



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

Date: October 4, 2010

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Parveen Boparai, MTA
Thomas DiSanto, CPC
Kan Htun, ART
Shamica Jackson, PUC
Joan Lubamersky, GSA
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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
\$27,495,771	\$10,000	\$110,207,988

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

Parveen Boparai
SF Municipal Transportation Agency
1 South Van Ness, 7th Fl.
San Francisco, CA 94103

Thomas DiSanto
City Planning
1650 Mission St., Ste 400
San Francisco, CA 94103

Kan Htun
San Francisco Arts Commission
25 Van Ness Ave., Ste. 240
San Francisco, Ca 94102

Shamica Jackson
Public Utilities Commission
1155 Market Street, 10th Fl.
San Francisco, CA 94103

Joan Lubamersky
GSA/City Administrator Animal Care & Control
One Carlton B. Goodlett Place, Rm 362
San Francisco, CA 94102

Officer Shawn Wallace #1104
Police Department
850 Bryant Street
San Francisco, CA 94103

POSTING FOR

10/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4028-10/11	28	Art Commission	Regular	\$266,430	Seven WritersCorps Arts-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design, and edit publications of youth writings; and help organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June.	10/1/2010 - 6/30/2010
4029-10/11	35	Municipal Transportation Agency	Regular	\$22,268,541	The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project control services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems in the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system.	11/1/2010 - 10/31/2018
4030-10/11	38	Police	Regular	\$250,000	To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.	11/1/2010 - 10/31/2014
4031-10/11	40	Public Utilities Commission	Regular	\$250,000	Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA system. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.	10/4/2010 - 6/30/2011
4032-10/11	40	Public Utilities Commission	Regular	\$536,800	Provide acoustic fiber monitoring services for wire breaks in the Pre-stressed Concrete Cylinder Pipe (PCCP) on San Joaquin Pipeline Number 3.	10/4/2010 - 10/31/2015
4033-10/11	27	Airport Commission	Regular	\$450,000	Intergraph will provide the technical services and training for revising the CAD map with new graphics to their Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of I/Mobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.	10/10/2010 - 10/9/2011

POSTING FOR

10/4/2010

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4029-07/08	29	City Planning	Regular		\$650,000	Will provide completion of environmental analysis for the Transit Center District Plan and the Transit Tower in S.F. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority (TAJPA).	10/1/2007 - 6/30/2012
4163-07/08	40	Public Utilities Commission	Regular	\$3,400,000	\$5,300,000	The SFPUC is implementing a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of \$200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program.	7/1/2008 - 6/30/2013
4019-08/09	70	General Services Agency	Regular	\$74,000	\$326,500	As of spring 2010, there are approximately 7,000 participants in the SFPUC low-income service discount Community Assistance Program (CAP) with an estimated, average enrollment of 100 new participants every month. In January 2010, the SFPUC added the requirement that to enroll in or remain on CAP, all participants have to participate in the direct install program and schedule a free water conservation evaluation conducted by SFPUC conservation inspectors to determine eligibility for potential toilet replacement. The evaluation also provides the opportunity to educate customers on conservation practices; help detect plumbing leaks and provides free conservation devices. With participation now a requirement, the SFPUC is committed to reaching as many CAP customers who qualify for toilet replacement as possible. To do so, requires additional funding by the SFPUC.	1/1/2007 - 6/3/2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/9/10 DEPARTMENT NAME Arts Commission DEPARTMENT NUMBER 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families, San Francisco Public Library, National Endowment for the Arts

PSC AMOUNT: \$266,430

PSC DURATION : 10/1/10-06/30/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Seven WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 12 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for nine months from October to June.

B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library and National Endowment for the Arts has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 16,000 youth-in-need in San Francisco since 1994, would be eliminated.

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): From 1994 to 2009, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city's youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4032-09/10

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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 of person mailing / faxing form 8/9/10 Date
Local 1021 Union Name Signature of person mailing / faxing form 8/9/10 Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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

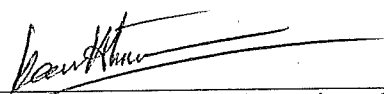
A. Explain why civil service classes are not applicable: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

Kan Htun 252-4604

Print or Type Name Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 94102

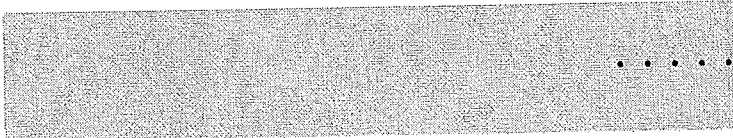
Address

WritersCorps
25 Van Ness Ave. Suite 240
San Francisco, CA 94102
415.252.4655
415.252.2595 (fax)
writerscorps.org



A project of the San Francisco Arts Commission

To: Local Union 21	Fax: 415.864.2166
From: Melissa Hung	Date: August 9, 2010
Re: Personal Services Contract Summary	Pages: 3 including cover



Transmission Report

Date/Time
Local ID 1
Local ID 2

08-09-2010
415 252 2595

03:31:42 p.m.

Transmit Header Text
Local Name 1
Local Name 2

S.F. ARTS COMMISSION

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

WritersCorps
25 Van Ness Ave. Suite 240
San Francisco, CA 94102
415.252.4655
415.252.2595 (fax)
writerscorps.org



A project of the San Francisco Arts Commission

To: Local Union 21	Fax: 415.864.2166
From: Melissa Hung	Date: August 9, 2010
Re: Personal Services Contract Summary	Pages: 3 including cover



Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	821	415 864 2166	03:29:32 p.m. 08-09-2010	00:01:36	3/3	1	EC	HS	CP14400

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: Fall

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

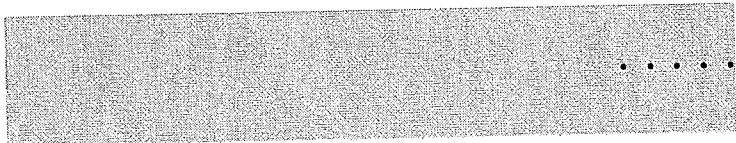
G3: Group 3
EC: Error Correct

WritersCorps
25 Van Ness Ave. Suite 240
San Francisco, CA 94102
415.252.4655
415.252.2595 (fax)
writerscorps.org



A project of the San Francisco Arts Commission

To: Local Union 1021	Fax: 415.431.6241
From: Melissa Hung	Date: August 9, 2010
Re: Personal Services Contract Summary	Pages: 3 including cover



Transmission Report

Date/Time 08-10-2010 12:30:16 p.m. Transmt Header Text
 Local ID 1 415 252 2595 Local Name 1 S.F. ARTS COMMISSION
 Local ID 2 Local Name 2

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

WritersCorps
 25 Van Ness Ave, Suite 240
 San Francisco, CA 94102
 415.252.4655
 415.252.2595 (fax)
 writerscorps.org



A project of the San Francisco Arts Commission

To: Local Union 1021	Fax: 415.431.6241
From: Melissa Hung	Date: August 9, 2010
Re: Personal Services Contract Summary	Pages: 3 including cover

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	826	4154316241	12:29:00 p.m. 08-10-2010	00:00:36	3/3	1	EC	HS	CP26400

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: Fall	RP: Report
			G3: Group 3
			EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/10/09
DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER: 28

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

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: San Francisco Public Library, National Endowment for the Arts, California Arts Council

PSC AMOUNT: \$306,000 PSC DURATION: 10/01/09 - 06/30/10

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis.

B. Explain why this service is necessary and the consequences of denial: Funding from San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking.

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): From 1995 to 2008, WritersCorps Artists-in-Residence (previously titled "WritersCorps Teachers") have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations.

D. Will the contract(s) be renewed: Yes, depending on continued funding.

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. Includes entries for Local 21 and Local 1021.

RFP sent to Union Name, Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

4032-0210
issued to this PSC

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must be able to represent the City in public forums.

B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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 teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

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

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



Signature of Departmental Personal Services Contract Coordinator

Luis R. Cancel
Print or Type Name

252-2592
Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 94102
Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number 35

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

[] CONTINUING [] ANNUAL

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

TYPE OF SERVICE: Agency Capital Program Controls System Procurement and Related Support Services

FUNDING SOURCE: Various

PSC AMOUNT: \$22,268,541

PSC DURATION: 11/1/2010 - 10/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will design and implement a Capital Program Controls System (System) and will provide specialized professional and technical program/project controls services in transit/subway design and construction management business practices that will include cost control, contract management, scheduling, document control, claims management support and cost estimation. The contractor will develop, provide, integrate and program computer software programs and the City's legacy software systems into the System for the Central Subway Project and various other SFMTA projects. Support, maintenance, application consulting, and end-user training will be provided to ensure the successful implementation of this comprehensive system.

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

This service is needed to replace an existing outdated capital program controls system. It is SFMTA Capital Programs and Construction Division policy to be completely and sufficiently staffed to perform the essential work of the Division. This service is necessary to coordinate and monitor the progress and needs of vendors/ materials all projects within the overall scheme of the Central Subway Project. If professional/ technical services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of projects. Delays to SFMTA projects can have an adverse impact on providing service to the public.

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 not been provided in the past. Similar minor project controls services for specific projects were provided under contracts for as-needed Specialized Engineering Services such as PSC #4012-05/06, approved by Civil Service Commission on August 1, 2005.

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

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

IFPTE, Local 21 Signature of person mailing/faxing form Date 9/3/10

RFP sent to IFPTE Local 21, on November 6, 2009. Mario Gallardo

FOR DEPARTMENT HUMAN RESOURCES USE

PSC# 4029-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor will provide engineers with specialized skills and expertise in development of a modern project controls system that will include integration of software with the City's Legacy systems and expertise in program/project controls services involving a multiplicity of vendors for transit/subway design, construction management business practices, cost control, contract management, scheduling, document control, claims management support, and cost estimation.

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

Classifications such as 5241 Engineer, 5207 Associate Engineer and 5203 Assistant Engineer perform this type of work.

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

No.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why the civil service classes are not applicable:

Civil service classes already exist. Although certain civil service classifications may perform some of the work, they do not possess the specific technical expertise for these tasks. This work is best provided by varying technical staff in specialized subject areas on an as-needed basis working in close coordination.

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

No. It is not practical to adopt new civil service classes for as-needed specialized and technical work.

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

YES NO

- 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 (i.e., 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? SFMTA Board Resolution No. 09-168 and No. 10-117 YES NO
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? YES NO

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

Parveen Boparai
 Signature of Departmental Personnel Services Contract Coordinator

Parveen Boparai
 Print or Type Name

415.701.5377
 Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave 7th Floor, San Francisco, CA 94103
 Address

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 09-168

WHEREAS, The Final Environmental Impact Statement/Environment Impact Report (Final EIR/EIR) for the two-phase Third Street Light Rail Project (the "Project") was completed in November 1998; and,

WHEREAS, The former Public Transportation Commission approved Resolution No. 99-009 on January 19, 1999, which adopted the environmental findings pursuant to the California Environmental Quality Act (CEQA) for the Project, including mitigation measures as set forth in the Project's Final Environmental Impact Report and Mitigation Monitoring Report; and,

WHEREAS, Design and construction of the 1.7-mile Central Subway ("Central Subway Project") is Phase 2 of the Third Street Light Rail Transit Project; and,

WHEREAS, The anticipated complexity of the Central Subway Project, in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City; and,

WHEREAS, The Central Subway Project estimated construction cost is more than 1 billion dollars and construction duration is 8 years; and,

WHEREAS, The SFMTA desires to issue a Request for Proposals for a Consultant to procure a program controls system and support services for the Central Subway Project; and,

WHEREAS, The funding for work under this Contract is to be furnished from federal, state and local sources; and,

WHEREAS, The Contract Compliance Office has established a 26 percent SBE goal for this contract; and,

WHEREAS, SFMTA staff will seek the approval of this Board prior to the execution of this Contract; and,

WHEREAS, Execution of the contract is contingent upon an approval by the Civil Service Commission and the Board of Supervisors; and,

WHEREAS, Contract No. CS-156 will assist SFMTA in meeting the Strategic Plan Objective No. 4.2 -- to ensure the efficient and effective use of resources; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to advertise a Request for Proposals for Contract No. CS-156, Agency Program Controls System Procurement and Related Support Services, to evaluate proposals and select a Consultant, and to negotiate a contract with the selected Consultant to establish a program controls system for the Central Subway Project.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of SEP 15 2009.

R. Boomer
Secretary, Municipal Transportation Agency Board

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 10-117

WHEREAS, The Final Environmental Impact Statement/Environment Impact Report (Final EIR/EIR) for the two-phase of the Third Street Light Rail Project (the "Project") was completed in November 1998; and,

WHEREAS, The former Public Transportation Commission approved Resolution No. 99-009 on January 19, 1999, which adopted the environmental findings pursuant to the California Environmental Quality Act (CEQA) for the Project, including mitigation measures as set forth in the Project's Final Environmental Impact Report and Mitigation Monitoring Report; and,

WHEREAS, Design and construction of the 1.7-mile Central Subway ("Central Subway Project") is Phase 2 of the Third Street Light Rail Transit Project; and,

WHEREAS, The anticipated complexity of the Central Subway Project, in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City; and,

WHEREAS, The City does not have the specialized expertise or staff resources to provide project controls for a project of this size and intricacy; and,

WHEREAS, The SFMTA conducted a competitive selection process for a qualified consultant to develop and implement a Capital Program Controls System, to train SFMTA staff in its use, and to provide related services to the Central Subway Project, and Hill International, Inc. was selected as the most qualified proposer; and,

WHEREAS, Staff and Hill International have engaged in a detailed contract negotiation to determine the costs and resources necessary to provide the agency program controls system and related support services; and,

WHEREAS, Hill International has represented that it has the requisite experience, expertise, resources and staff to provide a Capital Program Controls System and related services; and,

WHEREAS, The Capital Program Controls System will benefit the Central Subway Project and other SFMTA capital projects; and

WHEREAS, The Central Subway Project will provide \$10,000,000 in funding for the Capital Program Controls System and related professional services for the Central Subway Project, and other current SFMTA capital projects will provide an additional \$3,481,000 in certified funding for Capital Program Controls System services for those projects; and,

WHEREAS, Other SFMTA capital projects will provide funding for Capital Programs Control System services provided to those projects, which amounts are not yet programmed but are expected to total \$8,787,541, for a total contract amount not to exceed \$22,268,541 for the Capital Program Controls System; and,

WHEREAS, Execution of the contract is contingent upon an approval by the Civil Service Commission and the Board of Supervisors; and,

WHEREAS, Contract No. CS-156 will assist SFMTA in meeting the Strategic Plan Objective No. 4.2 -- to ensure the efficient and effective use of resources; now, therefore, be it

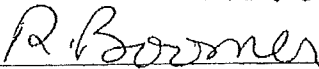
RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to execute Contract CS-156, Agency Capital Program Controls System Procurement and Related Support Services with Hill International, Inc. an amount not to exceed \$22,268,541 and for a term not to exceed eight years; and be it

FURTHER RESOLVED, That upon certification of future programmed grant funding for the capital projects listed herein, the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to authorize contract expenditures in an amount not to exceed a total of \$22,268,541 for Capital Programs Control System services under this contract; and be it

FURTHER RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Executive Director/CEO to execute software licenses or assignments of software licenses that are procured for the Agency Capital Program Controls System; and be it

FURTHER RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors requests that the Board of Supervisors approve Contract CS-156, Agency Capital Program Controls System Procurement and Related Support Services with Hill International, Inc. for an amount not to exceed \$22,268,541 and a term not to exceed eight years.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of AUG 03 2010.


Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

Hamada, Cynthia

From: Gallardo, Mario
Sent: Thursday, August 05, 2010 8:29 AM
To: Wong, Arthur
Subject: FW: Agency Capital Program Controls System Procurement and Related Services RFP CS-156
Importance: High
Attachments: Program Controls Ltr. to Depts. 091023.pdf; CS-156 Scope of Work Ltr. to Depts. Attachment.pdf = RFP
CWR

Good morning Art,

Notification to Local 21 Union was sent via e-mail on November 6, 2009. Please see attachments.

MG

From: Gallardo, Mario
Sent: Friday, November 06, 2009 3:32 PM
To: Funghi, John; Farhangi, Shahnam; 'glouie@ifpte21.org'
Cc: Wong, Arthur
Subject: Agency Capital Program Controls System Procurement and Related Services RFP CS-156
Importance: High

FYI, copies of letters and scope of work mailed to City departments inquiring availability of staff, to assist with the scope of work for the Agency Capital Program Controls System Procurement and Related Services, Contract No. RFP CS-156.

Letters mailed Monday October 23, 2009.

Mario

Mario R. Gallardo
SFMTA | Municipal Transportation Agency
One So. Van Ness Avenue, 3rd Floor
San Francisco, CA 94103
415-701-4348
415-701-4300 (fax)

Gavin Newsom | Mayor
Tom Nolan | Chairman
Dr. James McCray Jr. | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

TO: Don Eng
San Francisco Department of Public Works

FROM: Mario Gallardo *a/g*
Contract Administration

DATE: October 23, 2009

SUBJECT: Agency Capital Program Controls System Procurement and Related
Support Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to engage a qualified consultant to assist the SFMTA in specifying hardware and software, and implementing a Capital Program Controls System to track capital project finances, spending and project scheduling. The contract ("Contract") for these services will be established initially for a period not to exceed eight years, with an option for the SFMTA to extend the term of the Contract up to an additional two years in two one-year extensions.

The Proposer will provide professional consulting services as specified in the Request for Proposals (RFP) by direct assignment of Proposer's personnel and through any necessary Sub-proposers. Attached is the scope of services of our proposed contract.

Please check the appropriate box below and return via fax or mail by November 6, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above.
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services: _____

Signed: _____

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
cc: Shahnam Farhangi
John Funghi
Ging Louie

Gavin Newsom | Mayor
Tom Nolan | Chairman
Dr. James McCray Jr. | Vice-Chairman
Cameron Beach | Director
Shirley Brayer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

TO: James Chia, Bureau Manager
San Francisco Department of Public Works (BOE)

FROM: Mario Gallardo *9/6/09*
Contract Administration

DATE: October 23, 2009

SUBJECT: Agency Capital Program Controls System Procurement and Related Support Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to engage a qualified consultant to assist the SFMTA in specifying hardware and software, and implementing a Capital Program Controls System to track capital project finances, spending and project scheduling. The contract ("Contract") for these services will be established initially for a period not to exceed eight years, with an option for the SFMTA to extend the term of the Contract up to an additional two years in two one-year extensions.

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Signed: _____

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
cc: Shahnam Farhangi
John Funghi
Ging Louie

Gavin Newsom | Mayor

Tom Nolan | Chairman

Dr. James McCray Jr. | Vice-Chairman

Cameron Beach | Director

Shirley Breyer Black | Director

Malcolm Heinicke | Director

Jerry Lee | Director

Bruce Oka | Director

Nathaniel P. Ford Sr. | Executive Director/CEO

TO: Ernie Eavis, Deputy Airport Director
San Francisco Airport Commission

FROM: Mario Gallardo *a/g*
Contract Administration

DATE: October 23, 2009

SUBJECT: Agency Capital Program Controls System Procurement and Related
Support Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to engage a qualified consultant to assist the SFMTA in specifying hardware and software, and implementing a Capital Program Controls System to track capital project finances, spending and project scheduling. The contract ("Contract") for these services will be established initially for a period not to exceed eight years, with an option for the SFMTA to extend the term of the Contract up to an additional two years in two one-year extensions.

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- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services: _____

Signed: _____

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment

cc: Shahnam Farhangi
John Funghi
Ging Louie

Gavin Newsom | Mayor
Tom Nolan | Chairman
Dr. James McCray Jr. | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

TO: Harlan L. Kelly Jr., Assistant General Manager
San Francisco Public Utilities Commission

FROM: Mario Gallardo *o/g*
Contract Administration

DATE: October 23, 2009

SUBJECT: Agency Capital Program Controls System Procurement and Related
Support Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to engage a qualified consultant to assist the SFMTA in specifying hardware and software, and implementing a Capital Program Controls System to track capital project finances, spending and project scheduling. The contract ("Contract") for these services will be established initially for a period not to exceed eight years, with an option for the SFMTA to extend the term of the Contract up to an additional two years in two one-year extensions.

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- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services: _____

Signed: _____

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment
cc: Shahnaz Farhangi
John Funghi
Ging Louie

Gavin Newsom | Mayor
Tom Nolan | Chairman
Dr. James McCray Jr. | Vice-Chairman
Cameron Beach | Director
Shirley Breyer Black | Director
Malcolm Heinicke | Director
Jerry Lee | Director
Bruce Oka | Director
Nathaniel P. Ford Sr. | Executive Director/CEO

TO: Edward Byrne, Chief Engineer
Port of San Francisco

FROM: Mario Gallardo *M/G*
Contract Administration

DATE: October 23, 2009

SUBJECT: Agency Capital Program Controls System Procurement and Related
Support Services

The San Francisco Municipal Transportation Agency (SFMTA) seeks to engage a qualified consultant to assist the SFMTA in specifying hardware and software, and implementing a Capital Program Controls System to track capital project finances, spending and project scheduling. The contract ("Contract") for these services will be established initially for a period not to exceed eight years, with an option for the SFMTA to extend the term of the Contract up to an additional two years in two one-year extensions.

The Proposer will provide professional consulting services as specified in the Request for Proposals (RFP) by direct assignment of Proposer's personnel and through any necessary Sub-proposers. Attached is the scope of services of our proposed contract.

Please check the appropriate box below and return via fax or mail by November 6, 2009.

- Our department does not have adequate staff with the required special skills to provide SFMTA the described services for the time period described above.
- Our department has civil service employees available to meet SFMTA needs for the time period described above for the following services: _____

Signed: _____

If you have any questions, please call Mario Gallardo at (415) 701-4348. Thank you for your assistance.

Attachment

cc: Shahn timer Farhangi
John Funghi
Ging Louie

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 11, 2005

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number 035

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

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

TYPE OF SERVICE: As-Needed Specialized Engineering Services

FUNDING SOURCE: Operating Budget, Grant, Project, FTA/Federal, State, Local

PSC AMOUNT: _____ \$1,000,000.00 PSC DURATION: 9/1/2005 - 9/1/2008

1. **DESCRIPTION OF WORK**

A. **Concise description of proposed work:**

Provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation. Services will be provided for the implementation of various Municipal Transportation Agency (MTA) projects. Obtain professional services for small projects that are on a short timeframe, and must proceed quickly to complete MTA projects on an as-needed basis.

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

The intent of the Professional Services contract is to enable MTA to obtain technical assistance on short notice on an as-needed basis from the selected consultant and/or sub-consultants or other sub-consultants recommended by MTA. It is the policy of the Construction Division to be completely and sufficiently staffed to perform the base load of the essential work of the Division. However, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of MTA projects. Delays to MTA Projects can have an adverse impact on providing service to the public or the service may be affected by operational or maintenance problems.

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):**

As-needed engineering services have been provided through similar contracts in the past. The most recent contract for as-needed specialized professional and technical engineering services was approved by CSC # 4053-02/03 approved on October 7, 2002.

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

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

<u>Local 21</u>	<u>Parveen Bopara</u>	<u>5-11-05</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to IFPTE Local 21, on September 8, 2004 Henry Kim
Union Name Date Signature

FOR DEPARTMENT HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
PSC FORM 1 (9/96)

CSC approved
8/1/05

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. **Specify required skills and/or expertise:** Specialized skills and expertise in engineering specialties such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.
- B. **Which, if any, civil service class normally performs this work?** Certain classifications such as 5241 Engineer and 5211 Senior Engineer may be assigned to perform some of this work, but few city personnel have the background and experience in geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation that we are seeking. Please note that all of the city engineering agencies were polled regarding their desire to perform any of the specialized tasks, and they all declined. Local 21 was informed of our outreach and results. (Please see attached.)
- 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 the civil service classes are not applicable:**
MTA does not have adequate staffing and expertise to perform all of its work. Other city agencies do not have the expertise/desire to perform in these specialized engineering fields. Some MTA projects require specialized expertise for which there are not civil service classes. Although certain civil service classifications may perform some of the work, they do not have the specific expertise for some tasks. Additionally, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.**
No. It is not practical to adopt new civil service classes in these specialized areas, which are seldom used. Contracting through an as-needed consultant for specialty work is more cost effective.

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

YES NO

- 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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 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? MTA Board Resolution No. 05-019, approved on February 1, 2005. YES NO
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? YES NO

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

Parveen Boparai, Sr. Personnel Analyst
Signature of Departmental Personnel Services Contract Coordinator

PARVEEN BOPARAI
Print or Type Name

415-554-4160
Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

401 Van Ness Ave., Room 320 San Francisco, CA 94102
Address

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 05-019

WHEREAS, The Construction Division of the Municipal Transportation Agency provides professional services for MTA infrastructure projects; and,

WHEREAS, Due to the unpredictability and variety of this work, staff with the required skills and experience to perform the work are not always readily available; and,

WHEREAS, Project work would be delayed and project costs would increase if a consultant had to be procured separately for urgent and small projects; and,

WHEREAS, Staff proposes that the Municipal Transportation Agency advertise an RFP for Contract CS-141 for a consultant to perform technical and professional services on an as-needed basis; and,


WHEREAS, These services will be used on locally and federally funded projects; and,

WHEREAS, As part of MTA's overall annual DBE goal, the Contract Compliance Office has established a 26% DBE goal for this Contract; and,

WHEREAS, MTA staff will seek the approval of this Board prior to the award of the Contract; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency authorizes the Director of Transportation to issue a Request for Proposals (RFP) for Municipal Railway Contract CS-141, As-Needed Specialized Services, to receive proposals; to select a Consultant to provide technical and professional services on an as-needed basis, and to negotiate a contract with the selected Consultant for a term of up to three years and an amount not to exceed \$1,000,000.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of FEB 01 2005


Secretary, Municipal Transportation Agency Board

RATIFICATION AGENDA

All matters on the Ratification Agenda are considered by the Civil Service Commission to be non-contested and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Ratification Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Ratification Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

**(5) Review of request for approval of proposed personal services contracts.
(File No. 0440-05-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4010-05/06	Airport	\$125,000	Will provide regular interaction with staff at the Federal Department of Transportation and Homeland Security Agency in Washington, D.C.	Regular	06/30/06
4011-05/06	Emergency Communication	\$177,978	Will identify and survey facilities within the City and County of San Francisco that could be used as shelters in a disaster.	Regular	11/30/05
4012-05/06	Municipal Transportation Agency	\$1,000,000	Will provide specialized professional and technical engineering services such as geotechnical engineering, cost analyses, systems integration and engineering, and noise and vibration mitigation.	Regular	09/01/08

Recommendation of the Human Resources Director: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

CONSENT AGENDA

All matters on the Consent Agenda considered by the Civil Service Commission will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made; in which event, the matter shall be removed from the Consent Agenda and considered as a separate item. Each individual addressing the Commission will be limited to a maximum time limit of five minutes for all items severed from the Consent Agenda.

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) Survey of Monthly Rates Paid to Police Officers and Firefighters in all cities of 350,000 or more in the State of California. (File No. 0425-05-3) – Action Item

Recommendation: Adopt report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors.

4053-02/03
app 10/9/02

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 19, 2002

REQUESTING DEPARTMENT: Municipal Transportation Agency Department Number #35

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

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

TYPE OF SERVICE: As-Needed Systems Engineering Services

FUNDING SOURCE: Federal Grants and Local funds

PSC AMOUNT: \$750,000.00 PSC DURATION: 11/1/2002 - 11/1/2004

1. DESCRIPTION OF WORK

A. **Concise description of proposed work:**

Provide specialized professional and technical engineering services including planning, programming, designing, and analyzing electrical and mechanical systems, railway-signaling systems, radio based communications systems and software. Services will be provided to supplement staff in the implementation of various Muni projects. Obtain professional services for small projects that are on a short timeframe, and must proceed quickly to assist and supplement staff to complete Municipal Railway projects on an as-needed basis.

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

The intent of the Professional Services contract is to enable Muni to obtain technical assistance on short notice on an as-needed basis from the selected consultant and/or sub-consultants or other sub-consultants recommended by Muni. It is the policy of the Construction Division to be completely and sufficiently staffed to perform the base load of the essential work of the Division. However, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of Municipal Railway projects. Delays to Muni Projects can have an adverse impact on providing service to the public or the service may be affected by operational or maintenance problems.

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):**

As-needed engineering services have been provided through similar contracts in the past. The most recent contract for as-needed systems engineering services was approved by PSC No. 4030-97/98 - 9/17/97 & 3/18/98.

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

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

<u>L-21</u>	<u>Parveen Boparai</u>	<u>9-19-02</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date

RFP sent to IFPTE Local 21, on November 2, 2001
Union Name Date Signature

FOR DEPARTMENT HUMAN RESOURCES USE
PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Specialized skills and expertise in mechanical, and electrical engineering including planning and programming, design and specialized analytical studies of electrical and mechanical systems, railway signaling systems, radio-based communications systems and integrating Central Control software.
- B. Which, if any, civil service class normally performs this work? Certain classifications such as 5241 Mechanical Engineer and Electrical Engineer may be assigned to perform some of this work. However, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the 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 the civil service classes are not applicable:
Muni does not have adequate staffing and expertise to perform all of its work. Other city agencies do not have expertise in design of transit related systems. Some of Muni projects require specialized expertise for which there are not civil service classes. Although certain civil service classifications may perform some of the work, they do not have the specific expertise for some tasks. Additionally, due to the unpredictability and variety of project work, the need for professional services and other assistance required to complete projects sometimes exceeds the availability and capabilities of in-house staff to perform the work. If these professional services cannot be provided when they are needed, it will adversely impact and possibly delay the delivery of Municipal Railway projects.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. It is not practical to adopt new civil service classes on specialized areas, which are seldom used. Contracting through an as-needed consultant on specialty work and to supplement the workload is more cost effective.

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

YES NO

- 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 (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 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? MTAB Resolution No. 00-112 YES NO
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? YES NO

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

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personnel Services Contract Coordinator

PARVEEN BOPARAI

Print or Type Name

415-554-4160

Telephone Number

S.F. MUNICIPAL RAILWAY. HUMAN RESOURCES

401 VAN NESS AVE. RM. 320 SF 94102

Address

MUNICIPAL TRANSPORTATION AGENCY BOARD
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 00 - 112

WHEREAS, The Construction Division of the Municipal Railway provides the engineering services for Municipal Railway infrastructure projects; and,

WHEREAS, Due to the unpredictability and variety of this work, staff with the required skills and experience to perform the work are not always readily available; and,

WHEREAS, The project work would be delayed and the cost would increase if a consultant had to be procured separately for urgent and small projects; and,

WHEREAS, Staff proposes that the Municipal Railway advertise an RFP for Contract CS-134 for a consultant to perform such work on as as-needed basis; and,

WHEREAS, These services will be used on federally funded projects; and,

WHEREAS, As part of Muni's overall annual DBE goal, the Contract Compliance Office has established a 30% goal for this Contract; and,

WHEREAS, Muni staff will seek the approval of this Board prior to the award of this Contract; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency Board hereby authorizes the Director of Transportation to advertise a Request For Proposals for As-Needed Systems Engineering Services, Contract CS-134, select a Consultant, and negotiate a contract with the selected Consultant for an amount not to exceed \$750,000 and for a term not to exceed two years.

I hereby certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board at its meeting of NOV 21 2000

R. Boorne
Secretary, Municipal Transportation Agency Board

* * * Communication Result Report (Sep. 3. 2010 3:07PM) * * *

1)
2)

Date/Time: Sep. 3. 2010 3:04PM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
1326 Memory TX	98642166	P. 20	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

Gina Navron | Mayor
 Ron. Dr. Joyce McCray Jr. | Chairman
 Tom Wilson | Vice Chairman
 Carmen Beach | Director
 Shirley Greger Black | Director
 W. Dale | Director
 Peter Harty | Director
 Leah Stevens | Director
 Norbert P. Ford, Sr. | Executive Director/CEO

FAX

DATE:	September 3, 2010		
FROM:	Cynthia Hamada/Betsy Moy	TO:	Ging Louie IFPTE, Local 21
PHONE:	(415) 701-5381	FAX:	(415) 864-2166
FAX:	(415) 701-5397	PHONE:	
SUBJECT: Personal Services Contract Summary Agency Capital Program Controls System Procurement and Related Support Services			
COMMENTS: Please contact Arthur Wong should you have additional questions. Tel: 415.701.4305			

NO. OF PAGES (Excluding fax cover): 19

San Francisco Municipal Transportation Agency
 San Francisco Municipal Railway | Department of Parking & Traffic | Human Resources
 401 Van Ness Avenue, Room 320, San Francisco, CA 94102 | Tel: (415) 654-4166 | Fax: (415) 554-4174 | www.sfmata.com

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-15-2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Pre Employment Background Investigations

FUNDING SOURCE: General Fund

PSC AMOUNT: \$250,000 PSC DURATION: 11-01-10 - 10-31-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because in order to support the civilianization process of the Police Department, we must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations for a command staff position. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

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 through PSC # 4055-09/10.

D. Will the contract(s) be renewed: No, it is going out to a Request for Proposal.

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

SFPOA Union Name Signature of person mailing/faxing form Date 8-10-10

Union Name Signature of person mailing/faxing form Date RFP sent to SFPOA Union Name, on 7-27-10 Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE Emily Morrison 8/12/10

PSC# 4030-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractor must have a staff of licensed private investigators certified by the California Police Officer Standards and Training Division in order to investigate records held by the Criminal Justice System, Credit Reporting Agencies, and the Department of Motor Vehicles.

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

Sworn San Francisco Police Officers holding the rank of Q2 (Police Officer), Q50 (Police Sergeant) and Q35/0380 (Police Inspector and Assistant 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:

The San Francisco Police Department does not have the staffing to handle the background investigations that are needed to hire enough civilian employees to bring the Department up to full strength. There are also some sensitive background investigations that should not be handled by internal staff, such as background investigations on Chief's and Assistant Chief's.

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

No, this is a service that is used on an as needed basis depending upon the civilian hiring needs within the San Francisco Police Department.

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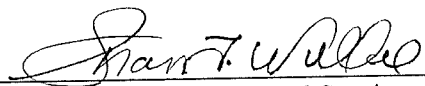
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

MODE = MEMORY TRANSMISSION

START=AUG-11 06:41

END=AUG-11 06:42

FILE NO. =775

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK		95525741 SFPOA	002/002	00:00:27

-SFPD LEGAL DIVISION -

***** -SFPD LEGAL DIV - ***** 4155531999- *****

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-15-2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Pre Employment Background Investigations

FUNDING SOURCE: General Fund

PSC AMOUNT: \$250,000 PSC DURATION: 11-01-10 - 10-31-14

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice system, Credit Reporting agencies, Department of Motor Vehicles, as well as contacting employers and references.

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

This service is necessary because in order to support the civilianization process of the Police Department, we must continue to hire civilians and have services covered during peak hiring cycles. This service will also be used for special background investigations that would not be appropriate for internal staff to conduct, such as investigations for a command staff position. If denied, the Police Department could possibly fall below mandated minimum staffing levels.

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 through PSC # 4055-09/10.

D. Will the contract(s) be renewed: No, it is going out to a Request for Proposal.

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

SFPOA Harry T. Walker 8-10-10
Union Name Signature of person mailing/faxing form Date

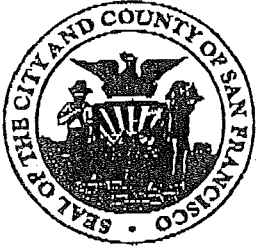
Union Name Signature of person mailing/faxing form Date

RFP sent to SFPOA, on 7-27-10
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

October 21, 2009

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4052-09/10 THROUGH 4054-09/10; 4056-09/10; 4055-09/10; 4003-08/09; 4179-06/07 AND 4159-06/07.

At its meeting of October 19, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Kahala Drain, Children and Families Commission
Oliver Hack, Mayor's Office of Housing
Jessica Huey, Department of Human Resources
William Lee, Department of Emergency Management
Mary Ng, Department of Human Resources
Brigitte Rockett, Department of Human Resources
Officer Shawn Wallace, San Francisco Police Department
Commission File
Chron

**POSTING FOR
October 19, 2009
PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No.	DenHo	DenName	Approval Type	Increase Amount	New Amount	Description of work	Expiration
4055-09/10	38	San Francisco Police Department	Modification	\$50,000	\$100,000.00	Will provide background investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice System, Credit Reporting Agencies, and Department of Motor Vehicles.	31-Oct-10
4003-08/09	64	Children & Families Commission	Modification	\$63,899	\$163,699.00	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco.	31-Aug-10
4179-06/07	25	Mayor's Office of Housing	Modification	\$160,000	\$300,000.00	Will provide lead risk assessment and analysis of properties; collect dust wipes; conduct XRF and soil sample evaluations in accordance with HUD and other federal guidelines; submit assessment and analytical reports to Mayor's Office of Housing.	30-Jun-10
4159-06/07	33	Human Resources	Modification	\$100,000	\$300,000.00	Will provide online harassment prevention training for supervisors and managers that meets the requirements of Government Code Section 12950.1. Modification to exercise 2-year extension of the contract.	31-May-12

City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9-16-09
DEPARTMENT NAME: San Francisco Police Department DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Pre Employment Background Investigations

FUNDING SOURCE: General Fund

Original Amount: \$50,000.00 PSC Duration: 11-01-08 - 10-31-09
Modification Amount: \$50,000.00 PSC Duration: 11-01-09 - 10-31-2010
Total Amount: \$100,000.00 Total PSC Duration: 11-01-08 - 10-31-2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work: To provide Background Investigation services to the San Francisco Police Department. Contractor will investigate records held by the Criminal Justice System, Credit Reporting Agencies, Department of Motor Vehicles, as well as contacting employers and references. This modification is to exercise the one year option on the current contractors' contract.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because in order to comply with the civilianization process of the Department, we must continue to hire civilian employees at an accelerated rate. If denied, the San Francisco Police Department could possibly fall below the minimum staffing level that they are mandated to comply with.

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 through PSC # 3025-08/09 approved on Sept. 5th, 2008.

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):

Local 1021 Union Name [Signature] Signature of person mailing/faxing form [Date] 9-21-09 Date

Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 9-21-09 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:
Contractor must have a staff of licensed private investigators in order to investigate records held by the Criminal Justice system, Credit Reporting Agencies, and the Department of Motor Vehicles.

B. Which, if any, civil service class normally performs this work?
Sworn San Francisco Police Officers holding the rank of Q2 (Police Officer), Q50 (Police Sergeant) and Q35/0380 (Inspector and Assistant 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 classes are not applicable because the San Francisco Police Department is going through an accelerated hiring period of civilian employees, and the Police Departments Background unit can not handle the heavy load of background investigations needed to bring the Police Departments civilian employees up to full strength.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, this will be an as needed service used during accelerated hiring periods.

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? J.D. Wesson & Associates

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

Shawn J. Wallace

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace #1104

553-1096

Print or Type Name

Telephone Number

850 Bryant Street
San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/13/2010

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: Foxboro Distributed Control Systems (DCS)/ Supervisory Control and Data Acquisition (SCADA) Equipment Software Maintenance (CS-166)

FUNDING SOURCE: Wastewater Revenue/Bond Funds

Original Amount: \$250,000 PSC Duration: 09/20/2010 to 06/30/2011

10/04/2010
SJ

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA systems. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.

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

DCS, Foxboro, and Wonderware SCADA system is the primary equipment that is used to monitor and control wastewater collection and treatment operations. It is very important to maintain a high level of compliance with the state issued permits and also to protect the health and safety of the Citizens of San Francisco in addition to the protection of receiving waters of Bay and Ocean.

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

This service was provided in the past via PSC# 4080-04/05.

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

08/19/2010

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4031 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software)

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

7336 Electronic Instrumentation Technician, Wastewater Enterprise; 1043 IS Engineer-Senior

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

Yes. Contractor will provide required software and license to troubleshoot, maintain, and optimize integrated DCS, Foxboro, and Wonderware SCADA systems (hardware)

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software) is necessary.

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 because the work does not require full time staff and classes 7336 and 1043 will be trained by the contractor.

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

7336 Electronic Instrumentation Technician, Wastewater Enterprise and/or 1043 IS Engineer-Senior will receive up to 40 hrs/year of update training in software maintenance and operations.

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?

Yes No

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 10th Floor

San Francisco, CA 94103

Address

			directed.		
4078-04/05	Public Utilities Commission	\$3,235,100	Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/06
4079-04/05	Public Utilities Commission	\$3,720,758	Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.	Regular	07/22/08
4080-04/05	Public Utilities Commission (Water)	\$996,804	Will provide extended warranty to repair/replace hardware and periodic upgrade software for proprietary wastewater treatment plant's equipment; on-line support, remote diagnostics of system's performance, quarterly reports, and 24-hours response time.	Regular	06/30/09

Recommendation of the Human Resources Director:

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

REGULAR AGENDA

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

- (6) **Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works. (File No. 0008-05-4) – Action Item**

Recommendation: Deny the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125).

- (7) **Review of request for approval of proposed personal services contracts. (File No. 0175-05-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4081-04/05	Human Rights Commission	\$2,406,764	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Continuing	07/01/06

CS-166, PSC Summary Form (Initial Request)

Jackson, Shamica to: DHR-PSCCoordinator, 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, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily M., Reed, Margot, Rockett, Brigitte, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson, Palileo, Lucy J

08/19/2010 02:24 PM

From: "Jackson, Shamica" <SJackson@sfgwater.org>
To: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey"

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-166, Foxboro Distributed Control Systems (DCS)/ Supervisory Control and Data Acquisition (SCADA) Equipment Software Maintenance, initial request for \$250,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **September 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

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



CS-166 PSC Summary Form to DHR 08192010.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/13/2010
09/07/2010 (revised)

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: Acoustical Monitoring Maintenance Services (CS-164)

FUNDING SOURCE: Hetch Hetchy Water and Power Operating Budget

PSC AMOUNT: \$536,800 PSC DURATION: 10/04/2010-10/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide acoustic fiber monitoring services for wire breaks in the Pre-stressed Concrete Cylinder Pipe (PCCP) on San Joaquin Pipeline Number 3.

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

Detection and detailed reporting of wire breaks can help diagnose and detect prevent potentially catastrophic failures in the pre-stressed concrete cylinder pipe, which is a critical part of the water infrastructure. Denial of this request would increase the risk of undetected breaks, which could lead to catastrophic failure of the PCCP, disrupting water supply, and resulting in 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):

In the past this service has been provided by a vendor through an authorized Purchase Order with a P-500 agreement.

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

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

L21
L1021

Shamica Jackson (Signature)

08/18/2010
09/07/2010 (revised)

Union Name

Signature of person mailing/faxing form

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4032-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

N/A. The vendor has a proprietary system and installed acoustical fiber optic cable, and is currently providing monitoring services and reports including detection and notification.

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

There is no civil service class that normally performs this work. In addition, the vendor offers a proprietary system and service to detect wire breaks in the pipe.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the vendor offers a unique system and service to detect wire breaks in the pipe.

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 because the vendor offers a proprietary system and service to detect wire breaks in the pipe.

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

CS-164, PSC Summary Form (Initial Request)

Jackson, Shamica to: DHR-PSCCoordinator, 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, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily, Reed, Margot, Rockett, Brigitte, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson, Lucy J Palileo

08/18/2010 05:45 PM

From: "Jackson, Shamica" <SJackson@sfgwater.org>
To: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfgport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey"

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-164, Cylinder Pipe Monitoring, initial request for \$322,080.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **September 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

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



CS-164 PSC Summary Form to DHR 08182010.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 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: I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$450,000 PSC DURATION: 10/10/2010 - 10/09/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Intergraph will provide the technical services and training for revising the CAD map with new graphics to their existing Terminal 1 floor plan and associated secure connector area. Contractor will utilize SFO Auto CAD format which defines the updated data for the CAD map, convert the data to Micro Station dgn output files, and then incorporate the data to the CAD map. The scope of the effort consists of remote CAD mapping followed by SFO installation training while the Intergraph map developer is on-site performing the implementation and test of the CAD map. Intergraph will provide Maintenance on-line/Telephone support to SFO's IT Division. Intergraph's onsite implementation services to install and configure software onto 13 licenses of I/Mobile for the SFFD Airport emergency vehicles and test operation/connectivity of the units.

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

Vendor is the sole provider and no one else can provide/implement the software. This is a safety related purchase.

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 previously provided through a maintenance contract in the past.

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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows for IFPTE Local 21 and SEIU 1021.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4033 - 10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise with the vendor's proprietary system are required to ensure the upgrade installation is handled appropriately. The vendor does not release this information, nor do they provide training to clients to do the software and systems upgrade work in this contract.

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

None. The Airport Communications Supervisor – CAD administrator (9204 Communications Supervisor) updates the database and the Airport's Information Technology section (1043 IS Engineer Senior and 1044 IS Engineer Principal) maintains the proprietary system that the contractor developed for use at the Airport.

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 not applicable because the services needed must include access to proprietary software.

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

No, because the vendor does not release this information, nor do they provide clients with the source code to do the software or systems upgrades.

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.

Training will be provided to IT personnel on the use of I/Backup, I-Mobile and how to maintain it.

Additional training will be provided to the Dispatch Supervisor who administers CAD by Intergraph's cartographer on how to manipulate the Map functions for Dispatch purposes.

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

Approximately 40 hours training for two (2) IS Engineers class 1043/1044.

Approximately 8 hours training for one (1) 9204 Communications Dispatch Supervisor

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:

Cynthia P. Avakian

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit

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

Address

From: Larry Wong
To: Cynthia Avakian
Cc: Pam Covington; Joe Brenner; Ging Louie; William Adams; Criss Romero
Subject: RE: Airport PSC - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.
Date: Wednesday, September 01, 2010 10:24:42 AM

Cynthia,

Thanks for the information. Local #21 has no objections to the Airport PSC for Airport I/Backup and I-Mobile integrating the I/CAD system, mapping upgrade, and etc.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Monday, August 30, 2010 12:11 PM
To: Larry Wong
Cc: Pam Covington; Joe Brenner; Ging Louie; William Adams; Criss Romero
Subject: FW: Airport PSC - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

Larry,

Our answers to your follow up questions are in red/bold below. Let us know if you have further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

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

From: Larry Wong [<mailto:lwong@ifpte21.org>]
Sent: Thursday, August 26, 2010 10:08 AM
To: Cynthia Avakian
Cc: Pam Covington; Joe Brenner; Ging Louie; William Adams; Criss Romero
Subject: RE: Airport PSC - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

Hi Cynthia,
Thanks for quick response. A few more questions.

Question #1: When you mention that the MAP is part of the proprietary property. Do you mean the vendor or the Airport? **The City owns the MAP. The vendor owns the proprietary system that runs the MAP.**

Question #2: If it is the vendor, at the conclusion of the contract plus any extension, does this mean that the Airport will not received the MAP. **The City owns the MAP.**

Question #3: When the subsequent RFP goes out to replace this current proposal, either (1) the current

proposal successful vendor would be able to charge a higher cost in the future due to the "high barrier" of any competing vendor or (2) for the subsequent RFP, the competing vendor is successful would have to integrate the same CAD into their proprietary software thereby making the Airport pay twice for the same integrating work -- first for the successful vendor of the current proposal and second time for the successful competing vendor on the subsequent RFP. How does the Airport proposed handling this issue either now or in the future to avoid high cost from either vendor? **The City has made a significant capital investment in this system. Before the system has exceeded its useful life, the City would assess whether we need a new system or investigate new technology to address our needs. Since we don't really know at this time how the technology will progress and if the MAP will still be an important "feature" we would likely use the GIS aspect of it and incorporate that into the new system. Maybe at that time all software would be open source and our existing IT employees would be able to support the new system.**

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, August 25, 2010 3:03 PM
To: Larry Wong
Cc: Pam Covington; Joe Brenner; Ging Louie; William Adams; Criss Romero
Subject: FW: Airport PSC - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

Larry,

The answers to your questions are below. Let us know if you have further questions.

Thanks,

Cynthia
Phone: (650) 821-2014

Question #1. Yes the same vendor will be used to any and all map upgrades for our CAD (Computer Aided Dispatch) system. The MAP is part of the proprietary property.

Question #2. All aspects of the CAD (Computer Aided Dispatch) system are used to meet our Public Safety Mission goals which are to provide Police, Fire and Medical emergency and non-emergency response to the Public, Airlines, tenants and Airport personnel. This includes taking and processing Emergency 911 calls, dispatching the appropriate SFPD, SFFD, Medical or Operations units, to ensure that we minimize the impact of a traumatic incident. To protect life and property.

From: Larry Wong [lwong@ifpte21.org]
Sent: Wednesday, August 25, 2010 10:09 AM
To: Cynthia Avakian
Cc: Pam Covington; Joe Brenner; Ging Louie
Subject: Airport PSC - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

Hi Cynthia,

In reviewing the PSC Summary Form for \$450,000 I/Backup and I-Mobile software at SFO Airport integrateing into existing I/CAD System, Mapping Upgrade amd Maintenance Support, it indicated that Terminal 1 floor plan and associated secure connector area.

Question #1: In Section 1A, will there be in the future, other terminals floor plan to be added on? If so, by this vendor?

Question #2: In Section 1B, what does it meant safety related purchase?

Thanks.

Larry Wong
Local #21
(415) 864-2100 X-225
Professional Advancement thru Collective Bargaining

From: Cynthia Avakian [Cynthia.Avakian@flysfo.com]
Sent: Wednesday, August 18, 2010 2:47 PM
To: Ging Louie; Joe Brenner; Larry Wong
Subject: FW: New Request- Dept 27 - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

FYI--this has already been sent to Criss Romero and Pam Covington last week.

Thanks,

Cynthia
Phone: (650) 821-2014

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

From: Cynthia Avakian
Sent: Friday, August 13, 2010 3:04 PM
To: 'Criss Romero'; 'Pam Covington'
Cc: William Adams
Subject: New Request- Dept 27 - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.

Criss/Pam,

Attached is the PSC Form 1 for the Airport's I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support. This information has also been transmitted through the Local 21 on-line system.

Please let me know if you want to meet to discuss. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

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

From: Cynthia Avakian
Sent: Thursday, July 15, 2010 10:27 AM
To: 'Larry Wong'; Criss Romero; Joe Brenner
Cc: Stan Palatnikov; Daniel C Lee; Joe Birrer
Subject: New Request- As-Needed Pavement Services

Greetings,

In an effort to meet the PEC Efficiencies Tentative Agreement, Airport staff would like to inform Local 21 about an upcoming project in our Facilities Division involving as-needed pavement services. I would like to add this to the items we are discussing with Local 21 next week.

Please let me know if you have further questions. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

From: Cynthia Avakian
To: "Steve Pitocchi"
Cc: William Adams
Subject: New Request- Dept 27 - Airport I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support.
Date: Friday, August 13, 2010 3:05:00 PM
Attachments: Dept 27 - Airport's PSC Form 1 Intergraph CAD I Backup.pdf

Hi Steve,

We haven't talked in a while. Attached is the PSC Form 1 for the Airport's I/Backup and I-Mobile product software implementation at SFO Airport, integrated into the existing I/CAD (Computer Aided Dispatch) System, Mapping Upgrade and Maintenance Support. This information has also been transmitted to Local 21.

Please let me know if you want to meet to discuss. Thanks,

Cynthia Avakian
Contracts Administration Unit
San Francisco International Airport
P. O. Box 8097, San Francisco, CA 94128
E-mail: cynthia.avakian@flysfo.com
Phone: (650) 821-2014, Fax: (650) 821-2011

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

(Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST:

[] INITIAL REQUEST [X] MODIFICATION (PSC # 4029-07/08)

Mod # 2

TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower

FUNDING SOURCE: \$250,000 Fed. thru Transbay Joint Powers Authority and \$400,000 from Private Developers

PSC AMOUNT: \$650,000 PSC DURATION: October 1, 2007 - December 31, 2010
Modification Amount: No change PSC Duration: January 1, 2011 - June 30, 2012
Total Amount: \$650,000 Total PSC Duration: October 1, 2007 - June 30, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Continuation and completion of environmental analysis for the Transit Center District Plan and the Transit Tower in San Francisco. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority ("TJPA") is serving as the project sponsor for the proposed Transit Tower project. The objective of the environmental analysis services is to prepare an environmental impact report (EIR) that satisfies the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements. The contractor works under the direction of the Planning Department's Major Environmental Analysis (MEA) section. (Continued on Attachment.)

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

These services are necessary to provide required technical and scientific studies related to the downtown Transit Center District Plan and Transit Tower. Denial would result in the denial of entitlements required for the Transit Tower, and Board of Supervisors' inability to adopt the General Plan, Planning Code, and zoning map amendments for the Transit Center District Plan.

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):

Services similar in scope have been provided through a personal services contract, PSC #4054-04/05.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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 9/3/2010
[] Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4029-07/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Recent experience in, and thorough knowledge of, major environmental analysis, legislation and local, State and Federal laws pertaining to large scale developments including, but not limited to, CEQA Guidelines (including recently added scientific "greenhouse gas" studies), San Francisco Administrative Code Chapter 31 and all other applicable local, State, and Federal regulatory requirements. Services also require related geo-technical engineering skills.

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

Services would normally be provided by a 5299 Planner IV - Environmental Review combined with scientific knowledge and skills for new CEQA greenhouse gas study requirements, and a portion of 5218 Structural Engineer geo-technical skills. (Continued on Attachment.)

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:

Services are required for this one-time project only. The Planning Department does not have staff available with required knowledge and expertise to assign these services. Current staff does not possess the newly added greenhouse gas study/modeling expertise as part of the CEQA requirements, or other expertise or tools required to meet State and local requirements, such as wind analysis capabilities. A small indeterminate portion of the services require geo-technical/ engineering skills that staff does not possess.

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

As these services are required for this one-time project only it would not be practical to adopt a new classification with the additional specific knowledge and skills at this time.

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?
Special conditions set by the Transit Authority do not permit fund expenditure for agency staffing, thereby restricting expenditure to contracts.

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:

[Signature]
Signature of Departmental Personal Services Contract Coordinator

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

ATTACHMENT

(Rev01)

DATE: September 3, 2010

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower

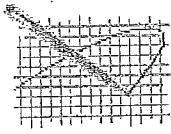
A Concise description of proposed work (Continued)

This term extension is necessary to permit the contractor—Environmental Science Associates—to complete the Transit Center District Plan Analysis including the 2030 Baseline Conditions, Project Test Analyses, Pedestrian Analysis Locations, Caltrain Extension and High Speed Rail Service, SFRA Project Inclusion, detailed review and updated analysis of Public Realm Plan Improvements, updated Land Use Modeling, and Transit Delay analysis. The original timeframe for completing this work was not met due to the increased amount of time needed to complete portions of the TCDP and finalize negotiations with private developers.

This modification carries this project through 6/30/2012.

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

and a portion of 5290 Transit Planner IV transportation planning skills.



Lisa Chau/CTYPLN/SFGOV

09/14/2010 02:47 PM

To Maria Ryan/DHR/SFGOV@SFGOV

cc Thomas DiSanto/CTYPLN/SFGOV@SFGOV

bcc

Subject Fw: PSC 4029-07/08 for Term Extension of the
Environmental Impact Studies and Report for the Transit
District Center Plan and Tower

Hi Maria,

Local 21 does not object the mentioned PSC.
In this case, can we get on the 10/4 Civil Service Commission calendar?

Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103

Tel: 415 575 9042

Fax: 415 558 6409

E-mail: Lisa.Chau@sfgov.org

----- Forwarded by Lisa Chau/CTYPLN/SFGOV on 09/14/2010 02:42 PM -----



Kyra Byrne

<kbyrne@ifpte21.org>

09/14/2010 02:36 PM

To "Lisa.Chau@sfgov.org" <Lisa.Chau@sfgov.org>

cc Sarah B Jones <Sarah.B.Jones@sfgov.org>

Subject RE: PSC 4029-07/08 for Term Extension of the
Environmental Impact Studies and Report for the Transit
District Center Plan and Tower

Lisa,

The Union does not object to this PSC.

Thanks,

Kyra

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

From: Lisa.Chau@sfgov.org [mailto:Lisa.Chau@sfgov.org]

Sent: Friday, September 03, 2010 2:52 PM

To: Kyra Byrne

Subject: PSC 4029-07/08 for Term Extension of the Environmental Impact Studies
and Report for the Transit District Center Plan and Tower

Hi Kyra,

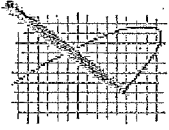
Attached for your review is a PDF of the above referenced PSC form for a *term
extension only* of these project services.

Please let me know ASAP if you have any questions or concerns about this.

Thanks.

Regards,
Lisa Chau
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
Tel: 415 575 9042
Fax: 415 558 6409
E-mail: Lisa.Chau@sfgov.org

(See attached file: PSC EIR for transit district center.pdf)



Lisa Chau/CTYPLN/SFGOV

09/03/2010 02:52 PM

To Kyra Byrne <kbyrne@ifpte21.org>

cc

bcc

Subject PSC 4029-07/08 for Term Extension of the Environmental Impact Studies and Report for the Transit District Center Plan and Tower

Hi Kyra,

Attached for your review is a PDF of the above referenced PSC form for a *term extension only* of these project services.

Please let me know ASAP if you have any questions or concerns about this.

Thanks.

Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103

Tel: 415 575 9042

Fax: 415 558 6409

E-mail: Lisa.Chau@sfgov.org



PSC EIR for transit district center.pdf

PERSONAL SERVICES CONTRACT SUMMARY

(Rev01)

DATE: April 21, 2009

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC # 4029-07/08) Mod # 1

TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower

FUNDING SOURCE: \$250,000 Fed. thru Transbay Joint Powers Authority and \$400,000 from Private Developers

PSC AMOUNT: \$650,000 PSC DURATION: October 1, 2007 - June 30, 2009
Modification Amount: No change PSC Duration: July 1, 2009 - December 31, 2010
Total Amount: \$650,000 Total PSC Duration: October 1, 2007 - December 31, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Completion of environmental analysis for the Transit Center District Plan and the Transit Tower in San Francisco. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority ("TJPA") is serving as the project sponsor for the proposed Transit Tower project. The objective of the environmental analysis services is to prepare an environmental impact report (EIR) that satisfies the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements. The contractor will work under the direction of the Planning Department's Major Environmental Analysis (MEA) section. (Continued on Attachment.)

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

These services are necessary to provide required technical and scientific studies related to the downtown Transit Center District Plan and Transit Tower. Denial would result in the denial of entitlements required for the Transit Tower, and Board of Supervisors' inability to adopt the General Plan, Planning Code, and zoning map amendments for the Transit Center District Plan.

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):

Services similar in scope have been provided through a personal services contract, PSC #4054-04/05.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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 Date 4/22/09
[] 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:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Recent experience in, and thorough knowledge of, major environmental analysis, legislation and local, State and Federal laws pertaining to large scale developments including, but not limited to, CEQA Guidelines (including recently added scientific "greenhouse gas" studies), San Francisco Administrative Code Chapter 31 and all other applicable local, State, and Federal regulatory requirements. Services also require related geo-technical engineering skills.

B. Which, if any, civil service class normally performs this work?
Services would normally be provided by a 5299 Planner IV - Environmental Review combined with scientific knowledge and skills for new CEQA greenhouse gas study requirements, and a portion of 5218 Structural Engineer geo-technical skills. (Continued on Attachment.)

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:
Services are required for this one-time project only. The Planning Department does not have staff available with required knowledge and expertise to assign these services. Current staff does not possess the newly added greenhouse gas study/modeling expertise as part of the CEQA requirements, or other expertise or tools required to meet State and local requirements, such as wind analysis capabilities. A small indeterminate portion of the services require geo-technical/ engineering skills that staff does not possess. The urgent project schedule does not allow for a search and recruitment process for these temporary services.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
As these services are required for this one-time project only it would not be practical to adopt a new classification with the additional specific knowledge and skills at this time.

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 numbers to be trained.

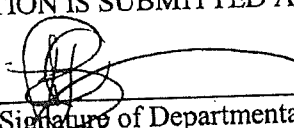
C. Are there legal mandates requiring the use of contractual services?
Special conditions set by the Transit Authority do not permit fund expenditure for agency staffing, thereby restricting expenditure to contracts.

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? *Contractor to be selected through an RFP process.*

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


Signature of Departmental Personal Services Contract Coordinator

ALICIA JOHN-BAPTISTE

415-558-6547

SBJ/EF

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

ATTACHMENT

(Rev01)

DATE: April 21, 2009

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower

A Concise description of proposed work (Continued)

This term extension is necessary to permit the contractor—Environmental Science Associates—to complete the Transit Center District Plan Analysis with additional services of 2030 Baseline Conditions, Additional Project Test Analyses, Additional Pedestrian Analysis Locations, Caltrain Extension and High Speed Rail Service, SFRA Project Inclusion, and Detailed Review of Public Realm Plan Improvements.

This modification carries this project through 12/31/2010.

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

and a portion of 5290 Transit Planner IV transportation planning skills.

PERSONAL SERVICES CONTRACT SUMMARY

(Rev01)

DATE: September 4, 2007
DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29
TYPE OF APPROVAL: [] EXPEDITED [X] REGULAR (OMIT POSTING [])
[] CONTINUING [] ANNUAL
TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION (PSC # [])
TYPE OF SERVICE: Environmental Impact Studies and Report for the Transit District Center Plan and Tower
FUNDING SOURCE: \$250,000 Fed. thru Transbay Joint Powers Authority and \$400,000 from Private Developers
PSC AMOUNT: \$650,000 PSC DURATION: October 1, 2007 - June 30, 2009

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Completion of environmental analysis for the Transit Center District Plan and the Transit Tower in San Francisco. The Planning Department is preparing the Plan and the Transbay Joint Powers Authority ("TJPA") is serving as the project sponsor for the proposed Transit Tower project. The objective of the environmental analysis services is to prepare an environmental impact report (EIR) that satisfies the requirements of the California Environmental Quality Act ("CEQA"), the CEQA Guidelines, San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements. The contractor will work under the direction of the Planning Department's Major Environmental Analysis (MEA) section.

B. Explain why this service is necessary and the consequence of denial:
These services are necessary to provide required technical and scientific studies related to the downtown Transit Center District Plan and Transit Tower. Denial would result in the denial of entitlements required for the Transit Tower, and Board of Supervisors' inability to adopt the General Plan, Planning Code, and zoning map amendments for the Transit Center District Plan.

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):
Services similar in scope have been provided through a personal services contract, PSC #4054-04/05.

D. Will the contract(s) be renewed? No, services are required specifically for this one-time project.

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 09-04-2007

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

RFP sent to Union Name, on Date Signature

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

PSC# 4029-07/08 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Recent experience in, and thorough knowledge of, major environmental analysis, legislation and local, State and Federal laws pertaining to large scale developments including, but not limited to, CEQA Guidelines (including recently added scientific "greenhouse gas" studies), San Francisco Administrative Code Chapter 31 and all other applicable local, State, and Federal regulatory requirements. Services also require related geo-technical engineering skills.

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

Services would normally be provided by a 5299 Planner IV - Environmental Review combined with scientific knowledge and skills for new CEQA greenhouse gas study requirements, and a portion of 5218 Structural Engineer geo-technical skills.

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:

Services are required for this one-time project only. The Planning Department does not have staff available with required knowledge and expertise to assign these services. Current staff does not possess the newly added greenhouse gas study/modeling expertise as part of the CEQA requirements, or other expertise or tools required to meet State and local requirements, such as wind analysis capabilities. A small indeterminate portion of the services require geo-technical/ engineering skills that staff does not possess. The urgent project schedule does not allow for a search and recruitment process for these temporary services.

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

As these services are required for this one-time project only it would not be practical to adopt a new classification with the additional specific knowledge and skills at this time.

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?

Special conditions set by the Transit Authority do not permit fund expenditure for agency staffing, thereby restricting expenditure to contracts.

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? *Contractor to be selected through an RFP process.*

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

Mikhael P. Hart

Signature of Departmental Personal Services Contract Coordinator

SBJ/EF

Mikhael P. Hart

415-575-6930

Print or Type Name

Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 2, 2004

DEPARTMENT NAME Planning Department

DEPARTMENT NUMBER 29

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

TYPE OF REQUEST: x INITIAL REQUEST

TYPE OF SERVICE: Environmental Impact Review (EIR) services for the review of the Better Neighborhood Program Plan Areas, which include: Eastern Neighborhoods and Central Waterfront.

FUNDING SOURCE: General Fund Allocation

PSC AMOUNT: \$835,000 PSC DURATION: January 1, 2005-- December 31, 2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Environmental consultants will prepare environmental impact reviews (EIR) and the documentation required by the California Environmental Quality Act (CEQA) and Chapter 31 of the San Francisco Administrative code. The completion of the EIR is required before the City can adopt new controls for the General Plan, including rezoning proposals. Consultants for this contract will assist staff in the preparation of the EIR and conduct the analysis needed to adopt the proposed Better Neighborhood Area plans. The work will consist of the analysis of land use patterns, which will determine future development of housing, land use, transit and business models. Contractors will conduct highly technical environmental impact studies of land use patterns, which will determine the future development and zoning mandates.

B. Explain why this service is necessary and the consequences of denial: The scope of work for this project requires more staff and expertise than the department has readily available. The nature of the projects require a highly professional and specialized analysis of environmental impacts which clearly define alternatives that speak to the multi-dimensional aspects of land use planning in San Francisco. The City's General Plans cannot be adopted until a complete (EIR) can be done. Failure to complete the EIR would mean the City would not be able to adopt the General Plan, rendering the plan area work useless and the funds used for that work wasted.

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 work was previously approved through PSC# 4064-01/02, however due to lack of funding the PSC expired.

D. Will the contract(s) be renewed: No. The scope of work for this project is not ongoing.

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

Local 790 & 21 December 2, 2004 _____
Union Name Signature of person mailing / faxing form Date

RFP sent to Local 21 and 790 on November 2001: _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE 4054-04/05
PSC# _____ # issued to
STAFF ANALYSIS/RECOMMENDATION: this PSC

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Expertise in the environmental planning and analysis for specific planning documents, which meet with the California Environmental Quality Act (CEQA)

B. Which, if any, civil service class normally performs this work? CSC Class 5298 (PIII-Environmental Review) and CSC Class 5299 (PIV-Environmental Review) normally oversee this type of work.

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: CEQA requires highly technical expertise in order to certify the environmental impact studies. Additionally, Planning lacks the staff resources to fully perform the range of planning and review tasks needed for this project, which is highly specialized.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This is a time limited, technically specific and deadline driven project.

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"/> | XX |
| 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"/> | XX |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | XX |
| D. Are there federal or state grant requirements regarding the use of Contractual services? | <input type="checkbox"/> | XX |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors | XX | <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"/> | XX |

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

Telephone Number

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/19/2010

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# 4163-07/08)

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

FUNDING SOURCE: Grant funds and water conservation operating funds

Table with 4 columns: Amount, PSC Duration, and Total PSC Duration. Rows include Original Amount (\$600,000), Modification 1 (\$1,300,000), Modification 2 (\$3,400,000), and Total Amount (\$5,300,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Supplemental Attachment A:

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

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

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

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

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

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

L21 Local 38 Union Name

Shamica Jackson Signature of person mailing/faxing form

08/19/2010 Date

***** FOR DEPARTMENT OF HUMAN RESOURCES USE PSC# 4163-07/08

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

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

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

7347: Plumber

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

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

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

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

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

Yes No

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

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?

See attached.

E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes, by PUC Res. # 03-0245 adopted 12/15/2003.

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:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

Supplemental Attachment A:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

5D

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 942360001
(916) 653-5791



July 23, 2007

Mr. Michael Carlin
San Francisco Public Utilities Commission
1145 Market Street, 4th Floor
San Francisco, California 94103

RECEIVED

JUL 26 2007

AGM-WATER

Dear Mr. Carlin:

This letter serves as the Department of Water Resources' (DWR) formal award notification for your 2007 Proposition 50 Water Use Efficiency Grant proposal. This grant, in the amount of \$200,000, is for your project titled, *HET Low-Income Direct Install Program* (Total Project Cost: \$505,627). You may find Proposition 50 Grant Award – 2007 Funding Cycle results at: <http://www.owue.water.ca.gov/finance/index.cfm>.

The following steps outline the process to develop the contract for the project:

Step 1. Based on your proposal and the conditions of grant, DWR staff is currently preparing a draft *Scope of Work* containing the project goal, objectives, tasks to be performed, budget, deliverables, and a schedule for progress reports and payments. This *Scope of Work* will be sent to you for review.

Step 2. Once you have reviewed the *Scope of Work*, please designate an official representative from your organization to serve as a contract manager. The contract manager should return the *Scope of Work* and review comments to DWR representative, Baryohay Davidoff. A DWR representative and your contract manager will negotiate and reach agreement on the essential elements of the contract in a final version of the *Scope of Work*.

Your organization will be required to submit a signed Resolution indicating that your organization agrees to enter into the contract with DWR. The Resolution must be submitted to DWR with the *Scope of Work*.

Step 3. DWR will add applicable standard clauses and conditions to the *Scope of Work* developed in **Step 2** to produce the final contract package. For your information, we will make available an online copy of the standard state clauses and conditions. The website will be provided to you at that time. Once DWR completes its internal approval process, three copies of the contract will be sent to your contract manager for signature. The signature must be that of the person authorized to execute the contract. The entire signed package will need to be returned to DWR.

Step 4. Upon receipt of the signed contract from your organization, DWR will sign the contract. This date will be the effective date of the contract and you may not incur any costs prior this date.

SD



United States Department of the Interior

BUREAU OF RECLAMATION
Mid-Pacific Regional Office
2800 Cottage Way
Sacramento, California 95825-1898

RECEIVED
JUL 17 2007
AGM-WATER

IN REPLY
REFER TO:

JUL 12 2007

MP-3833
ADM-13.00

Mr. Michael Carlin
San Francisco Public Utilities Commission
1155 Market Street, 11th Floor
San Francisco, California 94103

Subject: Request for Proposal 07SF200036, CALFED Water Use Efficiency Program

Dear Mr. Carlin:

Thank you for submitting your proposal for the CALFED Water Use Efficiency Program. The Bureau of Reclamation is pleased to inform you that your proposal was among those receiving the highest ratings, and is now being considered for award of a Financial Assistance instrument for either a grant or a cooperative agreement. Reclamation anticipates awarding Federal funds in the amount of \$200,000.00 for the proposed project.

At this time, Reclamation will begin a final analysis of your proposal that will include a financial and business evaluation of your organization and an environmental compliance review. A representative from Reclamation will contact you within the next two weeks to discuss these matters.

If you have any questions, please contact Sheri Looper by phone at (916) 978-5219 or by email at: slooper@mp.usbr.gov.

Sincerely,

Mary F. Sims
Grants and Cooperative
Agreements Officer

SD

53-08

FILE NO. 080046

RESOLUTION NO.

1 [Accept and Expend CALFED Water Use Efficiency Grant Funds]

2
3 **Resolution authorizing the San Francisco Public Utilities Commission to retroactively**
4 **accept and expend a CALFED Water Use Efficiency Grant in the amount of \$200,000**
5 **through the United States Bureau of Reclamation.**

6 WHEREAS, The United States Bureau of Reclamation (USBR) announced the
7 availability of \$2.4 million in Federal funds from the CALFED Water Use Efficiency Grants
8 Program for agricultural and urban grants to implement water use efficiency projects; and

9 WHEREAS, The SFPUC applied for grant funding through the CALFED Water Use
10 Efficiency Grants Program for the High Efficiency Toilet (HET) Low-Income Direct Install
11 Program to replace 1,000 high-volume toilets in the homes of low-income residents with HET
12 models to save approximately 725 acre-feet of water over a 20-year period; and,

13 WHEREAS, USBR notified the SFPUC in September 2007 that it had approved a grant
14 award of \$200,000; and

15 WHEREAS, The grant budget does not allow for indirect costs; and

16 WHEREAS, This grant does not include an Annual Salary Ordinance (ASO)
17 Amendment; and

18 WHEREAS, The San Francisco Public Utilities Commission on October 9, 2007,
19 adopted resolution no. 07-0176 authorizing the General Manager to request permission from
20 the Board of Supervisors to accept and expend CALFED Water Use Efficiency grant funds;
21 now, therefore, be it

22 **RESOLVED**, That the General Manager of the San Francisco Public Utilities
23 Commission, or designee, is authorized to retroactively accept and expend \$200,000 in
24 CALFED Water Use Efficiency grant funds through the United States Bureau of Reclamation,
25 for the aforementioned project and to execute all required agreements; and, be it

Supervisor Chu
BOARD OF SUPERVISORS

5D



City and County of San Francisco

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

Tails
Resolution

File Number: 080046

Date Passed:

Resolution authorizing the San Francisco Public Utilities Commission to retroactively accept and expend a CALFED Water Use Efficiency Grant in the amount of \$200,000 through the United States Bureau of Reclamation.

February 5, 2008 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 080046

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

Angela Calvillo

Angela Calvillo
Clerk of the Board

2.7.08

Date Approved

[Signature]
Mayor Gavin Newsom

FILE NO. 080347

RESOLUTION NO. ~~163-08~~ ^{SD}

1 [Accept and Expend DWR Water Use Efficiency Grant Funds]

2
3 **Resolution authorizing the San Francisco Public Utilities Commission to accept and**
4 **expend a DWR Water Use Efficiency Grant in the amount of \$200,000.**

5 WHEREAS, the Department of Water Resources (DWR) announced the availability of
6 \$35 million in State funds from the Water Use Efficiency Grant Program for agricultural and
7 urban grants to implement water use efficiency projects; and

8 WHEREAS, The SFPUC applied for grant funding through the DWR Water Use
9 Efficiency Grant Program for the High Efficiency Toilet (HET) Low-Income Direct Install
10 Program to replace 1,000 high-volume toilets in the homes of low-income residents with HET
11 models to save approximately 725 acre-feet of water over a 20-year period ; and,

12 WHEREAS, DWR notified the SFPUC in July 2007 that it had approved a grant award
13 of \$200,000; and

14 WHEREAS, the SFPUC received the final grant agreement in January 2008 ; and

15 WHEREAS, The grant budget does not allow for indirect costs; and

16 WHEREAS, This grant does not include an Annual Salary Ordinance (ASO)
17 Amendment; and

18 WHEREAS, The San Francisco Public Utilities Commission on October 9, 2007,
19 adopted resolution no. 08-0022 authorizing the General Manager to request permission from
20 the Board of Supervisors to accept and expend DWR Water Use Efficiency grant funds; now,
21 therefore, be it

22 RESOLVED, That the General Manager of the San Francisco Public Utilities
23 Commission, or designee, is authorized to accept and expend \$200,000 in DWR Water Use
24 Efficiency grant funds for the aforementioned project and to execute all required agreements;
25 and, be it

Supervisor Alioto-Pier
BOARD OF SUPERVISORS



City and County of San Francisco

Tails

Resolution

SD

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

File Number: 080347

Date Passed:

Resolution authorizing the San Francisco Public Utilities Commission to accept and expend a Department of Water Resources (DWR) Water Use Efficiency Grant in the amount of \$200,000.

April 1, 2008 Board of Supervisors — ADOPTED

Ayes: 11 - Alioto-Pier, Ammiano, Chu, Daly, Dufty, Elsbernd, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

File No. 080347

I hereby certify that the foregoing Resolution was ADOPTED on April 1, 2008 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

4.10.08

Date Approved

Mayor Gavin Newsom

SE

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

CS-930R, PSC Summary Form (Modification No. 2 Request)-Revised

DHR-PSCCoordinator, 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, Domingo, Kofo, Jackson, Shamica to: Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily, Reed, Margot, Rockett, Brigitte, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson, Lucy J Palileo, larryjr, ljmazzola

08/19/2010 04:56 PM

Cc: "Lawrence Johnson, Chandra"

From: "Jackson, Shamica" <SJackson@sfwater.org>
To: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sfport.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey"
Cc: "Lawrence Johnson, Chandra" <CAJohnson@sfwater.org>

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-930R, High Efficiency Toilet Direct Install Program, modification request for \$3,400,000.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. For **September 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

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



CS-930(R)_PSC_Mod2_to DHR_08192010.pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8.5.10
DEPARTMENT NAME GSA/City Administrator Animal Care & Control DEPARTMENT # 70

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

TYPE OF REQUEST:
[] INITIAL REQUEST MODIFICATION (X) PSC 4019-08/09

TYPE OF SERVICE: After-hour, weekend and holiday emergency veterinary services
FUNDING SOURCE: General Fund

Table with 2 columns: PSC AMOUNT and PSC DURATION. Rows include Modification Amount (\$74,000) and Total (\$326,500) with corresponding duration dates (7.1.08 - 6.30.09 and 7.1.10 - 6.30.11).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This is a request to modify PSC 4019-08/09 to provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.

B. Explain why this service is necessary and the consequences of denial: The staff veterinarian is not available 24 hours per day, 7 days per week. Medical emergencies occur while the staff veterinarian is out of town or otherwise unable to perform the services needed.

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 under contract, most recently under PSC 4019-08/09.

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 8/5/10
Local 21, UAPD8-CC Union Name Signature of person mailing / faxing form Date 8/5/10

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4019-08/09
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Licensed Doctor of Veterinary Medicine and fully equipped animal hospital that is available to receive and treat animals 24 hours per day, seven days per week.
- B. Which, if any, civil service class normally performs this work? Shelter Veterinarian Class 2292
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. Contractor provides a fully equipped animal hospital.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Services are on an emergency and as-needed basis. The need for the service varies and is not predictable.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. The City shelter is staffed during normal working ours with PCS 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"/> | X |
| 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"/> | X |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | X |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | 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? Pets Unlimited | X | <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

Joan Lubamersky

554-4859

Print or Type Name

Telephone Number

One Dr. Carlton B. Goodlett Place, Room 362

San Francisco, CA 94102

Address



To: Margot.Reed@seiu1021.org, cromero@ifpte21.org, uapd@uapd.com,
Cc:
Bcc:
Subject: PSC Form 1 Animal Care & Control
From: Joan Lubamersky/ADMSVC/SFGOV - Thursday 08/05/2010 03:05 PM

Attached is a PSC Form 1 for Animal Care and Control. It is for after hours, 24/7 emergency care.



PSC Form 1 Pets Unlimited add \$74K to 2011.pdf
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CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRONO
PRESIDENT

August 19, 2009

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

JOY Y. BOATWRIGHT
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

DONALD A. CASPER
COMMISSIONER

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

MARY Y. JUNG
COMMISSIONER

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

ANITA SANCHEZ
EXECUTIVE OFFICER

It was the decision of the Commission to:

- (1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrondo dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Micki Callahan, Human Resources Director
 - Vivian Day, Department of Building Inspection
 - Jacque Hale, Department of Public Health
 - Jessica Huey, Department of Human Resources
 - Shamica Jackson, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaam, Public Utilities Commission
 - Joan Lubamersky, General Services Agency
 - Sheila Maxwell, Department of Technology
 - Brigitte Rockett, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
August 17, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No.	Dept No.	Department	Approval Type	Increase Amount	New Amount	Description of Work	Duration
4028-08/10	81	Public Health	Modification	\$21,000	\$70,000	Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 16 hours per month. Modification of original PSC is for an enhanced package of services.	30-Jun-10
4055-05/06	40	Public Utilities Commission	Modification	\$3,900,000	\$15,900,000	Will consists of engineering and design services for a 3,000 ft 96" diameter pipeline, crossing the Catalveras Fault and a 18,200 ft long 10 ft diameter tunnel.	30-Jun-11
4004-07/08	40	Public Utilities Commission	Modification	\$18,300,000	\$63,500,000	Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.	30-Sep-14
4041-08/09	75	Dept of Technology	Modification	\$0	\$3,188,986	Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.	31-Aug-10
4019-08/09	70	GSA - Animal Care & Control	Modification	\$74,000	\$158,000	Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.	30-Jun-10



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