



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

Date: July 19, 2010

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Jesusa Bushong, SFFD
Jacquie Hale, DPH
Gordon Choy, DPW
Shamica Jackson, SFPUC
Joan Lubamersky, GSA/OLSE
Cynthia P. Avakian, AIR
Rachel Buerkle, ENV
Brent Lewis, DHR
Parveen Boparai, SFMTA
Kendall Gary, DT

Subject: Personal Services Contracts Approval Request

This report contains twenty-two (22) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

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 FY 2010-2011	Total for FY 2010-2011
\$16,492,517	\$0.00	\$16,492,517

Jesusa Bushong
Fire Department
698 Second Street, Room 209
San Francisco, CA 94107

Jacquie Hale
Department of Public Health
101 Grove Street, Room 307
San Francisco, CA 94102

Gordon Choy
Department of Public Works
875 Stevenson Street, Room 420
San Francisco, CA 94103

Shamica Jackson
Public Utilities Commission
1155 Market Street, 9th Flr.
San Francisco, CA 94103

Joan Lubamersky
General Services Agency
1 Carlton B. Goodlett Place
City Hall, Room 362
San Francisco, CA 94102

Cynthia P. Avakian
Airport Commission
P.O. Box 8097
San Francisco, CA 94128

Rachel Buerkle
Department of the Environment
11 Grove Street
San Francisco, CA 94102

Brent Lewis
Department of Human Resources
1 South Van Ness Ave., 4th Flr.
San Francisco, CA 94103

Parveen Boparai
Municipal Transportation Agency
1 South Van Ness Ave, 7th Flr.
San Francisco, Ca 94103

Kendall Gary
Department of Technology
1 South Van Ness Ave., 2nd Flr.
San Francisco, CA 94103

POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4000-10/11	31	Fire Department	Regular	\$150,000	Perform maintenance and repair of apparatus doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week and must be able to respond within a 2-hour window.	6/30/2013
4001-10/11	31	Fire Department	Regular	\$150,000	Perform maintenance and repair of high pressure compressors at SFFD facilities as necessary, as well as mandatory State and Federal testing of systems.	6/30/2013
4002-10/11	82	Public Health	Regular	\$67,117	This shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles travelling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild Environmental Impact Report's Environmental Mitigation Measures. The goal of this project is to reduce motor vehicle emissions.	7/30/2011

POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4003-10/11	81	Public Health	Regular	\$825,000	Selected contractor(s) will provide same day or expedited (second day) local and out-of-state specimen, regular and after hours package delivery services for Department of Public Health. Pickups will include end of day lab deliveries from multiple sites. End of day pickups require multiple pickups in a short period of time at various clinic locations. Contractor will service all DPH facilities as requested by the Department. Primary users within DPH are San Francisco General Hospital, Laguna Honda Hospital, primary clinics, and the Public Health Laboratory.	8/31/2015
4004-10/11	81	Public Health	Regular	\$200,000	The contractor will pick up and store the bodies of deceased residents of Laguna Honda Hospital (LHH) until the family of the deceased or the State makes arrangements for final disposition. This is needed until a new morgue is built to replace the current morgue, which is expected by approximately two years.	9/30/2012
4005-10/11	31	Fire Department	Regular	\$60,000	Perform maintenance and repair of all Fire Department gas-powered tools, as necessary.	6/30/2013

POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4006-10/11	90	Public Works	Regular	\$9,000,000	<p>The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project).</p> <p>The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHDP) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHDP approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all sets performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties.</p> <p>IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08- Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager.</p> <p>The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.</p>	12/31/2016
4007-10/11	40	Public Utilities Commission	Regular	\$1,234,050	<p>Work consists of engineering and design services for a 3,000 foot long, 11.5-ft. diameter sewer tunnel in the southeast section of San Francisco.</p>	8/1/2012
4008-10/11	40	Public Utilities Commission	Regular	\$100,000	<p>SFPUC is seeking an expert to provide technical advisory and review services for the New Irvington Tunnel project in specified fields related to construction of tunnels and associated structures/facilities, including but not limited to, tunnel construction and cost estimate, seismology and engineering geology. This expert will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions, during construction.</p>	12/31/2014

POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4009-10/11	40	Public Utilities Commission	Regular	\$65,000	Design, permit, supply, install and commission a fully integrated and operational solar PV system at the MUNI Ways & Structures Facility (700 Pennsylvania Avenue) with a total array size of 127kW or larger, installed on the facility's roof. This PSC seeks approval for the value of the design and engineering services.	6/30/2011
4010-10/11	70	General Services Agency	Regular	\$600,000	Contractor will: (a) Work collaboratively with the City to meet the unique needs of day laborers by increasing their access to work and vital social services and increasing their skill levels through educational opportunities, (b) Provide employers and prospective employers of day laborers with information and education to promote positive working relationships, (c) Serve as a liaison to address community tensions related to the presence of day laborers in the neighborhood by being accessible to local community members, merchants and concerned residents, and (d) Participate with city, community neighborhood and other organizations to recommend potential improvements/changes in program operations and services.	6/30/2014
4011-10/11	27	Airport Commission	Regular	\$100,000	Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No.97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor, and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.	7/31/2015

POSTING FOR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4012-10/11	31	Fire Department	Regular	\$150,000	Perform maintenance and repair of forced air heating systems and ventilation and air conditioning systems at SFFD facilities, as necessary. Provider must be able to perform maintenance and repair 24 hours per day, seven days per week and must be a certified technician for Carrier and Data Aire equipment.	6/30/2013
4013-10/11	31	Fire Department	Regular	\$300,000	Perform monthly designated operator inspections, annual monitoring certifications, spill buckets testing, triennial secondary containment testing, and general maintenance and repair work on fuel tanks as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week.	6/30/2013
4014-10/11	31	Fire Department	Regular	\$60,000	Perform maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair within the same day.	6/30/2013

POSTING FOR

7/19/2010

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	DeptDescription	Approval Type	Modified Amount	Contract Amount	Description of Work	Duration
4010-08/09	31	Fire Department	Regular	\$50,000	\$200,000	Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repairs 24 hours per day, and seven days per week. and must be certified by the manufacturer to repair these types of doors.	6/30/2013
4030-05/06	33	Human Resources	Regular	\$0	\$8,000,000	Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.	10/31/2010
4122-07/08	35	Municipal Transportation Agency	Regular	\$600,000	\$930,696	Continue to make corrections of Fourth Dimension Traffic (D4) software errors, defects, and malfunctions in the software; perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field. Continue to maintain and upgrade D4 Traffic Signal Software to provide transit priority and emergency preemption throughout the City, including cable car locations, and prepare signal-timing cards for various intersections, including integration of 2070 Controllers. Continue to ensure communication between the Transportation Management Center (TMC) and the traffic signals in the field, to ensure integration of D4 software with central software system. Continue to provide technical expertise to Sfgo to ensure that the TMC communicates with Caltrans, Muni Central Control, and other transit networks; and provide support services to software end users.	3/30/2014
4087-06/07	40	Public Utilities Commission	Regular	\$1,175,000	\$3,378,501	Original contract provided alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and engineering support during construction. In this modification, additional funding is for the completion of design work and engineering support during constructions. This project is part of Water System Improvement Program (WSIP).	1/1/2014

Posting Date:

POSTING FOR
7/19/2010

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	DeptDescription	Approval Type	Modified Amount	Contract Amount	Description of Work	Duration
4163-06/07	75	Dept.of Technology	Regular	\$106,350	\$206,350	Host internet video streaming of SFGTV, the San Francisco Governmental Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.	6/30/2014
4138-06/07	81	Public Health	Regular	\$0	\$5,000,000	Contractors will perform environmental and facility assessments, provide project support/oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators) in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans. Contractors will act as consultants with expertise specific to healthcare in one or more of the following: healthcare programs and/or systems, safety management, emergency preparedness, life safety, facility planning, mechanical systems, emergency power systems, environmental control (automation) systems, information systems, hazardous materials management, utility management and security management. With regard to emergency preparedness and security management, the implementation of a medical helpads necessary in order for San Francisco General Hospital (SFGH) to be a complete trauma center. Contractors will share findings with staff, assist in the implementation of changes needed to reduce risks; evaluate the impact of change on both Department staff and clients.	6/30/2015

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: Apparatus door maintenance and repair (non-telescopic doors)

FUNDING SOURCE: General Fund

Original Amount: \$150,000 PSC Duration: July 1, 2010 - June 30, 2013
Modification Amount PSC Duration:
Total Amount \$150,000 Total PSC Duration: 3 years

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Perform maintenance and repair of apparatus doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week and must be able to respond within a 2- hour window.

B. Explain why this service is necessary and the consequences of denial: If apparatus doors are not maintained and repaired as necessary, it will not be possible to get Fire Department apparatus (ambulances, engines, trucks, etc.) out of fire facilities to respond to emergency calls.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was previously provided by the Department of Public Works through work-ordered funds. However, DPW is not able to provide service on a 24/7 basis. Additionally, due to labor restrictions, DPW is often unable to complete repairs in a timely manner. Consequently, SFFD has used the purchase order process to hire contractors to provide emergency repairs to the doors.

D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

Auto Mach L 1414 Union Name Signature of person mailing/faxing form Date 3/23/2010

Electricians L 6 Union Name Signature of person mailing/faxing form Date 3/23/2010

Sheet Metal L 104 Union Name Signature of person mailing/faxing form Date 3/23/2010

RFP sent to Union Name, on Date Signature

***** FOR DEPARTMENT OF HUMAN RESOURCES USE JFC 6/30/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 24, 2010

TO: Kevin Hughes

Phone: (415) 861-5752

COMPANY: Local 6

Fax : (415) 861-0734

FROM:  ADC Michael Thompson

Number of pages including cover sheet: **3**

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of apparatus doors at Fire Department facilities. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding these contracts. Thank you.

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/558-3250

DATE: March 24, 2010

TO: Victor Torreano

Phone: (650) 697-0664

COMPANY: Local 104

Fax : (650) 697-3587

FROM: 
ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of apparatus doors at Fire Department facilities. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding these contracts. Thank you.

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/558-3250

DATE: March 22, 2010

TO: Business Representative

COMPANY: Local 1414

Fax : (650) 341-4050

FROM: ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of apparatus doors at Fire Department facilities. Please call me at (415) 558-3251 if you have any concerns regarding these contracts. Thank you.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: High pressure compressor maintenance and repair

FUNDING SOURCE: General Fund

Original Amount: \$150,000 PSC Duration: July 1, 2010 through June 30, 2013
Modification Amount PSC Duration:
Total Amount \$150,000 Total PSC Duration: 3 years

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform maintenance and repair of high pressure compressors at SFFD facilities as necessary, as well as mandatory state and federal testing of systems.
B. Explain why this service is necessary and the consequences of denial: High pressure compressors have government mandated testing and permitting requirements. Special certifications are required to perform this testing. A regular maintenance contract will increase the life of the equipment and decrease the need for emergency repairs.
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): Emergency repair service and mandatory quarterly air testing has been provided on an as-needed basis using the purchase order process.
D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Stationary Engineers L 39, Electricians L 6, Plumbers L 38, IFPTE L 21.

RFP sent to Union Name, on Date, Signature

PSC# 4001-10/11

FOR DEPARTMENT OF HUMAN RESOURCES USE

Signature 6/30/2010

STAFF ANALYSIS/RECOMMENDATION:



CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Technicians should have specific training in working with high pressure compressors, breathing apparatus systems and SCBA repair/testing.
- B. Which, if any, civil service class normally performs this work?
There is currently no civil service classification that is designated to perform this specialized work.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No, it will not.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
There is currently no civil service classification that performs this work or is certified to perform this work.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
The Department has 7 high pressure compressors. The amount and frequency of work the Department anticipates to maintain and/or repair these compressors would not support regularly scheduled employees.

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:

Jesusa Bushong

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

(415) 558-3615

Print or Type Name

Telephone Number

698 2nd Street, Rm 209

San Francisco, CA 94107

Address

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/558-3250

DATE: March 24, 2010

TO: To whom it may concern

COMPANY: Local 21

Fax : (415) 864-2166

FROM: ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference are completed Personal Services Contract summary forms for maintenance and repair of high pressure compressors at Fire Department facilities. Please call my assistant, Tania Fokin at (415) 558-3355 if you have any concerns regarding these contracts. Thank you.

SENDING REPORT

Mar. 25 2010 12:03PM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
2	415 864 2166	Mar. 25 12:02PM	01'28	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FFX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

MAR 25 2010

ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 305
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 24, 2010

TO: Larry Mazzola, Jr.

COMPANY: Local 38

Fax : (415) 626-2009

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for the maintenance and repair of high pressure compressors. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding this contract. Thank you.

SENDING REPORT

Mar. 25 2010 11:56AM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
7	4156262009	Mar. 25 11:54AM	01'31	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

MAR 25 2010

ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 24, 2010

TO: Kevin Hughes

Phone: (415) 861-5752

COMPANY: Local 6

Fax : (415) 861-0734

FROM: 
ADC Michael Thompson

Number of pages including cover sheet: **3**

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of high pressure compressors at Fire Department facilities. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding these contracts. Thank you.

SENDING REPORT

Mar. 25 2010 12:01PM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
1	4158610734	Mar. 25 11:59AM	01'36	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED
MAR 25 2010
ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 305
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 22, 2010

TO: To whom it may concern

COMPANY: Local 39

Fax : (415) 861-5264

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for the maintenance and repair of high pressure compressors. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding this contract. Thank you.

SENDING REPORT

Mar. 23 2010 09:19AM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
1	4158615264	Mar. 23 09:18AM	01'46	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED
M
MAR 23 2010
ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 29th, 2010

DEPARTMENT NAME: Department of Public Health- SFGH DEPARTMENT NUMBER 82

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

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

TYPE OF SERVICE: Employee Shuttle Bus Services during the SFGH rebuild

FUNDING SOURCE: Grant from the Bay Area air district (TFCA Funds) and General Fund

PSC AMOUNT: \$67,117 PSC DURATION: 7/30/10-7/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the SFGH campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures. The goal of this project is to reduce motor vehicle emissions.

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

This shuttle bus service addresses several needs for SFGH. First, this shuttle service meets environmental mitigation requirements set forth above. SFGH has lost over 100 parking spaces due to construction and Rebuild related congestion has punctuated the need for alternative transportation sources to reduce congestion. Finally, the service also meets staff preferences, as the shuttle stops chosen for this service directly correspond to the SFGH 2009 Travel Survey Data.

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 is a new service.

D. Will the contract(s) be renewed: As needed.

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

Local 250-A (9163) Muni Transit Workers Union Name Signature of person mailing/faxing form Date June 29, 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 4002-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE [Signature] 6/29/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

timely, courteous operation of a shuttle bus on the routes and schedules prescribed by SFGH. Flexibility and capacity to meet SFGH needs as they change over the course of the rebuild.

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

Transit Operator (#9163)

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

Yes. All shuttle busses, maintenance, and staff are provided by the contractor.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There are currently no shuttle services offered by CCSF. This service is time limited and is specific to the SFGH rebuild.

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

If the city were to establish a permanent service, a specialized position might be considered, however these services are specific to the SFGH Rebuild and time limited.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

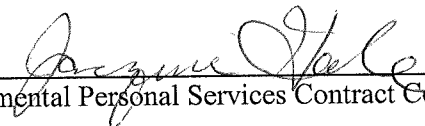
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

**101 Grove St. Rm. 307
San Francisco, CA 94102**

PERSONAL SERVICES CONTRACT AWARD NOTICE

DATE: June 29, 2010

DEPARTMENT: Department of Public Health- SFGH DEPARTMENT NUMBER 82

PERSONAL SERVICES CONTRACT NUMBER (PSC#): _____

PERSONAL SERVICES CONTRACT APPROVAL DATE: _____

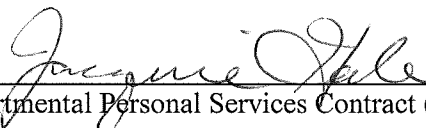
WILL THIS CONTRACT BE AWARDED TO MULTIPLE CONTRACTORS? No

IF YES, THIS AWARD NOTICE IS FOR CONTRACTOR NUMBER 1 OF 1

CONTRACTOR: Transmetro, Inc.

AMOUNT: \$67,117 DURATION: July 30, 2010-July 30, 2011

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



Signature of Departmental Personal Services Contract (PSC) Coordinator

Jacquie Hale

Print or Type Name

554-2609

Telephone Number

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services Contracts, Department of Human Resources (Dept. 33), 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, CA 94102
Telephone: (415) 554-2607
FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: June 29, 2010

TO: Local Muni Transit Workers FAX-NO. 415-922-9416

FROM: Kelly Jackson *Kelly Jackson* FAX NO. (415) 554-2555

RE: Please see this PSC Summary form for the Employee Shuttle Bus Services during the SFGH rebuild. E-MAIL Kelly.Jackson@sfdph.org

Number of Pages (including this transmittal page)

4

Destination	Start Time	Time	Prints	Result	Note
914159229416	06-29 14:48	00:02:03	004/004	OK	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,
FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,
FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,
Busy: Busy, M-Full: Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, CA 94102
Telephone: (415) 554-2607
FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: June 29, 2010TO: Local Muni Transit Workers FAX NO. 415-922-9416FROM: Kelly Jackson *Kelly Jackson* FAX NO. (415) 554-2555RE: Please see this PSC Summary form for the Employee Shuttle Bus Services during the SFGH rebuild. E-MAIL Kelly.Jackson@sfdph.org

Number of Pages (including this transmittal page)

4

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/31/09-Rev. 6/23/2010

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81&82

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

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

TYPE OF SERVICE: Medical Specimen and Package Delivery Services

FUNDING SOURCE: General funds and Grant funds

PSC AMOUNT: \$825,000 PSC DURATION: 8/1/2010 - 8/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Selected contractor(s) will provide same day or expedited (second day) local and out-of-state specimen, regular and after hours package delivery services for the Department of Public Health. Pickups will include end of day lab deliveries from multiple sites. End of day pickups require multiple pickups in a short period of time at various clinic locations. Contractor will service all DPH facilities as requested by the Department. Primary users within DPH are San Francisco General Hospital, Laguna Honda Hospital, primary care clinics, and the Public Health Laboratory.

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

This service is necessary in order to transport specimens and packages to and from various DPH facilities, and other facilities adjacent to San Francisco and out of state locations in order to complete diagnostic testing and continue with the mission of the Department. Denial will result in the inability of the Department to fulfill the mission of delivering healthcare services to the residents of San Francisco. In addition traditional package delivery services will not transport bodily fluids that classified as a biohazard.

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 contractors under blanket purchase orders approved and administered by the Office of Contract Administration. The Department of Public Health was notified by the Office of Contract Administration that future use of this service would require approval by the Civil Service Commission.

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):

SEIU Local 1021 Union Name Signature of person mailing/faxing form Date JUN 23 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

4003-10/11 AFF ANALYSIS/RECOMMENDATION:

Jpc 6/25/2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

ability and requisite licensing to drive a car or small truck and to plan and execute effective transportation routes; the capacity to deliver next-day out of state; experience working in a healthcare setting with diverse populations; experience handling potentially infectious specimens legally considered to be biohazards.

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

At present, no class is specifically designated to perform this work full time. A Health Worker II does perform some of this work.

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

Yes, contractor will provide vehicles and related parking and operational facilities.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This type of work is typically contracted to delivery services with the capacity to transport potentially infectious specimens and similar biohazards, which already have the ability and capacity to perform the work in this specialized market.

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

Not at this time, as the City does not have the capacity to provide the vehicles, facilities and travel expenses necessary to support such positions. In addition, as the services are needed intermittently on an as-needed basis, it would not be practical to maintain enough positions to handle peak need periods, when many simultaneous deliveries are needed.

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

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

Yes No

B. Will the contractor train City and County employees?

- 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?

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *The Office of Contract Administration is conducting a bid for these services, so the current contractors may or may not provide these services in the future.*

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

Jacquie Hale

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

TX Report

P 1
 06/23/2010 10:46
 Serial No. 57AED4423
 TC: 423352

Destination	Start Time	Time	Prints	Result	Note
Local1021 431-6241	06-23 10:44	00:01:59	004/004	OK	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
 CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,
 FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
 NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,
 Busy: Busy, M-Full:Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
 101 Grove Street, Room 307
 San Francisco, CA 94102
 Telephone: (415) 554-2607
 FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: June 23, 2010

TO: Ed Warshauer, SEIU, Local 1021, and; FAX NO. (415) 431-6241
Pattie Tamura, SEIU, Local 1021, and;
Daz Lamparas, SEIU, Local 1021, and;
Greg Cross, SEIU, Local 1021

FROM: Jacquie Hale -- Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Revised Professional Service Contract Summary for the
 July 19, 2010 Civil Service meeting.

Number of Pages (including this transmittal page)

4

APR 09 2010 PERSONAL SERVICES CONTRACT SUMMARY

DATE: _____

DEPARTMENT NAME: PUBLIC HEALTH DEPARTMENT NUMBER 81 & 82

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

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

TYPE OF SERVICE: Temporary Morgue Services for Laguna Honda Hospital

FUNDING SOURCE: General Fund / Bond

PSC AMOUNT: \$200,000 PSC DURATION: 8/1/2010 - 9/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will pick up and store the bodies of deceased residents of Laguna Honda Hospital (LHH) until the family of the deceased or the State makes arrangements for final disposition. This is needed until a new morgue is built to replace the current morgue, which is expected by approximately two years.

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

As part of the LHH rebuild The current morgue at LHH is scheduled to be demolished. While the new morgue is being built LHH will still have a need to manage deceased residents. If this service is denied, LHH will be unable to effectively operate and care for the needs of the residents of Laguna Honda Hospital.

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 is a new service.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date APR 09 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

Jja 6/25/2010

PSC# 4004-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must be a state licensed morgue, have appropriate vehicles to transport the deceased, sufficient storage capacity of at least 10-15 bodies a month.

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

2302 Nursing Assistant, 2303 Patient Care Assistant

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

Yes, the contractor will provide the City with a licensed morgue facility with sufficient capacity to serve the needs of LHH.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the services are temporary and as-needed. Once the new morgue is built the City will take over the services. Current morgue workers will continue their current work with the selected contractor to arrange for the pick-up and storage of deceased residents.

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

No. The services are temporary and as-needed and will only be used while a new morgue is built.

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

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

Yes No

B. Will the contractor train City and County employees?

- 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?

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

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

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

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

Jacquie Hale
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale
Print or Type Name

554-2609
Telephone Number

101 Grove St. Rm. 307
San Francisco, CA 94102
Address

Destination	Start Time	Time	Prints	Result	Note
Local1021 431-6241	04-09 09:26	00:00:37	004/004	OK	L1

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,
 CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,
 FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,
 NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,
 Busy: Busy, M-Full:Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
 101 Grove Street, Room 307
 San Francisco, CA 94102
 Telephone: (415) 554-2607
 FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: April 9, 2010

TO: Ed Warshauer, SEIU, Local 1021, and; FAX NO. (415) 431-6241
Pattie Tamura, SEIU, Local 1021

FROM: Jacque Hale – Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Professional Service Contract Summary for the
July 19, 2010 Meeting of the Civil Service Commission

Number of Pages (including this transmittal page)

4

**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE
101 Grove Street, Room 307
San Francisco, California 94102
Telephone: 554-2607**

MEMORANDUM

**TO: Ed Warshauer, SEIU, Local 1021
Pattie Tamura, SEIU, Local 1021**

FROM: Jacquie Hale, Director of Contract Management and Compliance

DATE: April 9, 2010

SUBJECT: Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of July 19, 2010:

1. Temporary Morgue Services for Laguna Honda Hospital

cc: Gregg Sass
Mark Morewitz, Health Commission
Mary Ng, DHR
File, w/a

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 24, 2010

DEPARTMENT NUMBER 031

DEPARTMENT NAME: Fire

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Gas powered tools maintenance and repair

FUNDING SOURCE: General Fund

Original Amount: \$60,000 PSC Duration: July 1, 2010 through June 30, 2013

Modification Amount _____ PSC Duration: _____

Total Amount \$60,000 Total PSC Duration: 3 years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Perform maintenance and repair of all Fire Department gas-powered tools, as necessary.

B. Explain why this service is necessary and the consequences of denial:
If gas-powered tools are not maintained and repaired properly and in a timely manner, it may affect the health and safety of Fire Department personnel, its ability to respond to an emergency incident, and/or hamper fire suppression and fireboat operations throughout the city.

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):
The service was previously provided thru a personal service contract. The approval number was 3033-08/09.

D. Will the contract(s) be renewed: *Yes, the service must be provided on an annual basis.*

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

Auto Mechanics Local 1414
Union Name

Tamara Folz
Signature of person mailing/faxing form

3/28/2010
Date

Stationary Engineers L 39
Union Name

Tamara Folz
Signature of person mailing/faxing form

3/25/2010
Date

RFP sent to _____, on _____
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4005-10/11
AFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Vendor must be able to provide maintenance and/or repair service to various gas-powered tools for forty-two (42) fire stations within 24 hours of initial service request.

B. Which, if any, civil service class normally performs this work?
7332 Maintenance Machinist

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Due to the intermittent need for maintenance and repair services, a regularly-scheduled employee cannot be sustained. Moreover, with the number and variety of gas-powered tools in the Department, it would not be cost effective to maintain an inventory of replacement parts associated with the tools.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, for the same reasons stated in Item 4A.

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"/> |
| <ul style="list-style-type: none"> • 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 checked="" type="checkbox"/> | <input type="checkbox"/> |

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

Jesusa Bushong

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

Print or Type Name

(415) 558-3615

Telephone Number

698 2nd Street, Rm 209
 San Francisco, CA 94107

Address

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 305
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 25, 2010

TO: To whom it may concern

COMPANY: Local 39

Fax : (415) 861-5264

FROM: ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for the maintenance and repair of gas powered tools. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding this contract. Thank you.

SENDING REPORT

Mar. 25 2010 11:46AM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
1	4158615264	Mar. 25 11:44AM	01'47	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED
[Signature]
MAR 25 2010
ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

SAN FRANCISCO FIRE DEPARTMENT
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson
698 Second Street, Suite 304
San Francisco, CA 94107-2015
415/558-3251
FAX: 415/734-2102

DATE: March 25, 2010

TO: Business Representative

COMPANY: Local 1414

Fax : (650) 341-4050

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of gas powered tools at Fire Department facilities. Please contact my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding this contract. Thank you.

SENDING REPORT

Mar. 25 2010 11:43AM

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
1	650 341 4050	Mar. 25 11:41AM	01'56	SND	03	OK

TO TURN OFF REPORT, PRESS MENU #04 SET.
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED


MAR 25 2010

ASSISTANT DEPUTY CHIEF
SAN FRANCISCO FIRE DEPARTMENT

City and County of San Francisco
Gavin Newsom
Mayor



Department of Human Resources
Micki Callahan
Human Resources Director

NOTICE OF ACTION

 **POSTED**


September 23, 2008

Jesusa Bushong
Fire Department
698 2nd Street
San Francisco, CA 94107

Dear Ms. Bushong:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

<u>PSC Number</u>	<u>Amount</u>	<u>Description of work</u>
3033-08/09	\$9,950	Will perform maintenance and repair of all Fire Department t gas powered tools as necessary.

by: 
Micki Callahan
Human Resources Director

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2008

DEPARTMENT NAME: San Francisco Fire Department DEPARTMENT NUMBER 31

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION ()

TYPE OF SERVICE: Gas Powered Tool Maintenance

FUNDING SOURCE: General Fund: Support Services

PSC AMOUNT: \$9,950 PSC DURATION: July 1, 2008 – June 30, 2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform maintenance and repair of all Fire Department gas powered tools as necessary.

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

If gas powered tools are not maintained and repaired as necessary, it may affect the health and safety of fire department personnel and/or hamper fire suppression and fireboat operations throughout the city.

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 contracted annually to support Fire operations.

D. Will the contract(s) be renewed:

Yes, the service must be provided on an annual basis.

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

Auto Mechanics Local 1414 _____
Union Name Signature of person mailing / faxing form Date

Stationary Engineers L 39 _____
Union Name Signature of person mailing / faxing form Date

RFP sent to , on Date
Union Name Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4011-08/09 3033-08/09
STAFF ANALYSIS/RECOMMENDATION:

*Approved
[Signature]*

RECEIVED BY
DEPARTMENT OF HUMAN RESOURCES
PSC FORM 1006
2008 SEP 23 PM 2:35

CIVIL SERVICE COMMISSION ACTION:

①

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Vendor must be able to provide service gas powered tools for forty-two (42) fire stations within 24 hours of initial service request.

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

7332 Maintenance Machinist

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:

Due to the intermittent need and number of types of gas powered tools used it is not feasible to retain the personnel and quantity of parts associated with the numerous types of tools to meet the 24 hour requirement.

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

No, for the same reasons stated in Item 4A.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Jesusa Bushong

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Human Resources Director

Print or Type Name

(415) 558-3615

Telephone Number

698 2nd Street, Rm 209
San Francisco, CA 94107

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 22, 2010

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Supplemental Inspector of Record Services

FUNDING SOURCE: Proposition A, November 2008, \$887.4 Million

PSC AMOUNT: \$9 Million PSC DURATION: August 1, 2010 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project).

The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all tests performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties.

IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08 - Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager.

The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.

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

Section 129825 (Senate Bill AB 2966) of the Health and Safety Code requires the hospital governing body or authority to provide for and require competent and adequate inspection by an inspector that is satisfactory to the Architect of Record or Engineer of Record and satisfactory to OSHPD (see attachment). The OSHPD approves inspectors and as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors of record. Hospital Inspector of Records are legally mandated by OSHPD to perform inspection functions and oversee all special inspection functions on the new hospital facility construction.

Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project, and the SFGH would not be in compliance with the State-mandated seismic Safety Standards, thus risking lost of licensing for Acute Care Services and closure after January 1, 2013.

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

Similar services were provided on the Laguna Honda Hospital Rebuild, awarded under PSC#4269-00/01 approved 9/18/00, PSC# 4172-0708 approved 6/18/08 and 3/02/09 (mod), and on the San Francisco General Hospital Rebuild Project awarded under PSC #4087-07/08 and approved on 1/22/08 and As-Needed Special Inspection and Testing Services awarded under PSC #4076-09/10 and approved on 1/04/10.

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

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

Local 21 Union Name Bldg. Inspectors Assn Union Name Signature of person mailing/faxing form Date 6/22/10

RFP sent to Union Name, on When available Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

4006-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Signature 6/25/2010

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 2010 JUN 22 PM 4:40

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
All Inspectors of Record must be certified by OSHPD as a Class A Hospital Inspector. A Class A Hospital Inspector must be familiar with all areas of construction, including: architectural (including accessibility); mechanical; plumbing; electrical; fire and life safety; structural; and anchorage of non-structural elements. A Class A IOR will be permitted to inspect projects that include major structural construction.

B. Which, if any, civil service class normally performs this work?
None. However, the City does have Civil Service Classifications that possess the OSHPD Class A Hospital Inspector certification (i.e. 5620 Regulatory Specialist; 6331, Building Inspector) that can perform this work.

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 Classifications are applicable to the extent that they possess the necessary OSHPD certifications, but the complexity and size of the SFGH Rebuild Project requires a large staffing of certified IORs that cannot be met through existing City staff. DPW intends to utilize City staff that possess the OSHPD Hospital Inspector to the extent that they are available and are acceptable to OSHPD and the Architect of Record. DPW is aware of only two active City employees that possess the OSHPD Class A certification, both of which are currently assigned to the Laguna Honda Replacement Project.

The SFGH Rebuild schedule dictates that an experienced team of IORs that can be engaged immediately to meet the project schedule completion deadline of January 1, 2016.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specialized work. Currently, limited City staff has the experience, OSHPD certifications, and expertise to perform the services for this project.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *An RFP/RFQ will be in process to select the consultant.*

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

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

Gordon Choy
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
 Print or Type Name

(415) 554-6230
 Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
 Address

**HEALTH AND SAFETY CODE
DIVISION 107 STATEWIDE HEALTH PLANNING AND DEVELOPMENT**

Part 7

FACILITIES DESIGN REVIEW AND CONSTRUCTION

Chapter 1

HEALTH FACILITIES

**ALSO KNOWN AS THE ALFRED E. ALQUIST HOSPITAL FACILITIES
SEISMIC SAFETY ACT 1983 (HSSA 83)**

Article 1

GENERAL PROVISIONS

§129675. Short title

This chapter shall be known and may be cited as the Alfred E. Alquist Hospital Facilities Seismic Safety Act of 1983.

§129680. Hospitals housing patients less able to protect themselves; Legislative intent

- (a) It is the intent of the Legislature that hospital buildings that house patients who have less than the capacity of normally healthy persons to protect themselves, and that must be reasonably capable of providing services to the public after a disaster, shall be designed and constructed to resist, insofar as practical, the forces generated by earthquakes, gravity, and winds. In order to accomplish this purpose, the office shall propose proper building standards for earthquake resistance based upon current knowledge, and provide an independent review of the design and construction of hospital buildings.
- (b) Local jurisdictions are preempted from the enforcement of all building standards published in the California Building Standards Code relating to the regulation of hospital buildings and the enforcement of other regulations adopted pursuant to this chapter, and all other applicable state laws, including plan checking and inspection of the design and details of the architectural, structural, mechanical, plumbing, electrical, and fire and panic safety systems, and the observation of construction. The office shall assume these responsibilities.

(Additions or changes indicated by underline; deletions by asterisks ***) (Includes all laws through the 2005-2006 Regular Session, Governor's Reorganization Plans No. 1 and No. 2, and propositions from the November 8, 2005 election)

- (c) Where local jurisdictions have more restrictive requirements for the enforcement of building

- (c) The hospital building is to be accessible to, and usable by, persons with disabilities.
- (d) The plans and specifications comply with the fire and panic safety requirements of the California Building Standards Code.

§129825. Inspections; inspectors; violations; issuance of citation; fees

- (a) The hospital governing board or authority shall provide for and require competent and adequate inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer, or both, and the office. Except as otherwise provided in subdivision (b), the inspector shall act under the direction of the architect or structural engineer, or both, and be responsible to the board or authority. Nothing in this section shall be construed to prohibit any licensed architect, structural engineer, mechanical engineer, electrical engineer, or any facility maintenance personnel, if approved by the office, from performing the duties of an inspector.
- (b) If alterations or repairs are to be conducted under the supervision of a professional engineer pursuant to Section 129805, the inspector need only be satisfactory to the office and to the professional engineer, and the inspector shall act under the direction of the professional engineer.
- (c) The office shall make an inspection of the hospital buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this chapter and the protection of the safety of the public.

Whenever the office finds a violation of this chapter that requires correction, the citation of the violation shall be issued to the hospital governing board or authority in writing and shall include a proper reference to the regulation or statute being violated.

- (d) The office shall approve inspectors that shall be limited to the following:
 - (1) "A" inspectors, who may inspect all areas of construction specialty, including, but not limited to, structural.
 - (2) "B" inspectors, who may inspect all areas of construction specialty, except structural.
 - (3) "C" inspectors, who may inspect one or more areas of construction specialty, including structural, but may not inspect the scope of construction specialties authorized for "A" or "B" inspectors.
- (e)(1) As part of its approval process, the office shall initially and periodically examine inspectors by giving either a written examination or a written and oral examination. The office may charge a fee for the examination process calculated to cover its costs. Inspectors who have not passed a written examination shall not be approved by the office until they have successfully passed the written examination. No employee of the office performing field inspections or supervising the field inspections shall be approved as an inspector on any

construction project pursuant to this chapter for a period of one year after leaving employment of the office.

- (2) The office shall develop regulations for the testing and approval of inspectors.

§129830. Progress reports; personal knowledge

From time to time, as the work of construction or alteration progresses and whenever the office requires, the architect or structural engineer, or both, in charge of construction or registered engineer in charge of other work, the inspector on the work, and the contractor shall each make a report, duly verified by him or her, upon a form prescribed by the office showing, of his or her own personal knowledge, that the work during the period covered by the report has been performed and materials used and installed are in accordance with the approved plans and specifications, setting forth detailed statements of fact as required by the office.

The term “personal knowledge,” as used in this section and as applied to the architect or registered engineer, or both, means the personal knowledge that is obtained by periodic visits to the project site of reasonable frequency, for the purpose of general observation of the work, and that is also obtained from the reporting of others as to the progress of the work, testing of materials, and inspection and superintendence of the work that is performed between the periodic visits of the architect or the registered engineer. Reasonable diligence shall be exercised in obtaining the facts.

The term “personal knowledge,” as applied to the inspector, means the actual personal knowledge that is obtained from the inspector’s personal continuous inspection of the work of construction in all stages of its progress at the site where the inspector is responsible for inspection, and when work is carried out away from the site, that personal knowledge that is obtained from the reporting of others on the testing or inspection of materials and workmanship, for compliance with plans, specifications, or applicable standards. Reasonable diligence shall be exercised in obtaining the facts.

The term “personal knowledge,” as applied to the contractor, means the personal knowledge that is obtained from the construction of the building. The exercise of reasonable diligence to obtain the facts is required.

§129835. Condition of buildings; examination and report

Upon written request to the office by the governing board or authority of any hospital, the office shall make, or cause to be made, an examination and report on the condition of any hospital building subject to the payment by the governing board or authority of the actual expenses incurred by the office.

§129840. Post-earthquake studies

Subsequent to the occurrence of any earthquake, the office may make, or cause to be made, studies of health facilities within the area involved.

Hospital Inspector Certification Program

**Office of Statewide Health
Planning and Development**

Facilities Development Division

March 2010

Office of Statewide Health Planning and Development (OSHPD)
Facilities Development Division (FDD)
Hospital Inspector Certification Program
400 R Street, Suite 200
Sacramento, California 95811

Main Office Phone: (916) 440-8316
Main Office FAX: (916) 324-9118

Note: The intent of this document is to explain the hospital inspector certification and recertification regulations contained in Chapter 7 of the 2007 California Administrative Code (Part 1, Title 24, California Code of Regulations). It is not intended to take precedence over such regulations.

HOSPITAL INSPECTOR CERTIFICATION

GENERAL

An OSHPD certified Hospital Inspector, upon approval, performs inspection functions and oversees all special inspection functions, on all new hospital facility construction and on all alterations, modifications, and additions to existing hospital buildings. OSHPD certifies inspectors for Class A, B, and C levels of inspection.

AUTHORITY

Section 129825 of the Health and Safety Code requires the hospital governing board or authority to provide for and require competent and adequate inspection by an inspector that is satisfactory to the architect of record or the engineer of record and satisfactory to OSHPD. The OSHPD approves inspectors and as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors.

ELIGIBILITY

CLASS A

Class A Hospital Inspector may inspect all areas of construction including: architectural, including accessibility; mechanical; plumbing; electrical, fire and life safety; structural; and anchorage of non-structural elements.

Minimum Qualifications for Class A Hospital Inspector Exam:

1. High school graduation or the equivalent and six years experience involving building projects of **Type I or Type II** construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in **technical inspection or inspection supervision**. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California license as a mechanical, electrical, or civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision; or
3. High school graduation or the equivalent, and two years of working experience as a Class B Hospital Inspector; or

4. Possess a valid California license as a structural engineer or valid California license as an architect.

CLASS B

Class B Hospital Inspector may inspect the following areas of construction: architectural, including accessibility; mechanical; plumbing; electrical; fire and life safety; and anchorage of non-structural elements.

Minimum Qualifications for Class B Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects of **Type I or Type II** construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in **technical inspection or inspection supervision**. (NOTE: Work experience may be substituted with college education with major work in architecture, engineering, building inspection and/or construction on a year-for-year basis for a maximum of two years); or
2. Possess a valid California license as a civil engineer and two years experience involving building projects of Type I or Type II construction as an architect's, engineer's, owner's, local building official's, or general contractor's representative in technical inspection or inspection supervision; or
3. Possess a valid California license as a structural, mechanical, or electrical engineer or valid California license as an architect.

CLASS C

Class C Hospital Inspector may inspect one or more areas of construction specialty, including but not limited to the areas listed in Section 7-204(c)1 of the 2007 California Administrative Code, but may not inspect the complete scope of construction authorized for Class A or B inspectors. The Class C inspector must be OSHPD certified in the specialty area to be inspected.

Minimum Qualifications for the Class C Hospital Inspector Exam:

1. High school graduation or the equivalent and four years experience involving building projects as the representative in testing, inspection or observation of construction for an architect, engineer, owner, local building official, local fire authority, testing lab, specialty contractor, or general contractor, and possess a valid certificate issued by:

Fire Alarm – NICET, Level III

Fire Extinguishing Systems – NICET, Level III

Fire Resistive Construction – ICC Building Inspector Certification

Transmission Report

Date/Time
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Local ID 2

06-22-2010
415 554 6232

03:20:27 p.m.

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City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Releskin, Director



(415) 554-6229
FAX (415) 554-6232
<http://www.sfdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903
Gordon Choy, Division Manager

FAX

Date June 22, 2010

Number of pages including cover sheet 21

To: _____

Manager

Local 21

Phone _____

Fax Phone (415) 864-2166

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:				
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP
<p>Please see the attached PSC form and supporting documents.</p> <p>In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.</p> <p>The Contract Manager is Joe Chin, and he may be reached at (415) 695-3862 for any additional questions.</p>				

Total Pages Scanned : 21

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
1	074	415 864 2166	03:04:48 p.m. 06-22-2010	00:05:31	21/21	1	EC	HS	CP31200

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

FAX

Date June 22, 2010

Number of pages including cover sheet 21

To: _____

Manager

Local 21

Phone _____

Fax Phone (415) 864-2166

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:

Urgent



For your review

Reply ASAP

Please comment

Please see the attached PSC form and supporting documents.

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City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



(415) 554-6229
FAX (415) 554-6232
<http://www.stdpw.com>
Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903
Gordon Choy, Division Manager

FAX

Date June 22, 2010

Number of pages including cover sheet 21

To: _____

Michael Brown

Building Inspectors Assn.

Phone (415) 355-1322

Fax Phone (415) 355-0816

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:

	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
--	--------	-------------------------------------	-----------------	------------	----------------

Please see the attached PSC form and supporting documents.

In compliance with the Building Inspectors Association MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.

The Contract Manager is Joe Chin, and he may be reached at (415) 695-3862 for any additional questions.

Total Pages Scanned : 21

Total Pages Confirmed : 21

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
1	073	4153550816	03:04:06 p.m. 06-22-2010	00:09:23	21/21	1	EC	HS	CP14400

Abbreviations:
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HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
CP: Completed
FA: Fail

TU: Terminated by user
TS: Terminated by system
RP: Report

G3: Group 3
EC: Error Correct

City and County of San Francisco



Gavin Newsom, Mayor
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

Department of Public Works
Contract Administration Division
Financial Management and Administration
875 Stevenson Street, Room 420
San Francisco, CA 94103-0903

Gordon Choy, Division Manager

FAX

Date June 22, 2010

Number of pages including cover sheet 21

To: _____

Michael Brown

Building Inspectors Assn.

Phone (415) 355-1322

Fax Phone (415) 355-0816

CC: _____

From: _____

Gordon Choy

Division Manager

Phone (415) 554-6230

Fax Phone (415) 554-6232

REMARKS:

Urgent



For your review

Reply ASAP

Please comment

Please see the attached PSC form and supporting documents.

In compliance with the Building Inspectors Association MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Project Manager.

The Contract Manager is Joe Chin, and he may be reached at (415) 695-3862 for any additional questions.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 29, 2000

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Construction Management

FUNDING SOURCE: Proposition A, November 1999, \$299 million; Tobacco Settlement proceeds; Interest proceeds

PSC AMOUNT: \$10 million PSC DURATION: Approximately 1/1/2001 through 12/31/2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Construction Management services associated with Laguna Honda Hospital's Replacement Program. Contract will include pre-construction and construction phase services for the program. The program is scheduled to take up to 9 years to complete. Construction costs are estimated at \$300 million. Services will be provided on an as-needed basis during the pre-construction phase and on a combination of as-needed and full-time basis during the construction phase. The selected consultant will provide specialized expertise to supplement Civil Service classifications and will be managed by City staff. Services will be negotiated on an annual basis.

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

Services are required to satisfy voter mandates as a result of Proposition A approved in the November 1999 election and satisfy Federal & State licensing requirements. If services are denied, voter mandates & licensing requirements will not be satisfied, and the facility will be closed.

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

Similar contracts for large construction projects have been awarded in the past utilizing a combined City / Consultant team for construction management services. These projects include the City Hall Seismic Upgrade PSC#4062-95/96, New Main Library PSC#764-89/90, the 911 Emergency Operations Center PSC#4060-96/97, and the Moscone Center Expansion PSC#4028-98/99.

D. Will the contract(s) be renewed: No. Contract will be phased and renegotiated annually.

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

Local 21 Union Name, Gordon Choy Signature of person mailing/faxing form, 8/29/00 Date

Union Name, Signature of person mailing/faxing form, Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advise on technical issues relative to the construction of a large hospital project.

The selected consultant will have experience in: OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50 million +) City and County of San Francisco projects and projects using various delivery methods.

B. Which, if any, civil service class normally performs this work?
Civil, Mechanical, Electrical and Structural Engineering classifications series 5200 and 5300. Construction Inspector classifications series 6300.

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 classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advise on technical issues relative to the construction of a large hospital project.

Services for which applicable classifications do have expertise have been specifically excluded from the Scope of Work in the Request For Qualifications, such as certain non-hospital related management functions, testing services and inspection services. Furthermore, City staff will be responsible for directing the consultant.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
 No. *Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.*

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
Training is not in the Scope of Services but knowledge transfer will occur.
- 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"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

<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?

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

Gordon Choy
 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
 Print or Type Name

(415) 554-6230
 Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 8, 2008

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Construction Management Services

FUNDING SOURCE: Proposition A, November 1999, \$299 Million Bonds; Tobacco Settlement Revenue proceeds; Interest Earned proceeds.

PSC AMOUNT: \$8,000,000 (see no. 1 below) PSC DURATION: 06/16/2008 through 12/31/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Construction Management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program. The Program is scheduled to be completed in 2010. Construction costs are estimated at \$497.8M. Services were provided on an as-needed basis during the pre-construction phase and on a full-time basis during the construction phase. Services by the same consultant are continuing. \$7.0 M was previously approved under PSC#4269-00/01 which expired on 12/31/2007. To comply with DHR's procedural change relating to PSC expiration dates, this document is being submitted as an initial request.

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

Services are required to satisfy voter mandates as a result of Proposition A approved in the November 1999 election and to satisfy Federal and State licensing requirements. If services are denied, voter mandates and licensing requirements will not be satisfied, and the facility will be closed.

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

This service was previously approved under PSC#4269-00/01. Similar contracts for large construction projects have been awarded in the past utilizing a combined City / Consultant team for construction management services. These projects include the City Hall Seismic Upgrade PSC#4062-95/96, New Main Library PSC#764-89/90, the 911 Emergency Operations Center PSC#4060-96/97, and the Moscone Center Expansion PSC#4028-98/99.

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

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

Local 21 Yra. Carina C. Carlos 5/12/08
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# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.

Experience with OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50M+) City and County of San Francisco projects and projects using various delivery methods.

B. Which, if any, civil service class normally performs this work?
Civil, Mechanical, Electrical and Structural Engineering classifications series 5200 and 5300. Construction Inspector classifications series 6300.

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 classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advise on technical issues relative to the construction of a large hospital project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- 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"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Gordon Choy

 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

 Print or Type Name

(415) 554-6230

 Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103

 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 22, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# 4172-07/08)

TYPE OF SERVICE: Construction Management Services
FUNDING SOURCE: Proposition A, November 1999, \$299 Million Bonds; Tobacco Settlement Revenue proceeds; Interest Earned proceeds.

Original Amount: \$8,000,000 PSC Duration: 06/16/08 through 12/31/10
Modification Amount: \$7,000,000 PSC Duration: 01/01/09 through 12/31/12
Total Amount: \$15,000,000 Total PSC Duration: 06/16/08 through 12/31/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Construction Management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program. The Program is scheduled to be complete in 2012. Construction costs are estimated at \$497.8M. Services were provided on an as-needed basis during the pre-construction phase and on a full-time basis during the construction phase. The Program is about 18 months behind schedule and as a result an increase in staff and an extension of services is needed.

B. Explain why this service is necessary and the consequences of denial:
If services are denied, the facility will be closed. Construction is approximately 70% completed and denial of the requested modification would jeopardize the completion schedule and can further increase costs in other areas if delays are encountered.

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 is a modification to PSC #4172-07/08.

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

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

Local 21 De. Carlos C. Carbar 1/23/09
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# _____
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Required expertise includes but is not limited to developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.

Experience with OSHPD permitted projects, construction projects conducted around an operating hospital facility, phased construction projects, renovation projects, utility relocation projects, large (\$50M+) City and County of San Francisco projects and projects using various delivery methods.

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

Civil, Mechanical, Electrical and Structural Engineering classifications: 5241 Engineer; 5341 Mechanical Engineering Associate; 5354 Electrical Engineer Associate. Building and Construction Inspectors: 6331 Building Inspector; 6333 Senior Building Inspector, 6318 Construction Inspector.

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 classifications are applicable. However, the City has never undertaken a hospital project of this size and complexity before. Consequently, applicable classifications do not have the required expertise in developing construction staging and phasing plans, producing cost and resource-loaded construction schedules, preparing and reconciling cost estimates, and providing expert advice on technical issues relative to the construction of a large hospital project.

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

No. Civil Service classifications already exist. The condition created by the required specialized skills combined with the large size of the project occurs only periodically.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? BOS Resolution No. 357-08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services 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:

Gordon Choy

 Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

 Print or Type Name

(415) 554-6230

 Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

 Address

FILE NO. 080949

RESOLUTION NO. 357-08

1 [Approval of Amendment to the Construction Management Services Agreement for the
2 Laguna Honda Hospital Replacement Program]

3 **Resolution authorizing the Director of Public Works to execute an amendment to the**
4 **construction management services agreement for the Laguna Honda Hospital**
5 **Replacement Program from \$9,995,383 to \$14,784,481.**
6

7 WHEREAS, The Director of Public Works has entered into an agreement dated
8 May 31, 2002 with Turner Construction Company/Cooper Pugeda Management, Inc., A Joint
9 Venture to provide Professional Construction Management Services for the Laguna Honda
10 Hospital Replacement Program; and,

11 WHEREAS, The Director of Public Works approved an Assignment and Assumption
12 Agreement dated May 9, 2003 severing the joint venture and assigning the terms and
13 conditions of the Agreement solely to Cooper Pugeda Management, Inc., and,

14 WHEREAS, Section 9.118(b) of the Charter requires that all agreements in excess of
15 ten million dollars or amendments to said agreements in excess of \$500,000 be approved by
16 the Board of Supervisors; now, therefore, be it.

17 **RESOLVED**, That the Board of Supervisors does hereby authorize the Director of
18 Public Works to enter into amendments to the May 9, 2003 agreement with
19 Cooper Pugeda Management, Inc., resulting in a contract amount not to exceed \$14,784,481.

20 ///

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25 ///

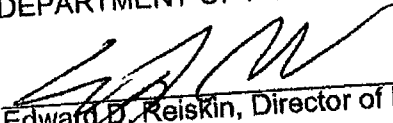
SUPERVISOR ELSBERND
BOARD OF SUPERVISORS

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APPROVED AS TO FORM:
Dennis G. Herrera, City Attorney


George W. Wong, Deputy City Attorney

RECOMMENDED BY:
DEPARTMENT OF PUBLIC WORKS


Edward B. Reiskin, Director of Public Works



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails

Resolution

File Number: 080949

Date Passed:

Resolution authorizing the Director of Public Works to execute an amendment to the construction management services agreement for the Laguna Honda Hospital Replacement Program from \$9,995,383 to \$14,784,481.

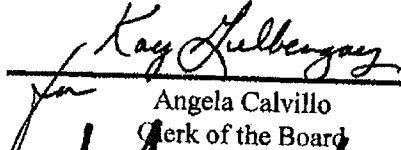
August 5, 2008 Board of Supervisors — ADOPTED

Ayes: 10 - Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick,
Mirkarimi, Peskin, Sandoval

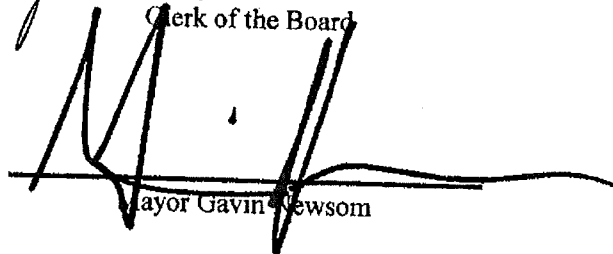
Noes: 1 - Alioto-Pier

File No. 080949

I hereby certify that the foregoing Resolution was ADOPTED on August 5, 2008 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board

8.7.08
Date Approved


Mayor Gavin Newsom

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 7, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Professional Services for Special Inspection and Testing Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: \$ 3,000,000 PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis.

B. Explain why this service is necessary and the consequences of denial: Services under this contract will supplement services that are normally not provided by the City's staff and facilities.

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 have been provided through contracts awarded under PSC #4023-06/07, approved August 21, 2006.

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

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

Local 21 Union Name [Signature] Signature of person mailing/faxing form 12/7/2009 Date

Union Name [Signature] Signature of person mailing/faxing form Date

RFP sent to Local 21 Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Licensed and/or certified professionals with expertise in special construction materials inspection and testing for a wide variety of construction activities such as Office of Statewide Health Planning and Development (OSHPD) inspections, Corrosion Inspection and Testing, International Conference of Building Officials (ICBO) and Certified Welding Inspection (CWI) inspections, structural, under-pinning, shoring observation, spray-applied fireproofing, etc.

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

5207 Associate Engineer and 6318 Construction Inspector perform limited aspects of this work. The Department does not have a full-time need for these services as these services are on an if and as-needed basis and dependent on project work. This PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City. The City's Materials Testing Laboratory is always given the first offer to perform the tasks.

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

Yes. Consultants will provide extensive testing facilities and equipment for these services. The City does not have these and it is not cost-effective for the City to provide them.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are applicable. Qualified City staff and laboratory will continuously provide certain limited special inspection and testing services; however, the broad scope of special inspection services is more specialized than the unique work exceeds the City's current capabilities of staff and equipment.

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

No. Civil Service classifications already exist. Special testing and inspection services are required on an if and as-needed basis when the City staff is unable to perform the services due to peak workloads or lack of specialized expertise, facilities or equipment.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- 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"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *An RFP is in process to select the new consultants*

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

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

Gordon Choy

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 29, 2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)
 CONTINUING ANNUAL
TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: CS-860 Tunnel Engineering Services
FUNDING SOURCE: Wastewater Enterprise 5-Year CIP
PSC AMOUNT: \$1,234,050 PSC DURATION: 7/20/10 – 8/1/12; (24 mo. - 11 days)

1. DESCRIPTION OF WORK:

A. Concise description of work: Work consists of engineering and design services for a 3,000 foot long, 11.5-ft diameter sewer tunnel in the southeast section of San Francisco.

B. Explain why this service is necessary and the consequences of denial: Expertise in tunnel engineering is not available within SFPUC or other City department. Consequence of denial is prevention of sewer improvements for preventing storm flooding to San Francisco residents.


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 engineering firms with expertise in design of tunnels. The most recent tunnel project involving selection of a design consultant is the new New Irvington Tunnel (BDPL) Project (PSC 4101-06/07).

D. Will the contract(s) be renewed? Contract renewal is not anticipated. Extension may occur if permitting or construction is significantly delayed.

2. UNION NOTIFICATION:

<u>L21</u>	<u>Shamica Jackson</u>	<u>Shamica Jackson</u>	<u>6/29/2010</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# 4007-10/11 

Jpic 6/30/2010

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

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

A. **Specify required skills and/or expertise:** Expertise is required in the engineering, design and construction of large diameter sewer/water tunnels installed in soft ground and rock, below the water table.

B. **Which, if any, civil service class normally performs this work?** None.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City?**
If yes, explain: Yes, drilling equipment will be provided for geotechnical/hazmat investigation.

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

A. **Explain why civil service classes are not applicable:** There are no existing City of San Francisco civil service classes that require the knowledge, training, skills, abilities, or experience necessary to perform this specialized work.

B. **Would it be practical to adopt a new civil service class to perform this work?** No. **Explain:** Construction of new, underground utility tunnels occurs very infrequently within the City. There is no continuous workload to support a staff of tunnel engineers.

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

YES NO

A. Will the contractor directly supervise City & County employees? YES NO

B. Will the contractor train City & County employees?
Describe the training and indicate approximate number of hours. On the job training will be provided to Civil Engineers and Inspectors for tunnel design and construction for approximately 2-3 hours per week. YES NO

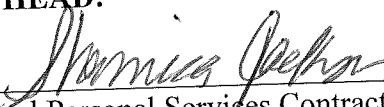
C. Are there legal mandates requiring the use of contractual services? YES NO

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? PUC Resolution 03-0245 YES NO

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
 Unknown. At least two consultants with current contracts may submit proposals for this work. YES NO

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



 Signature of Departmental Personal Services Contract Coordinator
 Shamica Jackson (415) 554-0727

 Print or Type Name Telephone

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

 Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 17, 2007

PSC # 4101-06/07

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: CS-860 Tunnel Engineering Services
FUNDING SOURCE: Wastewater Enterprise 5-Year CIP
PSC AMOUNT: \$2,500,000 PSC DURATION: May 1, 2007-April 30, 2010; for a duration of three years

1. DESCRIPTION OF WORK:

- A. Concise description of work:** Work consists of engineering and design services for a 3,000 feet, 11.5-ft diameter sewer tunnel in the southeast section of San Francisco.
- B. Explain why this service is necessary and the consequences of denial:** Expertise in tunnel engineering is not available within SFPUC or other City department. Consequence of denial is prevention of sewer improvements for preventing storm flooding to San Francisco residents.
- 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 engineering firms with expertise in design of tunnels. The most recent tunnel project involving selection of a design consultant is the new Bay Tunnel (BDPL) Project in WSIP.
- D. Will the contract(s) be renewed?** Contract renewal is not anticipated. Extension of the contract is not likely, but may occur if permitting or construction is significantly delayed.

2. UNION NOTIFICATION:

<u>L21</u>	<u>James A. Howells</u>	<u>1/17/07</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
RFP sent to _____	on _____	Signature _____
Union Name	Date	

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise is required in the engineering and design of large diameter sewer/water tunnels installed in soft ground and rock below the water table.

B. Which, if any, civil service class normally performs this work? None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City?
If yes, explain: Yes, drilling equipment will be provided for geotechnical/hazmat investigation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

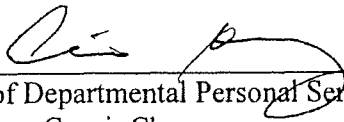
A. Explain why civil service classes are not applicable: Design and construction of tunnels occurs infrequently. There is no continuous, long term workload for this service.

B. Would it be practical to adopt a new civil service class to perform this work? No. Explain There is insufficient continuous, long term workload to support a staff of tunnel engineers.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees? <i>Describe the training and indicate approximate number of hours. On the job training will be provided to Civil Engineers and Inspectors for tunnel design and construction for approximately 2-3 hours per week over a 3-year period.</i>	<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? PUC Resolution 03-0245	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. At least two consultants with current contracts may submit proposals for this work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



 Signature of Departmental Personal Services Contract Coordinator
 Connie Chang (415) 554-3497

 Print or Type Name Telephone

1155 Market Street, 9th Floor

 San Francisco, CA 94103

 Address

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003


Secretary, Public Utilities Commission

Jackson, Shamica

From: Jackson, Shamica
Sent: Tuesday, June 29, 2010 3:01 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; Brenner, Joe; Delcampo, Frank; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; Louie, Ging; McGee, Bonita; Morrison, Emily; Ng, Mary; Reed, Margot; Rockett, Briggette; Scott, David E; Tamura, Pattie ; Wong, Larry; Yun, Pauson; Lucy J Palileo; De Vera, Marie; Ponder, Steve
Subject: CS-860, PSC Summary Form (Initial Request)
Importance: High
Attachments: CS-860 PSC Summary For to DHR 062910.doc

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-860, Tunnel Engineering Services, initial request for \$1,234,050.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **July 19, 2010 Commission Meeting** at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfgwater.org

 Please consider the environment before printing this email

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/29/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Peer Review Engineering Design Professional Services (CS-857)

FUNDING SOURCE: CUW35901DS, Index Code 735908

Original Amount: \$ 100,000 PSC Duration: 07/20/2010 to 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

SFPUC is seeking an expert to provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to construction of tunnels and associated structures/facilities, including but not limited to, tunnel construction and cost estimate, seismology and engineering geology. This expert will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions, during construction.

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

It is necessary to provide an independent and authoritative review as well as practical and innovative guidance and/or solutions on key project issues and findings. The construction support for the project requires expertise, specialized knowledge, and experience in the area of tunnel engineering. SFPUC staffs do not possess such technical expertise and knowledge to perform oversight of the construction contractor.

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 in the past by PSC No. 4094-06/07.

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

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

L21

Union Name

Shamica Jackson

Signature of person mailing/faxing form

06/29/2010

Date

PSC# 4008-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE Date 6/30/2010 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Nationally recognized expertise/ knowledge in the fields of tunnel engineering, tunnel construction and cost estimating, and seismology/geology with specific experience in all technical areas as called for in the scope of work and report/document writing skills.

B. Which, if any, civil service class normally performs this work?
None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

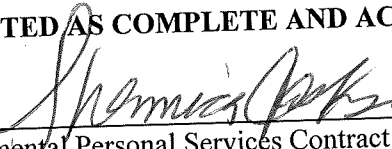
A. Explain why civil service classes are not applicable:
The individuals who will be performing this work must meet the specialty and experience requirements listed in item 3 above. Currently, no civil service class possesses the specialized skills required for this type of work.

B. Would it be practical 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 to perform this work because tunnel design is not usual and ordinary work performed by the City workforce.

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"/> |
| <ul style="list-style-type: none"> • 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? (SFPUC resolution #07-0051, attached) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services 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:



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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

QIC

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/22/06 BC# 4094-06/07

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: CS-857 Independent Technical Advisory Services in Specified Field of Expertise

FUNDING SOURCE: CUW3590IDS, Index Code 735908

PSC AMOUNT: \$240,000 PSC DURATION: January 15, 2007 - January 14, 2009
(24 months)

I. DESCRIPTION OF WORK:

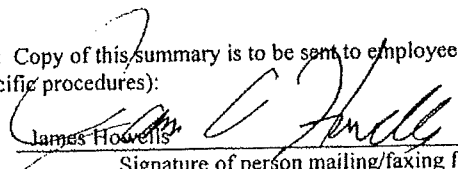
A. Concise description of work: SFPUC is seeking a panel of experts to provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities, including but not limited to, tunnel design/engineering, tunnel construction and cost estimate, seismology and engineering geology. The panel will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions.

B. Explain why this service is necessary and the consequences of denial: The Irvington Tunnel Advisory Panel (ITAP) is necessary to provide an independent and authoritative review as well as practical and innovative guidance and/or solutions on key project issues and findings. The design for the project requires expertise, specialized knowledge, and experience in the area of tunnel engineering. SFPUC staffs do not possess such technical expertise and knowledge to perform oversight of the design consultant. Also, it is necessary and vital to have an independent party to provide unbiased and objective review/opinion to the design concept and parameters proposed by the design consultant.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Similar technical advisory panels have been established for complex and critical projects (e.g. Calaveras Dam Replacement and New Crystal Spring Bypass Tunnel Projects).

D. Will the contract(s) be renewed? Pending on the level of effort required to provide the comprehensive review of critical engineering deliverables in the detailed design phase, as well as the possible need for continued service during subsequent project phases, subsequent task order or modification to the this task order may be required to extend the duration of service. Such task order modifications will be made at the discretion of the SFPUC on an as needed basis.

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

L21		12/22/06
Union Name	Signature of person mailing/faxing form	Date
Union Name	Signature of person mailing/faxing form	Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

QIC don't.

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Nationally recognized expertise/ knowledge in the fields tunnel design and engineering, tunnel construction and cost estimating, and seismology/geology with specific experience in all technical areas as called for in the scope of work and report/document writing skills.

B. Which, if any, civil service class normally performs this work? None.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

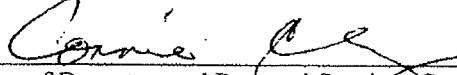
A. Explain why civil service classes are not applicable: The individuals who will be performing this work must meet the specialty and experience requirements listed in item 3 above. Currently, no civil service class possesses the specialized skills required for this type of work.

B. Would it be practical 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 to perform this work because tunnel design is not usual and ordinary work performed by the City workforce.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

	YES	NO
A. Will the contractor directly supervise City & County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City & County employees?	<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? 12/15/03 #03-0245	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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


Signature of Departmental Personal Services Contract Coordinator
Connie Chang (415) 554-3497
Print or Type Name Telephone

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

Q1 @ cont.

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

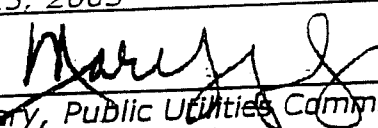
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003


Secretary, Public Utilities Commission

QSE

CS857

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 07-0051

WHEREAS, It is necessary to establish a panel of experts to provide independent technical advisory and consultation services for the New Irvington Tunnel Project in specialized fields related to the design and construction of tunnels and associated facilities, including tunnel design, construction, cost estimating, and seismology/geology; and

WHEREAS, It is necessary to procure the services of T.D. O'Rourke, Edward J. Cording, Dennis C. McCarry, and International Civil Engineering Consultants, Inc. to provide technical advisory and consultation services for the New Irvington Tunnel Project; and

WHEREAS, The estimated cost of services is \$240,000; and

WHEREAS, A Request for Qualifications was sent to interested candidates in August 2006; and

WHEREAS, Services are anticipated to begin in April 2007 and end in March 2009 and the duration of this agreement is two years; and

WHEREAS, SFPUC staff and HRC review of the proposals resulted in the selection of T.D. O'Rourke, Edward J. Cording, Dennis C. McCarry, and International Civil Engineering Consultants, Inc. as the best qualified consultant firms; and

WHEREAS, On February 12, 2007, the Human Rights Commission approved the request for waiver of the LBE requirements and determined that the consultants are in compliance with the San Francisco Administrative Code Chapters 12B requirements; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreements from Project CUW359.01 - New Irvington Tunnel Project in the amount of \$240,000; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of T.D. O'Rourke, Edward J. Cording, Dennis C. McCarry, and International Civil Engineering Consultants, Inc.; awards Agreement No. CS-857 A - D, Independent Technical Advisory Services, to provide technical advisory and consultation services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated facilities; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute professional services agreements with T.D. O'Rourke, Edward J. Cording, Dennis C. McCarry, and International Civil Engineering Consultants, Inc. for an amount of \$60,000 for each individual agreement and a total not to exceed \$240,000, and with a duration of two years, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of March 27, 2007


Michael Houch
Secretary, Public Utilities Commission

Jackson, Shamica

From: Jackson, Shamica
Sent: Tuesday, June 29, 2010 2:52 PM
To: Birrer, Joe; 'Byrne, Ed'; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; 'Bowman, Lora'; 'Brenner, Joe'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Prentiss; 'Jackson, Shamica'; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; 'McGee, Bonita'; 'Morrison, Emily'; Ng, Mary; 'Reed, Margot'; 'Rockett, Briggette'; Scott, David E; 'Tamura, Pattie'; 'Wong, Larry'; Yun, Pauson; 'Lucy J Palileo'; De Vera, Marie; Ponder, Steve
Subject: CS-857, PSC Summary Form (Initial Request)
Importance: High
Attachments: CS-857 PSC Summary Form to DHR 6-29-10.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-857, Peer Review Specialized Engineering Services, initial request for \$100,000**.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **July 19, 2010 Commission Meeting at 2:00 PM, City Hall Room 400**.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfgwater.org

 **Please consider the environment before printing this email**

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/08/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Solar Photovoltaic Energy Plant: MUNI Ways & Structures Facility (DB-120)

FUNDING SOURCE: CUH-988, Sustainable Energy Account (SEA) Civic Center Solar

PSC AMOUNT: \$65,000 PSC DURATION: 07/01/2010 to 06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Design, permit, supply, install and commission a fully integrated and operational solar PV system at the MUNI Ways & Structures Facility (700 Pennsylvania Avenue) with a total array size of 127 kW or larger, installed on the facility's roof. This PSC seeks approval for the value of the design and engineering services.

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

The SFPUC, Power Enterprise's core business is to provide adequate and reliable sources of electric power to meet the electricity needs of its City and County of San Francisco's municipal customers. In addition, the Power Enterprise is committed to the development of cleaner and greener power, and to address environmental concerns and community objectives. In order to accomplish its core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a number of renewable energy (solar) projects. City staff does not have the specialized solar industry knowledge or skills necessary to provide these services. If the identified services were denied, completion of the proposed energy generation facilities project schedules would be delayed or cancelled.

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):

Solar PV projects have been approved and constructed under previous design-build contracts (most recent approval was DB-117 PSC No. 4174-07/08) Solar Photovoltaic Energy Plants: Chinatown Public Health Center and MUNI.

D. Will the contract(s) be renewed:

No.

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

L21

L1021

Union Name

Shamica Jackson

Signature of person mailing/faxing form

06/23/2010

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4009-10/11

Jane 6/29/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Detailed knowledge of: solar facility planning and design; roof repairs; the procurement and installation of solar PV systems; equipment calibration and installation; and expertise in project permitting/approval requirements.

B. Which, if any, civil service class normally performs this work?
The classes 5352 & 5354 (Electrical); 5344 (Mechanical); 5362 & 5364 (Civil); and 5218 & 5219 (Structural) Engineers provide day-to-day engineering services and 9343 & 9344 (Roofers) provide day-to-day roof repairs/replacement services. These classes do not have the specialized solar photovoltaic expertise required.

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 engineering classes (5352 & 5354; 5344; 5362 & 5364; and 5218 & 5219) conduct typical engineering functions, but do not have the specialized solar expertise to provide the services required.

B. Would it be practical 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 due to the specialized nature of the services required and that these services are only required on an intermittent basis.

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? Yes, 11/10/2009 via SFPUC Resolution No. 09-0189 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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



Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

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

Address

QSE

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 09-0189

WHEREAS, Agreement No. DB-117, Solar Photovoltaic Renewable Energy Plants: Chinatown Public Health Center and MUNI Woods Motor Coach Facility was advertised on September 4, 2009; and

WHEREAS, It is necessary to procure the services of a qualified firm to provide specialized design-build services to supplement SFPUC staff; and

WHEREAS, the engineer's estimate for the project is \$1,400,000; and

WHEREAS, The contract duration is three hundred and sixty-five (365) consecutive calendar days from NTP to completion; and

WHEREAS, Project No. CUH947, Chinatown Health Center and MUNI Woods Motor Coach Facility, was determined to be categorically exempt as a Class 1(b) Existing Facilities and publicly-owned utilities to provide electric power, natural gas, sewerage, or other public utility services, Categorical Exemption under the California Environmental Quality Act (CEQA) on July 22, 2008, and

WHEREAS, one (1) bid was received and opened publicly on September 29, 2009; and

WHEREAS, Bass Electric, the sole bidder, submitted a Total Bid Price of \$1,397,749, which is less than the engineer's estimate for the project; and

WHEREAS, SFPUC staff and Human (HRC) review of the bids for qualifications, responsibility, responsiveness and application of bid preferences resulted in the establishment of Bass Electric as the lowest, qualified, responsible and responsive bidder; and

WHEREAS, A HRC subcontracting goal of 5% Local Business Enterprise (LBE) participation has been established for this contract; and

WHEREAS, The firm being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from HRC may result in award of the contract to the next lowest, responsible and responsive bidder, or re-bidding of the contract at the discretion of the City; and

WHEREAS, Failure to reach successful agreement on contract terms and conditions within 60 days of the date of the Commission award may result in award of the contract to the next lowest, responsible and responsive bidder, or re-bidding of the contract at the discretion of the City; and

WHEREAS, Funds are available from Project No. CUH947 (Chinatown Health Center and MUNI Woods Motor Coach Facility); now, therefore, be it

QSE

RESOLVED, that this Commission hereby awards Power Enterprise SEA Projects - funded, No. DB-117, to design, permit, supply, install and commission a fully-integrated and operational solar PV system at each of the two sites, in the amount of \$1,397,749, to the lowest, qualified, responsible and responsive bidder, Bass Electric, and authorizes the General Manager to execute a DBA with Bass Electric, consistent with the requirements of Section 6.61(G) of the San Francisco Administrative Code.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____
November 10, 2009


Michael Houels

Secretary, Public Utilities Commission

Jackson, Shamica

From: Jackson, Shamica
Sent: Wednesday, June 23, 2010 4:02 PM
To: Birrer, Joe; 'Byrne, Ed'; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; 'Bowman, Lora'; 'Brenner, Joe'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Prentiss; 'Jackson, Shamica'; Kyaun, Florence; Lee, Tedman C; 'Louie, Ging'; 'McGee, Bonita'; 'Morrison, Emily'; Ng, Mary; 'Reed, Margot'; 'Rockett, Briggette'; Scott, David E; 'Tamura, Pattie'; 'Wong, Larry'; Yun, Pauson; Ponder, Steve
Subject: DB-120, PSC Summary Form (Initial Request)
Importance: High
Attachments: DB-120 PSC Summary Form to DHR 062310.doc

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for DB-120, Solar PV Project at Muni Ways, initial request for \$65,000.
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **July 19, 2010 Commission Meeting at 2:00 PM, City Hall Room 400**.

Shamica L. Jackson
San Francisco Public Utilities Commission
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email: sjackson@sfwater.org
 Please consider the environment before printing this email

QIC

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 14, 2008

PSC# 4174-07/08

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: Solar Photovoltaic Energy Plants: Chinatown Public Health Center, MUNI Woods Motor Coach Facility & MUNI Ways & Structures Facility (DB-117)

FUNDING SOURCE: SFPUC Power Enterprise Sustainable Energy Account (SEA) (formerly called Mayor's Energy Conservation Account)) Funds

PSC AMOUNT: \$2,650,000 PSC DURATION: 9/1/2008 - 8/31/2009

1. DESCRIPTION OF WORK:

A. Concise description of work: This RFP solicits the services of a contractor to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 20 kW at the Chinatown Public Health Center, a minimum of 80 kW at the MUNI Woods Motor Coach Facility, and a minimum of 108 kW at the MUNI Ways & Structures Facility.

B. Explain why this service is necessary and the consequences of denial: The SFPUC, Power Enterprise's core business is to provide adequate and reliable sources of electric power to meet the electricity needs of its City and County of San Francisco's municipal customers. In addition, the Power Enterprise is committed to the development of cleaner and greener power, and to address environmental concerns and community objectives. In order to accomplish its core business objectives and commitments to renewable energy, the Power Enterprise is focusing on the development and implementation of a number of renewable energy (solar) projects. City staff does not have the specialized solar industry knowledge or skills necessary to provide these services. If the identified services were denied, completion of the proposed energy generation facilities project schedules would be delayed or cancelled.

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): Solar PV projects have been constructed under previous design-build contracts.

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

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

Local 21 Shamica Jackson Shamica Jackson 5/19/08
 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# _____
 STAFF ANALYSIS/RECOMMENDATION:
 CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Detailed knowledge of: solar facility planning and design; roof repairs; the procurement and installation of solar PV systems; equipment calibration and installation; and expertise in project permitting/approval requirements.

B. Which, if any, civil service class normally performs this work? The classes 5350, 5352 & 5354 (Electrical); 5342, 5344 & 5346 (Mechanical); 5362 & 5364 (Civil); and 5218 & 5219 (Structural) Engineers provide day-to-day engineering services and 9343 & 9344 (Roofers) provide day-to-day roof repairs/replacement services. These classes do not have the specialized solar photovoltaic expertise required.

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

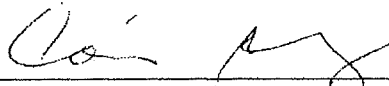
A. Explain why civil service classes are not applicable: The engineering classes (5350, 5352 & 5354; 5342, 5344 & 5346; 5362 & 5364; and 5218 & 5219) conduct typical engineering functions, but do not have the specialized solar expertise to provide the services required. In addition, the specialized expertise needed will be required on an intermittent basis rather than on a consistent, full-time basis.

B. Would it be practical to adopt a new civil service class to perform this work? Explain Due to the specialized nature of the services required and that these services are required on an intermittent basis.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

- | | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees? (See Below) | <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? 12/15/03 #03-0245 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

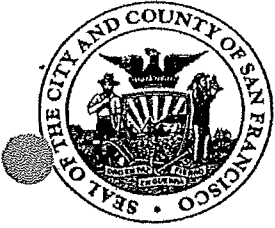


Signature of Departmental Personal Services Contract Coordinator

Connie Chang (415) 554-3497

1155 Market Street, 9th Floor

San Francisco, CA 94103



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DB-117
PS-108
CS-940

June 20, 2008

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

ALICIA D. BECERRIL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1007-08/09 THROUGH 1009-08/09; 2004-07/08 THROUGH 2007-07/08; 4173-07/08 THROUGH 4181-07/08 AND 4049-05/06.

At its meeting of June 16, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #2005-07/08 through 2007-07/08 to the meeting of July 7, 2008 by mutual agreement of the Department of Public Health, SEIU Local 1021 and IFPTE Local 21.
- (2) Adopt the Human Resources Director's report on PSC #2004-07/08 as amended. Notify the offices of the Controller and the Purchaser.
- (3) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, San Francisco International Airport
 - Micki Callahan, Human Resources Director
 - Connie Chang, Public Utilities Commission
 - Gordon Choy, Department of Public Works
 - Eugene Clendinen, District Attorney
 - Maureen Gannon, Sheriff's Department
 - Nancy Gonchar, Arts Commission
 - Jacquie Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - Jennifer Johnston, Department of Human Resources
 - Naomi Kelly, Office of Contract Administration
 - Joan Lubamersky, Administrative Services
 - Sheila Maxwell, Department of Telecommunications and Information Services
 - Jonathan Nelly, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTIN FOR
June 16, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
1007-08/09	6	Sheriff Department	Annual	\$200,000.00	Will provide timely transportation of prisoners throughout California and the United States, pursuant to court orders or lawful arrest warrants. Transportation could possibly include required overnight lodging of the prisoners.	30-Jun-09
1008-08/09	6	Sheriff Department	Annual	\$700,000.00	Will provide electronic home detention/monitoring services for inmates who qualify for home detention as an alternative to jail incarceration.	30-Jun-09
1009-08/09	6	Sheriff Department	Annual	\$190,000.00	Will facilitate an evaluation process; develop logic model and performance indicators; conduct the evaluation and present findings; and make recommendations to all stakeholders involved.	19-Jul-09
2004-07/08	4	District Attorney's Office	Continuing	\$90,000.00	Will provide services women and transgender individuals who have experience sexual exploitation and violence. The special focus is low-income drug addict women and girls who are currently in the criminal justice system.	30-Jun-09
2005-07/08	81	Public Health	Continuing	\$300,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: case management, advocacy, mental health, psychosocial support, benefits eligibility, money management/representative payee, and transportation/vouchers.	30-Jun-18
2006-07/08	81	Public Health	Continuing	\$140,000,000.00	Will provide HIV Prevention programs, including individual risk reduction prevention targeting behavioral risk populations; evaluation of prevention case managements and outreach.	30-Jun-18
2007-07/08	81	Public Health	Continuing	\$110,000,000.00	Will provide the following services to residents of San Francisco affected by HIV: comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, and training/technical assistance.	30-Jun-18
CS-939 4173-07/08	40	San Francisco Public Utilities Commission	Regular	\$20,000,000.00	Will provide support to Program Controls staff in program and project scheduling. CPM scheduling, forecasting, change control, systems integration, cost controls, cost estimating, and other program/project controls related services.	30-Sep-14
DB-117 4174-07/08	40	San Francisco Public Utilities Commission	Regular	\$2,650,000.00	Will provide services to design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems.	31-Aug-09
PS-108 4175-07/08	40	San Francisco Public Utilities Commission	Regular	\$150,000.00	Will provide bait, trap, dispatch and removal of feral pigs from watershed lands to control the pig population on the Alameda and Peninsula Watersheds.	30-Jul-11

PSC 4174-27108 SE
Attachment

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

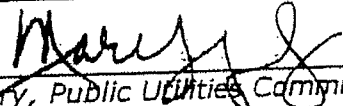
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003


Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 21, 2010

DEPARTMENT NAME: Ofc of Civic Engagement & Immigrant Affairs-CAO/GSA DEPARTMENT NUMBER 70

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

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

TYPE OF SERVICE: Contract services for the Day Laborers Program
FUNDING SOURCE: General Fund

PSC AMOUNT: \$600,000 PSC DURATION: July 1, 2010- June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will: (a) Work collaboratively with the City to meet the unique needs of day laborers by increasing their access to work and vital social services and increasing their skills levels through educational opportunities, (b) Provide employers and prospective employers of day laborers with information and education to promote positive working relationships, (c) Serve as a liaison to address community tensions related to the presence of day laborers in the neighborhood by being accessible to local community members, merchants and concerned residents, and (d) Participate with city, community, neighborhood and other organizations to recommend potential improvements/changes in program operations and services.

B. Explain why this service is necessary and the consequences of denial: This project is crucial to address the needs of day laborers as well as employers. Day laborers are one of the most vulnerable segments of the working population in San Francisco because of their economic status, informal work environment and limited English-speaking abilities. Employers need to be well informed and educated about the services and needs of Day Laborers.

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): PSC 4065-08/09.

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

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

L1021, L21, MEA, MAA Union Name Signature of person mailing / faxing form Date 6/23/10

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 4010-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE gje 6/28/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Knowledge of the needs of day laborers, experience in successfully conducting job placement and training, knowledge of employment and immigration laws and regulations, knowledge of San Francisco employers, community organizations and social service providers, ability to communicate effectively in English and in Spanish with Limited-English Proficient (LEP) and monolingual individuals. Must demonstrate cultural and linguistic competency.

B. **Which, if any, civil service class normally performs this work?** There are currently no classes that perform all of the above, however, some of the tasks to be performed are performed by employees in the 2900 Social Worker series, the 1310, 1312 and 1314 public relations classes, 1231-1237 classes involving EEO and training, and employees in the 8100 attorney series.

C. **Will contractor provide facilities and/or equipment not currently possessed by the City?** If yes, explain: Yes, the contractor will provide an employment center, clearing house and training facility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. **Explain why civil service classes are not applicable:** There is currently no civil service class that can perform all of the required work with the combination of skills, expertise and knowledge of the community and of the employment/immigration issues. This work requires expert skill and sensitivities in balancing community and employer needs. A single contractor can perform the work and achieve economies of scale.

B. **Would it be practical to adopt a new civil service class to perform this work?** Explain. No, the skills required for this work are too specialized and specific needs may change.

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

Yes No

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

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

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

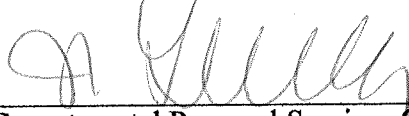
C. Are there legal mandates requiring the use of contractual services? X

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



Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky

Print or Type Name

(415) 554-4859

Telephone Number

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 30, 2008
DEPARTMENT NAME City Administrator

DEPARTMENT NUMBER 70

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

TYPE OF REQUEST:
 INITIAL REQUEST MODIFICATION (PSC#)

TYPE OF SERVICE: Contract service for the day laborer program

FUNDING SOURCE: General Fund

PSC AMOUNT: \$150,000 PSC DURATION 1.1.09 - 12.31.09

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will (a) Work collaboratively with the City to meet the unique needs of day laborers by increasing their access to work and vital social services and increasing their skill levels through educational opportunities, (b) Provide employers and prospective employers of day laborers with information and education to promote positive working relationships, (c) Serve as a liaison to address community tensions related to the presence of day laborers by being accessible to local community members, merchants and concerned residents, and (d) Participate with City, community, neighborhood and other organizations to recommend potential changes in program operations to improve services.

B. Explain why this service is necessary and the consequences of denial: This project is crucial to address the needs of day laborers. Day laborers in San Francisco are among the most vulnerable of our working population because of their economic status, informal work environment and their limited English-speaking abilities.

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): PSC 4070-04/05 and 4004-06/07.

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

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

L 1021, L 21, MEA, MAA
Union Name

[Signature]
Signature of person mailing / faxing form

11/3/08
Date

RFP sent to , on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4065-08109
STAFF ANALYSIS/RECOMMENDATION: Approved to file

CIVIL SERVICE COMMISSION ACTION:

23

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Knowledge of the needs of day laborers, experience in job placement and training, knowledge of immigration laws and regulations, knowledge of San Francisco community and service providers, bi-lingual in Spanish

B. Which, if any, civil service class normally performs this work? Some of the tasks to be performed under contract are performed by employees in the 2900 Social Worker series, the 1310, 1312 and 1314 public relations classes, 1231-1237 classes involving EEO and training, and employees in the 8100 attorney series.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the contractor will provide an employment center, clearing house and training facility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Civil Service classes do not include the required combination of skills/expertise and current knowledge of the community and immigration issues.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Skills are too specialized and specific needs may change.

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

A. Will the contractor directly supervise City and County employees? Yes No

B. Will the contractor train City and County employees? Yes No

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

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 personal services contract with your department? Unknown Yes No

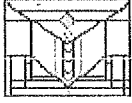
THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator
Joan Lubamersky
554 4859
Print or Type Name Telephone Number

One Carlton Goodlett Place #362
San Francisco, CA 94102
Address

24

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
08 OCT 31 PM 3:14



PSC Form 1

pattie.tamura

daz.lamparas, jgee, staff, Sean Connolly

06/23/2010 12:08 PM

Attached is a PSC Form 1 for the Day Laborers Program.

PSC Form 1, Date: 06/23/2010 12:08 PM
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

RE: PSC Form 1 for Day Labor Program
Lubamersky, Joan

06/22/2010 03:25 PM

Joan:

Thank you for letting us know about this opportunity. Our department does not have all of the qualifications and experience required to offer all of the training requested.

Nancy Chin
Nancy.chin@sfdpw.org
Training Manager
General Services Agency
(415) 558-4511
Fax (415) 558-4444

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

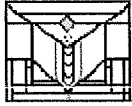
From: Joan Lubamersky [mailto:Joan.Lubamersky@sfgov.org]
Sent: Tuesday, June 22, 2010 2:53 PM
To: Chin, Nancy
Subject: PSC Form 1 for Day Labor Program

The contractor would perform job training for day laborers. Therefore, we listed the training classes of Question 3.

We are requesting your review of this PSC Form 1.

Thank you.


(See attached file: PSC Form 1 Day Labor \$600 K extend to 6.14.doc) Joan Lubamersky General Services Agency/City Administrator City Hall, Room 362 One Carlton Goodlett Place San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org



daz.lamparas@seiu1021.org, cromero@ifpte21.org, staff@sfmea.com, Sean
Connolly/CTYATT,
pattie.tamura@seiu1021.org,

PSC Form 1 for Day Labor Program
Joan Lubamersky/ADMSVC/SFGOV - Monday 06/28/2010 10:33 AM

Attached is a PSC Form 1 for the Day Laborers Program.



PSC Form 1 Day Labor 06/28/2010 10:33 AM

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 14, 2010
DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION
TYPE OF SERVICE: Commercial Paper Program Issuing and Paying Agent Services
FUNDING SOURCE: Airport Operating Funds
PSC AMOUNT: \$100,000.00 PSC DURATION: 8/1/2010 - 7/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Issuing and Paying Agent Services are required for the Airport's Commercial Paper (CP) Program (paper sold for immediate cash needs). Under the Commission's Master Subordinate (No.97-0146) and First Supplemental (No. 97-0147 and as amended and restated by No. 09-0088) Resolution, the Issuing and Paying Agent is required to establish and maintain the funds and accounts relating to the CP Program. As an issuing and paying agent, the firm will facilitate the settling of commercial paper by carrying out the exchanges between issuer, investor, and dealer required to transfer commercial paper for funds. The CP program allows the Airport to borrow money for financing Airport projects such as terminal renovation projects, airfield and runway improvements, noise programs to insulate homes, and various facility maintenance projects.

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

This service is necessary because the Security and Exchange Commission (SEC) rules mandate that a third party institution facilitate the settling of CP by processing the exchanges between the Airport as an issuer, the investors who purchase the CP, and the dealers who remarket the CP. Issuing and Paying Agent services are required to transfer the CP proceeds among these participants. The consequence of denial would make it impossible to continue the Airport's CP program, and the Airport would not have a low-cost, short-term liquidity mechanism.

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):

The services have been previously provided through a contract, most recently under PSC # 4013-02/03

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

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

IFPTE Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form 6/14/10 Date
RFP sent to: IFPTE Local 21 Union Name on June 14, 2010 Date [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

[Signature] 6/28/2010

PSC # 4011-10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Corporate Trust banking expertise, specifically with trustee banking and administration services. The Airport Commission's CP Program requires a trustee bank to establish and maintain the funds and accounts relating to the CP Notes. The Airport is bound by this legal requirement to maintain a CP program. Interested firms must comply with the following minimum requirements: 1) The Subordinate Bond Trustee must be a trust company or bank having the powers of a trust company qualified to do trust business within the State of California and having, or in the case of a corporation included in a bank holding company system, the related bank holding company shall have, an officially reported combined capital, surplus, undivided profits and reserves aggregating at least \$50,000,000; and 2) The Issuing and Paying Agent shall, at all times, be a bank or trust company having an office in NY, NY, and be a corporation or a national banking association organized and doing business under the laws of the USA or of any state with a combined capital and surplus of at least \$50,000,000 and authorized under such laws to exercise corporate trust powers and be subject to supervision or examination by federal or state authority.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City and County does not have the authority to perform the services of a Subordinate Bond Trustee and/or an Issuing and Paying Agent.

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

No, because the Airport must have a third-party perform the administration of the CP's funds and accounts.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

Yes, the SEC requires a third party to facilitate the settling of the Commercial Paper trades.

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is the Airport Commission Resolution 09-0088.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP is being conducted and the outcome of that process is not known at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 24, 2002

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: EXPEDITED REGULAR (OMIT POSTING _____)

CONTINUING ANNUAL

TYPE OF REQUEST: INITIAL REQUEST MODIFICATION (PSC# _____)

TYPE OF SERVICE: Commercial Paper Remarketing Dealers

FUNDING SOURCE: Operating Budget

PSC AMOUNT: \$645,000.00 PSC DURATION: July 15, 2002 through July 14, 2009

1. DESCRIPTION OF WORK:

- A. Concise description of proposed work: *Investment bank services remarkets the Airport's Commercial Paper notes (paper sold for immediate cash needs) through the use of Commercial Paper Dealers. This allows the Airport to borrow money for financing Airport projects such as noise program to insulate homes and various facility maintenance projects. The contract will be providing a compliance with Security and Exchange legal mandates in connection with the Commercial Paper program.*
- B. Explain why this service is necessary and the consequences of denial. *This service is necessary because Security and Exchange Commission (SEC) rules mandate that a third party institution remarket the issuer's Commercial Paper to investors. The consequence of denial would make it impossible to continue the Airport's Commercial Paper program, and the Airport would not have a low-cost, short-term liquidity mechanism.*
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *This service was previously provided under a "direct pay" as a "fee for service" agreement. However, in the interest of expedient invoice processing, we seek to certify the contracts, which requires CSC approval. If this remained a "direct pay", the City ordinances would require HRC waivers (12B, 12C, 12D.A) for each invoice submitted. By obtaining a personal service contract, HRC waivers would only need to be obtained once at the beginning of the contract period.*
- 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):

None _____ (Date)
 Union Name _____ (Signature of person mailing/faxing form)

RFP sent to _____ on _____ Date _____ Signature _____
 Union Name

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #: 4013 - 02/03

STAFF ANALYSIS/RECOMMENDATION:

Approved 8/5/02

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Investment Banker expertise, specifically with short-term municipal trading desk experience.*
- B. Which, if any, civil service class normally performs this work? *None*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain *No*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *Per the SEC, this type of Commercial Paper program requires a third party investment banker to remarket the Commercial Paper notes. The Airport is bound by this legal requirement to maintain a Commercial Paper program. The City and County does not have employees who possess Series 7 and Series 63 Security licenses, issued by the SEC, which allows them to trade securities (such as commercial paper and stocks) on Wall Street. Therefore, a Commercial Paper Dealer, who possesses these licenses must be retained so that the Airport can trade their commercial notes in the marketplace.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No because we must have a third party do the remarketing of the notes.*

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?
- Describe training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?
<i>Yes, the SEC requires a third party to remarket Commercial Paper.</i> | <input checked="" type="checkbox"/> | <input 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?
<i>Airport Commission Resolution #02-0050</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal 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:

Gabe Karol
Signature of Departmental Personal Services Contract Coordinator

Gabe Karol (650) 821-2074
Print or Type Name Telephone Number

Human Resources
Airport Commission
P.O. Box 8097
San Francisco, CA 94128
Address



San Francisco International Airport

P.O. Box 8097
San Francisco, CA 94128
Tel 650.821.5000
Fax 650.821.5005
www.flysfo.com

MEMORANDUM

DATE: May 1, 2009
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Cynthia Avakian, PSC Coordinator
Airport Commission (Dept. 27)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

AIRPORT
COMMISSION
CITY AND COUNTY
OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

LARRY MAZZOLA
PRESIDENT

LINDA S. CRAYTON
VICE PRESIDENT

CARYL ITO

ELEANOR JOHNS

RICHARD J. GUGGENHIME

JOHN L. MARTIN
AIRPORT DIRECTOR

PSC No:	<u>4013-02/03</u> ✓	Approval Date:	<u>August 5, 2002</u> ✓
Description of Service(s):	Commercial Paper Remarketing Dealers		
Original Approved Amount:	<u>\$645,000</u> ✓	Original Approved Duration:	<u>7/15/02 - 7/14/09</u> ✓
Modification Amount:	<u>\$0</u>	Modification of Duration:	<u>7/14/09 - 6/30/12</u>
Total Modified Amount:	<u>\$645,000</u> ✓	Total Modified Duration:	<u>7/15/02 - 6/30/12</u> ✓

Reason for the modification:

We need this extension since there has been a delay in the need for these contracts.

Attachment: Copy of Approved PSC Summary

.....
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: May 5, 2009

By: Mary Ng
for Micki Callahan, Human Resources Director

0097-5-100

Transmission Report

Date/Time	06-14-2010	16:26:46	Transmit Header Text	
Local ID 1	6508215013		Local Name 1	sfo admin
Local ID 2			Local Name 2	

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"



San Francisco International Airport

Fax

Date June 14, 2010	PO, Box 8097 San Francisco, CA 94128 www.flysfo.com
No of Pages 47 (including cover sheet)	
To Criss Romero, IFPTE Local 21	From Cynthia Avakian, Contracts Manager
Fax Number 415.864-2166	Fax Number 850.821.2011
Tel Number 415.864-2100	Tel Number 850.821.2014
Comments	

Hard copy of PSC Form 1, Commercial Paper Program Issuing and Paying Agent Services for a contract amount of \$100,000 for five (5) years, will follow in U.S. Mail.

The information contained in this fax message, and the accompanying documents, is privileged and confidential. This communication is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone, 650.794.6000.

Total Pages Scanned : 47

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	462	415 864 2166	16:11:31 06-14-2010	00:13:59	47/47	1	EC	HS	CP28800

Abbreviations:

HS: Host send	PL: Polled local	MP: Mailbox print	TU: Terminated by user
HR: Host receive	PR: Polled remote	CP: Completed	TS: Terminated by system
WS: Waiting send	MS: Mailbox save	FA: Fail	RP: Report
			G3: Group 3
			EC: Error Correct

Cynthia Avakian

From: Cynthia Avakian
Sent: Monday, June 14, 2010 1:28 PM
To: 'Criss Romero'
Cc: 'Ging Louie'; 'Larry Wong'; 'Joe Brenner'
Subject: San Francisco International Airport - Request for Proposals for Issuing and Paying Agent Services Commercial Paper Program

The City and County of San Francisco, acting by and through the San Francisco International Airport Commission, has posted its Request for Proposals for Issuing and Paying Agent Services Commercial Paper Program. It can be found at:

<http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=3426>

Proposal are due on **Tuesday, June 29, 2010, at 3:00 P.M.**

Thank you.



~~~~~  
Cynthia Avakian  
San Francisco International Airport

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 09-0088**

---

**AIRPORT COMMISSION OF THE CITY AND COUNTY  
OF SAN FRANCISCO**

Resolution No. 09-\_\_\_\_\_

Amended and Restated  
First Supplemental Resolution  
Providing for the Issuance of  
Not to Exceed \$400,000,000 Aggregate Principal Amount of

**SAN FRANCISCO INTERNATIONAL AIRPORT  
SUBORDINATE COMMERCIAL PAPER NOTES**

Adopted on May 5, 2009

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AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

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CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

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**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 09-0088**

Resolution No. 09-\_\_\_\_\_

Amended and Restated First Supplemental Resolution Providing for the Issuance of  
Not to Exceed \$400,000,000 Aggregate Principal Amount of  
San Francisco International Airport  
Subordinate Commercial Paper Notes

WHEREAS, the Airport Commission of the City and County of San Francisco (the "Commission"), on May 20, 1997, duly adopted its Resolution No. 97-0146, providing for the issuance of San Francisco International Airport Subordinate Revenue Bonds, (which Resolution, as previously supplemented and amended, including as supplemented by Resolution No. 97-0147 on May 29, 1997, as amended and restated by Resolution No. 99-0299 on September 21, 1999 and as amended and restated by this Resolution No. 09-\_\_\_\_, on May 5, 2009 (herein called the "First Supplemental Resolution"), is herein called the "1997 Resolution"); and

WHEREAS, the 1997 Resolution provides that the Commission may issue Bonds, including commercial paper notes, from time to time as the issuance thereof is authorized by the Commission; and

WHEREAS, the Commission has determined that it is necessary and desirable to authorize the issuance of one or more additional Series of Bonds in the form of commercial paper notes in an aggregate principal amount of not to exceed Four Hundred Million Dollars (\$400,000,000) for the purposes of (i) financing and refinancing the construction, acquisition, equipping and development of capital improvements at the Airport, including, but not limited to, preliminary engineering and planning costs, costs of design studies, costs of obtaining any applicable licenses or permits and other similar preliminary costs (the "Projects"); and (ii) funding other lawful expenditures of the Airport; and

WHEREAS, this First Supplemental Resolution, as originally adopted by the Commission, provided for the issuance of the Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series A (herein called the "Series A Notes") and the Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series B (herein called the "Series B Notes"); and

WHEREAS, this First Supplemental Resolution, as previously amended and supplemented, also provided for the issuance of the Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series C (herein called the "Series C Notes"); and

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 02-0088**

WHEREAS, the Commission has determined that it is necessary and desirable to amend and restate this First Supplemental Resolution to provide for a fourth Series of Commercial Paper Notes to be designated as the "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series D" (herein called the "Series D Notes") for the purpose of financing and refinancing the costs of the Projects; and

WHEREAS, interest on the Series D Notes, which Notes will constitute "private activity bonds" within the meaning of Section 141 of the Code, will not be subject to the alternative minimum tax under the Code, as permitted by The American Reinvestment and Recovery Act of 2009; and

WHEREAS, the Commission has also determined that it is necessary and desirable to amend and restate this First Supplemental Resolution to provide for one or more subseries of the Series A Notes, the Series B Notes the Series C Notes and the Series D Notes to accommodate the use of multiple letters of credit, if any;

NOW, THEREFORE, BE IT RESOLVED by the Airport Commission of the City and County of San Francisco, as follows:

**ARTICLE XII**

**DEFINITIONS; GENERAL AUTHORIZATION; AND RATIFICATION**

Section 12.01. Definitions. Except as otherwise defined in this First Supplemental Resolution, capitalized terms herein shall have the meanings assigned thereto in Section 1.01 of the 1997 Resolution. The following definitions shall apply to terms used in this First Supplemental Resolution, unless the context clearly requires otherwise:

"Administrative Agent" means any Bank acting as administrative agent for two or more Banks which have provided a Letter of Credit, and any successor thereto as administrative agent.

"Advances" means payments made by the Bank or Banks as a result of draws made on a Letter of Credit to pay principal of and interest on the related Commercial Paper Notes.

"Available Moneys" means moneys which are continuously on deposit with the Trustee or the Issuing and Paying Agent in trust for the benefit of the holders of the Commercial Paper Notes in a separate and segregated account in which only Available Moneys are held, which moneys constitute proceeds of (i) the Commercial Paper Notes received contemporaneously with the initial issuance and sale of the Commercial Paper Notes, (ii) a drawing under a Letter of Credit or payments otherwise made under a substitute Letter of Credit, (iii) refunding obligations

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

for which the Trustee has received a written opinion of nationally recognized counsel experienced in bankruptcy matters and acceptable to the Trustee and the Rating Agencies to the effect that payment of such moneys to the holders of the Commercial Paper Notes would not constitute an avoidable preference under Section 547 of the United States Bankruptcy Code if the Commission were to become a debtor under the United States Bankruptcy Code or (iv) the investment of funds qualifying as Available Moneys under the foregoing clauses.

“Bank” means each entity that is the issuer of a Letter of Credit then outstanding and effective hereunder. “Banks” means collectively, all of the Banks.

“Bank Note” means a note or notes issued by the Commission pursuant to Section 15.01 hereof and evidencing all or any portion of any unreimbursed Advances made by a Bank or Banks pursuant to a Letter of Credit and designated as “Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Revenue Notes, (insert name of Bank) Series.”

“Bank Note Payment Date” means a date on which principal of or interest on a Bank Note is due and payable, including both scheduled principal and interest and principal and interest payable upon prepayment of a Bank Note.

“Bank Rate” shall have the meaning assigned to that term in the Reimbursement Agreement.

“Business Day” means any day other than (i) a Saturday, Sunday or other day on which commercial banks in New York, New York, San Francisco, California or the city in which is located the office of the Bank at which demands for a draw on the related Letter of Credit will be made, are authorized or required by law to close or (ii) a day on which the New York Stock Exchange is closed.

“Commercial Paper Notes” or “Notes” means all Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes authorized to be issued from time to time under the 1997 Resolution and this First Supplemental Resolution, including Commercial Paper Notes issued as Series A Notes, Commercial Paper Notes issued as Series B Notes, Commercial Paper Notes issued as Series C Notes and Commercial Paper Notes issued as Series D Notes, including any subseries of such Notes.

“Dealer” means each dealer for the Commercial Paper Notes which is appointed by the Commission and has entered into a Dealer Agreement.

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

“Dealer Agreement” means each Dealer Agreement, by and between the Commission and a Dealer, and any and all modifications, alterations, amendments and supplements thereto with respect to the Commercial Paper Notes.

“Designated Representative” means the Airport Director, the Deputy Director for Business and Finance and those additional individuals designated pursuant hereto to complete and deliver Issuance Requests and who have been identified and whose signatures have been certified in a certificate of an Authorized Commission Representative delivered to the Issuing and Paying Agent.

“Expiration Date” means the respective date of expiration of each Letter of Credit then in effect.

“Interest Advances” means Advances drawn and used to pay interest on Commercial Paper Notes.

“Issuance Request” means a request made by the Commission, acting through a Designated Representative, to an Issuing and Paying Agent for the delivery of a Commercial Paper Note or Commercial Paper Notes.

“Issuing and Paying Agent” means each entity which is appointed by the Commission and has entered into an Issuing and Paying Agent Agreement. “Principal Office” of an Issuing and Paying Agent means the respective office thereof designated in writing to the Commission and the Trustee.

“Issuing and Paying Agent Agreement” means each Issuing and Paying Agent Agreement entered into by and between the Commission and an Issuing and Paying Agent, and any and all modifications, alterations, amendments, and supplements thereto with respect to the Commercial Paper Notes.

“Letter of Credit” means a direct pay Irrevocable Letter of Credit issued by a Bank or Banks to the Issuing and Paying Agent on or prior to the date of issuance of the related Commercial Paper Notes and any substitute letter of credit accepted by the Issuing and Paying Agent as provided in Section 18.01 hereof.

“Maximum Rate” means twelve percent (12%) per annum or such higher interest rate as may be permitted by applicable law.

“No-Issuance Notice” shall have the meaning assigned thereto in each Reimbursement Agreement.

**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. 09-0088**

“Note Depository” means the securities depository for a Series of Commercial Paper Notes appointed as such pursuant to Section 13.05, and its successors and assigns.

“Note Proceeds” means proceeds of the sale of the Commercial Paper Notes or any moneys, securities or other obligations that may be deemed to be proceeds of the Commercial Paper Notes within the meaning of the Code.

“Principal Advances” means Advances drawn and used to pay principal on Commercial Paper Notes.

“Reimbursement Agreement” means a Letter of Credit and Reimbursement Agreement, entered into between the Commission and one or more Banks, and any and all modifications, alterations, amendments and supplements thereto and any similar document entered into with respect to a subsequent or additional Letter of Credit.

“Series” means each series or subseries of the Notes, as appropriate.

“Series A Notes” means the “Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series A,” and/or any subseries thereof, as appropriate.

“Series A Project” means any undertaking, facility or item which is listed or otherwise described in a Tax Certificate of the Commission as being financed or refinanced in whole or in part with the proceeds of the Series A Notes, as from time to time amended, as provided in Section 14.03(a) hereof, and which is acquired, constructed, reconstructed, improved, expanded or otherwise financed or refinanced with proceeds of the sale of Series A Notes.

“Series B Notes” means the “Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series B,” and/or any subseries thereof, as appropriate.

“Series B Project” means any undertaking, facility or item which is listed or otherwise described in a Tax Certificate of the Commission as being financed or refinanced in whole or in part with the proceeds of the Series B Notes, as from time to time amended, as provided in Section 14.03(a) hereof and which is acquired, constructed, reconstructed, improved, expanded or otherwise financed or refinanced with proceeds on the sale of Series B Notes.

“Series C Notes” means the “Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series C,” and/or any subseries thereof, as appropriate.

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

“Series C Project” means any undertaking, facility or item which is listed or otherwise described in a certificate signed by an Authorized Commission Representative as being financed or refinanced in whole or in part with the proceeds of the Series C Notes, as from time to time amended, as provided in Section 14.03(a) hereof and which is acquired, constructed, reconstructed, improved, expanded or otherwise financed or refinanced with proceeds on the sale of Series C Notes.

“Series D Notes” means the “Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series D,” and/or any subseries thereof, as appropriate.

“Series D Project” means any undertaking, facility or item which is listed or otherwise described in a Tax Certificate of the Commission as being financed or refinanced in whole or in part with the proceeds of the Series D Notes, as from time to time amended, as provided in Section 14.03(a) hereof, and which is acquired, constructed, reconstructed, improved, expanded or otherwise financed or refinanced with proceeds of the sale of Series D Notes.

“Specified Event of Default” means an Event of Default described in subsection (a), (b), (c), (f) or (g) of Section 7.01 of the 1997 Resolution, which Event of Default has not been cured.

“Stated Amount” means the Stated Amount as defined in each Letter of Credit then in effect.

“Termination Date” means the sixteenth day prior to the Expiration Date under the related Letter of Credit.

Section 12.02. Letter of Credit as Credit Facility. The Commission hereby designates each Letter of Credit as a “Credit Facility” and each Reimbursement Agreement as a “Credit Facility Agreement” and the Banks as “Credit Providers” for the purposes of the 1997 Resolution.

Section 12.03. Fees and Expenses of Banks, Trustee and Issuing and Paying Agent. Operation and Maintenance Expenses shall include the fees and expenses of the Banks, the Trustee and the Issuing and Paying Agent, but shall not include payments of principal of, or interest on, Bank Notes.

Section 12.04. General Authorization. The appropriate officers, agents and employees of the Commission are each hereby authorized and directed for and in the name and on behalf of the Commission to take all actions and to make and execute any and all certificates, requisitions, agreements, notices, consents, warrants and other documents, which they, or any of them, deem necessary or appropriate to consummate the lawful issuance, sale and delivery of one or more



AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

Series of Commercial Paper Notes in accordance with the provisions hereof and of the 1997 Resolution.

Section 12.05. Ratification of the 1997 Resolution. This First Supplemental Resolution and all the terms and provisions herein contained shall form part of the 1997 Resolution as fully and with the same effect as if all such terms and provisions had been set forth in the 1997 Resolution. The 1997 Resolution is hereby ratified and confirmed and shall continue in full force and effect in accordance with the terms and provisions thereof, as amended and supplemented to the date hereof, including as amended and supplemented by this First Supplemental Resolution.

ARTICLE XIII

THE COMMERCIAL PAPER NOTES

Section 13.01. Authorized Amount of Commercial Paper Notes; Terms and Description of Commercial Paper Notes.

(a) No Commercial Paper Notes may be issued under the provisions of this First Supplemental Resolution except in accordance with this Article.

(b) The Commission hereby authorizes the issuance of its "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series A," "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series B," "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series C" and "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Notes, Series D" subject to the provisions of this Section 13.01 and as hereinafter provided. The Series A Notes shall be issued from time to time as provided herein to finance and refinance the cost of Series A Projects, the Series B Notes shall be issued from time to time as provided herein to finance and refinance the cost of Series B Projects, the Series C Notes shall be issued from time to time as provided herein to finance and refinance the cost of Series C Projects and the Series D Notes shall be issued from time to time as provided herein to finance and refinance the cost of Series D Projects or to refinance the cost of Series A Projects. The Series A Notes, the Series B Notes, the Series C Notes and the Series D Notes may be issued in one or more subseries as shall be determined to be necessary or desirable by the Airport Director.

(c) Proceeds of Commercial Paper Notes issued to refinance other Commercial Paper Notes may be used to pay or reimburse the Banks for Advances used to pay principal or interest due on such maturing Commercial Paper Notes; *provided, however*, that unless the Issuing and

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 09-0088

Paying Agent receives an Opinion of Bond Counsel to the contrary, the proceeds of Series A Notes may only be used to pay or to reimburse the Banks for Advances used to pay principal or interest due on Series A Notes, proceeds of Series B Notes may only be used to pay or to reimburse the Banks for Advances used to pay principal or interest due on Series B Notes, proceeds of Series C Notes may only be used to pay or to reimburse the Banks for Advances used to pay principal or interest due on Series C Notes and proceeds of Series D Notes may only be used to pay or to reimburse the Banks for Advances used to pay principal or interest due on Series D Notes or the Series A Notes. Upon receipt of an Opinion of Bond Counsel, Notes may also be issued to refund other bonds or debt obligations of the Commission. Such authorization specifically includes the authorization to issue and reissue Commercial Paper Notes for such purposes.

(d) The aggregate principal amount of Commercial Paper Notes that may be Outstanding at any one time hereunder shall not at any time exceed \$400,000,000. The aggregate principal amount of each Series of Notes that may be Outstanding at any one time hereunder shall not exceed the the Principal Component (as defined in the related Letter of Credit) then available under the Letter of Credit securing such Series of Notes. At no time shall the aggregate amount of interest payable on the Outstanding Commercial Paper Notes of any Series of Notes exceed the the Interest Component (as defined in the related Letter of Credit) then available under the Letter of Credit securing such Series of Notes.

(e) The determinations of the Airport Director provided for in this Section shall be set forth in one or more Certificates of Additional Terms ("Certificate of Additional Terms") to be executed and delivered by the Airport Director, which Certificates of Additional Terms when executed and delivered by the Airport Director, shall constitute a part of the 1997 Resolution.

(f) The Commercial Paper Notes shall be dated the date of their respective authentication and issuance; shall be issued in bearer or registered form, as shall be determined by the Airport Director, shall be issued in denominations of \$100,000 and in integral multiples of \$5,000 in excess thereof; and interest on the Commercial Paper Notes shall be separately stated by rate and amount on the face of each Commercial Paper Note. Commercial Paper Notes shall bear interest from their respective dates, payable on their respective maturity dates.

(g) Commercial Paper Notes (i) shall bear interest payable at maturity at an annual rate (calculated on the basis of a year consisting of 365/366 days and actual number of days elapsed), which shall not in any event exceed the Maximum Rate, (ii) shall mature on a Business Day not more than 270 days after their respective dates, but in no event later than the related Termination Date, and (iii) shall be sold by the Dealers pursuant to a Dealer Agreement at a price of not less than 100% of the principal amount thereof. The stated interest rate, maturity date and other terms of each Commercial Paper Note, so long as not inconsistent with the terms of this

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. ~~09-0088~~

First Supplemental Resolution, shall be as set forth in the Issuance Request required by Section 13.06 hereof directing the issuance of such Commercial Paper Note.

(h) The Commercial Paper Notes shall not be subject to redemption prior to maturity.

(i) The Series A Notes, the Series B Notes, the Series C Notes and the Series D Notes and each subseries thereof shall be numbered in such manner as the Issuing and Paying Agent may deem appropriate.

(j) Commercial Paper Notes which are issued to finance or refinance Series A Projects shall be designated as Series A Notes. Commercial Paper Notes which are issued to finance or refinance Series B Projects shall be designated as Series B Notes. Commercial Paper Notes which are issued to finance or refinance Series C Projects shall be designated as Series C Notes. Commercial Paper Notes which are issued to finance or refinance Series D Projects or the Series A Projects shall be designated as Series D Notes. A subseries of each Series of Notes may be created as shall be determined to be necessary or desirable by the Airport Director to accommodate the use of one or more additional Letters of Credit.

(k) The Commercial Paper Notes shall constitute Bonds within the meaning of the 1997 Resolution and the Series A Notes, the Series B Notes, the Series C Notes and the Series D Notes, including all subseries of such notes, collectively, shall constitute a single Commercial Paper Program within the meaning of the 1997 Resolution.

Section 13.02. Payment. The Commission covenants to duly and punctually pay or cause to be paid from Net Revenues in accordance with the 1997 Resolution, the principal of and interest on each and every Commercial Paper Note when due. To the extent Advances made by a Bank or Banks under a Letter of Credit for the purpose of paying principal of and interest on maturing Commercial Paper Notes together with Note Proceeds from Commercial Paper Notes issued on such date are insufficient to pay principal of and interest on maturing Commercial Paper Notes, the Commission will make all payments of interest and principal directly to the Issuing and Paying Agent in immediately available funds on or prior to 1:30 p.m., New York City time, on the date payment is due on any Commercial Paper Note. To the extent principal of and/or interest on Commercial Paper Notes is paid with an Advance, the Issuing and Paying Agent is authorized and directed to use amounts paid by the Commission to reimburse the applicable Bank(s). The principal of and the interest on the Commercial Paper Notes shall be paid in federal or other immediately available funds in such coin or currency of the United States of America as, at the respective times of payment, is legal tender for the payment of public and private debts.

The principal of and the interest on the Commercial Paper Notes shall be payable at the Principal Office of the Issuing and Paying Agent on or before the close of business on any

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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Business Day upon which such Commercial Paper Notes have become due and payable; *provided*, that such Commercial Paper Notes are presented and surrendered on a timely basis. Upon presentation of such a Commercial Paper Note to the Issuing and Paying Agent no later than 3:00 p.m. (New York City time) on a Business Day, payment for such Commercial Paper Note shall be made by the Issuing and Paying Agent in immediately available funds on such Business Day. If a Commercial Paper Note is presented for payment after 3:00 p.m. (New York City time) on a Business Day, payment therefore may be made by the Issuing and Paying Agent on the next succeeding Business Day without the accrual of additional interest thereon.

Notwithstanding the provisions of the previous paragraph, in the event the Notes are issued as a master note or master notes in book-entry form, they shall be payable at maturity without physical presentation or surrender in accordance with the procedures of the Note Depository.

Section 13.03. Authentication of Commercial Paper Notes. The Issuing and Paying Agent is by this First Supplemental Resolution, designated by the Commission as an Authenticating Agent, Registrar and Paying Agent for the Commercial Paper Notes in accordance with the terms of Section 8.12 of the 1997 Resolution. Notwithstanding anything herein to the contrary, the Issuing and Paying Agent shall not authenticate Commercial Paper Notes of a Series which mature later than the related Termination Date, and the Issuing and Paying Agent shall not authenticate Commercial Paper Notes of a Series if a Specified Event of Default under the related Letter of Credit then exists of which it has actual knowledge or the Issuing and Paying Agent has received a No-Issuance Notice under the related Letter of Credit.

If any Commercial Paper Notes are to be issued in bearer form, the Commission shall from time to time furnish the Issuing and Paying Agent with an adequate supply of Commercial Paper Notes, each of which shall have attached such number of carbon copies as the Issuing and Paying Agent shall reasonably specify. When any Commercial Paper Notes are delivered to the Issuing and Paying Agent by the Commission, the Issuing and Paying Agent shall execute and deliver to the Commission a receipt therefor and shall hold such Commercial Paper Notes for the account of the Commission in safekeeping in accordance with its customary practice.

Section 13.04. Forms of Commercial Paper Notes and Authentication Certificate. The definitive Series A Notes, Series B Notes, Series C Notes and Series D Notes and the Certificate of Authentication endorsed thereon shall be substantially in the form set forth in Exhibit A attached hereto and made a part hereof, with such appropriate Series designation, variations, omissions and insertions as shall be required or appropriate to accomplish the purpose of the transaction authorized by the 1997 Resolution and this First Supplemental Resolution.

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The Commercial Paper Notes may have endorsed thereon such legends or text as may be necessary or appropriate to conform to any applicable rules and regulations of any governmental authority or any usage or requirement of law or regulation with respect thereto.

Section 13.05. Book-Entry System. Unless the Airport Director or his designee determines that a Series of Commercial Paper Notes shall be issued in bearer form or registered form other than in book-entry form, the Commercial Paper Notes shall initially be issued in book-entry form as further provided in this Section 13.05.

(a) The Notes issued pursuant to this First Supplemental Resolution shall initially be issued in the form of a separate single fully-registered Note for each Series of the Commercial Paper Notes. Except as provided in subsection (c) of this Section 13.05, all of the Commercial Paper Notes shall be registered in the name of the Nominee. Notwithstanding any provision to the contrary in Section 13.06, so long as the Notes remain in the form of one or more master notes in book-entry form, the issuance of Notes pursuant to an Issuance Request against payment therefor shall not require the physical delivery of note certificates.

The Trustee, the Issuing and Paying Agent and the Commission may treat the registered owner of each Note as the sole and exclusive owner thereof for the purposes of payment of the principal of or interest on the Series of Notes to which such Note belongs, giving any notice permitted or required to be given to Noteholders under the 1997 Resolution, registering the transfer of Notes, obtaining any consent or other action to be taken by Noteholders, and for all other purposes whatsoever, and neither the Trustee, the Issuing and Paying Agent nor the Commission shall be affected by any notice to the contrary.

Neither the Trustee, the Issuing and Paying Agent nor the Commission shall have any responsibility or obligation to any participant in the Note Depository (a "Participant"), any person claiming a beneficial ownership interest in the Commercial Paper Notes under or through the Note Depository or any Participant, or any other person who is not shown on the registration books as being a Noteholder, with respect to (i) the accuracy of any records maintained by the Note Depository or any Participant; (ii) the payment by the Note Depository or any Participant of any amount in respect of the principal of or interest on the Commercial Paper Notes; (iii) the delivery of any notice which is permitted or required to be given to Noteholders under the 1997 Resolution; (iv) any consent given or other action taken by the Note Depository as Noteholder; or (v) any other purpose.

The Issuing and Paying Agent shall pay all principal of and interest on the Commercial Paper Notes only to or upon the order of the Note Depository, and all such payments shall be valid and effective to fully satisfy and discharge the Commission's obligations with respect to the payment of the principal of and interest on the Commercial Paper Notes to the extent of the sum or sums so paid. Upon delivery by the Note Depository to the Issuing and Paying Agent

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and the Trustee of written notice to the effect that the Note Depository has determined to substitute a new Nominee in place of the current Nominee, and subject to the provisions herein with respect to record dates, the word Nominee in this Article XIII shall refer to such new Nominee.

(b) In order to qualify each Series of Commercial Paper Notes for the Note Depository's book-entry system, the appropriate officers or employees of the Commission are hereby authorized to execute, seal, countersign and deliver on behalf of the Commission to the Note Depository for each Series of Commercial Paper Notes, a Representation Letter from the Commission representing such matters as shall be necessary to so qualify the Commercial Paper Notes. The execution and delivery of the Representation Letter shall not in any way limit the provisions of this Section 13.05 or in any other way impose upon the Commission any obligation whatsoever with respect to persons having beneficial ownership interests in the Commercial Paper Notes other than the Noteholders.

(c) In the event (i) the Note Depository determines not to continue to act as securities depository for a Series of Commercial Paper Notes, or (ii) the Commission determines that the Note Depository shall no longer so act and delivers a written certificate to the Issuing and Paying Agent and the Trustee to that effect, then the Commission will discontinue the book-entry system with the Note Depository for such Series of Notes. If the Commission determines to replace the Note Depository for a Series of Commercial Paper Notes with another qualified securities depository, the Commission shall prepare or direct the preparation of a new, single, separate, fully registered Note of such Series for such Series of Notes registered in the name of such successor or substitute qualified Note Depository or its Nominee, or make such other arrangements acceptable to the Trustee, the Issuing and Paying Agent and such successor or substitute Note Depository as are not inconsistent with the terms of this Supplemental Resolution. If the Commission fails to identify another qualified Note Depository to replace the incumbent Note Depository for a Series of Commercial Paper Notes, then such Series of Notes shall no longer be restricted to being registered in the bond registration books in the name of the incumbent Note Depository or its Nominee, but shall be registered in whatever name or names the incumbent Note Depository or its Nominee transferring or exchanging such Series of Notes shall designate.

(d) Notwithstanding any provision of the 1997 Resolution to the contrary, so long as the Commercial Paper Notes are registered in the name of the Nominee, all payments with respect to principal of and interest on the Commercial Paper Notes and all notices with respect to the Commercial Paper Notes shall be made and given, respectively, as provided in the Representation Letter for the related Series of Notes or as otherwise instructed by the Note Depository.

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(e) The initial Note Depository with respect to each Series of Commercial Paper Notes shall be DTC. The initial Nominee with respect to each Series of Commercial Paper Notes shall be CEDE & CO., as nominee of DTC.

Section 13.06. Conditions Precedent to Delivery of Commercial Paper Notes.

(a) Prior to the issuance of each Series of Commercial Paper Notes hereunder, Commercial Paper Notes of such Series shall be executed by the Commission and delivered to the Issuing and Paying Agent, who shall hold such Commercial Paper Notes unauthenticated in safekeeping for the Commission. Subject to the provisions of Sections 13.01 and 13.05 hereof and paragraphs (c) and (d) of this Section 13.06, at any time and from time to time prior to the related Termination Date, Commercial Paper Notes shall be manually authenticated and delivered by the Issuing and Paying Agent for the consideration and in the manner hereinafter provided, but only upon receipt by the Issuing and Paying Agent of an Issuance Request, no later than 1:00 p.m. (New York City time) on the Business Day on which Commercial Paper Notes are to be delivered, directing the Issuing and Paying Agent to authenticate the Commercial Paper Notes referred to therein and to deliver the same to or upon the order of the Dealer. Each Issuance Request shall include: (i) the principal amount and date of each Commercial Paper Note then to be delivered; (ii) the rate and amount of interest thereon; (iii) the maturity date thereof; (iv) whether the Commercial Paper Notes to be issued shall be Series A Notes, Series B Notes, Series C Notes or Series D Notes or a subseries thereof; and (v) if the Commercial Paper Notes are sold at a premium, the purchase price of the Notes. No later than 12:30 p.m. on each Business Day on which the Commission proposes to issue Commercial Paper Notes, each Dealer shall report to the Commission each transaction made with or arranged by it or shall notify the Commission and the Issuing and Paying Agent of the difference, if any, between the amount of maturing Notes and the amount of Notes which the Dealer has arranged to sell or has agreed to purchase.

Upon receipt of such Issuance Request (which may be transmitted by mail, telecopy, facsimile transmission, e-mail or other electronic communications method, or by telephone, promptly confirmed in writing), the Issuing and Paying Agent shall, by 2:15 p.m. (New York City time) on such day, complete each Series A Note, each Series B Note, each Series C Note and each Series D Note or any subseries thereof then to be delivered as to amount, date, maturity date, interest rate and interest amount specified in such Issuance Request, and deliver each such Commercial Paper Note to or upon the order of the Dealer upon receipt of payment therefor; *provided, however,* that no such Commercial Paper Notes shall be delivered by the Issuing and Paying Agent if such delivery would result in the aggregate principal amount of Commercial Paper Notes Outstanding at any one time being in excess of \$400,000,000. The aggregate principal amount of each Series of Notes Outstanding at any one time shall not exceed the Principal Component (as defined in the related Letter of Credit) then available under the Letter

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of Credit securing such Series of Notes, or would result in the aggregate amount of interest payable on Outstanding Commercial Paper Notes secured thereby to exceed the Interest Component then available under such Letter of Credit. Notwithstanding any provision herein to the contrary, no such Commercial Paper Notes of a Series shall be delivered by the Issuing and Paying Agent if (A) it shall have received notice from a Designated Representative directing the Issuing and Paying Agent to cease authenticating and delivering Commercial Paper Notes until such time as such direction is withdrawn by similar notice, (B) it shall have actual knowledge that a Specified Event of Default under the related Letter of Credit shall have occurred and be continuing, (C) it shall have received notice from Bond Counsel that their opinion regarding the exclusion of interest on the Commercial Paper Notes (other than Commercial Paper Notes designated as taxable Notes pursuant to Section 16.04) from the gross income for federal tax purposes of the holders thereof is being withdrawn, (D) the maturity date of the Commercial Paper Notes of such Series would extend beyond the Termination Date under the related Letter of Credit or (E) the Trustee and the Issuing and Paying Agent shall have received a No-Issuance Notice under the related Letter of Credit with respect to such Series. If an Issuance Request is received after 1:00 p.m. (New York City time) on a given day, the Issuing and Paying Agent shall not be obligated to deliver the requested Commercial Paper Notes until the next succeeding Business Day.

The Commission shall, upon a change in the identity of its Designated Representatives, provide a certificate for each new Designated Representative to the Issuing and Paying Agent.

A copy of each Commercial Paper Note authenticated in bearer form by the Issuing and Paying Agent shall be promptly mailed by U.S. mail, first class, postage prepaid, to the Commission and the Trustee by the Issuing and Paying Agent. The Issuing and Paying Agent shall furnish the Commission with such additional information with respect to the carrying out of its duties hereunder as the Commission from time to time shall reasonably request.

(b) In addition to the Issuance Request described above in this Section 13.06, and as a further condition to the issuance of any Commercial Paper Notes, the Designated Representative shall certify to the Issuing and Paying Agent that, as of the date of delivery of such Commercial Paper Notes, (i) the related Letter of Credit is in full force and effect; (ii) after the issuance of such Commercial Paper Notes and the application of the proceeds thereof, the aggregate principal amount of Commercial Paper Notes Outstanding will not exceed the amount that at the time is authorized to be Outstanding hereunder as provided in Section 13.01(b) hereof; (iii) the interest rates borne by the Commercial Paper Notes to be delivered on such date do not exceed the lesser of the Maximum Rate or the rate used in calculating the Interest Component of the related Letter of Credit, (iv) unless the Commercial Paper Notes to be issued are taxable, the facts, estimates, circumstances and representations set forth or made (as the case may be) in the Tax Certificate continue to exist and are reaffirmed on such date; (v) the terms of the



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Commercial Paper Notes do not exceed 270 days and the maturity dates of such Commercial Paper Notes set forth in the Issuance Request do not extend beyond the Termination Date of the related Letter of Credit; (vi) the Commission has not been notified by Bond Counsel that their opinion with respect to the validity of the Commercial Paper Notes and the tax treatment of the interest thereof delivered prior to the initial issuance of the Commercial Paper Notes has been revised or withdrawn or, if any such revisions or withdrawal has occurred, the revised opinion or a substitute opinion acceptable to the Dealers has been delivered; (vii) no Specified Event of Default under the related Letter of Credit has occurred and is then continuing; and (viii) all of the conditions precedent to the issuance of such Commercial Paper Notes set forth in this Section 13.06 of this First Supplemental Resolution have been satisfied.

The delivery of any Issuance Request to the Issuing and Paying Agent by a Designated Representative in the manner provided in this Section shall constitute the certification and representation of the Commission as of the date of such Issuance Request as to the matters set forth in the immediately preceding paragraph.

(c) Any Issuance Request made by telephone pursuant to this Section may be recorded by the Issuing and Paying Agent and confirmed promptly in writing by a Designated Representative; *provided, however*, that the failure so to confirm any such Issuance Request, or any conflict between any such recorded oral Issuance Request and the written confirmation thereof, shall not affect the validity of any recorded oral Issuance Request received by the Issuing and Paying Agent as provided herein. If the Issuing and Paying Agent does not record an oral Issuance Request, and a conflict exists between such oral Issuance Request and the written confirmation thereof, the terms of the written confirmation shall control.

(d) Prior to the initial delivery of the Commercial Paper Notes of a Series under this First Supplemental Resolution and as a condition to such initial issuance, the Trustee and the Commission shall be notified by the Issuing and Paying Agent that the Issuing and Paying Agent has received:

(i) A fully executed counterpart of the Reimbursement Agreement relating to such Series;

(ii) The executed Letter of Credit relating to such Series;

(iii) The opinions of the United States counsel (and foreign counsel if the Bank is a United States branch or agency of a bank organized under the laws of a country other than the United States) to each Bank, addressed to the Commission, the Issuing and Paying Agent and the Trustee, to the effect that the Letter of Credit relating to such Series is a valid and binding obligation of the Bank(s), enforceable in accordance with its terms; and

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(iv) The Dealer Agreements.

Section 13.07. Commercial Paper Notes. The Commission, the Trustee and the Issuing and Paying Agent may deem and treat the bearer of Notes in bearer form or the registered owner of Notes in registered form as the absolute owner thereof (whether or not such Commercial Paper Note shall be overdue and notwithstanding any notation of ownership or other writing thereon made by anyone other than the Issuing and Paying Agent), for the purpose of receiving payment thereof or on account thereof and for all other purposes, and neither the Commission, the Trustee nor the Issuing and Paying Agent shall be affected by any notice to the contrary.

ARTICLE XIV

APPLICATION OF COMMERCIAL PAPER NOTE PROCEEDS

Section 14.01. Establishment and Designation of Accounts.

(a) An account within the Construction Fund established pursuant to Section 4.01 of the 1997 Resolution is hereby established and designated as the "Commercial Paper Construction Account" and herein called the "Construction Account".

(b) The following accounts within the 1997 Resolution Debt Service Fund established pursuant to Section 5.02(b) of the 1997 Resolution are hereby established, and the Issuing and Paying Agent shall hold such accounts in accordance with the 1997 Resolution and the Issuing and Paying Agent Agreement:

(1) "Commercial Paper Debt Service Account," with subaccounts therein designated as the "Series A Debt Service Account," the "Series B Debt Service Account," the "Series C Debt Service Account" and the "Series D Debt Service Account," together with a debt service subaccount for each subseries of Notes as provided in the related Certificate of Additional Terms;

(2) "Commercial Paper Bank Payment Account" and herein called the "Bank Payment Account," with subaccounts therein designated as the "Series A Bank Payment Account," the "Series B Bank Payment Account," the "Series C Bank Payment Account" and the "Series D Bank Payment Account," together with a bank payment subaccount for each subseries of Notes as provided in the related Certificate of Additional Terms; and

(3) Bank Note Debt Service Account and herein called the "Bank Note Account" with subaccounts therein for each Series of Bank Notes as provided in the related Certificate of Additional Terms.

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(c) The Commission hereby determines not to establish an account within the 1997 Resolution Reserve Fund for the benefit of the Noteholders.

(d) As set forth in a Certificate of Additional Terms, additional accounts or subaccounts for any Series may be established hereunder from time to time as shall be determined to be necessary or desirable by the Airport Director.

Section 14.02. Deposit of Proceeds of Commercial Paper Notes. Immediately upon receipt thereof, the Issuing and Paying Agent shall first deposit the proceeds of the sale of the Commercial Paper Notes of a Series into the related subaccount of the Bank Payment Account in an amount equal to the unreimbursed Advances made by the Bank(s) under the related Letter of Credit to pay principal of or interest on the Commercial Paper Notes of such Series and shall then transfer the remaining proceeds to the Treasurer for deposit in the Construction Account.

Section 14.03. Application of Moneys in the Construction Account.

(a) Moneys in the Construction Account attributable to each Series of Notes shall be applied to the payment of the Project Costs for such Series. The Commission may from time to time amend the list of Series A Projects, Series B Projects or Series D Projects in the Tax Certificate; *provided, however,* that the Commission shall not amend the list of Series A Projects, Series B Projects or Series D Projects in such a way as to change the tax status of the related Series of Commercial Paper Notes. The Commission may from time to time amend the list of Series C Projects in the certificate of the Commission.

(b) The Treasurer is hereby authorized to disburse from the Construction Account the amount required for the payment of Project Costs and is directed to make such disbursements upon receipt of a warrant drawn by the Controller.

(c) Moneys held in the Construction Account shall be invested by the Treasurer in Permitted Investments as directed by an Authorized Commission Representative.

Section 14.04. Deposits Into and Uses of the Commercial Paper Debt Service Account and the Bank Payment Account.

(a) On or before 1:30 p.m. New York City time, on the maturity of each Note, the Commission shall deposit from Net Revenues available therefor pursuant to Section 5.05(c) and Section 5.06(b)(ii) of the 1997 Resolution with the Issuing and Paying Agent for deposit in the Bank Payment Account, an amount sufficient, together with all other amounts available to the Issuing and Paying Agent in the related Series subaccount of the Bank Payment Account to pay principal of and interest due on all Notes on such maturity date. The Issuing and Paying Agent

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shall notify the Commission on or before 5:00 p.m., New York City time, on the Business Day prior to such maturity date, of the total amount due on such maturity date.

(b) Each Advance received by the Issuing and Paying Agent as a result of a drawing under a Letter of Credit to pay the principal of and interest on maturing Notes of a Series shall be deposited into the related Debt Service Account or subaccount of the Commercial Paper Debt Service Account and used to pay the principal of and interest on the maturing Notes of such Series upon the proper presentment thereof.

(c) Amounts deposited into the Bank Payment Account or subaccount with respect to the Notes of a Series shall be used, on each day that an Advance is received by the Issuing and Paying Agent and deposited into the Debt Service Account or subaccount related to such Series, by the Issuing and Paying Agent to reimburse the related Bank or Banks for the amount of such Advance; *provided, however*, if, on any maturity date of the Notes of such Series, the Advances paid under the related Letter of Credit are not sufficient to pay the full amount of the principal of and interest due on such related Notes on such date, amounts in the Bank Payment Account or subaccount related to such Series shall be used to make the balance of such payment.

(d) Moneys in the Commercial Paper Debt Service Account and the Bank Payment Account shall not be invested.

(e) Any lien that the Issuing and Paying Agent and the Trustee may have on Advances made by a Bank under a Letter of Credit and the related Note Proceeds shall be expressly subordinate to the lien on such funds created for the benefit of the holders of the Commercial Paper Notes of the related Series and such Bank.

Section 14.05. Drawings Under a Letter of Credit. On or before each maturity date for any Commercial Paper Note of a Series, the Issuing and Paying Agent shall present all required drawing certificates and accompanying documentation, if required, to the Administrative Agent for the related Letter of Credit and demand payment be made under such Letter of Credit on such maturity date, at such time and in such amount not in excess of the Stated Amount of the related Letter of Credit, so as to be timely and sufficient to pay the entire amount of principal and interest becoming due on all Commercial Paper Notes of such Series on such date.

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ARTICLE XV

THE BANK NOTES

Section 15.01. Authorization and Terms of Bank Notes.

(a) The Commission hereby authorizes the issuance of one or more Series of its "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Revenue Notes," subject to the provisions of this Section 15.01 and as hereinafter provided. A Series of Bank Notes shall be issued for each Bank and designated the "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Revenue Notes (insert name of Bank) Series." The Bank Notes shall be issued (i) on the effective date of the related Letter of Credit to evidence Advances that are not reimbursed on the same Business Day any such Advance is made and that remain outstanding from time to time, (ii) from time to time in the event that any Advance is not reimbursed on the same Business Day such Advance is made, or (iii) as shall otherwise be set forth in the related Reimbursement Agreement; and in any such case, in consideration of the payment of unreimbursed Advances by the related Bank or Banks. The aggregate principal amount of Bank Notes of a Series that may be Outstanding at any one time hereunder shall not at any time exceed the Stated Amount of the related Letter of Credit.

(b) The Bank Notes shall be dated the date of their respective authentication and issuance; shall be issued in registered form only; shall be issued and outstanding from time to time in any denomination as provided in the related Reimbursement Agreement and shall bear interest at the interest rates set forth in the related Reimbursement Agreement; *provided, however,* that the interest rate on the Bank Notes shall never exceed the Maximum Rate. Bank Notes shall bear interest from their respective dates, payable in accordance with the related Reimbursement Agreement. Principal of the Bank Notes shall be payable in accordance with the related Reimbursement Agreement. The final maturity of the Bank Notes shall be as provided in the related Reimbursement Agreement.

(c) The maturity date and other terms of each Bank Note, so long as not inconsistent with the terms of this First Supplemental Resolution, shall be as set forth in the certificate of an Authorized Commission Representative directing the issuance of such Bank Note.

(d) Anything in the 1997 Resolution to the contrary notwithstanding, each Series of Bank Notes shall be subject to optional and mandatory prepayment prior to maturity in accordance with, and upon notice as provided by, the related Reimbursement Agreement.

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(e) Each Series of Bank Notes shall be numbered consecutively from No. 1 upward. The Issuing and Paying Agent may make additional provision for numbering, including additional prefixes and suffixes, as it may deem appropriate.

Section 15.02. Issuance of Bank Notes. In the event that any Bank shall have made an Advance that has not been reimbursed on the same Business Day by such time as shall be set forth in the related Reimbursement Agreement, such Bank or the Administrative Agent under the related Letter of Credit shall provide notice in writing to the Commission, the Issuing and Paying Agent and the Trustee stating: (x) (i) the amount of the Advance that remains unreimbursed; and (ii) the amount by which the outstanding principal of each Bank Note shall be increased as a result thereof, the principal amount of the Bank Notes to be issued as a result thereof, or otherwise as shall be set forth in the related Reimbursable Agreement; (y) (i) the amount of the Advance that remains unreimbursed; (ii) the final maturity date of such Bank Note or related portion thereof; and (iii) the amount of each scheduled principal installment on such Bank Note or related portion thereof. Upon receipt of a notice requesting the issuance of a Bank Note, the Issuing and Paying Agent shall authenticate a Bank Note of the Series specified in such notice and in accordance with such notice and the certificate of an Authorized Commission Representative delivered to the Issuing and Paying Agent pursuant to Section 15.01(c) and shall deliver such Bank Note to or upon the order of the respective Bank.

Section 15.03. Form of Bank Notes and Authentication Certificate. The definitive Bank Notes and the Certificate of Authentication endorsed thereon shall be substantially in the forms set forth in Exhibit B attached hereto and made a part hereof, with such appropriate variations, omissions and insertions as shall be necessary or appropriate to accomplish the purpose of the transaction authorized by the 1997 Resolution and this First Supplemental Resolution.

The Bank Notes may have endorsed thereon such legends or text as may be necessary or appropriate to conform to any applicable rules and regulations of any governmental authority or any usage or requirement of law or regulation with respect thereto.

Section 15.04. No Transfers of Bank Notes. Unless otherwise required by applicable law, the Bank Notes shall be non-negotiable and non-transferable.

Section 15.05. Deposits of Net Revenues in Bank Note Account. In accordance with Section 5.03 and Section 5.06 of the 1997 Resolution, on the Business Day before each Bank Note Payment Date, the Treasurer shall allocate and transfer to the Issuing and Paying Agent for deposit in the related Bank Note Account amounts from available Net Revenues, as follows:

(a) An amount equal to the aggregate amount of interest due and payable on such Bank Note Payment Date on all Bank Notes Outstanding; and

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(b) An amount equal to the aggregate principal amount due and payable on such Bank Note Payment Date on the Outstanding Bank Notes.

Amounts in the Bank Note Account shall be invested by the Issuing and Paying Agent in Permitted Investments in accordance with Section 5.08 of the 1997 Resolution.

The Bank Notes shall not be payable from the proceeds of a Letter of Credit drawing.

ARTICLE XVI

COVENANTS

Section 16.01. No Arbitrage. The Commission shall not take, nor permit to be taken by the Trustee, the Issuing and Paying Agent or otherwise, any action which, if such action had been reasonably expected to have been taken or had been deliberately and intentionally taken on the date of the issuance of any Series of Commercial Paper Notes, would have caused such Series of the Commercial Paper Notes to be "arbitrage bonds" within the meaning of Section 148(a) of the Code and Regulations. To that end, the Commission will comply with all requirements of Section 148 of the Code to the extent applicable to each Series of Notes. In the event that at any time the Commission is of the opinion that for purposes of this Section 16.01 it is necessary to restrict or to limit the yield on the investment of any moneys held by the Trustee or the Issuing and Paying Agent under this First Supplemental Resolution, the Commission shall so instruct the Trustee or the Issuing and Paying Agent in writing, and the Trustee or the Issuing and Paying Agent, as the case may be, shall take such action as may be necessary in accordance with such instructions.

Section 16.02. Rebate to United States. The Commission will pay or cause to be paid to the United States Government the amounts required by Section 148(f) of the Code and any Regulations promulgated thereunder at the times required thereby. To further the satisfaction of such rebate requirement, there is hereby created, to be held by the Trustee as a separate fund for each Series of Commercial Paper Notes distinct from all other funds and accounts held by the Trustee under the 1997 Resolution, an account in the Rebate Fund designated as the "Series/Subseries \_\_ Rebate Account". The Trustee shall hold any payments received from the Commission for deposit into the Series Rebate Account for each Series of Commercial Paper Notes for purposes of ultimate rebate to the United States, all as more particularly described in the Tax Certificate for such Series. Pending payment to the United States, moneys held in the Series Rebate Account are hereby pledged to secure such payments to the United States as provided herein and in the Tax Certificate, and neither the Commission, the Owners nor any other person shall have any rights in or claim to such moneys. The Trustee shall invest all amounts held in the Series Rebate Accounts in Nonpurpose Investments (as defined in the applicable Tax Certificate), as directed by the Commission in the applicable Tax Certificate.

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Computations of the rebate amount and all calculations under this Section and the Tax Certificate shall be furnished by or on behalf of the Commission. The Trustee shall be deemed conclusively to have complied with the provisions of this Section if it follows the directions of the Commission consistent with the provisions of the Tax Certificate. The Trustee shall have no liability or responsibility to enforce compliance by the Commission with the Rebate Requirement. The Trustee shall have no obligation to pay any amounts required to be rebated pursuant to this Section, other than from moneys required to be held in the funds and accounts created under the 1997 Resolution, including the Series Rebate Accounts, or from other moneys provided to it by the Commission.

The Commission and the Trustee shall keep and retain, for a period of six (6) years following the retirement of the related Series of Commercial Paper Notes, records of the determinations made pursuant to this Section 16.02.

In order to provide for the administration of this Section 16.02, the Commission may provide for the employment of independent attorneys, accountants and consultants, who shall be selected by the Commission with reasonable care and compensated on such reasonable basis as the Commission may deem appropriate, and the Trustee may rely conclusively upon the opinions, calculations, determinations and advice of such attorneys, accountants and consultants employed hereunder.

Section 16.03. Tax Covenant. The Commission shall not use or knowingly permit the use of any proceeds of the Commercial Paper Notes or any other funds of the Commission, directly or indirectly, in any manner, and shall not take or permit to be taken any other action or actions, which would result in any of the Commercial Paper Notes being treated as an obligation not described in Section 103(a) of the Code. Without limiting the generality of the foregoing, the Commission will comply with all the requirements and covenants contained in the Tax Certificate. This covenant shall survive the payment in full or defeasance of the Commercial Paper Notes.

Section 16.04. Taxable Notes. Notwithstanding anything in this Supplemental Resolution to the contrary, in the event the Commission, designates a Series of Commercial Paper Notes as obligations not described in Section 103(a) of the Code, the provisions of Sections 16.01, 16.02 and 16.03 shall not apply to such Series of Commercial Paper Notes. The Commission hereby designates the Series C Notes and all subseries thereof as obligations not described in Section 103(a) of the Code.

Section 16.05. Letter of Credit. The Commission hereby covenants to maintain in effect a Letter of Credit meeting the requirements hereof at all times that Commercial Paper Notes are Outstanding hereunder. The Commission further covenants that if it is unable to obtain a binding commitment for a substitute Letter of Credit at least 60 days prior to the Expiration Date, it shall



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endeavor to refinance the Series A Projects, the Series B Projects, Series C Projects and the Series D Projects through the issuance of its bonds.

Section 16.06. Reimbursement Agreement. The Commission hereby covenants to comply with the provisions of each Reimbursement Agreement.

ARTICLE XVII

ISSUING AND PAYING AGENT; DEALERS

Section 17.01. Appointment of Issuing and Paying Agent. The Commission hereby agrees that at or prior to the time of issuance of the initial Commercial Paper Notes, the Commission will enter into the Issuing and Paying Agent Agreement and that the Commission will at all times prior to any Termination Date maintain in effect an Issuing and Paying Agent Agreement, pursuant to which the Issuing and Paying Agent will agree to observe and perform its duties and obligations thereunder and under this First Supplemental Resolution.

Section 17.02. Reports and Records. (a) The Issuing and Paying Agent shall at all times keep or cause to be kept proper records in which complete and accurate entries shall be made of all transactions made by it relating to the proceeds of the Notes and all Funds and Accounts established and maintained by the Issuing and Paying Agent pursuant to this First Supplemental Resolution. Such records shall be available for inspection by the Commission on each Business Day upon reasonable notice during reasonable business hours and by any Owner or its agent or representative duly authorized in writing at reasonable hours and under reasonable circumstances. The Issuing and Paying Agent shall not be required to maintain records with respect to transactions made by the Treasurer, the Trustee or the Commission or with respect to Funds and Accounts established and maintained by the Treasurer or the Trustee.

(b) The Issuing and Paying Agent shall provide to the Commission each month a report of the amounts deposited in each Fund and Account held by it under this First Supplemental Resolution and the amount disbursed from such Funds and Accounts, the earnings thereon, the ending balance in each such Fund and Account, the investments in each such Fund and Account and the yield on each investment calculated in accordance with the directions of an Authorized Commission Representative. Such report shall also include such information regarding the issuance of Commercial Paper Notes during the subject month as the Commission shall request.

(c) The Issuing and Paying Agent shall maintain such books, records, and accounts as may be necessary to evidence the obligations of the Commission resulting from the Commercial Paper Notes, the principal amounts owing thereunder, the maturity schedule therefor, the respective rates of interest thereon and the principal and interest paid from time to time

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thereunder. So long as the Commercial Paper Notes are in book-entry form, in any legal action or proceeding with respect to a master note, the entries made in such books, records or accounts shall be, absent manifest error, conclusive evidence of the existence and the amounts of the obligations of the Commission therein recorded.

Section 17.03. Resignation and Replacement of Issuing and Paying Agent. The Issuing and Paying Agent may at any time resign and be discharged of the duties and obligations created by this First Supplemental Resolution by giving at least 30 days' written notice to the Administrative Agent, the Trustee and the Commission. The Issuing and Paying Agent may be removed, with the written consent of the Administrative Agent, which consent shall not be unreasonably withheld, at any time by an instrument signed by an Authorized Commission Representative and filed with the Issuing and Paying Agent, the Administrative Agent and the Trustee. No such resignation or removal shall become effective, however, until a successor Issuing and Paying Agent has been selected and assumed the duties of the Issuing and Paying Agent hereunder and each Letter of Credit has been transferred to the successor Issuing and Paying Agent in accordance with its terms.

In the event of the resignation or removal of the Issuing and Paying Agent, the Issuing and Paying Agent shall pay over, assign and deliver any moneys held by it in such capacity to its successor.

The Issuing and Paying Agent shall, at all times, be a bank or trust company having an office in New York, New York, and shall at all times be a corporation or a national banking association organized and doing business under the laws of the United States of America, or of any state, with a combined capital and surplus of at least \$50,000,000 and authorized under such laws to exercise corporate trust powers and be subject to supervision or examination by federal or state authority. If such corporation or national banking association publishes reports of condition at least annually pursuant to law or the requirements of such authority, then for the purposes of this section, the combined capital and surplus of such corporation or national banking association shall be deemed to be its combined capital and surplus as set forth in its most recent report of condition so published.

Any corporation or national banking association into which any Issuing and Paying Agent may be merged or converted or with which it may be consolidated, or any corporation or national banking association resulting from any merger, consolidation or conversion to which any Issuing and Paying Agent shall be a party, or any corporation or national banking association succeeding to the corporate trust business of any Issuing and Paying Agent shall be the successor of the Issuing and Paying Agent if such successor corporation or national banking association is otherwise eligible under this Section, without the execution or filing of any further act on the part of the Issuing and Paying Agent or such successor corporation or national banking association.

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Section 17.04. Dealers. The Commission hereby agrees that, at or prior to the time of issuance of the initial Commercial Paper Notes, the Commission will enter into a Dealer Agreement with each Dealer. The Commission covenants that at all times prior to any Termination Date, it will maintain in effect one or more Dealer Agreements, pursuant to which each Dealer will agree to fulfill the duties and obligations of the Dealer as set forth in this First Supplemental Resolution and its Dealer Agreement.

ARTICLE XVIII

MISCELLANEOUS

Section 18.01. Substitute Letter of Credit. Notwithstanding anything herein to the contrary, the Commission may obtain a substitute Letter of Credit to replace a Letter of Credit then in effect hereunder so long as said substitute Letter of Credit shall go into effect at least one Business Day prior to the termination of such Letter of Credit then in effect, the Expiration Date with respect to such substitute Letter of Credit shall be no earlier than the earlier of (i) six (6) months after its date or (ii) the Expiration Date set forth in the such Letter of Credit then in effect. The substitute Letter of Credit shall have a Stated Amount (as such term is used in the original Letter of Credit) at least as great as the related Letter of Credit being replaced. The following are further conditions to the Issuing and Paying Agent's ability to release an existing Letter of Credit and accept a substitute Letter of Credit:

(a) The Commission shall deliver written notice of the proposed substitution to the Trustee, the Issuing and Paying Agent, the Administrative Agent and the Dealers not less than 45 days prior to the substitution date.

(b) There shall be delivered to the Commission, the Trustee and the Issuing and Paying Agent written evidence from each Rating Agency then maintaining a rating on the Commercial Paper Notes that the substitution of such Letter of Credit will not, in and of itself, result in any rating then assigned to the Commercial Paper Notes of the related Series being suspended, reduced or withdrawn; *provided, however*, that such written evidence need not be delivered if no related Note Outstanding prior to the effective date of the substitute Letter of Credit has a maturity date after the effective date of such substitution.

(c) The Issuing and Paying Agent shall deliver written notice to the registered Owners of the Commercial Paper Notes of the related Series at least 30 days prior to the substitution date. If any such Outstanding Note is in bearer form, the Trustee shall publish notice of the substitution of such Letter of Credit in Authorized Newspapers at least 30 days prior to the substitution date.

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(d) An opinion or opinions of counsel to the successor Bank shall be delivered to the effect that the substitute Letter of Credit is a legal, valid and binding obligation of the issuing Bank and is enforceable against the Bank in accordance with its terms.

(e) An Opinion of Bond Counsel shall be delivered to the effect that the substitution of the Letter of Credit is authorized hereunder and (with respect to Notes other than Notes designated as obligations not described in Section 103(a) of the Code pursuant to Section 16.04) will not, in and of itself, adversely affect the exclusion from gross income for federal tax purposes of interest on the Notes of the related Series.

Section 18.02. Timeliness of Deposits. Funds shall be deemed transferred for purposes of timeliness of receipt under this First Supplemental Resolution when transfer instructions for transfer by federal reserve wire have been given and a federal wire number confirmation has been received; *provided*, that the party to receive such funds shall not be required to take any action required to be taken hereunder with respect to such funds until it has confirmation of actual receipt of such funds.

Section 18.03. Waiver of Events of Default. No Event of Default with respect to the Commercial Paper Notes or the Bank Notes shall be waived pursuant to Section 7.10(c) unless after such waiver the reinstatement provisions of the related Letter of Credit shall be in full force and effect.

Section 18.04. Defeasance of Commercial Paper Notes. Commercial Paper Notes shall not be deemed to have been paid in full within the meaning of Article X of the 1997 Resolution unless payment of the principal of, and interest on the Commercial Paper Notes either (a) shall have been made or caused to be made in accordance with the terms of the Commercial Paper Notes and the 1997 Resolution or (b) shall have been provided for by irrevocably depositing with the Trustee in trust and irrevocably setting aside exclusively for such payment (i) Available Moneys sufficient to make such payment and/or (ii) noncallable Government Obligations purchased with Available Moneys, maturing as to principal and interest in such amounts and at such times as will insure the availability of sufficient moneys to make such payment.

Section 18.05. Banks to Control Remedies. Pursuant to Section 7.13 of the 1997 Resolution, while each Letter of Credit is in effect, so long as a Bank is not Insolvent and is not in default under its Letter of Credit relating to any Series, no remedy under the 1997 Resolution with respect to the Commercial Paper Notes of the related Series may be pursued without the prior written consent of such Bank. Each Bank shall have the right to direct the Trustee to pursue any right, power, or remedy available under the 1997 Resolution with respect to the assets, if any, available under the 1997 Resolution which secure no Bonds other than the Bonds secured by the related Letter of Credit. If, at any time, more than one Bank is eligible to exercise the powers provided in this Section 18.05, the Trustee must obtain the

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consent of all eligible Banks when consent of a Bank is required, and the Trustee need not follow any direction in accordance with the preceding sentence unless such direction is approved in writing by all eligible Banks.

Section 18.06. Payments or Actions Occurring on Non-Business Days. If a payment date is not a Business Day at the place of payment or if any action required hereunder is required on a date that is not a Business Day, then payment may be made at that place on the next Business Day or such action may be taken on the next Business Day with the same effect as if payment were made on the action taken on the stated date, and no interest shall accrue for the intervening period; *provided, however,* that this Section 18.06 shall not apply to Bank Notes.

Section 18.07. Notices to Rating Agencies. The Commission shall provide the Rating Agencies with written notice of the occurrence of the following events: (i) changes in Dealers, (ii) the appointment of a successor Issuing and Paying Agent, (iii) amendments to the 1997 Resolution pursuant to Section 9.02, (iv) the expiration, termination, substitution or extension of any Letter of Credit, and (v) the defeasance of all Outstanding Commercial Paper Notes. Notices to Moody's shall be addressed as follows (or as provided in any subsequent notice to the Commission) Moody's Investors Service, 7 World Trade Center, 250 Greenwich Street, 23<sup>rd</sup> Floor, New York, New York 10007, Attention: Structured Finance Group.

Section 18.08. Effective Date. This amended and restated First Supplemental Resolution shall become effective upon receipt by the Commission in writing of all consents required for the amendment of the First Supplemental Resolution as originally adopted by the Commission.

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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AMENDED AND RESTATED by the Airport Commission of the City and County of San Francisco this 5<sup>th</sup> day of May, 2009, by the following vote:

Ayes: 5

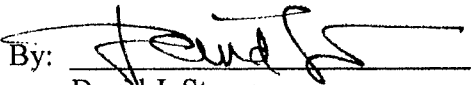
Noes: 0

Absent: 0

[SEAL]

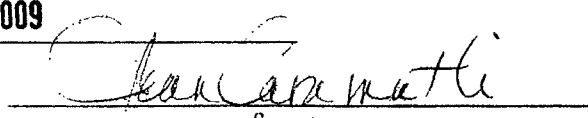
Approved as to Form:

DENNIS J. HERRERA  
City Attorney

By:   
David J. Stevens  
Deputy City Attorney

I hereby certify that the foregoing resolution was adopted by the Airport Commission  
at its meeting of MAY 05 2009

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Secretary

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. \_\_\_\_\_

EXHIBIT A  
(Form of Master Note)

STATE OF CALIFORNIA  
CITY AND COUNTY OF SAN FRANCISCO  
AIRPORT COMMISSION OF THE CITY AND  
COUNTY OF SAN FRANCISCO  
SAN FRANCISCO INTERNATIONAL AIRPORT  
SUBORDINATE COMMERCIAL PAPER NOTES  
SERIES \_\_\_\_\_

Registered Owner: CEDE & CO.

Principal Sum: Not to Exceed \$ \_\_\_\_\_ Outstanding

The AIRPORT COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO, a commission duly organized and existing under and pursuant to the Charter of the City and County of San Francisco and the laws of the State of California (hereinafter called the "Commission"), for value received, hereby promises to pay (but only out of the Net Revenues hereinafter referred to) to the registered owner hereinabove named or registered assigns, the principal amount, together with unpaid accrued interest thereon, if any, on the maturity date of each obligation identified on the records of Commission (the "Underlying Records") as being evidenced by this Master Note, which Underlying Records are maintained by Wells Fargo Bank, National Association, as Issuing and Paying Agent (the "Issuing and Paying Agent"). Interest shall be calculated on the basis of actual days elapsed in a 365 or 366 day year, as the case may be, at the rate specified on the Underlying Records. Payments shall be made solely from Net Revenues (as defined in the Resolution referred to hereinafter) and payments of drawings under an irrevocable direct pay Letter of Credit of \_\_\_\_\_, acting through its New York Branch, by [wire transfer] to the registered owner stated hereinabove from the Issuing and Paying Agent without the necessity of presentation and surrender of this Master Note.

This Note is one of a duly authorized issue of San Francisco International Airport Second Series Subordinate Revenue Bonds of the Commission (hereinafter called the "Obligations") of the series and designation indicated on the face hereof. Said authorized issue of Obligations is not limited in aggregate principal amount and consists of multiple series and subseries of varying denominations, dates, maturities, interest rates and other provisions, as in the Resolution hereinafter mentioned provided, all issued and to be issued pursuant to the provisions of the Charter of the City and County of San Francisco, and all laws of the State of California supplemental thereto, including the Revenue Bond Law of 1941 to the extent made applicable by said Charter and the Administrative Code of the City and County of San Francisco (hereinafter called the "Act"). This Note evidences a series of Notes designated as the "Airport Commission

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

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of the City and County of San Francisco San Francisco International Airport Subordinate Commercial Paper Note, Series\_\_” (hereinafter called the “Series \_ Notes”), limited to \$\_\_\_\_\_ in aggregate principal amount. This Note is issued pursuant to a resolution of the Commission, adopted May 20, 1997, as amended and supplemented, including as supplemented by the First Supplemental Resolution adopted May 20, 1997, and amended and restated on May 5, 2009, providing for the issuance of the Obligations, including the Series \_\_ Notes, the Series \_\_ Notes, the Series \_\_ Notes and the Series \_\_ Notes, in the aggregate principal amount of \$ \_\_\_\_\_, (hereinafter collectively called the “Resolution”).

Reference is hereby made to the Resolution and to the Act for a description of the terms on which the Obligations are issued and to be issued, the provisions with regard to the nature and extent of the Net Revenues, as that term is defined in the Resolution, and the rights of the registered owners of the Obligations; and all the terms of the Resolution and the Act are hereby incorporated herein and made a contract between the Commission and the registered owner from time to time of this Note, and to all the provisions thereof the registered owner of this Bond, by its acceptance hereof, consents and agrees. Additional series and subseries of Obligations may be issued on a parity with the Notes of this authorized Series, but only subject to the conditions and limitations contained in the Resolution.

This Note, including the interest hereon, together with all other Obligations, and the interest thereon, issued under the Resolution (and to the extent set forth in the Resolution), is payable from, and is secured by a charge and lien on, the Net Revenues derived by the Commission from the Airport (as those terms are defined in the Resolution).

The Obligations are special obligations of the Commission, and are payable, both as to principal and interest, out of the Net Revenues pertaining to the Airport and the moneys in the Funds and Accounts provided in the Resolution, subject to the prior payment of principal of and interest on the 1991 Resolution Bonds, and not out of any other fund or moneys of the Commission. No holder of this Note shall ever have the right to compel any exercise of the taxing power of the City and County of San Francisco to pay this Note or the interest hereon.

At the request of the registered owner, the Commission shall promptly issue and deliver one or more separate note certificates evidencing each obligation evidenced by this Master Note. As of the date any such note certificate or certificates are issued, the obligations which are evidenced thereby shall no longer be evidenced by this Master Note. This Note is transferable by the registered owner hereof, in person or by attorney duly authorized in writing, at the principal office of the Issuing and Paying Agent in New York, New York, but only in the manner, subject to the limitations and upon payment of the charges provided in the Resolution, and upon surrender and cancellation of this Note. Upon such transfer a new fully registered Series \_\_ Note or Series\_\_ Notes without coupons, of authorized denomination or denominations, for the same aggregate principal amount will be issued to the transferee in exchange herefor.



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The Commission, Wells Fargo Bank, National Association, as Trustee (herein called the "Trustee"), and the Issuing and Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for all purposes, and the Commission, the Trustee and the Issuing and Paying Agent shall not be affected by any notice to the contrary.

The rights and obligations of the Commission and of the registered owners of the Obligations may be modified or amended at any time in the manner, to the extent, and upon the terms provided in the Resolution; *provided*, that no such modification or amendment shall (i) extend the stated maturity of any Obligation, or reduce the principal amount thereof, or reduce the rate or extend the time of payment of interest thereon or reduce any premium payable upon the redemption thereof, or change the currency for any payment of principal thereof or redemption premium or interest thereon, without the consent of the holder of each Obligation so affected, or (ii) reduce the percentage of Obligations required for the affirmative vote or written consent to an amendment or modification or permit the creation of a lien upon the Net Revenues prior to or on a parity with the lien of the Resolution, without the consent of the holders of all of the Obligations then outstanding, or (iii) except as expressly permitted by the Resolution, prefer or give priority to any Obligation without the consent of the registered owner of each Obligation not receiving such preference or priority.

It is hereby certified and recited that any and all acts, conditions and things required to exist, to happen and to be performed, precedent to and in the incurring of the indebtedness evidenced by this Note, and in the issuing of this Note, do exist, have happened and have been performed in due time, form and manner, as required by the Constitution and statutes of the State of California and the Charter of the City and County of San Francisco, and that this Note, together with all other indebtedness of the Commission pertaining to the Airport, is within every debt limitation and other limit prescribed by the Constitution and statutes of the State of California and said Charter, and is not in excess of the amount of Obligations permitted to be issued under the Resolution.

This Note shall not be entitled to any benefit under the Resolution, or become valid or obligatory for any purpose, until the certificate of authentication hereon endorsed shall have been signed by the Issuing and Paying Agent. This Master Note is a valid and binding obligation of Commission.

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. \_\_\_\_\_

IN WITNESS WHEREOF, the AIRPORT COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO has caused this Note to be executed in its name and on its behalf by its President and countersigned by its Secretary, and the seal of said City and County to be imprinted or reproduced by facsimile hereon, and this Note to be dated as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

AIRPORT COMMISSION OF THE CITY  
AND COUNTY OF SAN FRANCISCO

By \_\_\_\_\_  
President

Countersigned:

\_\_\_\_\_

Secretary of the Commission

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. \_\_\_\_\_

CERTIFICATE OF AUTHENTICATION

This is the Master Note described in the within-mentioned Resolution.

WELLS FARGO BANK, NATIONAL ASSOCIATION,  
as Issuing and Paying Agent

By \_\_\_\_\_  
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns, and transfers unto

\_\_\_\_\_  
(Name, address, and Taxpayer Identification Number of Assignee)  
this Master Note and all rights thereunder, hereby irrevocably constituting and appointing  
\_\_\_\_\_  
attorney to transfer said Master Note on the books of the  
Commission with full power of substitution in the premises.

Dated:  
Signature(s) Guaranteed

\_\_\_\_\_  
(Signature)  
Notice: The signature on this assignment must correspond with the name as written upon the face of this Master Note, in every particular, without alteration or enlargement or any change whatsoever.

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the Commission or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. Or in such other name as is requested by an authorized representative of DTC (any payment is made to Cede & Co. Or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof Cede & Co., has an interest herein.



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denominations, dates, maturities, interest rates and other provisions, as in the Resolution hereinafter mentioned provided, all issued and to be issued pursuant to the provisions of the Charter of the City and County of San Francisco, and all laws of the State of California supplemental thereto, including the Revenue Bond Law of 1941 to the extent made applicable by said Charter and the Administrative Code of the City and County of San Francisco (hereinafter called the "Act"). This Note evidences a series of Notes designated as the "Airport Commission of the City and County of San Francisco San Francisco International Airport Subordinate Revenue Note, \_\_\_\_\_ Series" (hereinafter called the "Series \_ Notes"), limited to \$\_\_\_\_\_ in aggregate principal amount. This Note is issued pursuant to a resolution of the Commission, adopted May 20, 1997, as amended and supplemented, including as supplemented by the First Supplemental Resolution adopted May 20, 1997, and amended and restated on May \_\_, 2009, providing for the issuance of the Obligations, including the Series \_ Notes, the Series \_\_ Notes, the Series \_\_\_ Notes and the Series \_\_\_\_ Notes, in the aggregate principal amount of \$\_\_\_\_\_ (hereinafter collectively called the "Resolution").

Reference is hereby made to the Resolution and to the Act for a description of the terms on which the Obligations are issued and to be issued, the provisions with regard to the nature and extent of the Net Revenues, as that term is defined in the Resolution, and the rights of the registered owners of the Obligations; and all the terms of the Resolution and the Act are hereby incorporated herein and made a contract between the Commission and the registered owner from time to time of this Note, and to all the provisions thereof the registered owner of this Note, by its acceptance hereof, consents and agrees. Additional series of Obligations may be issued on a parity with the Notes of this authorized Series, but only subject to the conditions and limitations contained in the Resolution.

This Note, including the interest hereon, together with all other Obligations, and the interest thereon, issued under the Resolution (and to the extent set forth in the Resolution), is payable from, and is secured by a charge and lien on, the Net Revenues derived by the Commission from the Airport (as those terms are defined in the Resolution).

The Obligations are special obligations of the Commission, and are payable, both as to principal and interest, out of the Net Revenues pertaining to the Airport and the moneys in the Funds and Accounts provided in the Resolution, subject to the prior payment of principal of, and interest on, the 1991 Resolution Bonds, and not out of any other fund or moneys of the Commission. No holder of this Note shall ever have the right to compel any exercise of the taxing power of the City and County of San Francisco to pay this Note or the interest hereon.

The Series \_\_ Notes are subject to optional prepayment prior to their respective stated final maturity dates, at the option of the Commission, from any source of available funds, in whole or in part in principal amounts of at least \$100,000, on any date, [and by lot within a maturity], at a prepayment price equal to the principal amount of Series \_\_ Notes prepaid), together with accrued interest to the date fixed for prepayment.

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The Commission, Wells Fargo Bank, National Association, as Trustee (herein called the "Trustee"), and the Issuing and Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof for all purposes, and the Commission, the Trustee and the Issuing and Paying Agent shall not be affected by any notice to the contrary.

The rights and obligations of the Commission and of the registered owners of the Obligations may be modified or amended at any time in the manner, to the extent, and upon the terms provided in the Resolution; *provided*, that no such modification or amendment shall (i) extend the stated maturity of any Obligation, or reduce the principal amount thereof, or reduce the rate or extend the time of payment of interest thereon or reduce any premium payable upon the redemption thereof, or change the currency for any payment of principal thereof or redemption premium or interest thereon, without the consent of the holder of each Obligation so affected, or (ii) reduce the percentage of Obligations required for the affirmative vote or written consent to an amendment or modification or permit the creation of a lien upon the Net Revenues prior to or on a parity with the lien of the Resolution, without the consent of the holders of all of the Obligations then outstanding, or (iii) except as expressly permitted by the Resolution, prefer or give priority to any Obligation without the consent of the registered owner of each Obligation not receiving such preference or priority.

It is hereby certified and recited that any and all acts, conditions and things required to exist, to happen and to be performed, precedent to and in the incurring of the indebtedness evidenced by this Note, and in the issuing of this Note, do exist, have happened and have been performed in due time, form and manner, as required by the Constitution and statutes of the State of California and the Charter of the City and County of San Francisco, and that this Note, together with all other indebtedness of the Commission pertaining to the Airport, is within every debt limitation and other limit prescribed by the Constitution and statutes of the State of California and said Charter, and is not in excess of the amount of Obligations permitted to be issued under the Resolution.

This Note shall not be entitled to any benefit under the Resolution, or become valid or obligatory for any purpose, until the certificate of authentication hereon endorsed shall have been signed by the Issuing and Paying Agent. This Note is a valid and binding obligation of Commission.



**AIRPORT COMMISSION**

**CITY AND COUNTY OF SAN FRANCISCO**

**RESOLUTION NO. \_\_\_\_\_**

IN WITNESS WHEREOF, the AIRPORT COMMISSION OF THE CITY AND COUNTY OF SAN FRANCISCO has caused this Note to be executed in its name and on its behalf by its President and countersigned by its Secretary, and the seal of said City and County to be imprinted or reproduced by facsimile hereon, and this Note to be dated as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

AIRPORT COMMISSION OF THE CITY  
AND COUNTY OF SAN FRANCISCO

By \_\_\_\_\_  
President

Countersigned:

\_\_\_\_\_  
Secretary of the Commission

**CERTIFICATE OF AUTHENTICATION**

This is one of the Notes described in the within-mentioned Resolution and registered this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

WELLS FARGO BANK, NATIONAL ASSOCIATION,  
as Issuing and Paying Agent

By \_\_\_\_\_  
Authorized Signatory

B-4

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

\_\_\_\_\_  
*Secretary*





PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 24, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: Forced air heat, ventilation and air conditioning maintenance and repair

FUNDING SOURCE: General Fund

Original Amount: \$150,000 PSC Duration: July 1, 2010 through June 30, 2013
Modification Amount PSC Duration:
Total Amount \$150,000 Total PSC Duration: 3 years

- 1. DESCRIPTION OF WORK
A. Concise description of proposed work: Perform maintenance and repair of forced air heating systems and ventilation and air conditioning systems at SFFD facilities...
B. Explain why this service is necessary and the consequences of denial: As a 24/7 operating department, the forced air heating system, and ventilation and air conditioning systems must remain operational...
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): In years past service was provided through a Personal Service Contract, but due to SFFD staffing shortages, existing contracts were not renewed...
D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Stationary Engineers L 39, Electricians, L 6, and Sheet Metal L 104.

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE # 4012-10/11 Jpc 6/30/2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Vendor must be able to provide service within 24 hours of the initial request and must be a certified technician for Carrier and Data Aire equipment.*

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

*7348 Steamfitters could perform this work if they were provided specific, specialized training on the maintenance and repair of Carrier and Data Aire equipment. .*

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

*No, it will not.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Current level of City staffing does not meet the need to provide maintenance and repair for all of SFFD's forced air, ventilation and air conditioning systems, since the same classification provides service to all of the City's boilers as well. Also, current staff does not have certification to work on the specific equipment at SFFD stations.*

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

*Not applicable because the civil service class exists.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

Print or Type Name

(415) 558-3615

Telephone Number

698 2<sup>nd</sup> Street, Rm 209  
San Francisco, CA 94107

Address

SAN FRANCISCO FIRE DEPARTMENT  
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 305  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/734-2102

DATE: March 25, 2010

TO: To whom it may concern

COMPANY: Local 39

Fax : (415) 861-5264

FROM: ADC Michael Thompson

Number of pages including cover sheet: 3

**Remarks:**

Enclosed for your reference is a completed Personal Services Contract summary form for the maintenance and repair of forced heat, ventilation and air conditioning. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding this contract. Thank you.

**SENDING REPORT**

Mar. 25 2010 01:54PM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 7   | 4158615264      | Mar. 25 01:52PM | 01'50      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

*Mr*  
MAR 25 2010

ASSISTANT DEPUTY CHIEF  
SAN FRANCISCO FIRE DEPARTMENT

SAN FRANCISCO FIRE DEPARTMENT  
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 304  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/558-3250

DATE: March 25, 2010

TO: Victor Torreano

Phone: (650) 697-0664

COMPANY: Local 104

Fax : (650) 697-3587

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

**Remarks:**

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of forced heat, ventilation and air conditioning at Fire Department facilities. Please call me at (415) 558-3251 if you have any concerns regarding these contracts. Thank you.

**SENDING REPORT**

Mar. 25 2010 01:58PM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
|     | 650-697-3587    | Mar. 25 01:56PM | 01'36      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

*m*  
MAR 25 2010

ASSISTANT DEPUTY CHIEF  
SAN FRANCISCO FIRE DEPARTMENT

**SAN FRANCISCO FIRE DEPARTMENT**  
**FAX COVER SHEET**



**Assistant Deputy Chief Michael Thompson**  
**698 Second Street, Suite 304**  
**San Francisco, CA 94107-2015**  
**415/558-3251**  
**FAX: 415/734-2102**

**DATE:** March 25, 2010

**TO:** Kevin Hughes

**Phone:** (415) 861-5752

**COMPANY:** Local 6

**Fax :** (415) 861-0734

**FROM:** ADC Michael Thompson

Number of pages including cover sheet: **3**

**Remarks:**

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of forced heat, ventilation and air conditioning at Fire Department facilities. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding these contracts. Thank you.

**SENDING REPORT**

Mar. 25 2010 02:04PM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 1   | 4158610734      | Mar. 25 02:03PM | 01'39      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

MAR 25 2010

ASSISTANT DEPUTY CHIEF  
SAN FRANCISCO FIRE DEPARTMENT





PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 24, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: Fuel tank maintenance, testing and repair

FUNDING SOURCE: General Fund

Original Amount: \$300,000 PSC Duration: July 1, 2010 through June 30, 2013  
Modification Amount \_\_\_\_\_ PSC Duration: \_\_\_\_\_  
Total Amount \$300,000 Total PSC Duration: 3 years

1. DESCRIPTION OF WORK

- A. Concise description of proposed work:  
*Perform monthly designated operator inspections, annual monitoring certifications, spill buckets testing, triennial secondary containment testing, and general maintenance and repair work on fuel tanks as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week.*
- B. Explain why this service is necessary and the consequences of denial:  
*Monthly designated operator inspections, annual monitoring certifications, spill bucket testing and triennial secondary containment testing are mandated by state and federal laws. Maintaining and repairing fuel tanks is a health and safety issue for not only the Department, but also for the residents of San Francisco.*
- 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):  
*In years past service was provided through a Personal Service Contract, but due to SFFD staffing shortages, existing contracts were not renewed and services have been provided on an emergency basis using the purchase order process.*
- D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

IFPTE L 21 Tania Foni 3/25/2010  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4013-10/11  
STAFF ANALYSIS/RECOMMENDATION:

*Jje 6/30/2010*

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Technicians should have specific training in working with underground and above ground storage tanks. They must have performed all mandatory state and federal testing previously.*

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

*There are currently no civil service classes that normally perform this work.*

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

*No, it will not.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is currently no class that performs this work or is certified to perform this work.*

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

*The Fire Department has a total of 17 tanks that are inspected on a monthly basis; with monitoring systems certified on a yearly basis and tested for secondary containment once every 3 years. The periodic nature of the work involved would not sustain a regularly scheduled employee.*

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"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| 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:**

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

Print or Type Name

(415) 558-3615

Telephone Number

698 2<sup>nd</sup> Street, Rm 209

San Francisco, CA 94107

Address

SAN FRANCISCO FIRE DEPARTMENT  
FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 304  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/558-3250

DATE: March 25, 2010

TO: To whom it may concern

COMPANY: Local 21

Fax : (415) 864-2166

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

**Remarks:**

Enclosed for your reference are completed Personal Services Contract summary forms for maintenance, testing and repair of fuel tanks at Fire Department facilities. Please call my assistant, Tania Fokin at (415) 558-3355 if you have any concerns regarding these contracts. Thank you.

**SENDING REPORT**

Mar. 25 2010 11:49AM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 01  | 415 864 2166    | Mar. 25 11:47AM | 01'28      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APPROVED

*M*  
MAR 25 2010

ASSISTANT DEPUTY CHIEF  
SAN FRANCISCO FIRE DEPARTMENT



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

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

TYPE OF SERVICE: Stove and refrigerator maintenance and repair

FUNDING SOURCE: General Fund

Original Amount: \_\_\_\_\_ PSC Duration: \_\_\_\_\_  
~~Modification Amount~~ \$60,000 PSC Duration: July 1, 2010 through June 30, 2013  
Total Amount \$60,000 Total PSC Duration: 3 years

1. DESCRIPTION OF WORK

A. Concise description of proposed work:  
*Perform maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair within the same day.*

B. Explain why this service is necessary and the consequences of denial:  
*The maintenance and repair of cooking equipment is necessary to support fire department personnel working 24-hour shifts and may affect the health and safety of Fire Department personnel resulting in OSHA violations.*

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
*This service was previously provided thru a personal service contract. The contract approval number was 3005-08/09.*

D. Will the contract(s) be renewed: *Yes, the service must be provided on an annual basis.*

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>Tarina Folz</u>                      | <u>3/23/2010</u> |
| Union Name                  | Signature of person mailing/faxing form | Date             |
| _____                       | _____                                   | _____            |
| 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

# 4014-10/11  
STAFF ANALYSIS/RECOMMENDATION:

*[Signature]* 6/30/2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Vendor must be able to provide service with the expertise and related parts 24 hours per day, seven days per week.*

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

*There are no civil service classifications designated to perform this particular type of appliance repair work.*

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

*No, it will not.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*There is no specific classification in the Civil Service System that is designated to perform this particular type of appliance repair work. Moreover, with labor restrictions, DPW personnel is unable to respond in a timely manner even if the expertise became available.*

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

*No, it would not. Because the maintenance and repair work on dishwashers and garbage disposals happen sporadically, the amount and frequency of work would not be able to support regularly scheduled employees. Additionally, the labor restrictions would still render the conditions prohibitive.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

(415) 558-3615

Print or Type Name

Telephone Number

698 2<sup>nd</sup> Street, Rm 209

San Francisco, CA 94107

Address



**SAN FRANCISCO FIRE DEPARTMENT**  
**FAX COVER SHEET**



**Assistant Deputy Chief Michael Thompson**  
**698 Second Street, Suite 304**  
**San Francisco, CA 94107-2015**  
**415/558-3251**  
**FAX: 415/558-3250**

**DATE:** March 22, 2010

**TO:** To whom it may concern

**COMPANY:** Local 21

**Fax :** (415) 864-2166

**FROM:** ADC Michael Thompson

Number of pages including cover sheet: 3

**Remarks:**

Enclosed for your reference are completed Personal Services Contract summary forms for maintenance and repair of stoves and refrigerators at Fire Department facilities. Please call my assistant, Tania Fokin at (415) 558-3355 if you have any concerns regarding these contracts. Thank you.

SENDING REPORT

Mar. 23 2010 09:04AM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 1   | 415 864 2166    | Mar. 23 09:03AM | 01'28      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

APR 17 2010  
MAR 23 2010  
ASSISTANT DEPUTY CHIEF  
SAN FRANCISCO FIRE DEPARTMENT

City and County of San Francisco  
Gavin Newsom  
Mayor



Department of Human Resources  
Micki Callahan  
Human Resources Director

NOTICE OF ACTION

 **POSTED**

July 21, 2008

Jesusa Bushong  
Fire Department  
698 2nd Street  
San Francisco, CA 94107

Dear Ms. Bushong:

This is to notify you of the approval of the following Personal Services Contract(s) by the Department of Human Resources in accordance with, and under the authority of, the Civil Service Commission procedures for processing Personal Services Contracts:

| <u>PSC Number</u> | <u>Amount</u> | <u>Description of work</u>                                                                                                  |
|-------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------|
| ✓ 3006-08/09      | \$28,500      | Will provide maintenance and repair of apparatus doors, controls, and motors at fire facilities as necessary.               |
| <u>PSC Number</u> | <u>Amount</u> | <u>Description of work</u>                                                                                                  |
| ✓ 3005-08/09      | \$25,000      | Will provide maintenance and repair of dishwashers, garbage disposals and related controls at fire facilities as necessary. |
| <u>PSC Number</u> | <u>Amount</u> | <u>Description of work</u>                                                                                                  |
| ✓ 3004-08/09      | \$15,000      | Will provide maintenance and repair of stoves, ovens, refrigerators and related controls at fire facilities as necessary.   |

by: *Emily Morrison for*  
Micki Callahan  
Human Resources Director

PSC # 3005-08/09

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2008
DEPARTMENT NAME: San Francisco Fire Department DEPARTMENT NUMBER: 31

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 1055 07/08 )

POSTED

TYPE OF SERVICE: Fire facilities appliance maintenance and repair
FUNDING SOURCE: General Fund: Support Services
PSC AMOUNT: \$25,000 PSC DURATION: July 1, 2008 - June 30, 2009

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Perform maintenance and repair of dishwashers, garbage disposals and related controls at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hour/seven days per week.
B. Explain why this service is necessary and the consequence of denial: If dishwashers are not maintained and repaired as necessary, it may affect the health and safety of Fire Department personnel and result in OSHA violations.
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 service contract approval number): This service was previously provided by the Department of Public Works through work-ordered funds. However, DPW is not able to provide the appropriate service on a 24/7 basis.
D. Will the contract(s) be renewed? Yes, the service must be provided on an annual basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: [X] IFPTE Local 21. Rows 2 and 3: [ ]

RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
*Vendor must be able to provide service with the expertise and related parts 24 hours per day, and seven days per week.*
- B. Which, if any, civil service class normally performs this work?  
*None*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
*No*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
*DPW is unable to perform work with this expertise in a timely manner.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:  
*No, the labor restrictions would still be prohibitive. Work is intermittent.*

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 the 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 service 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:

*Jesusa Bushong*  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Human Resources Director

Print or Type name

(415) 558-3615

Telephone Number

San Francisco Fire Department

698 2<sup>nd</sup> Street

San Francisco, CA 94107-2012

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 22, 2010

DEPARTMENT NAME: ENVIRONMENT DEPARTMENT DEPARTMENT NUMBER: 22

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

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

TYPE OF SERVICE: Zero Waste Technical Assistance

FUNDING SOURCE: Solid Waste Impound Account, Department of the Environment

PSC AMOUNT: \$1,500,000 PSC DURATION: July 1, 2010 - June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To conduct specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation.

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

The Board of Supervisors and the Mayor have adopted a goal of zero waste to landfill by 2020 and other policies to support that goal, including the recently enacted Mandatory Recycling and Composting Ordinance, which requires that all properties fully comply with participating in the source separation programs for recycling and composting. These policies require a significant increase in waste diversion program implementation and participation. Many city departments, multi-family buildings, businesses and institutions do not adequately participate in recycling or composting programs and need critical assistance in establishing and expanding their waste diversion programs.

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):

Through a professional services contract technical assistance was provided for waste diversion technical assistance targeted multiple generator sectors. PSC approval number: 4001-078/08.

D. Will the contract(s) be renewed: Possibly, if the program still needs the service.

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

Local 21 Union Name Rachel C. Buerkh Signature of person mailing / faxing form 6/22/10 Date
Local 1021 Union Name Rachel C. Buerkh Signature of person mailing / faxing form 6/22/10 Date

RFP sent to [ ] , on [ ] Date [ ] Signature [ ]

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4015-10/11 STAFF ANALYSIS/RECOMMENDATION:

Jpc 6/30/2010

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in providing customized technical assistance of on-site waste audits and assessment, hands-on multi-lingual training, logistics set-up and implementation assistance, monitoring, trouble-shooting, data collection and analysis for implementing waste reduction, reuse, recycling and composting programs in targeted generator sectors on a team provider basis.

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

Some Environmental Specialists in the Recycling specialty area, e.g., 5642 and 5640, may have the knowledge to perform a few aspects of this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work requires a multiple member team, with a unique combination of experience, skills and San Francisco business type specific expertise, to work at numerous locations simultaneously at all types hours and days to meet the demands of program implementation.

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

It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and varying level, at multiple locations simultaneously, up to hundreds of hours a month, for a limited period of time to get new on-site waste diversion programs started.

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

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

Yes No

X

B. Will the contractor train City and County employees?

X

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

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

X

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

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?

Not Known - to be bid

A request for proposal process will be used to select a contractor.

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

*Rachel C. Buerkle*

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle  
Print or Type Name

415-355-3704  
Telephone Number

SF Environment

11 Grove St., San Francisco CA 94102

Address



Rachel Buerkle/ENV/SFGOV  
06/22/2010 06:49 PM

To daz.lamparas@seiu1021.org, pattie.tamura@seiu1021.org,  
Cromero@ifpte21.org

cc

bcc

Subject PSC form for Zero Waste Technical Assistance

Attached is a copy of the PSC form for the above service.

Please let me know if you have any questions or need more information.

Rachel C. Buerkle  
SF Environment  
(415)355-3704  
rachel.buerkle@sfgov.org



Waste Diversion PSC 6.22.10.pdf



# SF Environment

Our home. Our city. Our planet.

A Department of the City and County of San Francisco



GAVIN NEWSOM  
Mayor

DAVID ASSMANN  
Acting Director

## MEMORANDUM

DATE: March 30, 2010  
 TO: Mary Ng, PSC Analyst  
 Department of Human Resources (Dept. 33)  
 FROM: Rachel C. Buerkle, PSC Coordinator  
 Department of the Environment (Dept. 22) *RCB*  
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4001-07/08 Approval Date: 8/20/2007

Description of Service(s): Technical assistance for recycling/composting programs, including waste audits & assessments, multi-lingual training, logistics & implementation assistance, monitoring, data-collection & evaluation

|                           |                    |                             |                           |
|---------------------------|--------------------|-----------------------------|---------------------------|
| Original Approved Amount: | <u>\$ 900,000</u>  | Original Approved Duration: | <u>1/1/08 - 9/30/11</u>   |
| Modification Amount:      | <u>\$ 200,000</u>  | Modification of Duration:   | <u>9/30/11 - 12/31/11</u> |
| Total Amount as Modified: | <u>\$1,100,000</u> | Total Duration as Modified: | <u>1/1/08 - 12/31/11</u>  |

Reason for the modification:  
See attachment

Attachment: Copy of Approved PSC Summary

.....  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION:  Approved

Approval Date: April 1, 2010

By: *Mary M.C. Ng*  
 for Micki Callahan, Human Resources Director

10 APR - 1 PM 4: 12  
 RECEIVED AT  
 DEPARTMENT OF  
 HUMAN RESOURCES

Reason for Modification:

The contractor provides technical expertise in a variety of areas for the recycling/composting programs. Some of these are: find and evaluate options for recovering or substituting difficult-to-recycle or reuse materials; collecting and analyzing diversion data and waste characterization data; designing and implementing training programs for waste generators; and identifying opportunities in energy and water conservation. Through its own staff and through sub-contractors, ESA provides multilingual training for waste generators.

In June, 2009, the Board of Supervisors passed the mandatory composting and recycling ordinance (Ordinance #100-09, signed by the mayor on 6/23/09). This took effect 90 days later. It changed our efforts to increase voluntary composting and recycling to a major program to assist waste generators in all segments (commercial & multifamily residential properties, food vendors, event promoters, etc.) to comply with the new ordinance. Because we had so many requests for assistance as a result of the new ordinance, we had to increase our activities and those of the contractor. We hired 40 people through the 'Jobs Now' program (federal stimulus funding) who spend almost 100% of their time on the recycling and composting programs. SFEnvironment and ESA have done a substantial amount of work with SEIU Local 87 in providing multilingual training for janitors in commercial and residential buildings.

One of the ways we evaluate the contractor is by comparing the cost of service with the # of tons diverted, with a goal of \$30/ton. ESA has consistently reached a rate of \$15/ton, so we are very pleased with the service delivery.

The increase in the amount of the contract is needed to balance the unexpected level of service required after the passage of the Mandatory Composting & Recycling Ordinance.

We do expect to continue to use ESA's services, but not at the same high level as over the past year. As detailed in the original PSC, the extensive technical expertise required, the different areas of expertise, and the fact that much of the work is done by a team providing a high number of hours for short periods prevents us from doing this work in-house. No general fund money is used to fund this contract.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 31, 2007

DEPARTMENT NAME: ENVIRONMENT DEPARTMENT DEPARTMENT NUMBER: 22

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

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

TYPE OF SERVICE: Waste Diversion Technical Assistance

FUNDING SOURCE: Solid Waste Impound Account, Department of the Environment

PSC AMOUNT: \$900,000 PSC DURATION: Jan.1, 2008 – Sept. 30, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To conduct specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation.

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

Under AB 939, every City and County in the state is required to achieve and maintain a landfill waste diversion of 50% or more. Failure to do so can result in fines of up to \$10,000 per day. In addition, the Board of Supervisors and the Mayor have adopted a goal of 75% waste diversion by 2010 and other policies to support that goal, which will require significant increases in waste diversion program implementation and participation. Many city departments, multi-family buildings, businesses and institutions do not participate in recycling or composting programs and need critical assistance in establishing and starting-up their waste diversion programs.

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): Through a professional services contact technical assistance was provided for targeted commercial food composting, office buildings and City departments. Contract approval number: 4039-04/05.

D. Will the contract(s) be renewed: Possibly, if the program still needs the service.

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

Local 21 Union Name RC Brown Signature of person mailing / faxing form 8/2/07 Date
Local 790 Union Name RC Brown Signature of person mailing / faxing form 8/2/07 Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience and expertise in providing customized technical assistance of on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and analysis for implementing waste reduction, reuse, recycling and composting programs in targeted generator sectors on a team provider basis.

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

Some Environmental Specialists in the Recycling specialty area, e.g., 5642 and 5640, may have the knowledge to perform a few aspects of this work.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

This work requires a multiple member team, with a unique combination of experience, skills and San Francisco business-specific expertise, to work at numerous types of businesses in multiple locations simultaneously, at all hours and days of the week to meet the demands of program implementation.

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

It would not be practical to adopt a new civil service class since the work needs to be accomplished at an intensive and varying level, with experience specific to a wide range of business types, at multiple locations simultaneously, up to hundreds of hours a month, but for a limited period of time, in order to get new business waste diversion programs started.

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

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

Yes No

B. Will the contractor train City and County employees?

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

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

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

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

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

Not Known

A request for proposal process will be used to select a contractor.

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

*Rachel C. Buerkle*

Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle  
Print or Type Name

415-355-3704  
Telephone Number

SF Environment

11 Grove St., San Francisco CA 94102



PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 22, 2010

DEPARTMENT NAME: Fire DEPARTMENT NUMBER 031

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

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC# 4010-08/09 )

TYPE OF SERVICE: Telescopic door maintenance and repair

FUNDING SOURCE: General Fund

Original Amount: \$150,000 PSC Duration: July 1, 2008 through June 30, 2010  
Modification Amount \$50,000 PSC Duration: July 1, 2010 through June 30, 2013  
Total Amount \$200,000 Total PSC Duration: 3 years : 7/01/2008 - 6/30/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

*Perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, seven days per week and must be certified by the manufacturer to repair these types of doors.*

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

*If apparatus doors are not maintained and repaired as necessary, it will not be possible to get fire department apparatus (ambulances, engines, trucks, etc.) out of the fire facilities to respond to emergency calls.*

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

*This service was previously provided by the sole source authorized dealer (vendor) through a personal service contract. The PSC approval number was 4021-06/07.*

D. Will the contract(s) be renewed: Yes, the service must be provided on an annual basis.

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

|                                        |                                                             |                          |
|----------------------------------------|-------------------------------------------------------------|--------------------------|
| <u>Auto Mach L 1414</u><br>Union Name  | <u>Tania Foz</u><br>Signature of person mailing/faxing form | <u>3/23/2010</u><br>Date |
| <u>Electricians L 6</u><br>Union Name  | <u>Tania Foz</u><br>Signature of person mailing/faxing form | <u>3/23/2010</u><br>Date |
| <u>Sheet Metal L 104</u><br>Union Name | <u>Tania Foz</u><br>Signature of person mailing/faxing form | <u>3/23/2010</u><br>Date |
| RFP sent to _____ , on _____           | _____                                                       | _____                    |
| Union Name                             | Date                                                        | Signature                |

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

*Jpc 6/30/2010*

# 4010-08/09  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Vendor must be able to provide service 24 hours per day, seven days per week, and be must be certified by the manufacturer to perform such maintenance and/or repair service.*

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

*7332 Maintenance Machinist, 7345 Electrician, 7376 Sheetmetal Worker*

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

*No, it will not.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*The telescopic doors installed at the fire stations were produced by one manufacturer. This manufacturer requires using only trained and certified personnel for the proper maintenance and repair of the doors. Civil service incumbents would not have the training and expertise to maintain and repair these particular telescopic doors.*

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

*No, it would not. Because the maintenance and repair work on the telescopic doors happen sporadically, the amount and frequency of work would not be able to support regularly scheduled employees.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Dept. Personnel Officer

(415) 558-3615

Print or Type Name

Telephone Number

698 2<sup>nd</sup> Street, Rm 209

San Francisco, CA 94107

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 8, 2008

DEPARTMENT NAME: San Francisco Fire Department

DEPARTMENT NUMBER: 31

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4021-06/07)

TYPE OF SERVICE: Fire facilities telescopic door maintenance and repair

FUNDING SOURCE: General Fund: Support Services

PSC AMOUNT: \$150,000

PSC DURATION: July 1, 2007 - June 30, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor.

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

If apparatus doors are not maintained and repaired as necessary, it will not be possible to get fire department apparatus (ambulances, engines, trucks, etc.) out of the fire facilities to respond to emergency calls.

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 service contract approval number):

This service was previously provided by the sole source authorized dealer (vendor) through a personal service contract. The PSC approval number was 4021-06/07.

D. Will the contract(s) be renewed?

Yes, the service must be provided on an annual basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Auto Mach L 1414, Electricians L 6, and Sheet Metal L 104, all signed by Tania Fohin on 7/14/2008.

RFP sent to [ ] on [ ] Signature [ ]

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
*Vendor must be able to provide service 24 hours per day, and seven days per week and be certified by the manufacturer.*
- B. Which, if any, civil service class normally performs this work?  
*7332 Maintenance Machinist, 7345 Electrician, 7376 Sheetmetal Worker*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
*No*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
*This is a sole source vendor and the manufacturer requires using their appointed designee for maintenance and repair of their door to guarantee door functionality..*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:  
*No, due to manufacturers stipulations.*

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 the 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 service 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:

*Jesusa Bushong*

Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Human Resources Director

Print or Type name

(415) 558-3615

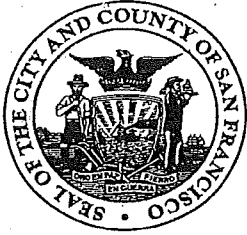
Telephone Number

San Francisco Fire Department

698 2<sup>nd</sup> Street

San Francisco, CA 94107-2012

Address



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

POSTED

August 22, 2008

DONALD A. CASPER  
PRESIDENT

MORGAN R. GORRONO  
VICE PRESIDENT

MARY Y. JUNG  
COMMISSIONER

YU-YEE WU SHERIDAN  
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4009-08/09  
THROUGH 4015-08/09.

At its meeting of August 18, 2008 the Civil Service Commission had for its consideration the above matter.

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

ANITA SANCHEZ  
EXECUTIVE OFFICER

It was the decision of the Commission to:

1. Postpone PSC #4013-08/09 to the meeting of September 2, 2008 at the request of IFPTE Local 21.
2. Postpone PSC #4014-08/09 to the meeting of September 2, 2008 at the request of the Public Utilities Commission.
3. Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

Attachment

- c: Rachelle Axel, Arts Commission  
Parveen Boparai, Municipal Transportation Agency  
Jesusa Bushong, San Francisco Fire Department  
Micki Callahan, Human Resources Director  
Connie Chang, Public Utilities Commission  
Shamica Jackson, Public Utilities Commission  
Jennifer Johnston, Department of Human Resources  
Sheila Maxwell, Department of Telecommunications and Information Services  
Brigitte Rockett, Department of Human Resources  
Commission File  
Chron

**POSTED**

**POSTING FOR  
August 18, 2008**

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

| PSC No     | DeptNo | DeptName                                              | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                                      | Duration  |
|------------|--------|-------------------------------------------------------|---------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4009-08/09 | 28     | Arts Commission                                       | Regular       | \$300,000.00    | Will provide design, fabricate, and install original artworks for each of the following San Francisco Public Library branches: Bayview/Anna E. Waden, Ortega, North Beach and Visitacion Valley.                                                         | 31-Dec-11 |
| 4010-08/09 | 31     | San Francisco Fire Department                         | Regular       | \$150,000.00    | Will perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor. | 30-Jun-10 |
| 4011-08/09 | 35     | San Francisco Municipal Transportation Agency (SFMTA) | Regular       | \$20,000,000.00 | Will perform a rehabilitation of 16 SFMTA Presidents Conference Committee (PCCs) historic streetcars which includes a major rehabilitation of 5 PCCs and partial rehabilitation (electrical and mechanical) of 11 PCCs.                                  | 30-Sep-12 |
| 4012-08/09 | 35     | San Francisco Municipal Transportation Agency (SFMTA) | Regular       | \$1,785,000.00  | Will perform a completed rehabilitation of SFMTA Historic Streetcar No. 1 so that it may be safely operated in daily revenue service for at least 20 years.                                                                                              | 30-Sep-12 |
| 4013-08/09 | 35     | San Francisco Municipal Transportation Agency         | Regular       | \$1,000,000.00  | Provide a full service work-site based Employee Assistance Program (EAP) to provide clinical supervision of the staff of three full-time paid Peer Assistants; and up to 8 volunteer Peer Assistants.                                                    | 30-Aug-11 |
| 4014-08/09 | 40     | San Francisco Public Utilities Commission             | Regular       | \$33,000,000.00 | Will provide professional construction management services to oversee the Peninsula Regional WSP construction projects, on behalf of the SFPUC.                                                                                                          | 01-Jan-14 |
| 4015-08/09 | 75     | Telecom & Information Services                        | Regular       | \$860,000.00    | Will provide captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City Commission video tape, and cablecast by the San Francisco Government Television (SFGTV) on cable channels 26 and 78.        | 31-Mar-12 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 8, 2008

DEPARTMENT NAME: San Francisco Fire Department

DEPARTMENT NUMBER: 31

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

TYPE OF REQUEST: [X] INITIAL REQUEST [ ] MODIFICATION (PSC# 4021-06/07)

POSTED

TYPE OF SERVICE: Fire facilities telescopic door maintenance and repair

FUNDING SOURCE: General Fund: Support Services

PSC AMOUNT: \$150,000

PSC DURATION: July 1, 2008 - June 30, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Perform maintenance and repair of Telescopic doors, controls, and motors at fire facilities as necessary. Provider must be available to perform maintenance and repair 24 hours per day, and seven days per week and a qualified, certified vendor.

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

If apparatus doors are not maintained and repaired as necessary, it will not be possible to get fire department apparatus (ambulances, engines, trucks, etc.) out of the fire facilities to respond to emergency calls.

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 service contract approval number):

This service was previously provided by the sole source authorized dealer (vendor) through a personal service contract. The PSC approval number was 4021-06/07.

D. Will the contract(s) be renewed?

Yes, the service must be provided on an annual basis.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Auto Mach L 1414, Electricians L 6, and Sheet Metal L 104, all signed by Laine Walling on 7-24-08.

RFP sent to \_\_\_\_\_, on \_\_\_\_\_, Signature \_\_\_\_\_

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
*Vendor must be able to provide service 24 hours per day, and seven days per week and be certified by the manufacturer.*
- B. Which, if any, civil service class normally performs this work?  
*7332 Maintenance Machinist, 7345 Electrician, 7376 Sheetmetal Worker*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
*No*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
*This is a sole source vendor and the manufacturer requires using their appointed designee for maintenance and repair of their door to guarantee door functionality..*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain:  
*No, due to manufacturers stipulations.*

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?<br>• Describe the training and indicate approximate number of hours.<br>• Indicate occupational type of City and County employees to receive training (i.e. clerks, civil engineers, etc.) and approximate number to be trained. | <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 the 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 service 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:

*Jesusa Bushong*  
\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong, Human Resources Director

Print or Type name

San Francisco Fire Department

698 2<sup>nd</sup> Street

San Francisco, CA 94107-2012

Address

(415) 558-3615

Telephone Number

# SAN FRANCISCO FIRE DEPARTMENT

## FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 304  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/558-3250

DATE: March 22, 2010

TO: Business Representative

COMPANY: Local 1414

Fax : (650) 341-4050

FROM: ADC Michael Thompson

Number of pages including cover sheet: 3

### Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of telescopic doors at Fire Department facilities. Please call me at (415) 558-3251 if you have any concerns regarding these contracts. Thank you.

**STANDING REPORT**

Mar. 23 2010 09:16AM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 01  | 650 341 4050    | Mar. 23 09:14AM | 01'58      | SND  | 02    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).



# SAN FRANCISCO FIRE DEPARTMENT

## FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 304  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/734-2102

DATE: March 24, 2010

TO: Kevin Hughes

Phone: (415) 861-5752

COMPANY: Local 6

Fax : (415) 861-0734

FROM: ADC Michael Thompson

Number of pages including cover sheet: **3**

### Remarks:

Enclosed for your reference is a completed Personal Services Contract summary form for maintenance and repair of telescopic doors at Fire Department facilities. Please call my assistant Tania Fokin at (415) 558-3355, if you have any concerns regarding these contracts. Thank you.

**SENDING REPORT**

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 01  | 4158610734      | Mar. 25 02:07PM | 01'36      | SND  | 03    | OK     |

Mar. 25 2010 02:08PM

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).

# SAN FRANCISCO FIRE DEPARTMENT FAX COVER SHEET



Assistant Deputy Chief Michael Thompson  
698 Second Street, Suite 304  
San Francisco, CA 94107-2015  
415/558-3251  
FAX: 415/558-3250

DATE: March 24, 2010

TO: Victor Torrealano

Phone: (650) 697-0664

COMPANY: Local 104

Fax : (650) 697-3587

FROM:  ADC Michael Thompson

Number of pages including cover sheet: 3

### Remarks:

Enclosed for your reference are completed Personal Services Contract summary forms for maintenance and repair of telescopic doors at Fire Department facilities. Please call my assistant, Tania Fokin at (415) 558-3355 if you have any concerns regarding these contracts. Thank you.

**SENDING REPORT**

Mar. 25 2010 02:12PM

| NO. | OTHER FACSIMILE | START TIME      | USAGE TIME | MODE | PAGES | RESULT |
|-----|-----------------|-----------------|------------|------|-------|--------|
| 01  | 650-697-3587    | Mar. 25 02:11PM | 01'40      | SND  | 03    | OK     |

TO TURN OFF REPORT, PRESS MENU #04 SET.  
THEN SELECT OFF BY USING JOG-DIAL.

FOR FAX-ADVANTAGE SUPPORT FOR YOUR FAX MACHINE, CALL 1-800-HELP-FAX (435-7329).



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/25/2010

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4030-05/06 )

TYPE OF SERVICE: Workers' Compensation Bill Review/Utilization Services

FUNDING SOURCE: Workers' Compensation Fund

PSC ORIGINAL AMOUNT: \$8,000,000 PSC ORIGINAL DURATION: 09/01/05 - 08/31/08
Mod. Amount#1-4 None Mod of Duration 9/1/08 - 7/31/10
Mod. Amount# 5 None Mod of Duration #5 6/10/10 - 10/31/10
PSC AMOUNT: \$8,000,000 PSC DURATION: 09/01/05 - 10/31/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor(s) will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.

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

Medical providers typically bill at rates 25% higher than rates allowed under the California Official Medical Fee Schedule. This contractor will review and reduce such bills to the appropriate level per the fee schedule. Additionally, many providers are willing to discount rates another 15% to 20% under PPO arrangements. This discount represents approximately \$25 million in medical cost savings annually. Further medical cost savings can be achieved by analysis of data gathered in the bill review process, such as review of medical treatment patterns (utilization review), and referral of high cost claims to case management

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):

Since 2005, this service has been provided by Allied Managed Care, Inc. ("AMC") under contract to Human Resources. The previous PSC number is: 4030-05/06.

D. Will the contract(s) be renewed:

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

SEIU Local 790 Union Name Signature of person mailing/faxing form Date 6/25/10

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 6/25/10

RFP sent to Union Name, on Date Signature

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

PSC# 4030-05/06 STAFF ANALYSIS/RECOMMENDATION: GPC 6/29/2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:  
*Knowledge of medical bills practices and medical treatment protocols as they apply in workers' compensation. Ability to attract a large number of physician specialists to a Preferred Provider Organization and administrator individual contracts with providers at reduced rates based on volume.*

B. Which, if any, civil service class normally performs this work?  
*No civil service classes provide the full range of services required.*

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
*Contractor's staff will occupy offices furnished at Contractor's expense.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

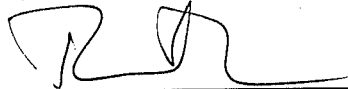
A. Explain why civil service classes are not applicable:  
*Contractor possesses the medical review expertise and utilizes proprietary bill review and medical treatment protocol software to review and process approximately 90,000 medical bills annually and authorize or deny treatment. These tools would have to be purchased and expertise developed by the City in order to duplicate contractor's services. Additionally, contractor has highly specialized expertise and experience in contracting with PPOs. These contracts are essential to controlling the City's workers' comp. costs.*

B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
*No. This is a specialized service for which the City neither possesses the expertise nor the economies of scale to perform effectively and efficiently.*

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:**



\_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

**Brent Lewis**

**557-4944**

\_\_\_\_\_  
 Print or Type Name

\_\_\_\_\_  
 Telephone Number

**1 South Van Ness Avenue, 4<sup>th</sup> Floor**

**San Francisco, CA 94103**

\_\_\_\_\_  
 Address

\* \* \* Communication Result Report ( Jun. 28. 2010 11:09AM ) \* \* \*

2}

e/Time: Jun. 28. 2010 11:08AM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
|----------------|-------------|-------|--------|---------------|
| 3780 Memory TX | 98642166    | P. 3  | OK     |               |

- Reason for error
- E. 1) Hang up or line fail
  - E. 2) Busy
  - E. 3) No answer
  - E. 4) No facsimile connection
  - E. 5) Exceeded max. E-mail size

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/25/2010

DEPARTMENT NAME: Human Resources DEPARTMENT NUMBER 33

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

TYPE OF REQUEST:  INITIAL REQUEST  MODIFICATION (PSC# 4030-05/06)

TYPE OF SERVICE: Workers' Compensation Div Review/Utilization Services

FUNDING SOURCE: Workers' Compensation Fund

PSC ORIGINAL AMOUNT: \$3,000,000 PSC ORIGINAL DURATION: 09/01/05 - 08/31/08  
Mod. Amount#1-4 None Mod of Duration 9/1/08 - 7/31/10  
Mod. Amount# 5 None Mod of Duration #5 6/1/10 - 10/31/10  
PSC AMOUNT: \$3,000,000 PSC DURATION: 09/01/05 - 10/31/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor(s) will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and pricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.

B. Explain why this service is necessary and the consequences of denial: Medical providers typically bill at rates 20% higher than rates allowed under the California Official Medical Fee Schedule. This contractor will review and reduce such bills to the appropriate level for the fee schedule. Additionally, many providers are willing to discount rates another 10% to 20% under PPO Agreements. This discount represents approximately \$25 million in medical cost savings annually. Further medical cost savings can be achieved by analysis of data gathered in the AR review process, such as review of medical treatment patterns (utilization review), and referral of high cost cases to case management.

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): Since 2005, this service has been provided by Allied Managed Care, Inc. (AMC) under contract to Human Resources. The previous PSC number is: 4030-05/06.

D. Will the contract(s) be renewed:

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

SEIU Local 790 [Signature] 6/20/10  
Union Name Signature of person mailing/faxing form Date

IFPTE Local 21 [Signature] 6/20/10  
Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*  
FOR DEPARTMENT OF HUMAN RESOURCES USE  
PSC# 4030-05/06  
STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:

\* \* \* Communication Result Report ( Jun. 28. 2010 11:05AM ) \* \* \*

1)  
2)

e/Time: Jun. 28. 2010 11:05AM

| File No. | Mode      | Destination | Pg(s) | Result | Page Not Sent |
|----------|-----------|-------------|-------|--------|---------------|
| 3779     | Memory TX | 94316241    | P. 3  | OK     |               |

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

ATTENTION:

THIS PSC REPLACES  
 THE PSC SUBMITTED TO YOU  
 EARLIER TODAY —

ADDED ADDITIONAL INFORMATION  
 OF EARLIER MODIFICATIONS —



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

**MEMORANDUM**

DATE: April 30, 2009  
TO: Micki Callahan  
Human Resources Director  
FROM: *MN* Mary Ng, PSC Coordinator  
Department of Human Resources (Dept. 33)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4030-05/06 Approval Date: 10/3/2005

Description of Service(s): Workers' Compensation Bill Review/Utilization Services

|                           |                    |                             |                          |
|---------------------------|--------------------|-----------------------------|--------------------------|
| Original Approved Amount: | <u>\$8,000,000</u> | Original Approved Duration: | <u>9/1/05 – 8/31/08</u>  |
| Modification Amount #1:   | <u>\$0</u>         | Modification of Duration:   | <u>9/1/08 – 4/30/09</u>  |
| Modification Amount #2:   | <u>\$0</u>         | Modification of Duration:   | <u>5/1/09 – 10/31/09</u> |
| Total Modified Amount:    | <u>\$8,000,000</u> | Total Modified Duration:    | <u>9/1/05 – 10/31/09</u> |

Reason for the modification:

DHR has obtained CSC approval for a new contract and will be issuing the RFP 5/4/09. This 6-month extension will allow DHR to complete the RFP process.

Attachment: Copy of Approved PSC Summary

.....  
**FOR DEPARTMENT OF HUMAN RESOURCES USE**

DHR ACTION:  Approved

Approval Date: 4/30/09

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



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/14/05

DEPARTMENT NAME: Department of Human Resources

DEPARTMENT NUMBER: 33

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Workers' Compensation medical cost containment services to include: medical bill review and re-pricing, preferred provider organization, and related managed care services including state-mandated utilization review.

FUNDING SOURCE: General and Special Fund amounts budgeted in departments' workers' comp. budgets.

PSC AMOUNT: \$8,000,000

PSC DURATION: 09/01/05 - 08/31/08

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor(s) will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and repricing, Preferred Provider Organization (PPO) administration, utilization review, and case management.
B. Explain why this service is necessary and the consequences of denial: Medical providers typically bill at rates 25% higher than rates allowed under the California Official Medical Fee Schedule. This contractor will review and reduce such bills to the appropriate level per the fee schedule. Additionally, many providers are willing to discount rates another 15% to 20% under PPO Agreements. This discount represents approximately \$25 million in medical cost savings annually. Further medical cost savings can be achieved by analysis of data gathered in the bill review process, such as review of medical treatment patterns (utilization review), and referral of high cost claims to case management.
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): Since 1999, this service has been provided by Diversified Health Services under contract to Human Resources. The previous PSC number is: 4038-03/04.
D. Will the contract(s) be renewed: Unknown at this time.

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

SEIU Local 790

Union Name Signature of person mailing / faxing form

9/14/05

Date

IFPTE Local 21

Union Name Signature of person mailing / faxing form

9/14/05

Date

RFP sent to \_\_\_\_\_ on \_\_\_\_\_ Signature

Union Name

Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4030-05/06

Approved dm

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

05 SEP 15 AM 11:44 PSC FORM 1 (9/96)

1

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: *Knowledge of medical bills practices and medical treatment protocols as they apply in workers' compensation. Ability to attract a large number of physician specialists to a Preferred Provider Organization and administer individual contracts with providers at reduced rates based on volume.*
- B. Which, if any, civil service class normally performs this work? *No civil service classes provide the full range of services required.*
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: *Contractors staff will occupy offices furnished at Contractors expense.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: *Contractor possesses the medical review expertise and utilizes proprietary bill review and medical treatment protocol software to review and process approximately 90,000 medical bills annually and authorize or deny treatment. These tools would have to be purchased and expertise developed by the City in order to duplicate contractor's services. Additionally, contractor has highly specialized expertise and experience in contracting with PPOs. These contracts are essential to controlling the City's workers' comp. costs.*
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. *No. This is a specialized service which for which the City neither possesses the expertise nor the economies of scale to perform effectively and efficiently.*

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

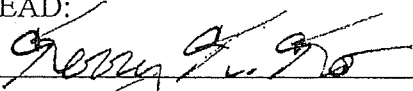
Yes No

- A. Will the contractor directly supervise City and County employees?
- B. Will the contractor train City and County employees?  
  - Describe training and indicate approximate number of hours.
  - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
- C. Are there legal mandates requiring the use of contractual services?
- D. Are there federal or state grant requirements regarding the use of contractual services?

---

- E. Has a board or commission determined that contracting is the most effective way to provide this service?
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Diversified Health Services.*

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

*Kerry K. Ko*  
 Print or Type Name  
44 Gough Street  
San Francisco, CA 94103  
 Address

*415-557-4875*  
 Telephone Number



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/10/10

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35/36

TYPE OF APPROVAL: ( ) EXPEDITED (X) REGULAR (OMIT POSTING)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: ( ) INITIAL REQUEST (X) MODIFICATION (PSC#4122-07/08)

TYPE OF SERVICE: Software Maintenance

FUNDING SOURCE: Traffic signal project funds

PSC AMOUNT: \$330,696.00
PSC MOD AMOUNT: \$600,000.00
PSC TOTAL AMOUNT: \$930,696.00

PSC DURATION: 04/01/08 - 03/30/11
PSC DURATION: 07/01/10 - 03/30/14
PSC DURATION: 04/01/08 - 03/30/14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continue to make corrections of Fourth Dimension Traffic (D4) software errors, defects, and malfunctions in the software; perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field. Continue to maintain and upgrade D4 Traffic Signal Software to provide transit priority and emergency preemption throughout the City, including cable car locations, and prepare signal-timing cards for various intersections, including integration of 2070 Controllers. Continue to ensure communication between the Transportation Management Center (TMC) and the traffic signals in the field, to ensure integration of D4 software with central software system. Continue to provide technical expertise to SFgo to ensure that the TMC communicates with Caltrans, Muni Central Control, and other transit networks; and provide support services to software end users.

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

D4 software continues to make a significant positive impact on the success of the Third Street Light Rail Project, and for transit priority in general. Currently, all of the SFMTA's upgraded traffic signals are reliant upon D4 software for consistently high-functioning service. Traffic signals ensure both transit priority as well as pedestrian and auto safety, and are a very high priority for the SFMTA. We are confident this continued Maintenance Agreement will result in lasting outstanding performance for San Francisco's signalized intersections.

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):

Fourth Dimension Traffic continues to provide maintenance services on D4 software are currently provided by under their software licensing and consulting contract with the SFMTA.

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

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 6-10-10
IBEW, Local 6 Union Name Signature of person mailing / faxing form Date 6-10-10

RFP sent to Union Name on Date Signature

\*\*\*\*\*
PSC# 4122-07/08 FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
Date 6/29/2010 6-10-10
PSC FORM 1 (9/96)

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

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

Software code development, maintenance, and upgrades ability.

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

None. Fourth Dimension Traffic is the only entity able to maintain D4 software, a highly-specialized and proprietary software product.

**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:**

Fourth Dimension Traffic is the only entity able to maintain D4 software, a highly-specialized, customized and proprietary software product.

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

This would not be practical as the software is a proprietary property of Fourth Dimension Traffic.

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

Yes      No

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

B. Will the contractor train City and County employees?      (X)      ( )

- Describe training and indicate approximate number of hours.

*Fourth Dimension will train on the D-4 software, its applications, and its installation methodology in the traffic signal controllers. Over the course of the contract, 500 training hours are estimated.*

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

*Approximately 18 SFMTA traffic signal electricians will be trained in the following classifications. 15-9145 Traffic Signal Electrician; 2-9147 Traffic Signal Electrician Supervisor I; and 1-9149 Traffic Signal Electrician Supervisor II.*

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)      ( )

*SFMTA Board approved the Software License Agreement March 18, 2008, Resolution # 08-051.*

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

*Fourth Dimension Traffic*

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

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
(415) 701- 5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency

\_\_\_\_\_  
1 South Van Ness Avenue, 7<sup>th</sup> Floor. S. F. CA. 94103  
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3/6/08

DEPARTMENT NAME: S. F. Municipal Transportation Agency DEPARTMENT NUMBER 35/36

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

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

TYPE OF SERVICE: Software Maintenance

FUNDING SOURCE: Traffic signal project funds

PSC AMOUNT: \$330,696.00 PSC DURATION: 4/1/08 - 3/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Make correction of D4 traffic software errors, defects and malfunctions in the software; perform maintenance on traffic signal cabinet/controller testing software to minimize malfunction in the field; maintain and upgrade D4 Traffic Signal Software to provide transit priority throughout the City, including cable car locations, and prepare signal timing cards for various intersections, including integration of 2070 Controllers with Opticom detection; maintain and upgrade D4 software for the SFgo program to ensure communication between the Transportation Management Center (TMC) and the traffic signals in the field, to ensure integration of D4 software with PB Farradyne's Management Information Systems of Transportation (MIST) central software system; Provide technical expertise to SFgo to ensure that the TMC communicates with Caltrans, Muni Central Control, and other transit networks; and provide support services to software end users.

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

D4 software has made a significant positive impact on the success of the Third Street Light Rail Project, and for transit priority in general. Currently, all of the SFMTA's upgraded traffic signals are reliant upon D4 software for consistently high-functioning service. Traffic signals ensure both transit priority as well as pedestrian and auto safety, and are a very high priority for the SFMTA's Traffic Engineering and Operation division. We are confident that this Maintenance Agreement will result in continued outstanding performance for San Francisco's signalized intersections.

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):

Maintenance services on D4 software are currently provided by Fourth Dimension Traffic under their software licensing and consulting contract with the SFMTA. This Maintenance Agreement follows the completion of that contract.

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

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

N/A
Union Name Signature of person mailing / faxing form Date
Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION: MTA Approved
CIVIL SERVICE COMMISSION ACTION: 3-6-08
PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:  
D4 Traffic Software programming, maintenance and upgrading ability.
- B. Which, if any, civil service class normally performs this work?  
None.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:  
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:  
Fourth Dimension Traffic is the only entity able to maintain D4 software, a highly-specialized and customize software product.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.  
This would not be practical unless specialized training were available from Fourth Dimension Traffic to prepare a civil service employee to perform maintenance work on this software.

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

Yes No

- A. Will the contractor directly supervise City and County employees? ( ) (X)
- B. Will the contractor train City and County employees? ( ) (X)
- 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?  
*Will seek approval from MTA Board at its meeting of March 18, 2008* (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:

*Parveen Bopari, Sr. Personnel Analyst*

Signature of Departmental Personal Services Contract Coordinator

Parveen Bopari  
Print or Type Name

(415) 554- 4160  
Telephone Number

S. F. Municipal Transportation Agency, Human Resources

401 Van Ness Avenue, Room 320, S. F. CA. 94102  
Address

MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 08-051

WHEREAS, The Department of Parking and Traffic currently maintains approximately 1200 signalized intersections, each controlled by a traffic signal controller; and

WHEREAS, D4 software is the only software that meets the City's needs for interfacing with newly installed Type 2070 traffic controllers and legacy traffic controllers; and

WHEREAS, Fourth Dimension Traffic is the only software consulting service available to maintain and update D4 software; and

WHEREAS, The total amount for software maintenance services under this Software Maintenance Attachment is not to exceed \$330,696; now, therefore, be it

RESOLVED, that the Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to execute Contract CS-154 Software Maintenance Attachment with Fourth Dimension Traffic for software for a total agreement amount not to exceed \$330,696 from April 1, 2008 through March 31, 2011.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of MAR 18 2008.

*R. Boomer*

Secretary, Municipal Transportation Agency Board



\* \* \* Communication Result Report ( Jun. 10. 2010 1:39PM ) \* \* \*

}}}

Date/Time: Jun. 10. 2010 1:38PM

| File No. | Mode      | Destination | Pg(s) | Result | Page Not Sent |
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| 0923     | Memory TX | 98642166    | P. 4  | OK     |               |

Reason for error  
 E. 1) Hang up or line fail  
 E. 2) Busy  
 E. 3) No answer  
 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size

**MTA** Municipal Transportation Agency

Gavin Neuman | Mayor  
 Tom Nolan | Chairman  
 Dr. James Mackay Jr. | Vice-Chairman  
 Susanna Black | Director  
 Shirley Berger Black | Director  
 Malcolm Heitsch | Director  
 Jerry Lee | Director  
 Bruce Lee | Director  
 Michael P. Ford Sr. | Executive Director

**FAX**

|                                                                                                   |                                              |
|---------------------------------------------------------------------------------------------------|----------------------------------------------|
| <b>FROM:</b> Parveen Boparai                                                                      | <b>TO:</b> Ging Louie (Local 21)             |
| <b>PHONE:</b> 415-701-5377                                                                        | <b>FAX:</b> 415-864-2186                     |
| <b>FAX:</b> 415-701-5387                                                                          | <b>PHONE:</b> 415-864-2100                   |
| <b>SUBJECT:</b> PSC                                                                               | <b>NO. OF PAGES (Excluding fax cover):</b> 3 |
| <b>COMMENTS:</b><br>Should you have any questions, please contact Cathal Hennessy at 415-701-4551 |                                              |

San Francisco Municipal Transportation Agency  
 One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103 | Tel: 415.701.4500 | Fax: 415.701.4430 | www.sfmta.com

\* \* \* Communication Result Report ( Jun. 10. 2010 1:42PM ) \* \* \*

1}


Date/Time: Jun. 10. 2010 1:40PM

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| 0924     | Memory TX | 98610734    | P. 4  | OK     |               |

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

|                                                                                                                                                                         |                 |                                                                                                                                                                                                                                                                                      |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
|  <b>MTA</b> Municipal Transportation Agency                                            |                 | Chris Weezen   Mayor<br>Tom Nolan   Chairman<br>Dr. Janet McCray Jr.   Vice Chairman<br>Cameron Beach   Director<br>Shirley Byrnes Black   Director<br>Stephen Hilditch   Director<br>Jerry Lee   Director<br>Duane Eba   Director<br>Nathaniel P. Ford Sr.   Executive Director/CEO |                        |
| <b>FAX</b>                                                                                                                                                              |                 |                                                                                                                                                                                                                                                                                      |                        |
| <b>FROM:</b>                                                                                                                                                            | Parveen Boparai | <b>TO:</b>                                                                                                                                                                                                                                                                           | Kevin Hughes (Local 6) |
| <b>PHONE:</b>                                                                                                                                                           | 415-701-5377    | <b>FAX:</b>                                                                                                                                                                                                                                                                          | 415-861-0734           |
| <b>FAX:</b>                                                                                                                                                             | 415-701-5387    | <b>PHONE:</b>                                                                                                                                                                                                                                                                        | 415-861-5752           |
| <b>SUBJECT:</b> PSC                                                                                                                                                     |                 | <b>NO. OF PAGES (Excluding fax cover):</b> 3                                                                                                                                                                                                                                         |                        |
| <b>COMMENTS:</b><br>Should you have any questions, please contact Cathal Hennessy at 415-701-4661                                                                       |                 |                                                                                                                                                                                                                                                                                      |                        |
| San Francisco Municipal Transportation Agency<br>One South Van Ness Avenue, Seventh Fl. San Francisco, CA 94103   Tel: 415.701.4500   Fax: 415.701.4430   www.sfmta.com |                 |                                                                                                                                                                                                                                                                                      |                        |



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/15/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4087-06/07 )

TYPE OF SERVICE: Professional engineering services providing planning and design of rehabilitation and seismic upgrade of Sutro Reservoir (CS-854)

FUNDING SOURCE: Water System Improvement Program Project Funds

PSC AMOUNT: Original \$1,600,000 Mod. 1 \$ 603,501 Mod. 2 \$1,175,000 TOTAL \$3,378,501 PSC DURATION: Original 09/01/2007 to 07/29/2011 Mod. 1 07/30/2011 to 01/01/2013 Mod. 2 01/02/2013 to 01/01/2014 Term 09/01/2007 to 01/01/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Original contract provided alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and engineering support during construction. In this modification, additional funding is for the completion of design work and engineering support during construction. This project is part of Water System Improvement Program (WSIP).

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

The reservoir's concrete roof structure has been determined to be seismically vulnerable. The current seismic standards and guidelines require comprehensive linear and non-linear analyses and design for a seismic retrofit. Without this service, the reservoir's seismic vulnerability and structural integrity will not be improved, resulting in potential massive property damage after a strong earthquake. Approval of this modification is necessary to complete the design work leading to the essential repairs of the reservoir with support from the consultant during construction.

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 are being provided under PSC 4087-06/07.

D. Will the contract(s) be renewed:

No.

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

L21 Union Name

Shamica Jackson Signature of person mailing/faxing form

06/22/2010 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-06/07 ANALYSIS/RECOMMENDATION:

Smw 6/28/10

CIVIL SERVICE COMMISSION ACTION:



**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: November 16, 2006

*PSC M-4087-06/07*

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: CS-854, Professional engineering services providing planning and design of rehabilitation and seismic upgrade of Sutro Reservoir.

FUNDING SOURCE: Water System Improvement Program – CUW33701

PSC AMOUNT: \$1,600,000

PSC DURATION 9/1/2007 to 7/29/2011

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Contract would provide alternative analyses and conceptual design of various seismic retrofit schemes of the reservoir concrete roof structure, detailed design of the selected scheme, construction drawings and specification for bid and award, and engineering support during construction. This project is part of Water System Improvement Program (WSIP).

**B. Explain why this service is necessary and the consequences of denial:** The reservoir's concrete roof structure has been determined to be seismically vulnerable. The current seismic standards and guidelines require comprehensive linear and non-linear analyses and design for a seismic retrofit. Without this service, the reservoir's seismic vulnerability and structural integrity will not be improved, resulting in potential massive property damage after a strong earthquake.

**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):** In the past, this type of engineering services were provided by consultants. The SFPUC engineers provided engineering management of the project.

**D. Will the contract(s) be renewed.** Currently, there is no intention of renewing this contract.

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

L21 James A. Howells 11/27/06  
 Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:



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

**A. Specify required skills and/or expertise:** Non-linear static and /or dynamic computer analysis, performance-based design, asphalt lining design, and concrete damage repair design.

**B. Which, if any, civil service class normally performs this work?** The SFPUC civil/structural engineers normally perform this work where the structure is smaller and non-linear analysis is not required.

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

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

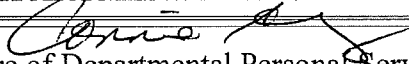
**A. Explain why civil service classes are not applicable:** The non-linear analysis is complicated and it needs well-experienced and knowledgeable structural engineers to perform the computer analysis and design. Current civil service classes have no or little experience in this level of non-linear modeling and analyses.

**B. Would it be practical to adopt a new civil service class to perform this work? Explain** No. 1. The city staff does not regularly perform this type of work. 2. At the end of the project, existing staff may start to gain experience to perform this type of analyses for similar projects in the future.

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

|                                                                                                                                          | YES                                 | NO                                  |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City & County employees?                                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City & County employees?                                                                                    | <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? PUC Resolution 03-245        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Not Available | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

  
Signature of Departmental Personal Services Contract Coordinator

Connie Chang (415) 554-5732

Print or Type Name Telephone

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

San Francisco, CA 94103

**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 03-0245

WHEREAS, Implementation of the Capital Improvement Program requires that the SFPUC process contract actions more efficiently; and

WHEREAS, Some contract action approval practices can be simplified to accelerate the approval procedure while still providing the Commission with all essential information; and

WHEREAS, To improve the efficiency and speed of the contract action approval process and its consequent impact on the contracting process, SFPUC staff proposes certain changes to its current contract action process; and

WHEREAS, SFPUC staff is proposing to create a monthly General Manager's Report to the Commission for approval of all contract advertisement actions; and

WHEREAS, SFPUC staff shall present contract awards as consent calendar items for CIP contracts under \$5 million and routine water/sewer main repairs, and all other awards shall be presented as regular calendar items; and

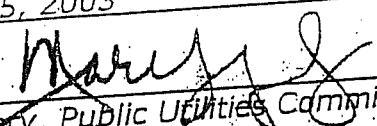
WHEREAS, SFPUC staff shall present contract modifications over 10% of cost or schedule as regular calendar items; and

WHEREAS, SFPUC staff shall present contract closeouts as consent calendar items for all contracts under \$5 million and as regular calendar items for all contracts with a value of \$5 million or above; and

WHEREAS, SFPUC staff shall present all emergency declarations as consent calendar items; now, therefore, be it

RESOLVED, That this Commission hereby approves and authorizes the General Manager to implement an SFPUC staff proposal to modify current Commission contract action approval practices by using a combination of a General Manager's Report, the consent calendar, and the regular calendar to approve contract actions.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of December 15, 2003

  
Secretary, Public Utilities Commission



**PUBLIC UTILITIES COMMISSION**

City and County of San Francisco

RESOLUTION NO. 09-0083

WHEREAS, On August 14, 2007, this Commission awarded Agreement No. CS-854, Engineering Services for Sutro Reservoir Seismic Upgrades and Rehabilitation, and authorized the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement, in the amount of \$1,600,000, and with a term of 47 months, concluding on September 3, 2011, with URS/SOHA JV; and

WHEREAS, Amendment No. 1 was approved on October 28, 2008 to increase the agreement amount by \$210,876, and no time extension, in order to accommodate additional geotechnical investigation, seismic deformation analysis, and develop mitigation alternatives; and

WHEREAS, Amendment No. 2 is being requested to increase the agreement amount by \$392,625 to \$2,203,501 and extend the agreement term by 16 months to January 1, 2013, in order to accommodate additional geotechnical and structural engineering necessary to complete the Conceptual Engineering Report (CER) that includes mitigation of the geotechnical and structural deficiencies found under Amendment No. 1; and

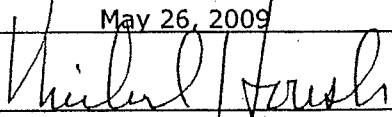
WHEREAS, A Human Rights Commission (HRC) sub consulting goal of 14% DBE participation has been established and approved for this agreement by the HRC Contract Compliance Officer assigned to the SFPUC; and

WHEREAS, Funds for this agreement are available from Project No. CUW337 - Sutro Reservoir Rehabilitation and Seismic Upgrade; now, therefore, be it

RESOLVED, That this Commission hereby approves Amendment No. 2 to Water Enterprise Water System Improvement Program-funded Agreement No. CS-854, Engineering Services for Sutro Reservoir Seismic Upgrades and Rehabilitation, with URS/SOHA JV to conduct additional geotechnical and structural engineering necessary to complete the CER that includes mitigation of the geotechnical and structural deficiencies found under Amendment No. 1, and authorizes the General Manager of the San Francisco Public Utilities Commission to execute this amendment, increasing the agreement by \$392,625, for a total agreement amount of \$2,203,501, and with a time extension of 16 months, for a total agreement duration of 5 years and 3 months.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of \_\_\_\_\_

May 26, 2009

  
Secretary, Public Utilities Commission


**Jackson, Shamica**

---

**From:** Jackson, Shamica  
**Sent:** Tuesday, June 22, 2010 5:05 PM  
**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; Brenner, Joe; Delcampo, Frank; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; Louie, Ging; McGee, Bonita; Morrison, Emily; Reed, Margot; Rockett, Briggette; Scott, David E; Tamura, Pattie ; Wong, Larry; Yun, Pauson; Ponder, Steve  
**Subject:** CS-854, PSC Summary Form (Modification Request)  
**Importance:** High  
**Attachments:** CS-854 PSC Summary Form to DHR 6-23-10.DOC

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-854, Engineering Services, Sutro Reservoir, modification request for \$1,175,000 and duration to January 01, 2014.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **July 19, 2010 Commission Meeting** at 2:00 PM, City Hall Room 400.

---

Shamica L. Jackson  
San Francisco Public Utilities Commission  
Contract Administration Bureau  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
voice: 415-554-0727  
fax: 415-554-3225  
email: sjackson@sfgwater.org  
 Please consider the environment before printing this email

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6-22-10
DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #4163-06/07)

TYPE OF SERVICE: Video Streaming Media Services

FUNDING SOURCE: General Fund

Original PSC Amount: \$100,000 Duration: January 1, 2007 to January 1, 2011
1st Modification: \$106,350 Duration: January 1, 2011 to June 30, 2014
Total PSC Amount: \$206,350 Duration: January 1, 2007 to June 30, 2014

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Host Internet video streaming of SFGTV, the San Francisco Government Channel, cable channel 26, 24/7. Provide monthly usage reports. Host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission meetings, Mayor's press conferences, State of the City Address and others, as necessary. Provide software to index meeting according to agenda items and link documents to streaming video. Provide software to include caption with video streaming content.
B. Explain why this service is necessary and the consequence of denial: This service is necessary to provide public access to the City's government cable channel. Without this service, only cable subscribers will be able to view Board of Supervisors and commission meetings. If this contract is denied, then broadcasts will not be available to the entire public and the indexing will not be available to City employees.
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 a contractor under the current PSC #4163-06/07. This modification is needed to cover the term of the current contract/Agreement and to provide related compensation for the final one-year renewal of that agreement. The modified PSC will also allow the Department to proceed with its planned RFP solicitation for a new contract for this service.
D. Will the contract(s) be renewed? Yes, under a new multi-year contract.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 6-22-2010

[X] SEIU L1021 Union Name Signature of person mailing/faxing form Date 6-22-2010

[X] RFP sent to IFPTE Local 21 Union Name on 6-22-2010 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4163-06/07 TAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

Enr 6/28/10

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The required skill sets needed to provide and maintain live video streaming and video on demand hosting for internet video are as follows: MySQL Enterprise Database Administration, Streaming Video Development experience with Windows Media Services, Flash Server, RealServer, Wowza Video Server; Transcoding experience between multiple media formats including h.264 experience managing and monitoring Word Class data centers that see over 1 million hits per day; Managing over 100TB of video streaming data; SAN/NAS management experience; HP Switching/Router Administration; ServerIron Load Balancer Administration; Firewall administration of numerous different vendors; Management of Content Delivery networking provider programmatic interfaces, such as Akamia and Highwinds; Application development experience integrating with Social Networking sites, such as Facebook and Twitter; Development of ADA Compliant Closed Captioned streaming; Development experience with IBM Lucene.NET Search engine; PHP/PEAR development in a Windows environment; C#.NET/ASP.NET development; HTML/JAVA development; XML Web Services?ATOM/RSS; Development for Microsoft Message Queuing; JSON;XSLT; Adobe Acrobat development; Microsoft Visual Studio Tools for Office (VSTO), and Internet information services administration.**

B. Which, if any, civil service class normally performs this work? **None.**

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: **Yes, vendor provides a newtwork of video streaming servers located around the United States for quick access to video on demand content.**

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

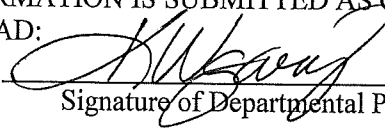
A. Explain why civil service classes are not applicable: **The skill set required to perform this service spreads across multi-classifications and it would be cost prohibitive for the the City to develop custom software that will allow SFGTV to index the archive videos and be able to to link closed captioning with the videos, and transcode the video to multiple platforms for video streaming and video on demand viewing.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No. Adopting a new civil service class to perform this type of work would not be practical for the City. The nature of the work does not lend itself to full-time employees. This contract costs approximately \$26,000 per year, which is roughly 25% of a FTE.**

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"/>            |
| <ul style="list-style-type: none"> <li>Describe the training and indicate approximate number of hours.</li> <li>Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                                     |                                                |
| 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"/>            |
| <del>E. Has a board or commission determined that contracting is the most effective way to provide this service?</del>                                                                                                                                                              | <del><input type="checkbox"/></del> | <del><input checked="" type="checkbox"/></del> |
| F. Will the proposed work be completed by a contractor that has a current personal services 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:

 4/23/10  
 Signature of Departmental Personal Services Contract Coordinator

Kendall Gary 581-4066  
 Print or Type Name Telephone Number

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

\* \* \* Communication Result Report ( Jun. 23. 2010 11:20AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Jun. 23. 2010 11:19AM

| File No. Mode  | Destination | Pg(s) | Result | Page Not Sent |
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Reason for error

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| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |



CITY AND COUNTY OF SAN FRANCISCO



City & County of San Francisco  
Department of Technology  
powered by innovation

**FACSIMILE TRANSMITTAL SHEET**

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TO: IFPTE LOCAL 21 / BOB MUSCAT  
SEIU LOCAL 1021/DAVIS-HOWARD

FROM: SHEILA (415) 581-4088

---

COMPANY: \_\_\_\_\_ DATE: 6-23-10 *SK*

---

FAX NUMBER: (415) 664-2166  
(510) 893-0334

TOTAL NO. OF PAGES (INCLUDING COVER): *27 28*

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PHONE NUMBER: \_\_\_\_\_ SENDER'S REFERENCE NUMBER: \_\_\_\_\_

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RE: ATTACHED PSG SUMMARY

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF PSG APPROVAL REQUEST FOR VIDEO-STREAMING MEDIA SERVICES. COPY OF DRAFT RFP AND ORIGINAL CIVIL SERVICE APPROVAL ATTACHED.

\* \* \* Communication Result Report ( Jun. 23. 2010 11:14AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Jun. 23. 2010 11:00AM

| File No. | Mode      | Destination | Pg(s) | Result | Page Not Sent |
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| 7937     | Memory TX | 98642166    | P. 28 | OK     |               |

Reason for error

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| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |



CITY AND COUNTY OF SAN FRANCISCO



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

**FACSIMILE TRANSMITTAL SHEET**

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TO: IFPTE LOCAL 21 / BOB MUSCAT      FROM: SHEILA (415) 884-4088

SEIU LOCAL 1021/DAMS-HOWARD

COMPANY:      DATE: 4-1-10 (REWIRED COPY)

FAX NUMBER: (415) 884-2188      TOTAL NO. OF PAGES (INCLUDING COVER): 28 pgs.

(510) 883-0934

PHONE NUMBER:      SENDER'S REFERENCE NUMBER:

RE: ATTACHED PSC SUMMARY

URGENT    FOR REVIEW    PLEASE COMMENT    PLEASE REPLY    PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF PSC APPROVAL REQUEST FOR VIDEO STREAMING MEDIA SERVICES. COPY OF DRAFT RFP AND ORIGINAL CIVIL SERVICE APPROVAL ATTACHED.

\* \* \* Communication Result Report ( Jun. 23. 2010 11:19AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Jun. 23. 2010 11:18AM

| File No. Mode  | Destination  | Pg(s) | Result | Page Not Sent |
|----------------|--------------|-------|--------|---------------|
| 7938 Memory TX | 915108930934 | P. 1  | OK     |               |

Reason for error

|                                 |                               |
|---------------------------------|-------------------------------|
| E. 1) Hang up or line fail      | E. 2) Busy                    |
| E. 3) No answer                 | E. 4) No facsimile connection |
| E. 5) Exceeded max. E-mail size |                               |



CITY AND COUNTY OF SAN FRANCISCO



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

FACSIMILE TRANSMITTAL SHEET

|                                                                 |                                                    |
|-----------------------------------------------------------------|----------------------------------------------------|
| TO: IFPTE LOCAL 21 / BOB MUSCAT<br>SEIU LOCAL 1021/DAVIS-HOWARD | FROM: SHEILA (416) 681-4088                        |
| COMPANY:                                                        | DATE: 6-23-10 <i>SK</i>                            |
| FAX NUMBER: (415) 864-2166<br>(510) 893-0934                    | TOTAL NO. OF PAGES (INCLUDING COVER): <i>27 28</i> |
| PHONE NUMBER:                                                   | SENDER'S REFERENCE NUMBER:                         |
| RE: ATTACHED PSC SUMMARY                                        |                                                    |

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF PSC APPROVAL REQUEST FOR VIDEO STREAMING MEDIA SERVICES. COPY OF DRAFT RFP AND ORIGINAL CIVIL SERVICE APPROVAL ATTACHED.



\* \* \* Communication Result Report ( Jun. 23. 2010 11:09AM ) \* \* \*

1) City of SF/Telecom & Info Svcs  
2) 1 South Van Ness, 2nd Floor

Date/Time: Jun. 23. 2010 10:59AM

| File No. Mode  | Destination  | Pg(s) | Result | Page Not Sent |
|----------------|--------------|-------|--------|---------------|
| 7936 Memory TX | 915108930934 | P. 28 | OK     |               |

Reason for error

|                              |                               |
|------------------------------|-------------------------------|
| 1) Hang up or line fail      | E. 2) Busy                    |
| 3) No answer                 | E. 4) No facsimile connection |
| 5) Exceeded max. E-mail size |                               |



CITY AND COUNTY OF SAN FRANCISCO



FACSIMILE TRANSMITTAL SHEET

TO: IFFTE LOCAL 21 / BOB MUSCAT FROM: SHEILA (415) 681-4088

SEIU LOCAL 1021/DAVIS-HOWARD

COMPANY: DATE: 4-1-10 (REVISED COPY)

FAX NUMBER: (415) 864-2166 TOTAL NO. OF PAGES (INCLUDING COVER): 28

(510) 893-0934

PHONE NUMBER: SENDER'S REFERENCE NUMBER:

RE: ATTACHED PSG SUMMARY

URGENT  FOR REVIEW  PLEASE COMMENT  PLEASE REPLY  PLEASE RECYCLE

NOTES/COMMENTS: NOTICE OF PSG APPROVAL REQUEST FOR VIDEO STREAMING MEDIA SERVICES. COPY OF DRAFT RFP AND ORIGINAL CIVIL SERVICE APPROVAL ATTACHED.

CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

June 6, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

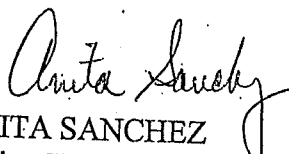
**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4161-06/07 THROUGH 4163-06/07.**

At its meeting of June 4, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to withdraw PSC #4161-06/07 at the request of the Public Utilities Commission; Adopt the Human Resources Director's report on PSC #4162-06/07 and PSC #4163-06/07. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

  
ANITA SANCHEZ  
Acting Executive Officer

Attachment

- c: Connie Chang, Public Utilities Commission  
James Horan, Acting Human Resources Director  
Jennifer Johnston, Department of Human Resources  
Joan Lubamersky, Administrative Services  
Sheila Maxwell, Telecommunications & Information Services  
Jonathan Nelly, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
June 04, 2007

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS**

| PSC No.    | DeptNo | DeptName                         | Approval Type | Contract Amount | Description of work                                                                                                                                                                                                                             | Duration  |
|------------|--------|----------------------------------|---------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4161-06/07 | 40     | Public Utilities Commission      | Regular       | \$100,000.00    | Will provide consultation, document review, revision and preparation; advice and expert comment on cultural resource and historical significance issues for many Water System Improvement Program (WSIP).                                       | 30-Jul-10 |
| 4162-06/07 | 70     | Mayor's Office of Public Finance | Regular       | \$125,000.00    | Will provide financial advisory services pertaining to municipal debt, in particular certificates of participation (the "Peaker Project"). This service will include financial and legal analyses to size, price, and market bonds effectively. | 01-May-08 |

POSTING FOR  
June 04, 2007

**RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT**

| PSC No.    | DeptName                                       | Approval Type | Increase Amount | New Amount   | Description of work                                                                                                                                                                                                                                             | Duration  |
|------------|------------------------------------------------|---------------|-----------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 4163-06/07 | 75<br>Telecommunication & Information Services | Regular       | \$50,000.00     | \$100,000.00 | Will provide video streaming media services of SFGTV, the SF Govt. Channel; host and store up to one year's archive of video on the internet for the Board of Supervisors meetings, City commission mtgs., Mayor's press conferences, and others, as necessary. | 01-Jan-11 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5-7-2007

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC #3086-06/07)

TYPE OF SERVICE: Video Streaming Media Services

FUNDING SOURCE: Interdepartmental Work Order

PSC AMOUNT: Original: \$50,000 Modified to Date: \$50,000 New Amount: \$100,000 PSC DURATION: 01/01/2007 to 01/01/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

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

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 is being provided by contractor under PSC #3086-06/07.

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] IFPTE Local 21 Signature of person mailing/faxing form 7 May 2007 Date

[ ] SEIU Local 790 Signature of person mailing/faxing form Date

X RFP sent to IFPTE Local 21, on 12/26/2006 Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PERSONAL SERVICES CONTRACT AWARD NOTICE

DATE: May 1, 2007

DEPARTMENT: Telecommunications and Information Services DEPARTMENT NO: 75

PERSONAL SERVICES CONTRACT NUMBER (PSC#): 3086-06/07

PERSONAL SERVICES CONTRACT APPROVAL DATE: January 23, 2007

WILL THIS CONTRACT BE AWARDED TO MULTIPLE CONTRACTORS? No

IF YES, THIS AWARD NOTICE IS FOR CONTRACTOR NUMBER \_\_\_\_\_ OF \_\_\_\_\_

CONTRACTOR: Granicus, Inc.

AMOUNT: \$100,000 DURATION: January 1, 2007 to January 1, 2011

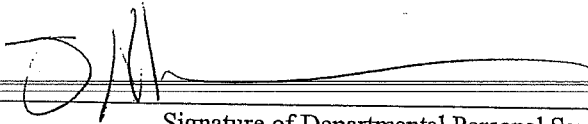
Original Contract Amount: \$50,000

Modification to Date: \$50,000

New Contract Amount: \$100,000

(Modification to provide additional compensation for software purchases required to complete the project. Initial PSC approval amount granted for RFP solicitation. Actual costs realized by execution of contract).

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



Signature of Departmental Personal Services Contract (PSC) Coordinator

Sheila Maxwell  
Print or Type Name

554-0888  
Telephone Number

NOTE: At the same time the contract is awarded, the department must submit this form to Personal Services Contracts, Department of Human Resources, 44 Gough Street, San Francisco, CA 94103.

L:\SHARE\HR\PPSCFORMS.DOC 02/01/05 12:30 PM  
PSC FORM 2 (9/96)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAY 10 2010

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4138-06/07 )

TYPE OF SERVICE: Community Health Care Survey, Assessment and Project Support Services

FUNDING SOURCE: General Funds, Homeland/Urban Area Security Grant, National Institutes of Health Grant

Original Amount: \$5,000,000 PSC Duration: 7/1/2007 - 6/30/2011
Modification Amount \$0 PSC Duration: 7/1/2010 - 6/30/2015
Total Amount \$5,000,000 Total PSC Duration: 7/1/2007 - 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractors will perform environmental and facility assessments, provide project support / oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans.

B. Explain why this service is necessary and the consequences of denial: These services are necessary in order to facilitate the implementation of community planning, support/service projects and healthcare accreditation/licensing requirements, and to prepare for replacement of SFGH's hospital building and for renovations of existing DPH occupied space.

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 are currently provided under PSC 4138-06/07. This modification extends the term of the original PSC in order to account for the term of a newly awarded grant from the National Institutes of Health for the San Francisco Office of AIDS Renovation (SOAR) Project.

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

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

Local 1021, Local 21, MEA, Local 250-A Union Name
Jacquie Hale Signature of person mailing/faxing form
MAY 10 2010 Date
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

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

PSC# 4138-06/07 STAFF ANALYSIS/RECOMMENDATION:

Jim 6/25/10

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Ability to work with diverse communities, individuals and organizations. Knowledge of accreditation and licensing requirements specific to healthcare facilities; knowledge of environmental hazards. Expertise in fiscal management, analysis, and the ability to interact with multiple agencies when gathering data and reporting the results of the surveys. Ability to coordinate simultaneously with design architects and permit planners, while working with environmental review consultants with expertise in medical helipad EIR work.

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

2820 Senior Health Program Planner, 2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst, 2145 Associate Hospital Administrator (MEA), 5278 Planner II, 5502, 5504, 5506 and 5508 Project Manager I-IV and 6124 Principal Environmental Health Inspector.

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:

Surveys and project scopes of work cover diverse topics such as toxic exposures, assessments of risks for various illnesses and accreditation/licensing requirements. The duration of each survey may be limited to few months and requires changing expertise. Also, the required expertise with OSHPD, helipads, or other Healthcare accreditation issues does not reside within the City. Therefore, dedicated Civil Service classes are not applicable.

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

Not at this time. The work is project based, in addition the funding is often times one time /special grants awarded to the Department with the specific restrictions on the project / team make up. The contracts will work with full time City staff in order to complete these projects, thus City staff will obtain knowledge on these specialized projects.

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

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

Yes  No

B. Will the contractor train City and County employees?

- 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?

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

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

F. Will the proposed work be completed by a contractor that has a current personal services

contract with your department?

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

*Jacquie Hale*

Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/01/2007

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH

DEPARTMENT NUMBER: 81 & 82

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

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

TYPE OF SERVICE: Community Health Care Survey and Assessment Services

FUNDING SOURCE: General Funds and Homeland/Urban Area Security Grant

PSC AMOUNT: \$5,000,000 PSC DURATION: 7/01/07 - 6/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will perform environmental and facility assessments and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators in order to fulfill accreditation and licensing requirements specific to healthcare facilities and in preparation for replacement building plans. Contractors will act as consultants with expertise specific to healthcare in one or more of the following: healthcare programs and/or systems, safety management, emergency preparedness, life safety, facility planning, mechanical systems, emergency power systems, environmental control (automation) systems, information systems, hazardous materials management, utility management and security management. With regard to emergency preparedness and security management, the implementation of a medical helipad is necessary in order for San Francisco General Hospital (SFGH) to be a complete trauma center. Contractors will share findings with staff; assist in the implementation of changes needed to reduce risks; and evaluate the impact of change on both Department staff and clients.

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

These services are necessary in order to facilitate the implementation of community planning, support/service projects and healthcare accreditation/licensing requirements, and to prepare for replacement of SFGH's hospital building. The services need to be performed by organizations or individuals close to the community or with project-specific healthcare knowledge. SFGH is the only trauma center in the United States without a medical helipad, thereby compromising the medical staff's ability to respond to emergencies and its certification as a trauma center. Denial will result in the inability of the Department to accomplish both vital community health projects and the achievement and maintenance of accreditation/licensing requirements essential for a healthcare institution. Failure to maintain accreditation or license will result in loss of reimbursement and closure of public health and hospital facilities. Also, failure to assess community environmental hazards will result in increased demand for medical services.

A. 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 under PSC# 4026-04/05 for \$600,000 and PSC# 4104-04/05, for \$1,000,000 or \$500,000 annually

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

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

[X] Locals 21, 250 535, 790 and MEA Union Name Signature of person mailing/faxing form Date MAR 02 2007 [ ] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4138-06/07

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: APPROVED April 2, 2007

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

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

The ability to work with diverse communities, individuals and organizations. Knowledge of accreditation and licensing requirements specific to healthcare facilities; knowledge of environmental hazards. Expertise in fiscal management, analysis, and the ability to interact with multiple agencies when gathering data and reporting the results of the surveys. Ability to coordinate simultaneously with design architects and permit planners, while working with environmental review consultants with expertise in medical helipad EIR work.

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

2820 Senior Health Program Planner, 2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst, 2145 Associate Hospital Administrator (MEA), 5278 Planner II, 5502, 5504, 5506 and 5508 Project Manager I-IV and 6124 Principal Environmental Health Inspector.

**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:**

Surveys needed cover topics as toxic exposures, assessments of risks for various illnesses and accreditation/licensing requirements. The duration of each survey is only a few months long, and the specific expertise required changes from study to study. Also, the required expertise with OSHPD and helipads does not reside within the City. Therefore, dedicated Civil Service classes are not applicable.

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

Not at this time. See answer to question 4.A.

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

Yes No

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



B. Will the contractor train City and County employees?



- 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?



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



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




F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A New RFP will be published in the Spring 2007.



~~Contractors (and work done) in the past have included:~~

- ADA Architect (Life Safety Deficiencies)
- Fong & Chang (Facility Compliance)
- Gerson/Overstreet Architects (Needs/feasibility study for SFGH Trauma Center)
- PB Strategies (Project management of Primary Care capital improvements)
- Tang Architecture (Consulting on Master Plan for SFGH campus)
- Turnstone Consulting (Environmental Analysis of SFGH helipad)

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

  
Signature of Departmental Personal Services Contract Coordinator

GS

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, California 94102  
Telephone: 554-2607**

**MEMORANDUM**

**TO: Ed Warshauer, SEIU, Local 1021  
Pattie Tamura, SEIU, Local 1021  
Daz Lamparas, SEIU, Local 1021  
Robert Muscat, Executive Director, IFPTE, Local 21  
Irwin Lum, President, TWU, Local 250-A  
Rebecca Rhine, Executive Director, MEA**

**FROM: Jacquie Hale, Director of Contract Management and Compliance**

**DATE: May 10, 2010**

**SUBJECT: Union Notification of PSC Summary to DHR**

---

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of July 19, 2010:

---

**1. Community Health Care Survey, Assessment and Project Support Services**

cc: Gregg Sass  
Mark Morewitz, Health Commission  
File, w/a

Broadcast Report

P 1  
 05/10/2010 15:28  
 Serial No. 57AED4423  
 TC: 412285

| Destination        | Start Time  | Time     | Prints  | Result | Note |
|--------------------|-------------|----------|---------|--------|------|
| Local 21 864-2166  | 05-10 14:55 | 00:01:15 | 006/006 | OK     | L1   |
| Local1021 431-6241 | 05-10 15:19 | 00:01:42 | 003/006 | OK     | L1   |
| MEA 989-7077       | 05-10 15:22 | 00:01:44 | 006/006 | OK     | L1   |
| Local250A 922-9416 | 05-10 15:24 | 00:03:50 | 006/006 | OK     | L1   |

Note L1: Main Circuit, L2: Sub Circuit, TMR: Timer, POL: Poll, ORG: Original,  
 FME: Frame Erase TX, MIX: Mixed Original, CALL: Manual Communication,  
 CSRC: CSRC, FWD: Forward, PC: PC-FAX, BND: Bind, SP: Special Original,  
 FCODE: F-Code, RTX: Re-Tx, RLY: Relay, MBX: Secure, BUL: Bulletin

Result OK: TX OK, S-OK: Stop Communication, PW-OFF: Power Switch OFF, TEL: RX from TEL,  
 NG: Other Error, Cont: Continue, No Ans: No Answer, Refuse: Receipt Refused,  
 Busy: Busy, M-Full:Memory Full.

OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
 101 Grove Street, Room 307  
 San Francisco, CA 94102  
 Telephone: (415) 554-2607  
 FAX: (415) 554-2555

TRANSMITTAL PAGE

DATE: May 10, 2010

TO: Ed Warshauer, SEIU, Local 1021, and; FAX NO. (415) 431-6241  
Pattie Tamura, SEIU, Local 1021, and;  
Daz Lamparas, SEIU, Local 1021  
Robert Muscat, Executive Director, IEPTE, Local 21 (415) 864-2166  
Irwin Lum, President, TWU, Local 250-A (415) 922-9416  
Rebecca Rhine, Executive Director, MEA (415) 989-7077

FROM: Jacquie Hale -- Director, Office of Contract Management FAX NO. (415) 554-2555

RE: Expedited Professional Service Contract Summary for DHR  
 Review and Approval

Number of Pages (including this transmittal page)

6