to the City's project(s) must individually have had a similar lead role in at least one of the two Prior Project Descriptions submitted. Respondents may submit additional Prior Project Descriptions if needed to demonstrate each lead staff member's participation in two relevant projects.

### **4.3 Evaluation Criteria for Pre-qualification (100 points)**

Each RFQ response that meets the Minimum Qualifications will be evaluated in accordance with the criteria below. A Respondent must receive a score of 70 points or above out of the 100 total possible points to be pre-qualified.

#### **4.3.1 Firm Qualifications – 20 points**

- a) Respondent's firm history and structure.
- b) Respondent's experience providing economic consulting services to public sector municipal or similar clients, including the representative list of the clients to whom the firm has provided economic services.
- c) Client relationships severed for reasons other than convenience.
- d) Respondent's capacity and resources to provide the services under this RFQ.

#### **4.3.2 Staff Qualifications – 40 points**

- a) Clarity and appropriateness of proposed staffing structure.
- b) Qualifications and educational backgrounds of lead staff members, including subcontractor staff, if applicable, proposed to perform services for the City are appropriately demonstrated for each Service Area indicated in response.

#### **4.3.3 Approach and Cost – 30 points**

- a) Client involvement or level of effort is appropriate.
- b) Experience with providing comparable services to clients.
- c) Sufficient expertise or methodology to create competitive differences that will be beneficial to the City is demonstrated.
- d) Cost response is sufficiently detailed, reasonable and appropriate.

#### **4.3.4 Completeness of Response Submission – 10 points**

- a) Response conforms with RFQ requirements and concisely but comprehensively addresses RFQ requirements.
- b) Response is professionally presented and contains organized content and format.

### **4.4 Contractor Selection Process**

Respondents scoring 70 points and above for each Service Area will be added to the pre-qualified list for as-needed services in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

#### **Selection Interviews**

Following the Response Evaluation process, Respondents may be invited to interviews with the Evaluation Team. Interviews, if pursued by the City, will consist of standard questions asked of selected Respondents, and specific questions regarding individual proposals.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Respondents for contract negotiations.

### Reference Checks

Reference checks, including, but not limited to, prior clients as indicated in Attachment V Prior Project Description(s), may be used to determine the applicability of Respondent experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

### Other Terms and Conditions

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

## **5. Protest Procedures**

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### **5.1 Protest of Non-Responsiveness Determination**

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Respondent that has submitted a response and believes that the City has incorrectly determined that its response is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day following the City's issuance of the notice of non-responsiveness.

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

### **5.2 Protest of Establishment of Pre-Qualified Firm List**

Within five (5) working days of the City's issuance of a notice of intent to establish a pre-qualified firm list, any Respondent that has submitted a responsive response and believes that the City has incorrectly excluded it from the pre-qualification list may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5<sup>th</sup>) working day after the City's issuance of the notice of intent to establish a pre-qualified firm list.

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

### 5.3 Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by FAX will not be considered.

Protests must be delivered to:

E-mail:

[lily.conover@sfgov.org](mailto:lily.conover@sfgov.org)

Mail:

Lily Conover, Contracts Manager  
Office of the Controller  
City Hall, Room 306  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

### 5.4 Protest Review

Controller's Office confirms receipt of notice of protest by Respondent.

Controller's Office reviews notice of protest to determine validity of notice, including, but not limited to, (a) receipt by due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) signed by an individual authorized to represent the Respondent; (d) citation of the law, rule, local ordinance, procedure or RFQ provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest.

If the notice of protest is determined to be valid, the Controller's Office shall review facts and evidence to determine the outcome of the protest, citing any applicable laws, rules, ordinances, procedures, and/or provisions. The Controller's Office may seek input from the City Attorney's Office, Office of Contract Administration, Contract Monitoring Division, and/or other City departments as needed or appropriate.

The Deputy Controller shall make the final determination regarding the outcome of the protest.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- EQN Dept. Code: ECN

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Real Estate Economic Analysis

Funding Source: General Fund PSC Duration: 1 year 2 weeks  
PSC Amount: \$95,750 PSC Est. Start Date: 01/12/2015 PSC Est. End Date: 01/29/2016

**1. Description of Work**

**A. Scope of Work:**

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. The consultant will assist OEWD in development of public policy applied to real estate development through a series of as-needed services, including (1) evaluating public benefit potential for proposed development projects, (2) calculating the economic viability of potential development sites, and (3) assessing the fiscal burden to the City of possible policy measures

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

Without this service, OEWD would be unable to ensure that the City was developing the best possible public policy as it applies to real estate development in San Francisco. Working with real estate economics experts, OEWD would have the evidence needed to implement public policy allowing the City to insist on the best terms possible when approaching real estate development opportunities (e.g. greater public benefits from the developer and/or a diminished City contribution if the development were shown to be more lucrative than the developer claimed). Denial of this request would delay existing initiatives and impede revenue generation for the Office of Economic and Workforce Development.

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

**D. Will the contract(s) be renewed?** N/A

**2. Union Notification:** On 01/15/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 37634 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/28/2015

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

A. Specify required skills and/or expertise:

This consultant will perform market-based reviews of the evolving development proposals, which will require deep expertise in pro forma financial analysis, real estate market analysis, quantitative modeling of public and private financing sources, and possibly economic impact analysis.

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

1824, 1825,

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

No

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

A. Explain why civil service classes are not applicable:

The work will be required sporadically, for short and intense durations, as new project-related issues arise. The precise amount, timing, and scope of individual assignments cannot be predicted ahead of time, but this engagement will surely not require long-term, full-time service. The work will require a highly specialized skill set; few staff members possess these skills and those that do are already working at maximum capacity. However, qualified staff members will be utilized to direct the consultants' work.

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

No. This type of work is typically needed sporadically, in response to specific issues as they emerge and often in intense bursts of activity that require multiple members of a consulting team to work concurrently. This lack of regularity and predictability would not be conducive to a dedicated civil service.

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

**YES NO**

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee?<br>Explanation of training has not been provided by the department | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?                               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?               | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

ON 01/23/2015 BY:

Name: Merrick Pascual Phone: (415)701-4811 Email: merrick.pascual@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 448 San Francisco, CA 94102

**City and County of San Francisco  
Office of Contract Administration  
Purchasing Division  
City Hall, Room 430  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102-4685**

**Agreement between the City and County of San Francisco and  
Century Urban, LLC**

This Agreement is made this 12<sup>th</sup> day of January, 2015, in the City and County of San Francisco, State of California, by and between: Century Urban, LLC, a California limited liability company, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration or the Director's designated agent, hereinafter referred to as "Purchasing."

**Recitals**

WHEREAS, the Office of Economic and Workforce Development ("Department") wishes to obtain professional financial analysis related to real estate development in San Francisco to assist the Department in development of public policy applied to real estate development through a series of as-needed services, including (1) evaluating public benefit potential for proposed development projects, (2) calculating the economic viability of potential development sites, and (3) assessing the fiscal burden to the City of possible policy measures; and,

WHEREAS, a Request for Qualifications, RFQ#CON2014-14 ("RFQ") was issued on September 5, 2014, and City selected Contractor from the pool of pre-qualified economic consulting firms eligible for consideration for Economic Consulting Services; and

WHEREAS, Contractor represents and warrants that it is qualified to perform the services required by City as set forth under this Contract; and,

WHEREAS, approval for this Agreement was obtained when the Civil Service Commission approved Contract number 37634-14/15 on February 28, 2015;

Now, THEREFORE, the parties agree as follows:

**1. Certification of Funds; Budget and Fiscal Provisions; Termination in the Event of Non-Appropriation.** This Agreement is subject to the budget and fiscal provisions of the City's Charter. Charges will accrue only after prior written authorization certified by the Controller, and the amount of City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This Agreement will terminate without penalty, liability or expense of any kind to City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year. If funds are appropriated for a portion of the fiscal year, this Agreement will terminate, without penalty, liability or expense of any kind at the end of the term for which funds are appropriated. City has no obligation to make appropriations for this Agreement in lieu of appropriations for new or other agreements. City budget decisions

are subject to the discretion of the Mayor and the Board of Supervisors. Contractor's assumption of risk of possible non-appropriation is part of the consideration for this Agreement.

**THIS SECTION CONTROLS AGAINST ANY AND ALL OTHER PROVISIONS OF THIS AGREEMENT.**

**2. Term of the Agreement.** Subject to Section 1, the term of this Agreement shall be from January 12, 2015 to January 29, 2016.

**3. Effective Date of Agreement.** This Agreement shall become effective when the Controller has certified to the availability of funds and Contractor has been notified in writing.

**4. Services Contractor Agrees to Perform.** The Contractor agrees to perform the services provided for in Appendix A, "Services to be provided by Contractor," attached hereto and incorporated by reference as though fully set forth herein.

**5. Compensation.** Compensation shall be made in monthly payments on or before the 1<sup>st</sup> day of each month for work, as set forth in Section 4 of this Agreement, that the Director of the Department, in his or her sole discretion, concludes has been performed as of the 1<sup>st</sup> day of the immediately preceding month. In no event shall the amount of this Agreement exceed NINETY-FIVE THOUSAND SEVEN HUNDRED FIFTY 00/100 DOLLARS (\$95,750.00). The breakdown of costs associated with this Agreement appears in Appendix B, "Calculation of Charges," attached hereto and incorporated by reference as though fully set forth herein. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until reports, services, or both, required under this Agreement are received from Contractor and approved by the Department as being in accordance with this Agreement. City may withhold payment to Contractor in any instance in which Contractor has failed or refused to satisfy any material obligation provided for under this Agreement. In no event shall City be liable for interest or late charges for any late payments.

The Controller is not authorized to pay invoices submitted by Contractor prior to Contractor's submission of CMD Progress Payment Form. If Progress Payment Form is not submitted with Contractor's invoice, the Controller will notify the department, the Director of CMD and Contractor of the omission. If Contractor's failure to provide CMD Progress Payment Form is not explained to the Controller's satisfaction, the Controller will withhold 20% of the payment due pursuant to that invoice until CMD Progress Payment Form is provided. Following City's payment of an invoice, Contractor has ten days to file an affidavit using CMD Payment Affidavit verifying that all subcontractors have been paid and specifying the amount.

**6. Guaranteed Maximum Costs.** The City's obligation hereunder shall not at any time exceed the amount certified by the Controller for the purpose and period stated in such certification. Except as may be provided by laws governing emergency procedures, officers and employees of the City are not authorized to request, and the City is not required to reimburse the Contractor for, Commodities or Services beyond the agreed upon contract scope unless the changed scope is authorized by amendment and approved as required by law. Officers and employees of the City are not authorized to offer or promise, nor is the City required to honor, any offered or promised additional funding in excess of the maximum amount of funding for which the contract is certified without certification of the additional amount by the Controller. The Controller is not authorized to make payments on any contract for which funds have not been certified as available in the budget or by supplemental appropriation.

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

**1. Description of Services**

**Introduction:** This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. Work is to be performed and charged on a time and material basis within the proposed budget. If an increase in budget for any individual task is required, such a change may be made with written agreement between both parties. If additional scope or services are requested, OEWD and the Contractor shall confer regarding terms.

Contractor agrees to perform the following services:

**1. GENERAL PROJECT DESCRIPTION**

The Office of Economic and Workforce Development (OEWD) requires professional financial analysis related to real estate development in San Francisco. Century Urban, LLC and its subcontractors will assist OEWD in development of public policy applied to real estate development through a series of as-needed services, including, upon OEWD's request, (1) evaluating public benefit potential for proposed development projects, (2) calculating the economic viability of potential development sites, and (3) assessing the fiscal burden to the City of possible policy measures. This will take place on an as-needed basis during the term January 12, 2015 to January 29, 2016.

**2. TASKS AND DELIVERABLES**

**Task 1. General Strategic Assistance.** Provide as-needed consultation to City staff in regards to various real estate development proposals and projects under the management of OEWD. Projects requiring such support could include 5M, India Basin, etc. This support will assist City staff in

- determining how to best analyze economic value created through public actions such as rezonings,
- assessing how to determine feasibility of projects to bear additional requirements, fees or other public contributions,
- evaluating proposed development terms as a part of public private contract negotiations,
- scoping longer-term tasks and deliverables if required for such projects.

**Deliverables:** Meetings/calls with city staff as needed, summary notes.

**Task 2: Mid-Market Arts District SUD Analysis (950 Market Street):** Assist in determining what a qualified arts organization should be required to pay for purchasing the ground floor arts

condominium taking into consideration a one-for-one density bonus to the benefit of the developer, under proposed City legislation.

**Deliverables:** Meetings/calls with city staff and developer; report summarizing analysis results.

**Task 3. Tax Increment Projections and Use of TIF for Affordable Housing.** For various publicly owned sites, provide projections that estimate the impact of new development to the equalized assessed value of properties and the expected level of tax revenue. Create analyses that illustrate the amount of tax revenue that may be generated by certain development, and how given percentages of such increment could be directed back into a development project to support provision of deed-restricted, low-income, moderate income and middle income housing within the development project. Evaluate how use of an Enhanced Infrastructure Finance District compares with use of other public finance tools (IFD, Mello-Roos, tax exempt debt) at sites requiring new infrastructure. Provide best practice recommendations to most effectively utilize tax increment revenue (i.e. pay-go, bonding, etc). This analysis shall be provided for three prototypes, to be further defined by City staff but roughly including:

- A single-site redevelopment parcel, supporting up to 100 residential units and other ground floor uses.
- A phased, multiple site redevelopment project, supporting up to 750 residential units and other ground floor uses.
- A plan area or special use district, encompassing the potential for several thousand units.

**Deliverables:** Meetings/calls with city staff as needed, three analyses with cover page summarizing analysis results.

**Task 4. Moderate and Middle Income Housing Mortgage Tool.** Building upon recommendations from the Mayor's Housing Working Group intended to incentivize provision of housing units affordable to moderate and middle income households, evaluate how provision of a per-unit, very low interest second mortgage to the developer for the moderate and middle-income could support additional affordability within a mixed income project. Analyze the quantity of subsidy required to support affordability at various levels. This analysis shall be provided for at least two locations within the City, to demonstrate variability between central city and outer neighborhood locations.

**Deliverables:** Meetings/calls with city staff as needed, coordination with developers to assess viability of proposal, summary memo of evaluation findings, final analyses for two sample sites in City.

**Task 5. Western Addition Opportunity Sites.** Provide real estate financial analysis of two potential development sites. Identify and analyze feasible development scenarios to determine whether to engage in further public process around the reutilization of the sites. Assist in determining a preferred land use program for the subject sites and calculating the economic

viability, and subcontract to and manage an architectural or urban design firm that will advise on the subject sites' physical development capacity.

**Deliverables:** Meetings/calls with city staff and developer; preparation of pro forma and land residual analysis; report summarizing design & economic analysis; preparation of materials for community workshops and public engagement.

## **2. Reports**

Contractor shall submit written reports as requested by the Office of Economic and Workforce Development. Format for the content of such reports shall be determined by the Office of Economic and Workforce Development. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

## **3. Department Liaison**

In performing the services provided for in this Agreement, Contractor's liaison with the Office of Economic and Workforce Development will be Sarah Dennis-Phillips.

**Appendix B  
Calculation of Charges**

<b>Task/ Deliverable</b>	<b>Description</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Cost*</b>	<b>Due Date**</b>
1. General Strategic Assistance	As-needed consultation in regards to various real estate development projects under OEWD management.	40	\$250	\$10,000	Ongoing for term of contract
2. Mid-Market Arts District SUD Analysis	Value analysis for ground floor arts space given the benefit one-for-one density bonus to the developer.	25	\$250	\$6,250	March 31, 2015
3. Tax Increment Projections / Use For Affordable Housing	Projections to estimate the assessed value of new development and expected level of tax revenue, for the purpose of increased affordable housing provision.	45	\$250	\$17,500	Initial analysis: Feb 29, 2015; Remainder: July 30, 2015
4. Moderate and Middle Income Housing Tool	Evaluation of per-unit subsidy to support additional moderate or middle income units within a mixed income project.	40	\$250	\$10,000	June 30, 2015
5. Western Addition Opportunity Sites	Financial analysis of two potential development sites, including determination of a preferred land use program and physical capacity.	112	\$250	\$52,000	June 30, 2015
<b>TOTAL NOT-TO-EXCEED BUDGET FOR AGREEMENT</b>				<b>\$95,750</b>	

*\* If an increase in budget for any individual task is required, such a change may be made with written agreement between both parties.*

*\*\* Due dates are intended to indicate targets for completion of each task, and may be modified with written agreement between both parties.*



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC Dept. 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 Water & Power Tech-Srvcs. Large Pipeline Renewal & Replacement Program (PRO.0021)Funding Source: HHWP Capital Improvement PlanPSC Duration: 5 years 2 daysPSC Amount: \$8,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Hetch Hetchy Water & Power's (HHWP) Renewal and Replacement Program (R&R) was developed to manage aging infrastructure, i.e., asset life extension of existing capital assets. This ongoing program includes understanding failure mechanisms, detection through comprehensive inspection and assessment, protection/correction. As part of this program, the SFPUC requires technical support for performing pipeline inspection services for steel pipe using HHWP's inline magnetic flux leakage tool, minor repair/replacement design projects, and developing various components of its R&R program for the San Joaquin Pipelines.

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

Eighty-five percent of the water supply for the SFPUC customers travels through the San Joaquin Pipelines. The San Joaquin Pipelines vary in age from 45 to over 80 years and still have many years of service life if the asset is maintained properly. If this service is denied, the SFPUC will not be able to understand the condition of the asset and minimize the potential of unplanned outages that will impact water supply delivery. Thus, these pipelines require inspection and minor repair and or replacement.

**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 hasn't been provided in the past for the renewal and replacement program.

**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 Technical Services-Large Pipeline Renewal & Replacement Program is expected to span over the next five years.

**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:

Specialized expertise is required in life extension planning and minor repair and/or replacement of large steel pipelines.

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

A. Specify required skills and/or expertise: Knowledge and use of multi-flux leakage (MFL) analysis including collection of data, interpretation of data, maintenance/modification of HHWP MFL tool. Expertise in life extension planning and minor repair/replacement of large steel pipelines.

B. Which, if any, civil service class(es) normally perform(s) this work? 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:  
No.

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

These services with the HHWP MFL tool are on the cutting edge of new technology and are not available through the SFPUC.

**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 these skill sets are specialized and require continuous training. HHWP only requires these skill sets on an as-needed basis to augment existing staff during inspection and to support the development of the R&R program for large conveyance pipelines.

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, it would not be practical to adopt a new civil service class for the inspection support due to the specialized nature of the services.

**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. Specialized expertise is required in life extension planning and minor repair and/or replacement of large steel pipelines.

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 09/21/2015, 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: 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# 40631 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [SJackson@sfgwater.org](mailto:SJackson@sfgwater.org)  
**To:** [Jackson, Shamica](mailto:Jackson_Shamica); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@fpte21.org](mailto:L21PSCReview@fpte21.org); [Jackson, Shamica](mailto:Jackson_Shamica); [Isen, Richard](mailto:Isen_Richard); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40631 - 15/16  
**Date:** Monday, September 21, 2015 5:04:46 PM

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RECEIPT for Union Notification for PSC 40631 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 40631 - 15/16 for \$8,500,000 for Initial Request services for the period 12/01/2015 – 12/01/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/5864> For union notification, please see the

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

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: 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 Water & Power Transmission Line Clearance Mitigation (PRO.0022)Funding Source: HHWP Programmatic BudgetPSC Duration: 10 years 3 daysPSC Amount: \$15,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Public Utilities (SFPUC) requires design support for mitigating transmission clearance deficiencies that do not meet state and federal safety clearance standards. The Hetch Hetchy Water & Power (HHWP) Power Transmission Line Clearance Mitigation will consist of mitigating all spans of subject circuits that have been identified as being noncompliant with California Public Utilities Commission's General Order 95 and National Electrical Safety Code clearances as identified in the HHWP Transmission Line Mitigation Transmission Plan condition assessment report. The scope of mitigating these identified spans will be in compliance with applicable codes and design standards and may require structure raises, facility or equipment modifications and/or replacements.

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

This service is necessary to provide transmission line structural analysis and design services for raising the existing towers, replacing the towers or adding a tower between existing towers. If this service is denied, safety concerns and hazard for SFPUC employees and the general public will not be addressed.

**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.**

The SFPUC has procured transmission line structural analysis and design services through PSC No. 4072-10/11 (CS-141). However, there is insufficient capacity. Thus, the SFPUC decided to issue a new Request for Proposal for these services.

**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 Power Transmission Line Mitigation design support and mitigate project is expected to span over the next 10 years.

**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:**

The scope of work is highly specialized and not required on a regular basis.

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

A. Specify required skills and/or expertise: Expertise in transmission line lattice steel tower design.

B. Which, if any, civil service class(es) normally perform(s) this work? 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:  
No.

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

None. The scope of work is highly specialized and not required on a regular basis.

**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 the scope of work is highly specialized and not required on a regular basis.

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. It would not be practical to adopt a new civil service class because the scope of work is highly specialized and not required on a regular 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. There will be no training because the scope of work is highly specialized and not required on a regular 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.  
No.

7. **Union Notification:** On 09/21/2015, 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: 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# 41832 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015



# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [Slackson@sfgwater.org](mailto:Slackson@sfgwater.org)  
**To:** [Jackson, Shamica](mailto:Jackson_Shamica); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@lfpte21.org](mailto:L21PSCReview@lfpte21.org); [Jackson, Shamica](mailto:Jackson_Shamica); [Isen, Richard](mailto:Isen_Richard); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator_DHR)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41832 - 15/16  
**Date:** Monday, September 21, 2015 5:36:13 PM

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RECEIPT for Union Notification for PSC 41832 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41832 - 15/16 for \$15,000,000 for Initial Request services for the period 12/01/2015 – 12/01/2025. 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/5870> For union notification, please see the

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

# **Additional Attachment(s)**



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

525 Golden Gate Avenue, 8<sup>th</sup> Floor  
San Francisco, CA 94102  
T 415.554.3155  
F 415.554.3161  
TTY 415.554.3488

DATE: January 3, 2013.  
TO: Leorah Dang, DHR-PSC Coordinator  
Department of Human Resources (Dept. 33)  
FROM: Shamica Jackson, PSC Coordinator *Shamica Jackson*  
David E. Scott, Contract Analyst  
San Francisco Public Utilities Commission (Dept. # 40)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4072-10/11 Approval Date: February 7, 2011

Description of Service(s): SFPUC has determined a need for construction inspection services during construction of Hetch Hetchy Water and Power (HHWP) hydro-generation and power facilities. Facilities have passed their life expectancy by 15-25 years and need to be replaced.

Contractor will provide construction management services and must have specialized experience in hydro-generation and power facilities projects. Inspectors must meet the requirements of a "qualified person" (per either the 2010 edition of NFPA 70E®, Electrical Safety in the Workplace® or the 2008 edition of NFPA 70®, National Electrical Code®). Must have familiarity with installation/retrofit of governors, exciters, generator rewinds, and breakers. (CS-14f)

Original Approved Amount:	<u>7,500,000</u>	Original Approved Duration:	<u>02/07/2011 to 12/31/2018</u>
Modification Amount:	<u>800,000</u>	Modification of Duration:	<u>None</u>
Total Amount as Modified:	<u>8,300,000</u>	Total Duration as Modified:	<u>02/07/2011 to 12/31/2018</u>

**Reason for the modification:**

Additional funding is being requested to assure continuity of capital improvement project support services into the 3<sup>rd</sup> quarter of 2013, when the performance of these services are planned to be transitioned to City staff and other contracts.

Attachments: Notice of Action from the February 7, 2011 CSC meeting.

Edwin M. Lee  
Mayor

Art Torres  
President

Vince Courtney  
Vice President

Ann Moller Caon  
Commissioner

Francesca Victor  
Commissioner

Anson Moran  
Commissioner

Harlan L. Kelly, Jr.  
General Manager

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION:  Approved

Approval Date: 1/11/2013

By: *MC*  
Micki Callahan, Human Resources Director



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/22/2010  
01/12/2011 (revised to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING \_\_\_\_\_)  
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Construction inspection services for hydro-generation and power facilities (CS-141)

FUNDING SOURCE: Hetch Hetchy Water Power Repair & Replacement Fund

PSC AMOUNT: \$7,500,000 PSC DURATION: 02/07/2011 to 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide construction inspection services during construction for HHWP for hydro-generation and power facilities designed under contract CS-140.

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

Facilities have passed their life expectancy by 15-25 years and need to be replaced. Adequate coverage by inspectors is required during construction. Consequence of failure is no generation and reduced power revenues and possibly power purchases to support Municipal Load.

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

This service has been provided by PSC 4125-07/08 (CS-923).

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

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

L21 Shamica Jackson *Shamica Jackson* 11/23/2010  
Union Name Signature of person mailing/faxing form Date  
01/12/2011(revised to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4072-10/11

JAN 12 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Inspectors must meet the requirements of a "qualified person" (per either the 2010 edition of NFPA 70E®, Electrical Safety in the Workplace® or the 2008 edition of NFPA 70®, National Electrical Code®). Must have familiarity with installation/retrofit of governors, excifiers, generator rewinds, and breakers.

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

HHWP uses 6318, 5207 and 5241's for this type of work. HHWP's current workload requires 1 to 4 inspectors per project and HHWP has multiple projects being performed. This contract will be used to supplement HHWP, Infrastructure and DPW forces when they are insufficient. This workload will dramatically decrease within five years.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service positions are applicable but qualified, experience people are in demand and we have not been able to attract given current compensation and benefit packages.

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

Yes. Electrical engineers with an expertise in high voltage power. HHWP will have this need into the future.

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9<sup>th</sup> Floor

San Francisco, CA 94103

Address

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Independent Auditors for Specialized IT and Healthcare ProgramsFunding Source: General FundPSC Duration: 4 years 13 weeksPSC Amount: \$1,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Department requires specialized, as-needed auditing services for various Department of Health (DPH) specialty programs, including a comprehensive program review by an independent program auditor of all aspects of the San Francisco General Hospital (SFGH) and DPH community/ambulatory care clinics using the 340B Drug Pricing Program, a federal program which requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices, enabling covered entities such as SFGH to stretch scarce Federal resources, reach more eligible patients and provide more comprehensive services. Audit services for the 340B program will include all child sites and contract pharmacies, in order to ensure comprehensive program compliance. Services will include evaluation and validation of patient eligibility; procurement, distribution, dispensing, and billing of 340B medications; compliance with GPO prohibitions; proper 340B database registration with Health Resources and Service Administration (HRSA); accurate 340B inventory and record keeping; drug diversion, and duplicate discount compliance. In addition DPH will also need specialized Information technology service auditors for IT security systems focusing on protected health information, compliance with reimbursement programs, and meaningful use.

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

This service is necessary to ensure 340B program compliance and continued participation in the program. The requirements of the program are specialized and complex, requiring specific expertise to ensure compliance. The consequences of denial are severe, as the Health Resources and Service Administration (HRSA) of the US Department of Health and Human Services can revoke the covered entity's (DPH's/SFGH's) participation in the program if non-compliance is found. Without the 340B program, DPH will incur a large increase in drug expenses, estimated to be \$3-\$4 million annually. HRSA expects covered entities to conduct annual independent audits to ensure contract pharmacies are following program compliance requirements. Further, IT programs in the area of compliance with privacy and protected health information, as well as compliance with all meaningful use requirements require an independent auditor.

**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.  
not applicable

**2. Reason(s) for the Request**

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

- B. Explain the qualifying circumstances:

The City does not have auditors with sufficient expertise to audit the very specialized and complex 340B Drug Pricing program. The federal regulatory agency for the program, the Health Resource Services Administration (HRSA) requires an annual independent audit, so the City may not audit itself.

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

- A. Specify required skills and/or expertise: \* Specialization in 340B auditing \* Experience in 340B program audits and program compliance evaluations for Disproportionate Share Hospitals (DSHs), Community Health Clinics (CHCs), and contract pharmacies \* Onsite experience with covered entities during HRSA audits \* Experience with preparation of a corrective action plan for potential HRSA audit findings \* Experience with up to date requirements for IT security \* Experience with up to date requirements for meaningful use requirements

- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1867, Auditor I;

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

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.

There are currently no civil service classes that have the expertise and experience in 340B program compliance. In addition, HRSA expects covered entities to conduct annual independent audits.

- 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. It would not be practical to adopt a new civil service class to perform this work because the expertise and experience in 340B program compliance cannot be attained by the time the audits need to be conducted. It would also not meet HRSA's expectation of having an independent auditor evaluate the contract pharmacy procedures.

**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.  
There is no training of civil service employees under this PSC.
- 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 09/21/2015, 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40214 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

# Receipt of Union Notification(s)

**From:** [dhr-psscordinator@sfgov.org](mailto:dhr-psscordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\); L21PSCReview@ifpte21.org](mailto:Hale, Jacquie (DPH); L21PSCReview@ifpte21.org); [Hale, Jacquie \(DPH\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Hale, Jacquie (DPH); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40214 - 15/16  
**Date:** Monday, September 21, 2015 10:01:33 PM

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RECEIPT for Union Notification for PSC 40214 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40214 - 15/16 for \$1,500,000 for Initial Request services for the period 10/01/2015 -- 12/31/2019. 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/5871> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

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

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: As-Needed Environmental and Transportation Analysis and DocumentationFunding Source: Federal, State and Local FundsPSC Amount: \$9,800,000PSC Est. Start Date: 11/17/2015PSC Est. End Date: 12/31/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Selected contractors will provide specialized, as-needed services in the areas of: 1) Environmental analysis and documentation services (CEQA and NEPA); 2) Transportation analysis and engineering services; 3) Transportation data collection and analytics; and 4) Sustainability data analysis for transportation projects. Work includes analysis of environmental strategy, procedures and level of required review, and preparing/ publishing findings when required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA); before and after studies for project implementation, including various modal movement counts; analysis and identification of travel markets, ridership patterns, modal demographics and mode choice, and expertise in applying geospatial analysis techniques to data sets; and drafting design standards and providing design recommendations.

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

This work is crucial from the conceptual phase through project delivery, and it will ensure that the San Francisco Municipal Transportation Agency (SFMTA) business processes adhere to local, national and international best practices and requirements, introduce innovations for delivering the agency's highly visible roadway improvement projects, including transit, bicycle, pedestrian, motor vehicle, parking and taxi facilities, and ensure the division meets the goals and objectives of Vision Zero, MUNI Forward, and the SFMTA Transit First Policy. City staff does not possess the specialized expertise to perform CEQA and NEPA environmental reviews required to proceed with roadway improvement projects. Denial of this request will impact the implementation of future projects required to reduce collisions and roadway fatalities in San Francisco's various High Injury Corridors, as well as other critical projects necessary to deliver better transit service.

**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.**

Typically, environmental review of complex projects requires outside consultants with expertise in CEQA, NEPA, and transportation impact analysis. A similar service was provided via PSC #41575-14/15 and PSC #4004-11/12.

**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 contract is for the term of two years with up to four, one-year options to extend it. Any additional weeks are for consideration of the RFP process.

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

B. Explain the qualifying circumstances:

This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA. This work will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

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

- A. Specify required skills and/or expertise: The consultant must possess expertise in environmental analysis and the preparation and publication of environmental studies and reports in accordance with CEQA and NEPA; expertise in transportation impact analysis to multiple travel modes; experience in collecting, evaluating, and reporting on multi-modal transportation data, including geospatial data sets; experience using design standards based on industry best practices to design complete streets projects and intermodal facilities to improve traffic circulation patterns for all transportation modes, including signalization, roadway design, and traffic calming; and expertise in big data analytics. The consultant must possess expertise in sustainability data analysis, including but not limited to ability to test fuel.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5241, Engineer; 5288, Transportation Planner II; 5290, Transportation Planner IV; 5298, Planner 3-Environmental Review; 5299, Planner 4-Environmental Review;
- 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?**

Civil service classes 5298 Planner III - Environmental Review and 5299 Planner IV – Environmental Review perform related work by overseeing and reviewing the Environmental Impact Reports (EIR) and NEPA documents produced by contractors. The contractor's team will work closely with the SFMTA 5207 Associate Engineer, 5241 Engineer, 5288 Transportation Planner II, 5289 Transportation Planner III, and 5290 Transportation Planner IV that are responsible for delivering the detailed designs and overall project management.

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

- A. Explain why civil service classes are not applicable.  
This work is highly specialized and relies on expert teams with multiple competencies. Existing staff do not have the experience and specialization required for the topics covered, for example NEPA.
- 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 will be performed on a project-by-project, as-needed basis, and is best delivered when provided by a concentrated team of various specialized staff working in close coordination with City staff.

**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.

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 09/18/2015, 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 Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42016 - 15/16

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 11/16/2015

Civil Service Commission Action:

# Receipt of Union Notification(s)

## Hamada, Cynthia

---

**From:** DHR-PSCCoordinator, DHR on behalf of Hamada, Cynthia  
**Sent:** Friday, September 18, 2015 6:10 PM  
**To:** Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 42016 - 15/16

RECEIPT for Union Notification for PSC 42016 - 15/16 more than \$100k

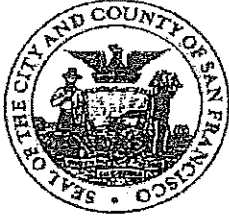
The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 42016 - 15/16 for \$9,800,000 for Initial Request services for the period 11/17/2015 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/5867> 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

*Sent via Electronic Mail*

July 8, 2015

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN  
PRESIDENT  
  
GINA M. ROCCANOVA  
VICE PRESIDENT  
  
KATE FAVETTI  
COMMISSIONER  
  
SCOTT R. HELDFOND  
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 47437-14/15; 43808-14/15; 41575-14/15; 40942-14/15; 49137-14/15; 4057-11/12; 39332-13/14; 4030-13/14; 4007-11/12; 4141-11/12; 4001-12/13 AND 4137-12/13.

At its meeting of July 6, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

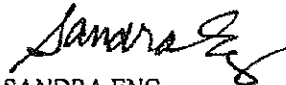
- 1) Conditionally approved PSC #49137-14/15 with the proviso that the Department of Public Health (DPH) continues discussions with SEIU, Local 1021 and confirm their joint commitment of lowering registry use. In addition, DPH will provide a status report in one (1) year.
- 2) Adopted the report and approved the request for all remaining PSCs (PSC numbers 47437-14/15, 43808-14/15, 41575-14/15, 40942-14/15, 4057-11/12, 39332-13/14, 4030-13/14, 4007-11/12, 4141-11/12, 4001-12/13 and 4137-12/13). This shall serve to notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN  
EXECUTIVE OFFICER

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.*

CIVIL SERVICE COMMISSION

  
SANDRA ENG  
Assistant Executive Officer

Attachment

- Cc:
- Cynthia Avakian, Airport Commission
  - Jacque Hale, Department of Public Health
  - Cynthia Hamada, Municipal Transportation Agency
  - Sung Kim, Department of Public Works
  - Brent Lewis, Department of Human Resources
  - Stacey Lo, Public Utilities Commission
  - Shamica Jackson, Public Utilities Commission
  - Michael Nettles, Assessor/ Recorder
  - Ben Rosenfield, Controller's Office
  - Jacl Fong, Contract Administration
  - Commission File
  - Chron

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

Home >

**POSTING FOR**

July 06, 2015

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**

Commission Hearing Date

2015-07-08

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
47437 - 14/15	ASSESSOR / RECORDER	\$500,000.00	The proposed work is for a short-term project for high-volume imaging or conversion of real property assessment files and records—for approximately 205,000 parcels—from paper to digital format and upload into a new electronic document management system. The work will be to prepare the files, scan each page to a high quality level (including enhancing documents with pencil and hand-written markings), index each document accurately to the appropriate document indexes, provide quality control, and separate and assemble appropriate documents for off-site storage, archiving or destruction. For the 205,000 parcels, there will be approximately 650,000 documents, made up of an estimated 3 million pages. These files include documents received by the Office of the Assessor from 1937 to the current year.	September 1, 2015	August 1, 2020
43808 - 14/15	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$7,500,000.00	Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.	May 11, 2015	December 31, 2020
* 41575 - 14/15	MUNICIPAL TRANSPORTATION AGENCY	\$2,000,000.00	The contractor will provide a comprehensive environmental review with a focus on transportation impacts for the San Francisco Municipal Transportation Agency (SFMTA) 6th Street Pedestrian Safety Project (6th St. Project), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) as required.	August 1, 2015	July 31, 2019
40942 - 14/15	PUBLIC HEALTH	\$1,042,000.00	Provision of intermittent, as-needed, temporary, on-call, professional, licensed Physical, Occupational and Speech Therapists and Physical and Occupational Therapy Assistants, 7 days a week, 8:00am to 4:30pm. Therapists will be available on 24 hour notice to provide back-up coverage to Civil Service staff positions during scheduled and unscheduled staff absences.	July 1, 2015	December 31, 2016
49137 - 14/15	PUBLIC HEALTH	\$18,000,000.00	Contractors will provide San Francisco General Hospital (SFGH) and Laguna Honda Hospital (LHH) a continuous, reliable source of intermittent, supplemental, and travel nursing personnel during high patient census, high acuity, unexpected staff illnesses and/or vacations, and to meet State nurse-to-patient staffing ratio requirements. In addition, SFGH is scheduled to transition to a new acute care facility in December of 2015. In order for that transition to be successful, the current staff will require training on the new equipment, technology, patient flow and workflow processes. Supplemental contract nurses and ancillary personnel will be necessary to provide surge capacity in order to backfill SFGH staff while they attend training sessions and scheduled "day-in-the-life" training simulations.	July 1, 2015	December 31, 2017

**TOTAL AMOUNT \$29,042,000**

1538

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 8, 2015

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

TYPE OF APPROVAL: ( ) EXPEDITED ( X ) REGULAR (OMIT POSTING \_\_\_\_\_)  
( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: ( X ) INITIAL REQUEST ( ) MODIFICATION (PSC# \_\_\_\_\_)

TYPE OF SERVICE: Environmental and Transportation Impact Study on the SFMTA 6<sup>th</sup> St. Project

FUNDING SOURCE: Proposition K (Local)

PSC AMOUNT: \$2,000,000.00 PSC DURATION: August 1, 2015 – July 31, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide a comprehensive environmental review with a focus on transportation impacts for the San Francisco Municipal Transportation Agency (SFMTA) 6<sup>th</sup> Street Pedestrian Safety Project (6<sup>th</sup> St. Project), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) as required.

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

An Environmental Impact Review (EIR) is required before the SFMTA can begin the 6<sup>th</sup> St. Project that is intended to improve pedestrian safety. Denial of this request would indefinitely delay implementation of the 6<sup>th</sup> St. Project, which may result in continued high speeds, and reduced safety and placemaking in one of San Francisco's High Injury Corridors.

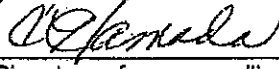
C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Typically, environmental review of complex projects requires outside consultants with expertise in CEQA, NEPA, and transportation impact analysis. A similar service was provided via PSC #4004-11/12.

D. Will the contract(s) be renewed:

No, this is a one-time project.

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

<u>IFPTE, Local 21</u>		<u>5/8/15</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form.	Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*  
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# A1575-14/15

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must possess expertise in environmental analysis in accordance with CEQA and NEPA, including recent amendments regarding greenhouse gas emissions; expertise in transportation impact analysis including impacts to multiple travel modes; expertise in environmental analysis of complex transit system components; and experience in publication of environmental studies and reports. Previous experience with environmental and transportation impact studies peculiar to San Francisco is desirable.

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

The Planning Department's Major Environmental Analysis (MEA) Section, i.e., 5298 Planner III-Environmental Review and 5299 Planner IV-Environmental Review oversee and review the EIR's produced by contractors. The contractor's team will work closely with the SFMTA 5203 Assistant Engineer, 5288 Transit Planner II, 5289 Transit Planner III, and 5290 Transit Planner IV that are responsible for the detailed designs and overall project management for the 6<sup>th</sup> St. Project.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Existing City staff cannot perform this work in a timely fashion with existing workloads, and may not have the required expertise (knowledge and specialization) in certain topic areas, particularly with respect to NEPA. Additionally, the Planning Department lacks infrastructure to produce voluminous documents such as EIRs and EISs.

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

No. This work is not expected to be ongoing, and is best delivered when provided by a percentage of various specialized staff on an as-needed basis working in close coordination. If individuals were hired full-time for this work, they would not be productive the majority of the time due to the specific skill sets required for this work and the sporadic nature of this work.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	( )	(X)
B. Will the contractor train City and County employees?	( )	(X)
C. Are there legal mandates requiring the use of contractual services?	( )	(X)
D. Are there federal or state grant requirements regarding the use of contractual services?	( )	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	( )	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	( )	(X)

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

*Cynthia Hamada*

Signature of Departmental Personal Services Contract Coordinator

Cynthia Hamada

415-701-5381

Print or Type Name

Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 6<sup>th</sup> Floor, San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

4001-11/12 \$148,500  
4002-11/12 \$305,000  
4003-11/12 \$500,000  
4004-11/12 \$21M  
4005-11/12 \$6M  
3025-11/12 \$98,000

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRONO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

July 26, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-11/12 THROUGH 2003-11/12; 4000-11/12 THROUGH 4007-11/12; 3041-10/11; 3085-10/11; 4045-02/10 AND 4113-05/06.

At its meeting of July 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) Postpone PSC #2000-11/12 through 2003-11/12 to the meeting of August 1, 2011 at the request of the Health Services System.
- (2) Postpone PSC #4003-11/12 to the meeting of August 1, 2011 at the request of the Municipal Transportation Agency.
- (3) Adopt the report; Approve request for PSC #4005-11/12 on the condition that: 1) the Municipal Transportation Agency consult with IBEW Local 6 regarding the concerns placed on record by IBEW Local 6 at the meeting of July 18, 2011 and 2) the Municipal Transportation Agency report to the Commission in three (3) months. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for 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: Parveen Bopara, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Robin Courtney, Health Service System
- Maris de Vera, Department of Human Resources
- Kendall Gary Department of Technology
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Merrick Pascual, Mayor's Office of Economic Workforce Development
- Maria Ryan, Department of Human Resources
- Officer Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR  
7/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4001-11/12	35	Municipal Transportation Agency	Regular	\$148,500	Professional support services to be provided by a contractor to coordinate and promote the City's Bike to Work Day program for the next three years. The contractor will organize, promote and conduct the annual bicycle commute-promotion event in conjunction with the regional event (on the 3rd Thursday in May of each year) and in collaboration with local advocates Bike to Work Day organizers. Event promotion and outreach will target the broadest public audience feasible. Event day activities will include at least 25 geographically distributed "Energy Stations" located on high volume bicycle routes, to support, encourage and assist bicycle commuters around San Francisco. Incentives will be distributed at these "Energy Stations" to at least 5,000 bicyclists. These incentives should include, but not be limited to: curbside shopping bags, SF bike maps, SF Bicycle Guides, retro-reflective pant leg strips, "Coolest" clothing stickers, and bicycle injury crash reporting and bicycle theft prevention information. All promotional materials, including comprehensive Bike to Work Day SFMTA website informational content, will be prepared with event and sponsor names. Report will be prepared on the bike event including ridership counts/estimates, incentive distribution, media outreach, and satellite events or promotions.	10/1/2011 - 12/31/2014
4002-11/12	35	Municipal Transportation Agency	Regular	\$305,000	The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in "Chapter 4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth, and adults. In addition, the Contractor will produce a MUNI Operator Training Video with instructions for MUNI operators and bicyclists on how to safely share the road.	11/1/2011 - 12/31/2014
4003-11/12	35	Municipal Transportation Agency	Regular	\$500,000	The City is seeking assistance in consolidating and administering the processes for issuing, posting, monitoring, removing, and tracking temporary parking restriction signs required for construction projects and various special projects and events in the public right-of-way under the purview of the SFMTA, the San Francisco Police Department (SFPD), the Department of Public Works (DPW) and other agencies to be determined in the future. The temporary parking signage for these projects typically provides that vehicles cannot park within the designated location indicated, and that vehicles that are parked in the restricted area will be towed.	7/1/2011 - 6/30/2015
4004-11/12	35	Municipal Transportation Agency	Regular	\$2,000,000	The SFMTA in collaboration with the Controller's Office needs to procure the services of a qualified and experienced contractor to complete comprehensive environmental review with a focus on transportation impacts for the SFMTA's Transit Effectiveness Project (TEP), and prepare and publish its findings as required by the California Environmental Quality Act (CEQA), and the National Environmental Policy Act (NEPA) if required. The TEP consists of a set of proposals designed to transform and maximize Muni service delivery. Through these proposals, the TEP aims to achieve the following goals: 1) improve service reliability; 2) reduce travel time; 3) improve customer experiences; and 4) improve service effectiveness and efficiency.	8/1/2011 - 7/31/2015



**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 # 45945 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Project Management Support Services (PMSS) & Design Build (DB) Services for REACHFunding Source: Airport Captial FundsPSC Original Approved Amount: \$17,000,000PSC Original Approved Duration: 09/01/14 - 08/31/17 (3 years)PSC Mod#1 Amount: \$20,000,000PSC Mod#1 Duration: 08/31/17-07/30/19 (1 year 47 weeks)PSC Cumulative Amount Proposed: \$37,000,000PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may result in lost 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.**

Yes, PSC 45945-13/14

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

Yes, if there is 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:****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 is a specific time limited capital project that requires specialized PMSS and DB skills for the REACH program for the Boarding Area C and the International Terminal Building projects.

B. Reason for the request for modification:

Need to add money and time

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

- A. Specify required skills and/or expertise: Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1070, IS Project Director; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const 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?**

On June 9, 2014, the Airport sent a Notice of Intent to other City Departments; however, none responded with the ability to 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.  
The existing civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.
- 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: Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

**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.

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.

Not known at this time.

7. **Union Notification:** On 10/13/15, 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# 45945 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

# Receipt of Union Notification(s)

## **Cynthia Avakian (AIR)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com  
**Sent:** Tuesday, October 13, 2015 11:37 AM  
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 45945 - 13/14 - 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 \$20,000,000 for services for the period August 31, 2017 – July 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/5940>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Project Management Support Services (PMSS) & Design Build (DB) Services for REACH

Funding Source: Airport Capital Funds PSC Duration: 3 years

PSC Amount: \$17,000,000 PSC Est. Start Date: 09/01/2014 PSC Est. End Date: 08/31/2017

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may result in lost revenues.

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

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45945 - 13/14

DHR Analysis/Recommendation:

08/22/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/22/2014

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

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.

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

1070,5201,5203,5207,5209,5211,5502,5504,5506,5508,6318,6319,

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

No.

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

A. Explain why civil service classes are not applicable:

The existing civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.

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

Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/25/2014 BY:

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

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



## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 4127 10/11)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Construction Management Services for the Airport Traffic Control Tower ProjectFunding Source: Airport Capital & Federal FundsPSC Original Approved Amount: \$5,500,000PSC Original Approved Duration: 06/20/11 - 06/30/16 (5 years 1 week)PSC Mod#1 Amount: \$2,750,000PSC Mod#1 Duration: 07/01/16-06/30/17 (1 year)PSC Mod#2 Amount: \$6,500,000PSC Mod#2 Duration: 06/30/17-12/31/20 (3 years 26 weeks)PSC Cumulative Amount Proposed: \$14,750,000PSC Cumulative Duration Proposed: 9 years 28 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.

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

FAA & SFO reached the shared conclusion that the existing FAA ATCT required replacement due to significant seismic structural deficiencies & obsolescence. FAA provided funding for this project due to significant potential operational impacts caused by a seismic event. Planes do not fly without the ATCT in full operation. The project is being developed using in-house staff & is a complex, time-sensitive project requiring the expertise of outside firms. Specialized CM svcs are needed to assist the Airport PM with managing the technical aspects & to ensure proper & timely reporting of the project to the FAA. Denial will cause project delays, which will impact the replacement of this mission critical bldg & putting SFO at risk.

**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.**

PSC 4127-10/11

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such svcs 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 Airport expects that this work will continue for longer than 5 years so that is why the term is longer than 5 years.

**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 request is for very specialized work involved with the Air Traffic Control Tower project that the Airport will not undertake again for many years.

B. Reason for the request for modification:

Add money and time

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

A. Specify required skills and/or expertise: CM skills with direct ATCT design and construction experience is required. Specific expertise in electrical and special systems with direct FAA control tower experience, security, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays, and all other Airport unique project control skill sets to support ATCT development and construction to ensure timely and accurate construction, activation and commissioning

B. Which, if any, civil service class(es) normally perform(s) this work? 5268, Architect;

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?**

Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to ATCT projects. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.

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

A. Explain why civil service classes are not applicable.

The existing architectural and engineering classifications do not have the required expertise and specialized skills related to ATCT development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport estimates that up to 15% of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be

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: As stated above, classifications exist but not with the specialized knowledge of ATCT requirements; major ATCT projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

**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.

There is no training provided as part of this request. See attached

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.

Yes, T2 Partners

**7. Union Notification:** On 10/06/15, 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: 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# 4127 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required  
DHR Approved for 11/16/2015

# Receipt of Union Notification(s)

## Cynthia Avakian (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flyso.com  
**Sent:** Tuesday, October 06, 2015 3:53 PM  
**To:** Cynthia Avakian (AIR); richardisen@gmail.com; L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4127 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 \$6,500,000 for services for the period June 30, 2017 -- December 31, 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/1230>

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

# **Additional Attachment(s)**

**Training**

6B. 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.

There is no training provided as part of this request; however, Airport staff will be working very closely with the contractor during the entire project.



AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0266

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR CONTRACT 9015.9 CONSTRUCTION MANAGEMENT SERVICES FOR REPLACEMENT AIRPORT TRAFFIC CONTROL TOWER/TERMINAL 1 COMPLEX REDEVELOPMENT PROGRAM

- WHEREAS, the Airport and FAA agree that it is critical to replace the existing FAA airport traffic control tower (ATCT) at SFO as soon as possible in order to provide for a seismically sound ATCT not at risk for major damage during a significant seismic event; and,
- WHEREAS, the FAA has accepted the Airport's proposal that the FAA and the Airport develop a partnership which provides for FAA oversight of the project and assigns project management, design, and construction responsibilities of the new ATCT and related FAA Offices (FAA Facilities) to the Airport in order to achieve shared objectives, and
- WHEREAS, the Airport and FAA have negotiated an "Other Transaction Agreement," or OTA, which defines roles and responsibilities for this partnership and provides for Federal funding for 100% of the costs for the FAA Facilities; and
- WHEREAS, authorization to enter into an OTA with the FAA for the FAA Facilities, subject to Board of Supervisors approval, is proposed under a separate Airport Commission Resolution; and,
- WHEREAS, the Airport will issue an RFP for construction management support services, with two initial tasks including: (1) developing a conceptual plan for the Terminal 1 Complex with the integrated FAA Facilities; and, (2) preparation of further-developed design documents for the FAA Facilities and Terminal 1 facilities residing within the footprint of the FAA Facilities and sharing infrastructure and systems (Integrated Facility); and.
- WHEREAS, the Task 2 deliverables will be used as "bridging documents" in the future RFQ/RFP process for design-build services to complete the design and construct the Integrated Facility; and,
- WHEREAS, the scope of the RFP will also provide for construction management services for the design-build contract to implement the design and construction of the Integrated Facility through acceptance by the FAA; and
- WHEREAS, the Construction Management Team will be comprised of both Consultant staff and Airport staff; and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0266

- WHEREAS, the construction management support services budget for the two initial tasks to develop the Terminal 1 Complex and Integrated Facility conceptual plan and to develop bridging documents for the Integrated Facility design-build contract is \$1,000,000; and
- WHEREAS, the Airport will not proceed further with major components of the Terminal 1 Complex Redevelopment Program until such time that forecast additional gate capacity is identified, in accordance with the Airport policy for proceeding with the Terminal 1 Redevelopment Program, adopted by the Airport Commission by Resolution No. 10-0120; and,
- WHEREAS, the construction management services budget for the Integrated Facility design-build contract is \$3,500,000, for a total of \$4,500,000; and
- WHEREAS, The anticipated project duration is five years with completion scheduled for August 2015; and
- WHEREAS, the Airport will convene a selection committee to evaluate the proposals meeting the minimum qualifications, check references, and perform interviews with key personnel in order to score the teams and develop a ranking; and,
- WHEREAS, Staff will present the highest-ranked team to the Commission with a recommendation to approve the selection and authorize negotiations of a professional services agreement; and,
- WHEREAS, following successful negotiations, Staff will return to the Commission with a recommendation to award Contract 9015.9, Construction Management Services for Replacement Air Traffic Control Tower/Terminal 1 Complex Redevelopment Program; and,
- WHEREAS, due to the presence of federal funding, a federal disadvantaged business enterprise program will be developed to ensure the participation of local and small disadvantaged businesses; now, therefore be it
- RESOLVED, that the Commission approves this resolution authorizing Staff to issue a Request for Proposal for Contract 9015.9, Construction Management Services for Replacement Air Traffic Control Tower/Terminal 1 Complex Redevelopment Program.

Page 2 of 2

*I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of.*

AUG 03 2010

  
Secretary

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4127 10/11)

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

Type of Service: Construction Management Services for the Airport Traffic Control Tower Project

Funding Source: Airport Capital & Federal Funds

PSC Original Approved Amount: \$5,500,000 PSC Original Approved Duration: 06/20/11 - 06/30/16 (5 years 1 we
PSC Mod#1 Amount: \$2,750,000 PSC Mod#1 Duration: 07/01/16-06/30/17 (1 year)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$8,250,000 PSC Cumulative Duration Proposed: 6 years 1 week

1. Description of Work

A. Scope of Work:

Construction Management (CM) team with design-build experience and Air Traffic Control Tower (ATCT) experience to manage the design, construction and activation of a new Federal Aviation Administration (FAA) ATCT at SFO and a three story shared use building at its base. The CM will be required to provide dedicated electrical and special systems Resident Engineers with direct FAA ATCT experience. The CM team will also be required to have high-rise structural and blast protection engineering and construction experience. The CM must be fully familiar with the FAA standards and requirements, and will enforce and document compliance. The CM will oversee the integration of FAA ATCT equipment, and will manage the critical activation and commissioning of the new ATCT and cutover from the old tower with no interruption to operations.

B. Explain why this service is necessary and the consequence of denial: PLEASE SEE ORIGINAL PSC

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. Yes. Prior PSC #4127-10/11

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

2. Union Notification: On 01/17/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4127 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 02/10/2014

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

A. Specify required skills and/or expertise:

CM skills with direct ATCT design and construction experience is required. Specific expertise in electrical and special systems with direct FAA control tower experience, security, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays, and all other Airport unique project control skill sets to support ATCT development and construction to ensure timely and accurate construction, activation and commissioning

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

5268,520X,524X,

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

No

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

A. Explain why civil service classes are not applicable:

The existing architectural and engineering classifications do not have the required expertise and specialized skills related to ATCT development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport estimates that up to 15% of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be

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

As stated above, classifications exist but not with the specialized knowledge of ATCT requirements; major ATCT projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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

**YES    NO**

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/17/14 BY:

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

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

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMINDept. Code: ADMType of Request:  Initial  Modification of an existing PSC (PSC # 49599 - 14/15)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: New Fleet Facility peer review of design and constuction managementFunding Source: Word order fundsPSC Original Approved Amount: \$150,000PSC Original Approved Duration: 10/01/14 - 09/30/15 (52 weeks)PSC Mod#1 Amount: \$250,000PSC Mod#1 Duration: 10/01/14-12/31/17 (2 years 13 weeks)PSC Cumulative Amount Proposed: \$400,000PSC Cumulative Duration Proposed: 3 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Phase 1: Provide peer review for architectural and engineering designs related to the construction of a new Fleet Maintenance Facility

Phase 2: Provide oversight for construction management tasks during the construction of the Facility.

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

If General Services Agency (GSA)-Fleet does not vacate its present facility and move into a new facility by May 2016, The San Francisco Public Utilities Commission will face significant Regulatory penalties. The peer review will ensure that City staff utilize industry best practices for the design and construction of a unique Fleet Maintenance Facility. City staff last designed such a facility over 50 years ago, and welcomes the peer review.

**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 by contract PSC 49499-14.15

**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:

Knowledge of best standards for construction of a vehicle maintenance facility. Issues include logistics for vehicle movement, specialized venting for auto exhaust and storage of toxic chemicals, knowledge of repair processes to allow for correct location of machinery, equipment, tools and various liquids involved in repair/maintenance of the multiple types of vehicles in the CCSF fleet.

B. Reason for the request for modification:

Work on the project was delayed, and it was found more work was needed; same scope, but additional work.

### 3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Architectural, Civil Industrial and Mechanical Engineering, Construction Management during the development of conceptual and construction designs. Essential understanding of applicable industry best practices, safe work environments, utilization of technologically advanced vehicle repair equipment and supporting infrastructures.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5241, Engineer; 5268, Architect;
- 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 contractor will perform peer review of work performed by Department of Public Works engineers and architects. City staff do not have the specialized knowledge of fleet management and vehicle considerations concerning safety, air circulation, equipment logistics and the like.

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

- A. Explain why civil service classes are not applicable.  
After consulting with the Department of Public Works Bureau of Architecture, we all believe that an understanding of Fleet Maintenance best practices, equipment and work flow is essential to create a viable project design and ensure that construction proceeds according to unique design standards associated with fleet maintenance facilities. City staff do not have this knowledge. Civil service classes have architectural and engineering skills, but not specialized knowledge of fleet management operations and requirements.
- 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 current facility was constructed 50 years ago. The new facility will exist for many years into the future. Knowledge and skills are unique to fleet management 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.

There are no training components for this PSC.

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.

Work started late and more work needs to be done than anticipated

7. **Union Notification:** On 10/08/15, 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: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49599 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

# Receipt of Union Notification(s)



**Lubamersky, Joan (ADM)**

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Thursday, October 08, 2015 10:49 AM  
**To:** Lubamersky, Joan (ADM); richardisen@gmail.com; L21PSCReview@ifpte21.org;  
Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 49599 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - CITY ADMIN – ADM has submitted a modification request for a Personal Services Contract (PSC) for \$250,000 for services for the period October 1, 2014 – December 31, 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/5920>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: New Fleet Facility peer review of design and constuction management

Funding Source: Word order funds PSC Duration: 52 weeks  
PSC Amount: \$150,000 PSC Est. Start Date: 10/01/2014 PSC Est. End Date: 09/30/2015

1. **Description of Work**

A. Scope of Work:

Phase 1: Provide peer review for architectural and engineering designs related to the construction of a new Fleet Maintenance Facility  
Phase 2: Provide oversight for construction management tasks during the construction of the Facility.

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

If General Services Agency (GSA)-Fleet does not vacate its present facility and move into a new facility by May 2016, The San Francisco Public Utilities Commission will face significant Regulatory penalties. The peer review will ensure that City staff utilize industry best practices for the design and construction of a unique Fleet Maintenance Facility. City staff last designed such a facility over 50 years ago, and welcomes the peer review.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.  
This service has not been provided in the past.

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

2. **Union Notification:** On 08/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49599 - 14/15

DHR Analysis/Recommendation: 10/20/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 10/20/2014

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

A. Specify required skills and/or expertise:  
 Architectural, Civil Industrial and Mechanical Engineering, Construction Management during the development of conceptual and construction designs. Essential understanding of applicable industry best practices, safe work environments, utilization of technologically advanced vehicle repair equipment and supporting infrastructures.

B. Which, if any, civil service class(es) normally perform(s) this work?  
 5241,5268,

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

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

A. Explain why civil service classes are not applicable:

After consulting with the Department of Public Works Bureau of Architecture, we all believe that an understanding of Fleet Maintenance best practices, equipment and work flow is essential to create a viable project design and ensure that construction proceeds according to unique design standards associated with fleet maintenance facilities. City staff do not have this knowledge. Civil service classes have architectural and engineering skills, but not specialized knowledge of fleet management operations and requirements.

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

No. The current facility was constructed 50 years ago. The new facility will exist for many years into the future. Knowledge and skills are unique to fleet management needs.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
 ON 09/22/2014 BY:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 4151-09/10)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Behavioral Health Integrated and Full Service Outpatient ServicesFunding Source: Realignment, Medi-Cal, Gen FundsPSC Original Approved Amount: \$150,074,786 PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)PSC Mod#2 Amount: \$117,951,000 PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)PSC Cumulative Amount Proposed: \$268,025,786 PSC Cumulative Duration Proposed: 7 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

**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, by 4151-09/10 Mod 1

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

Yes, if funding is available.

**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 Department expects the need for these services to continue, as the City continues to serve as

the social safety net for a large and diverse population of San Francisco residents who need behavioral health and mental health services.

**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:

These services are provided by community-based behavioral health non-profit organization service providers which are able to provide cultural expertise and linkages otherwise unavailable through Civil Service classifications alone, since, due to their ability to provide a greater array of diversity and expertise, they are able to work in partnership with Civil Service staff; thereby increasing the value of their output, as well in order to order the highest quality, most accessible mental health and substance abuse treatment services to its residents possible.

B. Reason for the request for modification:

increase amount and duration

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

A. Specify required skills and/or expertise: The contractors must have appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, chiefly California Welfare and Institutions Code Sec. 5000.

B. Which, if any, civil service class(es) normally perform(s) this work? 2110, Medical Records Clerk; 2230, Physician Specialist; 2232, Senior Physician Specialist; 2305, Psychiatric Technician; 2320, Registered Nurse; 2328, Nurse Practitioner; 2552, Dir of Act, Therapy & Vol Svcs; 2574, Clinical Psychologist; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2706, Housekeeper/Food Service Clnr; 2822, Health Educator; 2908, Hospital Eligibility Worker; 2910, Social Worker; 2913, Program Specialist; 2915, Program Specialist Supervisor; 2920, Medical Social Worker; 2930, Psychiatric Social Worker; 2930, Psychiatric Social Worker; 2935, Sr Marriage, Fam & Cld Cnslr;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to

offer high quality, more accessible mental health and substance abuse treatment services to its residents. (See attachment)

- 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. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services so that City uses contractors to meet as many of the client's needs as possible.

**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.  
There are no training included in this PSC.

- 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.  
See attachment

- 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.  
Yes, please see attached.

**7. Union Notification:** On 08/22/15, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC;

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

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

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4151-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015



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

## Choi, Suzanne (HRD)

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**From:** DHR-PSCCoordinator, DHR (HRD)  
**Sent:** Wednesday, August 26, 2015 8:35 AM  
**To:** Sandeep.lal@seiu1021.me; Wendy.Frigillana@seiu1021.org;  
leah.berlanga@seiu1021.org; davidmkersten@gmail.com; Lopez, Ricardo (PDR);  
Basconcillo, 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; Hale, Jacquie (DPH)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** RE: Receipt of Modification Request to PSC # 4151-09/10 - MODIFICATIONS

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**Sent:** Saturday, August 22, 2015 9:37 PM  
**To:** Hale, Jacquie (DPH); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org);  
[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [brenda\\_mendieta@sfdph.org](mailto:brenda_mendieta@sfdph.org); DHR-  
PSCCoordinator, DHR (HRD); Isen, Richard (TIS)  
**Subject:** Receipt of Modification Request to PSC # 4151-09/10 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH – DPH has submitted a modification request for a Personal Services Contract (PSC) for \$117,951,000 for services for the period January 1, 2016 – December 31, 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/2160>

Email sent to the following addresses: [jduritz@uapd.com](mailto:jduritz@uapd.com) [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org) Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present. Either you selected none or there is no email entered in the system by that particular union [jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org) [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org) [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net) [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)

# **Additional Attachment(s)**

Attachment to PSC 4151-09/10 Mod. 1

This contract includes contracts with the following providers:

Addiction Research and Treatment (ART) dba Bay Area Addiction Research and Treatment (BAART)  
BAART Behavioral Health  
BAART Community Healthcare  
Catholic Charities  
Community Awareness and Treatment Services, Inc. (CATS)  
Dignity/St. Mary's Hospital  
Fort Help  
Friendship House of the American Indian  
HealthRight 360  
Hyde Street Community Services  
Justice and Diversity Center-Bar Association of San Francisco  
Mission Council on Alcoholism  
National Center on Alcoholism  
NICOS Chinese Health Coalition  
Positive Resource Center  
Regents of the University of California  
San Francisco Study Center

Attachment to Department of Public Health  
Request for Approval of Personal Services Contracts:

5. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. (Continued)

The mental health and substance abuse treatment services System of Care is best performed by community-based service providers which have the required expertise, often specific to the target population they serve, and who have the trust of and credibility in the community, as well as linkages and resources unavailable to the City at a comparable level, and they are able to operate the small, flexible, community-based programs required by State law and found to be most effective in treatment residents who are mentally ill.

6. ADDITIONAL INFORMATION

D. (Continued)

**5000. This part shall be known and cited as the Lanterman-Petris-Short Act.**

**5120.** It is the policy of this state as declared and established in this act and in the Lanterman-Petris-Short Act that the care and treatment of mental patients be provided in the local community. In order to achieve uniform statewide implementation of the policies of this act, it is necessary to establish the statewide policy that, notwithstanding any other provision of law, no city or county shall discriminate in the enactment, enforcement, or administration of any zoning laws, ordinances, or rules and regulations between the use of property for the treatment of general hospital or nursing home patients and the use of property for the psychiatric care and treatment of patients, both inpatient and outpatient.

Health facilities for inpatient and outpatient psychiatric care and treatment shall be permitted in any area zoned for hospitals or nursing homes, or in which hospital and nursing homes are permitted by conditional use permit.

**5652.5 (a)** Each county shall utilize available private and private non-profit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private non-profit resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used. (b) Nothing in this section shall prevent a county from restricting its systems of care in the manner it believes will provide the best overall care.

**5653.** In developing the County Short-Doyle plan, optimum use shall be made of appropriate and local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county and private funds which may be available for mental health planning. In order that maximum utilization be made of federal and other funds made available to the

Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county plan of vocational rehabilitation services for the mentally disordered.

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=05001-06000&file=5650-5667>

## WELFARE AND INSTITUTIONS CODE

### SECTION 5650-5667

5650. (a) The board of supervisors of each county, or boards of supervisors of counties acting jointly, shall adopt, and submit to the Director of Health Care Services in the form and according to the procedures specified by the director, a proposed annual county mental health services performance contract for mental health services in the county or counties.

(b) The State Department of Health Care Services shall develop and implement the requirements, format, procedure, and submission dates for the preparation and submission of the proposed performance contract.

5650.5. Any other provision of law referring to the county Short-Doyle plan shall be construed as referring to the county mental health services performance contract described in this chapter.

5651. The proposed annual county mental health services performance contract shall include all of the following:

(a) The following assurances:

(1) That the county is in compliance with the expenditure requirements of Section 17608.05.

(2) That the county shall provide services to persons receiving involuntary treatment as required by Part 1 (commencing with Section 5000) and Part 1.5 (commencing with Section 5585).

(3) That the county shall comply with all requirements necessary for Medi-Cal reimbursement for mental health treatment services and case management programs provided to Medi-Cal eligible individuals, including, but not limited to, the provisions set forth in Chapter 3 (commencing with Section 5700), and that the county shall submit cost reports and other data to the department in the form and manner determined by the State Department of Health Care Services.

(4) That the local mental health advisory board has reviewed and approved procedures ensuring citizen and professional involvement at all stages of the planning process pursuant to Section 5604.2.

(5) That the county shall comply with all provisions and requirements in law pertaining to patient rights.

(6) That the county shall comply with all requirements in federal law and regulation pertaining to federally funded mental health programs.

(7) That the county shall provide all data and information set

forth in Sections 5610 and 5664.

(8) That the county, if it elects to provide the services described in Chapter 2.5 (commencing with Section 5670), shall comply with guidelines established for program initiatives outlined in that chapter.

(9) Assurances that the county shall comply with all applicable laws and regulations for all services delivered, including all laws, regulations, and guidelines of the Mental Health Services Act.

(b) Any contractual requirements needed for any program initiatives utilized by the county contained within this part. In addition, any county may choose to include contract provisions for other state directed mental health managed programs within this performance contract.

(c) The State Department of Health Care Services' ability to monitor the county's three-year program and expenditure plan and annual update pursuant to Section 5847.

(d) Other information determined to be necessary by the director, to the extent this requirement does not substantially increase county costs.

5651.2. For the 1991-92 fiscal year, each county shall, no later than October 1, 1991, submit to the department a simplified performance contract. The performance contract shall contain information that the department determines necessary for the provision and funding of mental health services provided for in law. The performance contract shall include, but not be limited to, assurances necessary to ensure compliance with federal law. In addition, the performance contract may include provisions governing reimbursement to the state for costs associated with state hospitals and institutions for mental disease.

5652.5. (a) Each county shall utilize available private and private nonprofit mental health resources and facilities in the county prior to developing new county-operated resources or facilities when these private and private nonprofit mental health resources or facilities are of at least equal quality and cost as county-operated resources and facilities and shall utilize available county resources and facilities of at least equal quality and cost prior to new private and private nonprofit resources and facilities. All the available local public or private and private nonprofit facilities shall be utilized before state hospitals are used.

(b) Nothing in this section shall prevent a county from restructuring its systems of care in the manner it believes will provide the best overall care.



5652.7. A county shall have only 60 days from the date of submission of an application to review and certify or deny an application to establish a new mental health care provider. If an application requires review by the State Department of Health Care Services, the department shall also have only 60 days from the date of submission of the application to review and certify or deny an application to establish a new mental health care provider.

5653. (a) Optimum use shall be made of appropriate local public and private organizations, community professional personnel, and state agencies. Optimum use shall also be made of federal, state, county, and private funds that may be available for mental health planning.

(b) In order that maximum utilization be made of federal and other funds made available to the Department of Rehabilitation, the Department of Rehabilitation may serve as a contractual provider under the provisions of a county plan of vocational rehabilitation services for persons with mental health disorders.

5653.1. In conducting evaluation, planning, and research activities, counties may contract with public or private agencies.

5654. In order to serve the increasing needs of children and adolescents with mental and emotional problems, county mental health programs may use funds for the purposes of consultation and training.

5655. All departments of state government and all local public agencies shall cooperate with county officials to assist them in mental health planning. The State Department of Health Care Services shall, upon request and with available staff, provide consultation services to the local mental health directors, local governing bodies, and local mental health advisory boards.

If the Director of Health Care Services considers any county to be failing, in a substantial manner, to comply with any provision of this code or any regulation, the director shall order the county to appear at a hearing, before the director or the director's designee, to show cause why the department should not take action as set forth in this section. The county shall be given at least 20 days' notice of the hearing. The director shall consider the case on the record established at the hearing and make final findings and decision.

If the director determines that there is or has been a failure, in a substantial manner, on the part of the county to comply with any provision of this code or any regulations, and that administrative

sanctions are necessary, the department may invoke any, or any combination of, the following sanctions:

(a) Withhold part or all of state mental health funds from the county.

(b) Require the county to enter into negotiations for the purpose of ensuring county compliance with those laws and regulations.

(c) Bring an action in mandamus or any other action in court as may be appropriate to compel compliance. Any action filed in accordance with this section shall be entitled to a preference in setting a date for a hearing.

5657. (a) The private organization or private nonprofit organization awarded a contract with the county agency to supply mental health services under this part shall provide an invoice to the county for the amount of the payment due within 60 days of the date the services are supplied, as long as that date is at least 60 days from the date the county has received distribution of mental health funds from the state.

(b) Any county that, without reasonable cause, fails to make any payment within 60 days of the required payment date to a private organization or private nonprofit organization awarded a contract with the county agency to supply mental health services under this part, for an undisputed claim which was properly executed by the claimant and submitted to the county, shall pay a penalty of 0.10 percent of the amount due, per day, from the 61st day after the required payment date.

(c) For the purposes of this section, "required payment date" means any of the following:

(1) The date on which payment is due under the terms of the contract.

(2) If a specific date is not established by contract, the date upon which an invoice is received, if the invoice specifies payment is due upon receipt.

(3) If a specific date is not established by contract or invoice, 60 days after receipt of a proper invoice for the amount of the payment due.

(d) The penalty assessed under this section shall not be paid from the Bronzan-McCorquodale program funds or county matching funds. The penalty provisions of this section shall not apply to the late payment of any federal funds or Medi-Cal funds.

5664. In consultation with the California Mental Health Directors Association, the State Department of Health Care Services, the Mental Health Services Oversight and Accountability Commission, the California Mental Health Planning Council, and the California Health and Human Services Agency, county mental health systems shall provide

reports and data to meet the information needs of the state, as necessary.

5665. After the development of performance outcome measures pursuant to Section 5610, whenever a county makes a substantial change in its allocation of mental health funds among services, facilities, programs, and providers, it shall, at a regularly scheduled public hearing of the board of supervisors, document that it based its decision on the most cost-effective use of available resources to maximize overall client outcomes, and provide this documentation to the department.

5666. (a) The Director of Health Care Services, or his or her designee, shall review each proposed county mental health services performance contract to determine that it complies with the requirements of this division.

(b) The director or his or her designee shall require modifications in the proposed county mental health services performance contract which he or she deems necessary to bring the proposed contract into conformance with the requirements of this division.

(c) Upon approval by both parties, the provisions of the performance contract required by Section 5651 shall be deemed to be a contractual arrangement between the state and county.

5667. (a) A community mental health center shall be considered to be a licensed facility for all purposes, including all provisions of the Health and Safety Code and the Insurance Code.

(b) For purposes of this section, "community mental health center" means any entity that is one of the following:

(1) A city or county mental health program.

(2) A facility funded under the federal Community Mental Health Centers Act, contained in Subchapter 3 (commencing with Section 2681) of Chapter 33 of Title 42 of the United States Code.

(3) A nonprofit agency that has a contract with a county mental health program to provide both of the following:

(A) A comprehensive program of mental health services in an outpatient setting designed to improve the function of persons with diagnosed mental health problems pursuant to procedures governing all aspects of the program formulated with the aid of multidisciplinary staff, including physicians and surgeons, all of whom serve on quality assurance and utilization review committees.

(B) Diagnostic and therapeutic services for individuals with

diagnosed mental health problems, together with related counseling.

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City and County of San Francisco

### San Francisco Department of Public Health

Barbara A. Garcia, MPA  
Director of Health

#### MEMORANDUM

DATE: August 20, 2013

TO: Leorah Dang, PSC Analyst  
Department of Human Resources (Dept. 33)

FROM: Jacquie Hale, PSC Coordinator  
Department of Public Health (Dept. 82) *JH*

RE: Request for Administrative Approval of PSC Modification (less than 50%) *8/21/13*

PSC No. 4151-09/10	Approval Date: June 21, 2010		
Description of Service: To provide mental health and substance abuse care services, including the comprehensive and assessment, intensive case management, counseling, skill building and support services. The contract will provide flexible, integrated services based on the level and type of needs of the client, and responding as clients change over time.			
Original Approved Amount:	\$150,074,786	Original Approved Duration:	7/01/10-6/30/15
Modification Amount:	\$0	Modification of Duration:	7/01/15-12/31/15
Total Amount, as Modified:	\$150,074,786	Total Duration, as Modified:	7/01/10-12/31/15
Reason for the modification: Extended services for six months.			

Attachment: Copy of Approved PSC Summary

DPH CMS #: 6923

FOR DEPARTMENT OF HUMAN RESOURCES USE:

DHR ACTION:  Approved

Approval Date: 8/26/2013

By: *Micki Callahan*  
Micki Callahan, Human Resources Director

DHR  
Rec'd 8/27/13

The mission of the San Francisco Department of Public Health is to protect and promote the health of all San Franciscans. We shall "Assess and research the health of the community ~ Develop and enforce health policy ~ Prevent disease and injury ~ Educate the public and train health care providers ~ Provide quality, comprehensive, culturally-proficient health services ~ Ensure equal access to all ~"

barbara.garcia@sfdph.org -- office 415-554-2526 fax 415 554-2710  
101 Grove Street, Room 308, San Francisco, CA94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4151-09/10)

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Behavioral Health Integrated and Full Service Outpatient Services

Funding Source: Realignment, Medi-Cal, Gen Funds

PSC Original Approved Amount: \$150,074,786

PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/10-12/31/15 (26 weeks 2 days)

PSC Mod#2 Amount: \_\_\_\_\_

PSC Mod#2 Duration: \_\_\_\_\_

PSC Cumulative Amount Proposed: \$150,074,786

PSC Cumulative Duration Proposed: 5 years 26 weeks

**1. Description of Work**

**A. Scope of Work:**

Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide flexible, integrated and seamless services based on the level and type of needs of the client, and responding as clients change over time.

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

Without these services, transitional age youth, adults and older adults will be exposed to increased levels of addiction, anxiety, depression, post-traumatic stress disorder, violence, trauma, post-trauma, and other symptoms. There will also be a generalized sense of increased collective helplessness throughout the community, when related to the untreated mental illness, leading to communities to feel besieged and victimized. Not providing the services may result in increased lawsuits and related costs, as well as disallowance of State and Federal funding for failing to expend funds within regulatory guidelines.

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

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

**2. Union Notification:** On 08/20/13, the Department notified the following employee organizations of this PSC/RFP request: SEIU, Local 1021 (Staff Nurse & Per Diem Nurse); SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech E

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4151-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

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

A. Specify required skills and/or expertise:

The contractors must have appropriately trained licensed and certified staff and facilities which comply with applicable State laws and regulations, chiefly California Welfare and Institutions Code Sec. 5000.

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

2230,2232,2589,2591,2593,2822,2110,2305,2320,2328,2552,2574,258X,2910,2930,2706,2908,2913,2915,2920, 2923, 2925

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

Yes. Contractor will maintain appropriate community facilities that are licensed and otherwise compliant with external funding and regulatory requirements for provision of contracted services.

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

A. Explain why civil service classes are not applicable:

Community-based behavioral health contractors provide cultural expertise and linkages otherwise unavailable through Civil Service classifications. Civil Service staff work in partnership with contractors, which are non-profit organizations, and through these collaborations the City is able to offer high quality, more accessible mental health and substance abuse treatment services to its residents. (See attachment)

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

No. Current existing classifications perform this work. However, demand exceeds the capacity at City facilities to provide these services so that City uses contractors to meet as many of the client's needs as possible.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 08/20/13 BY:

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 4160 0910)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Prevention and Early Intervention (PEI)Funding Source: Mental Health Services ActPSC Original Approved Amount: \$29,543,220PSC Original Approved Duration: 07/01/10-06/30/15 (5 years)PSC Mod#1 Amount: \$2,954,322PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)PSC Mod#2 Amount: \$26,840,000PSC Mod#2 Duration: 01/01/16-12/31/17 (2 years 1 day)PSC Cumulative Amount Proposed: \$59,337,542PSC Cumulative Duration Proposed: 7 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.

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

The need for prevention exists at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in San Francisco, in child care classrooms, Family Resource Centers, family child care network and substance abuse residential treatment programs. The need also exists among juvenile justice staff who lack support and prevention training, among isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after school programs for children aged 6-13 and among the public who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Without these services, there will be a critical population of clients not served.

**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.**

2013-04/05



D. Will the contract(s) be renewed?

Yes, if funding is available.

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 Department expects a continued need for these services.

**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:

Contractors will provide services in licensed and approved facilities which are located in the community.

B. Reason for the request for modification:

Extending 2 years pending selection from new RFPs developed in response to Affordable Care Act

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

A. Specify required skills and/or expertise: The PEI project must be awarded to contractors that have a State Licensed facility with trained and licensed/credentialed staff as applicable to provide prevention and early intervention support, case management, educational, social, vocational/rehabilitative and other needed community based services to cope with mental health crises, psychiatric symptoms and other mental disorders which may require testing, diagnosis, treatment, therapy, medication or a combination of therapeutic or rehabilitative services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2552, Dir of Act, Therapy & Vol Svcs; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide services in licensed and approved facilities which are located in the community and that uniquely occur there.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are grant funded programs. The contracts will be awarded to local community programs that will provide: School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early

Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training. The wide variety of services would make it difficult to establish Civil Service Classifications.

- 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 projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation.

**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.  
There are no training provided in this PSC.
- 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.  
Yes, please see attached.

- 7. Union Notification:** On 08/22/15, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Architect & Engineers, Local 21; SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4160 0910

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [jacquie.hale@sfdph.org](mailto:jacquie.hale@sfdph.org)  
**To:** [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); [Sandeep.lal@seiu1021.me](mailto:Sandeep.lal@seiu1021.me); [leah.berlanga@seiu1021.org](mailto:leah.berlanga@seiu1021.org); [Lopez, Ricardo \(PDR\)](mailto:Lopez.Ricardo@PDR); [Basconcillo, Katherine \(PUC\)](mailto:Basconcillo.Katherine@PUC); [pcamarillo\\_seiu@sbcglobal.net](mailto:pcamarillo_seiu@sbcglobal.net); [Carey.dall@seiu1021.org](mailto:Carey.dall@seiu1021.org); [Wendy.Frigillana@seiu1021.org](mailto:Wendy.Frigillana@seiu1021.org); [pscreview@seiu1021.org](mailto:pscreview@seiu1021.org); [joe.brenner@seiu1021.org](mailto:joe.brenner@seiu1021.org); [ted.zarzecki@seiu1021.net](mailto:ted.zarzecki@seiu1021.net); [davidmkersten@gmail.com](mailto:davidmkersten@gmail.com); [ablood@cirseiu.org](mailto:ablood@cirseiu.org); [xiumin.li@seiu1021.org](mailto:xiumin.li@seiu1021.org); [Poon, SinYee \(HSA\) \(DSS\)](mailto:Poon.SinYee@HSA); [david.canham@seiu1021.org](mailto:david.canham@seiu1021.org); [joe.tanner@seiu1021.net](mailto:joe.tanner@seiu1021.net); [tiva.thlang@seiu1021.org](mailto:tiva.thlang@seiu1021.org); [Larry.Bradshaw@seiu1021.org](mailto:Larry.Bradshaw@seiu1021.org); [jduritz@uapd.com](mailto:jduritz@uapd.com); [richardisen@gmail.com](mailto:richardisen@gmail.com); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Jacquie \(DPH\)](mailto:Hale.Jacquie@DPH); [DHR-PSCCoordinator](mailto:DHR-PSCCoordinator), [DHR \(HRD\)](mailto:DHR@HRD); [Isen, Richard \(TIS\)](mailto:Isen, Richard@TIS)  
**Subject:** Receipt of Modification Request to PSC # 4160 0910 - MODIFICATIONS  
**Date:** Saturday, August 22, 2015 6:54:31 PM

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#### PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$26,840,000 for services for the period January 1, 2016 – December 31, 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/5456>

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

# **Additional Attachment(s)**

Attachment to PSC 4160-09/10 Mod. 1

This contract includes contracts with the following providers:

Children's Council of San Francisco  
Hamilton Family Center  
Instituto Familiar de la Raza  
Regents of the University of California  
San Francisco Study Center

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/10/08
DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER: 81 & 82

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

TYPE OF REQUEST:
[ ] INITIAL REQUEST [X] MODIFICATION PSC #2013-04/05

TYPE OF SERVICE: Behavioral health services

FUNDING SOURCE: General Fund, Private, Public (State and Federal), Grant funds

Original PSC AMOUNT: \$110 million per year, \$440 million total PSC DURATION: July 1, 2005 through June 30, 2009 (4 years)
This modification: \$310 million total July 1, 2005 through June 30, 2009 (4 years)
New Total Amount \$750 million total July 1, 2005 through June 30, 2009 (4 years)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations, in the following modalities: crisis resolution and management, psychiatric emergency transportation back up services, inpatient hospitalization, residential treatment, transitional housing, supportive housing, intensive case management, case management, day treatment, intensive outpatient, outpatient, methadone maintenance, drug detoxification, outreach, prevention and medication/support.

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

Severe or chronically disabled clients who are not treated expose the city to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines. There is also a shortage of city-owned facilities that are able to provide this range of services. Denial of these services will result in an increase of disease, unemployment, and crime.

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

These services were previously approved and are currently accessed through PSC 2013-04/05 (mental health and substance abuse services). Administrative modifications to this PSC are projected to bring the total for the many contracts it covers to 147% of the originally approved amount as of December 31, 2008. DPH plans to return to the Commission prior to July 1, 2009, to request approval of a similar group of contracts for the fiscal year beginning July 1, 2009. This current modification to the approval for this group of contracts represents increases over the past 3 years approved administratively of \$205.5 million through December 31, 2008, as well as projections for the period of July 1, 2009, through June 30, 2009 of approximately \$104.5 million. (Please note that these amounts were calculated prior to mid-year budget cuts. Final figures for those cuts were not available at the time of this writing.)

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

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

[X] Locals 21, Local 1021 Union Name Signature of person mailing/faxing form Date 12/12/08
[X] Union of American Physicians & Dentists Union Name Signature of person mailing/faxing form Date 12/12/08

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

PSC# 2013-04/05
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



**3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

A. Specify required skills and/or expertise:

Contractors must have a State-licensed and Commission-approved facility with trained and licensed staff as applicable to provide the following services (or access to services) to individuals suffering from mental illness and/or substance abuse: medical; educational; social; prevocational; vocational; rehabilitative; and other needed community services to cope with mental health crisis, acute psychiatric symptoms, or other mental disorders that will require testing, screening, diagnosis, treatment, therapy, medication, or a combination of therapeutic and/or rehabilitation services. As applicable, the contractors must have trained and licensed staff to provide substance abuse (with mental health/HIV/other) prevention, intervention, support, case management and ancillary services as described in Section 1.A herein.

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

No one civil service classification performs all necessary services. If these services were to be performed by civil service classes, they would be a combination of any or all the following: 2930 Psych. Soc Worker; 2574 Psychologist; 2232 Psychiatrist; 2305 Psychiatric Technician; 2320 Nurse; 2910 Soc Worker; 2552 Recreation Therapist; 2230 Physician; 2110 Medical Records Clerk; 2328 Nurse Practitioner; 2589/2591/2593 Health Program Coordinators; 2585/86/87/88 Health Workers; 2822 Health Educator; 2706 Housekeeper.

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

Yes. The contractors will provide services in licensed and approved facilities which are located in the community, as required by State law.

**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

A. Explain why civil service classes are not applicable:

To the extent that they are not used, existing civil service classes are already overburdened with the current maximum level of delivery of local government-based services which can practically be performed by the City and County. The remainder of the mental health/substance abuse treatment services System of Care must be based in the community and is best performed by community based service providers with expertise which is often specific to the target population they serve, who necessarily have the trust of and credibility in the community, have access to linkages and resources unavailable at a comparable level to the government, who are able to provide the highest available level of culturally competent services, and are able to operate the small, flexible, grassroots-oriented, community based programs required by State law and found to be most effective in treating San Francisco residents who are mentally ill and/or have substance abuse problems.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
The City currently has Civil Service classifications that are used to provide a portion of these services.

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

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

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

*Jacquie Hale*  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale                      (415) 554-2609  
\_\_\_\_\_  
Print or Type Name                      Telephone Number

101 Grove Street, Room 307, San Francisco, CA 94102  
\_\_\_\_\_  
Address

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 4160 0910)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Prevention and Early Intervention (PEI)Funding Source: Mental Health Services ActPSC Original Approved Amount: \$29,543,220PSC Original Approved Duration: 07/01/10 - 06/30/15 (5 years)PSC Mod#1 Amount: \$2,954,322PSC Mod#1 Duration: 07/01/15-12/31/15 (26 weeks 2 days)PSC Cumulative Amount Proposed: \$32,497,542PSC Cumulative Duration Proposed: 5 years 26 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.

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

The need for prevention exists at many levels, in K-12 schools, in juvenile justice detention, among distinct cultural communities in San Francisco, in child care classrooms, Family Resource Centers, family child care network and substance abuse residential treatment programs. The need also exists among juvenile justice staff who lack support and prevention training, among isolated adults age 55 and up who have limited access to mental health programs, among youth and their families at risk for psychosis, among transitional aged youth, in after school programs for children aged 6-13 and among the public who will benefit from a peer education system designed to stamp out stigma associated with mental illness. Without these services, there will be a critical population of clients not served.

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.  
4160-09/10

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

- 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 Department expects a continued need for these services.

**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:

Contractors will provide services in licensed and approved facilities which are located in the community.

B. Reason for the request for modification:

To extend term pending development of RFP(s)

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

A. Specify required skills and/or expertise: The PEI project must be awarded to contractors that have a State Licensed facility with trained and licensed/credentialed staff as applicable to provide prevention and early intervention support, case management, educational, social, vocational/rehabilitative and other needed community based services to cope with mental health crises, psychiatric symptoms and other mental disorders which may require testing, diagnosis, treatment, therapy, medication or a combination of therapeutic or rehabilitative services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2230, Physician Specialist; 2232, Senior Physician Specialist; 2552, Dir of Act, Therapy & Vol Svcs; 2585, Health Worker 1; 2586, Health Worker 2; 2587, Health Worker 3; 2588, Health Worker 4; 2589, Health Program Coordinator 1; 2591, Health Program Coordinator 2; 2593, Health Program Coordinator 3; 2822, Health Educator; 2930, Psychiatric Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractors will provide services in licensed and approved facilities which are located in the community and that uniquely occur there.

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are grant funded programs. The contracts will be awarded to local community programs that will provide: School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at RISK or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening

and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training. The wide variety of services would make it difficult to establish Civil Service Classifications.

- 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 projects are all collaborative projects, primarily based in the community, designed to draw on the expertise and experience of the behavioral and primary health care systems, community-based organizations of all types, schools, community programs and centers, institutions of higher education and juvenile probation.

**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.
- 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.  
Department will provide list of contracts under this PSC.

7. **Union Notification:** On 08/08/15, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; Architect & Engineers, Local 21; SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Physicians and Dentists - 8CC; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4160 0910

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 10/26/2015

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request:  Initial  Modification of an existing PSC (PSC # 49607 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. AssistanceFunding Source: Genl Fund; Federal & State GrantsPSC Original Approved Amount: \$2,000,000PSC Original Approved Duration: 07/01/15 - 06/30/20 (5 years 1 day)PSC Mod#1 Amount: \$5,000,000PSC Mod#1 Duration: no duration addedPSC Cumulative Amount Proposed: \$7,000,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.

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

When the Department is audited by local, State and federal agencies, the use of an independent contractor and/or professional consultation firm to provide program development and evaluation services are beneficial and in some cases may be a requirement. Denial may result in failure to provide optimum patient care and failure to meet funding and regulatory requires.

**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 49607 - 15/16

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

If there is a need and funding is available.

**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 Department expects that the need for consultants in these areas will be intermittent, but continuing.

**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).
- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- 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:

Projects utilizing consultants or consulting firms under this PSC will be short-term and as-needed. Some consultants may be hired to help the Department meet regulatory requirements, such as independent review of records. Some services may require independence in order to support Department compliance with audit or funding requirements, or when there is a potential conflict of interest, for example, review of financial or medical records.

## B. Reason for the request for modification:

To increase the total amount with the addition of \$5,000,000, creating a new total of \$7,000,000 for a five year period. This increase will support a recent Request for Qualification 27-2015 process to support Project Based Research Development and Consulting services. These services will support the Departments program and executive goals.

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

- A. Specify required skills and/or expertise: Contractor(s) must be independent, professional consultants or consulting firms with appropriate level and type of experience and expertise needed to provide specialized services in one or more areas such as public health planning, operational and programmatic assessment and evaluation related implementation of and compliance with the Affordable Care Act, (please see attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 0955, Dep Dir V;
- 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?**

Not Applicable

**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 classes provide ongoing services with high levels of responsibility and authority. The services of consultants contracted under this PSC will assist civil service staff in executing their duties and help the Department to ensure maximum levels of service delivery and accountability.

- 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: Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and generally project-based, the Department is seeking to complement rather than replace existing staff.

**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.  
Consultants will train approximately 7,000 Department employees
- 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 10/07/15, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org



Address: 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49607 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 11/16/2015

# Receipt of Union Notification(s)

## Receipt of Modification Request to PSC # 49607 - 15/16 - MODIFICATIONS

dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org

Wed 10/7/2015 10:48 AM

Inbox

To: Hale, Jacquie (DPH) <jacquie.hale@sfdph.org>; camaguey@sfmea.com <camaguey@sfmea.com>; staff@sfmea.com <staff@sfmea.com>; Carmona, Irene (DPH) <Irene.Carmona@sfdph.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>;

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$5,000,000 for services for the period November 1, 2015 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5917>

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

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH Dept. Code: DPH

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

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

Type of Service: Consulting for Assessment, Evaluation, Planning, Training, Grants, Media, and Tech. Assistance

Funding Source: Genl Fund; Federal & State Grants PSC Duration: 5 years 1 day
PSC Amount: \$2,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 06/30/2020

1. Description of Work

A. Scope of Work:

Contractor(s) will be professional consultants who may provide services requiring broad and deep expertise in specialized areas, providing assistance to the Department as needed in areas such as assessment, evaluation, planning, grant writing, media development, and/or technical assistance services to support the planning, evaluation, promotion, and grant development needs of Department Primary Care and Prevention programs, including assistance in compliance with federal, State and local requirements. Contractor(s) will evaluate findings, assess and evaluate findings, provide technical reports, develop media promotion projects, develop grants, and provide expert technical assistance as required. Training services may include providing specialized courses or modules related to racial and cultural humility.

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

When the Department is audited by local, State and federal agencies, the use of an independent contractor and/or professional consultation firm to provide program development and evaluation services are beneficial and in some cases may be a requirement. Denial may result in failure to provide optimum patient care and failure to meet funding and regulatory requires.

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

D. Will the contract(s) be renewed? If there is a need and funding is available.

2. Union Notification: On 07/27/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49607 - 15/16

DHR Analysis/Recommendation:

09/21/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/21/2015

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

A. Specify required skills and/or expertise:

Contractor(s) must be independent, professional consultants or consulting firms with appropriate level and type of experience and expertise needed to provide specialized services in one or more areas such as public health planning, operational and programmatic assessment and evaluation related implementation of and compliance with the Affordable Care Act, (please see attachment)

B. Which, if any, civil service class(es) normally perform(s) this work?  
0955,

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

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

A. Explain why civil service classes are not applicable:

Existing civil service classes provide ongoing services with high levels of responsibility and authority. The services of consultants contracted under this PSC will assist civil service staff in executing their duties and help the Department to ensure maximum levels of service delivery and accountability.

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

Consultants retained under this PSC will work closely with executive and mid-level managers to assist them in executing their duties and functions in assigned areas. As the services augment existing staff and are as-needed and generally project-based, the Department is seeking to complement rather than replace existing staff.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 08/26/2015 BY:

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

Address: 101 Grove Street, Room 307 San Francisco, CA 94102