



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

Date: November 1, 2010  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Cynthia Avakian, AIR  
Parveen Bopari, MTA  
Gordon Choy, DPW  
Alaric Degrafinried, HRC  
Kahala Drain, CFC  
Jacquie Hale, DPH  
Shamica Jackson, PUC  
Sean McFadden, RPD  
Neal Taniguchi, DEM

**Subject: Personal Services Contracts Approval Request**

This report contains eleven (11) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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
\$8,464,665	\$698,150	\$141,668,613

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

Parveen Bopari  
Municipal Transportation Agency  
1 South Van Ness, 7<sup>th</sup> Floor  
San Francisco, CA 94103

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

Alaric Degrafinried  
Human Rights Commission  
25 Van Ness Avenue, 8<sup>th</sup> Fl.  
San Francisco, CA 94102

Kahala Drain  
Children & Families Commission  
1390 Market Street, Ste. 318  
San Francisco, CA 94102

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

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

Sean McFadden  
Recreation and Parks Department  
501 Stanyan Street  
San Francisco, CA 94117

Neal Taniguchi  
Department of Emergency Management  
Bay Area UASI  
10 Lombard St., Ste. 410  
San Francisco, CA 94111

POSTING FOR

11/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4041-10/11	27	Airport Commission	Regular	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program: Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	11/1/2010 - 10/31/2013
4042-10/11	27	Airport Commission	Regular	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	12/1/2010 - 11/30/2015
4043-10/11	77	Emergency Management	Regular	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy. Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	11/1/2010 - 3/31/2012
4044-10/11	35	Municipal Transportation Agency	Regular	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	11/15/2010 - 11/14/2015
4045-10/11	82	Public Health	Regular	\$200,000	The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	1/1/2011 - 6/30/2016
4046-10/11	90	Public Works	Regular	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	10/1/2010 - 10/1/2016

POSTING FOR

11/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS  
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4047-10/11	42	Recreation & Park Commission	Regular	\$205,000	To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.	10/1/2010 - 4/1/2011
4048-10/11	42	Recreation & Park Commission	Regular	\$500,000	The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Beach Chalet Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements for the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.	11/15/2010 - 11/15/2013
4049-10/11	40	Public Utilities Commission	Regular	\$0	Coordination and development of work plan; environmental document scoping; environmental background studies; alternatives analysis; preparation of draft environmental document(s); public review of draft environmental document; response to public comments; preparation of final environmental document(s); acquisition of regulatory permits and agency approvals as necessary; and, preparation of a mitigation monitoring plan.  These services are currently being provided under SFPUC Contract No. CS-746, which needs to be amended for time only.	11/1/2010 - 6/30/2011

**POSTING FOR**

11/1/2010

**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
4163-09/10	34	Human Rights Commission	Regular	\$744,665	\$1,594,665	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	10/1/2010 - 9/30/2013
4088-09/10	40	Public Utilities Commission	Regular	\$100,000	\$200,000	The SFPUC is seeking to modify the Community Benefits Program agreement to provide the SFPUC Commission with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefiting in areas, including, but not limited to: Employment and Job Training; Environmental, Physical, and Social Improvements, and Business Development, including assisting small businesses with securing and sustaining bonding, financing, and insurance requirements.  During the course of this agreement, the Board of Supervisors conducted several extensive hearings regarding Employment and Job Training issues which required additional assistance from the Community Benefits Program consultants. This modification seeks to fund the completion of the consultants' work culminating in presentation(s) before the Public Utilities Commission and ultimately in a final report.	3/1/2010 - 3/1/2011
4003-08/09	64	Children & Families Commission	Regular	\$70,000	\$233,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco. These services should include: Interactive Science Visits, Teacher Curriculum Kits, Professional Development Activities, and Logistical Coordination & Planning.	9/1/2008 - 6/30/2011

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: Software development for SAFE Identity Management System (SAFE) software

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$225,000 PSC DURATION: 11/1/2010 - 10/31/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems.

B. Explain why this service is necessary and the consequences of denial: These product services/modules are required to improve/maintain the current identity and physical access management system.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This is a new Airport request. This service has not been provided 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):

IFPTE Local 21 Union Name Cynthia Avakian Signature of person mailing/faxing form September 3, 2010 Date

RFP sent to: on Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4041-10/11 STAFF ANALYSIS/RECOMMENDATION:

OCT 04 2010 cmk

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 is required to ensure software development, maintenance and integration are handled appropriately. The vendor does not release this information, nor do they provide training to clients to do the software and systems upgrade and modification work.

B. Which, if any, civil service class normally performs this work? Class 1061 Program Analyst Assistant, 1062 Program Analyst, 1063 Program Analyst Senior, and 1064 Program Analyst Principal may be able to support the system but do not have access to the vendor's proprietary code.

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 and at this time the developer of the system has not granted access to anyone outside the company.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, because of the proprietary nature of the work.

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

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

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

B. Will the contractor train City and County employees?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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 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](#); [Ging Louie](#); [Joe Brenner](#)  
**Subject:** SFO Aviation Security Quantum Secure - Airport's Upcoming Projects  
**Date:** Thursday, September 23, 2010 12:00:08 PM

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Cynthia,

Local #21 has reviewed this PSC in our meeting last meeting and have no further questions.

Local #21 has no objections to these two PSC related to Aviation Security.

Thanks for arranging the meeting last month.

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

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**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Tuesday, September 14, 2010 10:43 AM  
**To:** Larry Wong  
**Cc:** Criss Romero; Pam Covington; Ging Louie; Joe Brenner  
**Subject:** Aviation Security Quantum Secure - Airport's Upcoming Projects

Larry,

Could you let me know if Local 21 has further questions about this request.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

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**From:** Cynthia Avakian  
**Sent:** Friday, September 03, 2010 12:46 PM  
**To:** Criss Romero; Pam Covington; Ging Louie; 'Larry Wong'; Joe Brenner  
**Subject:** FW: Airport's Upcoming Projects

Local 21,

Attached is the Airport's submission for the item Kim Dickie, Aviation Security, discussed at our last meeting at the Airport on August 5<sup>th</sup>. Please let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

-----Original Appointment-----

**From:** Cynthia Avakian



**Sent:** Tuesday, August 03, 2010 1:22 PM

**To:** Ivar Satero; Tom Rodrigues; Geri Rayca; Reuben Halili; Joe Birrer; Angel Camerino; Kim Dickie; Dia Wynn; Twila Tetz; Larry Wong; Ging Louie (glouie@ifpte21.org); Joe Brenner; Criss Romero; Jaime Poblitz; Jim Chiu; Daniel C Lee; Stan Palatnikov

**Subject:** Airport's Upcoming Projects

**When:** Thursday, August 05, 2010 2:30 PM-4:30 PM (GMT-08:00) Pacific Time (US & Canada).

**Where:** 710 North McDonnell Road, 2nd Floor Conference Room B

In an effort to meet the PEC Efficiencies Tentative Agreement, Airport staff would like to meet to discuss with Local 21 about a few upcoming projects in our Bureau of Design and Construction, Facilities, and Aviation Security sections involving 1) Master Architect Svs, 2) PM/CM Svs, 3) Design Svs, 4) As-Needed Pavement Consultant, and 5) Security Related Services - Access Control System Consultant, Closed Circuit TV Surveillance, Threat & Vulnerability Assessment.

I will be adding Local 21 to our notice about Airport Commission meetings. Please let me know ASAP who the email should go to so that we can make the change for our upcoming meetings.

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: As-Need Pavement Assessment Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$700,000 PSC DURATION: Dec 1, 2010 to Nov 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.

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

On an as-needed basis to deal with unique pavement problems where Airport staff lacks knowledge and experience. Lack of timely solution to these problems would create delays and possible suspension of projects.

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

The services have been previously provided through a contract, most recently under PSC # 4028-03/04.

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

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

IFPTE Local 21 Union Name Cynthia P. Avakian Signature of person mailing/faxing form September 3, 2010 Date

RFP sent to: Union Name on Date Signature

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4042 - 10/11 STAFF ANALYSIS/RECOMMENDATION:

OCT 04 2010 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant to have an extensive experience and knowledge on pavement condition surveys and assessments in accordance with FAA's Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401), subject to Aircraft loading.

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

Class 5241, Engineer supervises professional and technical engineering personnel in a wide variety of routine projects concerned with the maintenance or operation of buildings or structures and reviews federal, regional and local legislation affecting engineering work; however, Airport pavement type is different and requires extensive experience and knowledge of FAA criteria. Existing Civil Engineers perform material testing, design, and provide recommendations for streets pavement problems.

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 applicable but some tasks may be beyond the experience and expertise of staff, such as determining the pavement conditioning index, expert analyses and expert witness related to the FAA criteria.

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

No, since this work is only used if the scope is beyond capabilities and expertise of existing Civil Service staff.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

Consultant will train Airport staff on surveying pavement conditions using City owned equipment and vehicles. The plan is to train approximately 3 to 5 junior, assistant, and associate civil engineers for about 80 hours each, so they will be proficient in performing pavement condition surveys.

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution # 10-0220.

<input checked="" type="checkbox"/>	<input type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFQ will be conducted and the results of that process are not known at this time.

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

*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

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0220

AIRPORT CONTRACT NO. 8791  
PROFESSIONAL ENGINEERING SERVICES - PAVEMENT CONSULTANT  
REQUEST FOR QUALIFICATIONS AND PROPOSALS

WHEREAS, the Airport needs an as-needed Pavement Consultant contract to provide professional services for expert analyses, expert witness, material testing, design, and recommendations for unique pavement problems; and

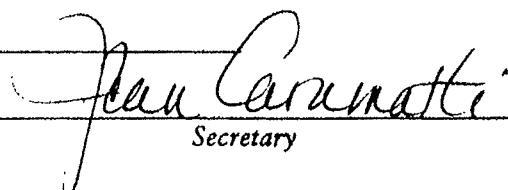
WHEREAS, this is necessary to avoid the lengthy process of advertising, selecting, and processing a contract with a new consultant when an urgent situation requires such services; now, therefore, be it

RESOLVED, that the Commission hereby approves the scope, budget, and schedule of Airport Contract No. 8791, Professional Engineering Services –Pavement Consultant, and authorizes the Airport Director to request for qualifications and proposals.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission*

**JUN 15 2010**

at its meeting of \_\_\_\_\_

  
Secretary

**From:** [Larry Wong](#)  
**To:** [Cynthia Avakian](#); [Ging Louie](#); [Joe Birrer](#)  
**Cc:** [Ging Louie](#); [Joe Brenner](#)  
**Subject:** SFO As-Needed Pavement Assessment Services  
**Date:** Thursday, September 23, 2010 11:57:35 AM

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Cynthia,

Local #21 has already met with your folks last month and have no further questions concerning this PSC.

Local #21 has no objections.

Thanks for arranging the meeting last meeting to review this PSC.

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

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**From:** Cynthia Avakian [Cynthia.Avakian@flysfo.com]  
**Sent:** Tuesday, September 14, 2010 10:38 AM  
**To:** Larry Wong; Ging Louie; Joe Birrer  
**Cc:** Criss Romero  
**Subject:** FW: Airport's Upcoming Projects

Larry,

Just checking back to see if Local 21 has further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

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**From:** Cynthia Avakian  
**Sent:** Friday, September 03, 2010 3:13 PM  
**To:** 'Larry Wong'; [Ging Louie \(glouie@ifpte21.org\)](mailto:glouie@ifpte21.org); 'Joe Brenner'; Criss Romero  
**Subject:** RE: Airport's Upcoming Projects

Larry, Ging, Joe,

Attached is the Airport's submission for the item Stan Palatnikov, discussed at our last meeting at the Airport on August 5<sup>th</sup>. Please let me know if you have further questions.

Thanks,

*Cynthia*  
Phone: (650) 821-2014

-----Original Appointment-----

**From:** Cynthia Avakian

**Sent:** Tuesday, August 03, 2010 1:22 PM

**To:** Ivar Satero; Tom Rodrigues; Geri Rayca; Reuben Halili; Joe Birrer; Angel Camerino; Kim Dickie; Dia Wynn; Twila Tetz; 'Larry Wong'; Ging Louie (glouie@ifpte21.org); 'Joe Brenner'; Criss Romero; Jaime Poblitz; Jim Chiu; Daniel C Lee; Stan Palatnikov

**Subject:** Airport's Upcoming Projects

**When:** Thursday, August 05, 2010 2:30 PM-4:30 PM (GMT-08:00) Pacific Time (US & Canada).

**Where:** 710 North McDonnell Road, 2nd Floor Conference Room B

In an effort to meet the PEC Efficiencies Tentative Agreement, Airport staff would like to meet to discuss with Local 21 about a few upcoming projects in our Bureau of Design and Construction, Facilities, and Aviation Security sections involving 1) Master Architect Svs, 2) PM/CM Svs, 3) Design Svs, 4) As-Needed Pavement Consultant, and 5) Security Related Services - Access Control System Consultant, Closed Circuit TV Surveillance, Threat & Vulnerability Assessment.

I will be adding Local 21 to our notice about Airport Commission meetings. Please let me know ASAP who the email should go to so that we can make the change for our upcoming meetings.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 16, 2003

DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

CONTINUING  ANNUAL

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

TYPE OF SERVICE: Pavement Engineering Services

FUNDING SOURCE: Airport Revenue

PSC AMOUNT: \$480,000.00 PSC DURATION: February 1, 2004 through January 31, 2009

1. DESCRIPTION OF WORK:

- A. Concise description of proposed work: *Provide expert analysis, design, recommendations, and witness for unique pavement problems affecting airport roadway and runway/taxiway pavements .*
- B. Explain why this service is necessary and the consequences of denial. *On an as-needed basis to deal with unique pavement problems where Airport staff lack knowledge and experience. Lack of timely solution to these problems would create delays, possible stoppages of runway or taxiway pavement construction, and possible hazardous situations to the public. Also, without the witness provided by a reputable consultant, the Airport staff will have a lower hand than the contractor in a dispute regarding pavement construction.*
- C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): *PSC #4058-95/96 approved for \$550,000 on February 2, 1998.*
- D. Will the Contract(s) be renewed? *Airport anticipates using similar as-needed service in the future.*

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

<u>Local 21</u> Union Name	<u><i>Steve Kanel</i></u> (Signature of person mailing/faxing form)	<u>1/13/04</u> (Date)
_____ Union Name	_____ (Signature of person mailing/faxing form)	_____ (Date)

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #: 4028-03/04  
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:  
City and County of San Francisco

*Approved 2/17/04*

PSC FORM 1 (7/96)  
Department of Human Resources

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

- A. **Specify required skills and/or expertise:** *Consultant to have extensive experience and knowledge in pavement engineering beyond what our engineers learn in school or experience at work. A minimum of ten years experience in pavement engineering, particularly in asphalt and Portland Cement Concrete pavements is required.*
- B. **Which, if any, civil service class normally performs this work?** *None. There is no Civil Service class for this specialized engineering activity.*
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:** *Yes. Specialized sampling and testing equipment required by the FAA for testing pavements will be provided by the contractor.*

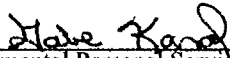
**4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**

- A. **Explain why civil service classes are not applicable:** *City engineering classes currently do not perform these specialized services.*
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** *No. This is a highly specialized and limited area of engineering expertise, which requires intermittent periods of work and consultation. The person(s) to perform the work must be highly reputable in the specialized field*

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees? (see attachment) Describe training and indicate approximate number of hours. Pavement Engineering analysis- approximately 45 hours - Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. Civil Engineers- from 3 to 8	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service? <i>Airport Commission Resolution 03-0134.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal contract with your department? .	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
**Gabe Karol** (650) 821-2074  
 \_\_\_\_\_  
 Print or Type Name Telephone Number  
**Human Resources**  
**Airport Commission**  
**P.O. Box 8097**  
**San Francisco, CA 94128**  
 \_\_\_\_\_  
 Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 3, 2010

DEPARTMENT NAME: Dept of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Contract to provide technical assistance and revise the Bay Area Homeland Security Strategy for the Bay Area UASI.

FUNDING SOURCE: Homeland Security Grant Funding - 2008 and 2009 Urban Areas Security Initiative grants

PSC AMOUNT: \$220,000 PSC DURATION: November 2010 - March 31, 2012

I. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will revise the Bay Area Homeland Security Strategy, Conduct risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.
B. Explain why this service is necessary and the consequences of denial: This service is an important component of the Bay Area UASI planning as it provides a regional "blueprint" for assessing regional risks and capabilities. Denial of this request will hinder the Bay Area UASI region's ability to develop future funding requests and secure increased funding for the City and the Bay Area cities and counties.
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): A similar contract service was provided a year ago PSC#3000-09/10
D. Will the contract(s) be renewed: Yes, the contract may be renewed.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 9/3/10
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043-10/11 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

SEP 29 2010 [Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The vendor must have extensive expertise and knowledge in the assessment of homeland security risk and capabilities, using both public and federally classified homeland security data, the ability to prepare Regional Strategies as they pertain to Homeland Security needs, goals, and objectives. extensive knowledge of Federal and State Strategies and Presidential Directives, and necessary security clearances to view classified Federal Homeland Security data.

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

Class 1825 - Principal Administrative Analyst is the minimum classification that could perform analytic work of this nature. The Project Manager classes II-IV (5504-5508) could also theoretically perform this work.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The contracted service provides for the further development of a Bay Area Homeland Security Strategy, including a comprehensive updated and detailed assessment of risk and capabilities. The Bay Area UASI's regional advisory group will utilize this information to guide future funding requests and strategies. San Francisco Civil Service classes cannot perform this work, because (1) The unique type of information provided by Subject Matter Experts (SMEs) as it relates to the development of the Strategy requires knowledge and expertise not found in any CCSF position; (2) The extensive regional and national research required would make it infeasible for San Francisco civil service classes to perform this work for and in other counties.

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

No, this project is not a long-term, continuing, function, and the service requires a high level of specialized expertise in the area of homeland security based strategic planning and risk analysis, which is not a normal focus of CCSF employment classes.

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:

*Neal Taniguchi*

Signature of Departmental Personal Services Contract Coordinator

Neal Taniguchi

Print or Type Name

(415) 705-8507

Telephone Number

Department of Emergency Management

Bay Area UASI

10 Lombard St, Suite 410  
San Francisco, CA 94111

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

09-03-2010  
415 705 8510

12:38:08 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

Emergency SVC

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

## Bay Area SUASI Program

# Fax

**TO:** IFPTE Local 21      **Date:** 09/03/10

**Fax #:** 864-2166      **Pages w/ cover:** 5

**FROM:** Neal Taniguchi      **Phone:** 705-8507

**RE:** Please find attached two draft PSC summary forms for submittal to DHR. This serves as the required 30 day prior notice for submittal of these two PSC requests. If you should have any questions regarding these two contractual services, please contact me at 705-8507

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the sender is not the intended recipient you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited.

Total Pages Scanned : 5

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No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	898	415 864 2166	12:36:11 p.m. 09-03-2010	00:01:21	5/5	1	EC	HS	CP28800

### Abbreviations:

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

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

MP: Mailbox print  
CP: Completed  
FA: Fail

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

G3: Group 3  
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/15/09

DEPARTMENT NAME: Dept of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Contract to provide an updated Strategic Plan for the Bay Area UASI.

FUNDING SOURCE: Homeland Security Grant Funding - 2007 Urban Areas Security Initiative grant

PSC AMOUNT: \$49,747 PSC DURATION: July 1, 2009 - December 31, 2009

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will develop and produce a revised, 3 year Strategic Plan for the Bay Area UASI.
B. Explain why this service is necessary and the consequences of denial: This service is an important component of the Bay Area UASI planning as it provides a "blueprint" for regional risks and capabilities. Denial of this request will hinder the Bay Area UASI region's ability to develop future funding requests and may affect funding 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):

Not Applicable.

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):

IFPTE Local 21 Union Name, Mary Landero Signature of person mailing/faxing form, 6/18/09 Date

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

RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3000 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

Approval Date: July 1, 2009

By: Micki Callahan, Human Resources Director

09 JUN 23 AM 9:15

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Extensive expertise and knowledge in the preparation of Strategic Plans as they pertain to Homeland Security needs, goals, and objectives. Extensive knowledge of Federal and State Strategies and Presidential Directives.*

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

*Class 1825 - Principal Administrative Analyst is the classification that could perform analytic work of this nature.*

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 contracted service provides for the development of a 3 year, regional strategic plan. The Bay Area UASI's regional advisory group will utilize this information to guide future funding requests. San Francisco civil service classes cannot perform this work, because (1) due to the unique type of information provided by Subject Matter Experts (SMEs) as it relates to the development of the plan involves knowledge and expertise not found in any CCSF position; (2) The extensive regional research required would make it economically infeasible for San Francisco civil service classes to perform this work for and in other counties; (3) the service must be completed and delivered to the UASI within 3 months.*

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

*No, this project is not a continuing function, and requires a high level of expertise in the area of homeland security based strategic planning. The requirements of this project are also subject to the tight timeframes of the FY2007 grant guidelines and grant performance period. Pursuit of a civil service class and subsequent classification and recruitment would unreasonably delay this Bay Area regional project beyond the grant period.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*William Lee 6/12/07*

Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 558-3866

Print or Type Name

Telephone Number

Department of Emergency Management

Division of Emergency Services, Bay Area SUASI

1011 Turk Street  
San Francisco, CA 94102

09 JUN 20 09 06 15

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/15/09

DEPARTMENT NAME: Dept of Emergency Management DEPARTMENT NUMBER 77

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

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

TYPE OF SERVICE: Contract to provide an updated Strategic Plan for the Bay Area UASI.

FUNDING SOURCE: Homeland Security Grant Funding - 2007 Urban Areas Security Initiative grant

PSC AMOUNT: \$49,747 PSC DURATION: July 1, 2009 - December 31, 2009

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Contractor will develop and produce a revised, 3 year Strategic Plan for the Bay Area UASI.
B. Explain why this service is necessary and the consequences of denial: This service is an important component of the Bay Area UASI planning as it provides a "blueprint" for regional risks and capabilities. Denial of this request will hinder the Bay Area UASI region's ability to develop future funding requests and may affect funding 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):

Not Applicable.

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):

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 6/18/09

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3000 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

Approval Date: July 1, 2009

By: Micki Callahan, Human Resources Director

09 JUN 23 AM 9:11

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Extensive expertise and knowledge in the preparation of Strategic Plans as they pertain to Homeland Security needs, goals, and objectives. Extensive knowledge of Federal and State Strategies and Presidential Directives.*

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

*Class 1825 - Principal Administrative Analyst is the classification that could perform analytic work of this nature.*

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 contracted service provides for the development of a 3 year, regional strategic plan. The Bay Area UASI's regional advisory group will utilize this information to guide future funding requests. San Francisco civil service classes cannot perform this work, because (1) due to the unique type of information provided by Subject Matter Experts (SMEs) as it relates to the development of the plan involves knowledge and expertise not found in any CCSF position; (2) The extensive regional research required would make it economically infeasible for San Francisco civil service classes to perform this work for and in other counties; (3) the service must be completed and delivered to the UASI within 3 months.*

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

*No, this project is not a continuing function, and requires a high level of expertise in the area of homeland security based strategic planning. The requirements of this project are also subject to the tight timeframes of the FY2007 grant guidelines and grant performance period. Pursuit of a civil service class and subsequent classification and recruitment would unreasonably delay this Bay Area regional project beyond the grant period.*

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*William Lee 6/12/08*

Signature of Departmental Personal Services Contract Coordinator

William Lee

(415) 558-3866

Print or Type Name

Telephone Number

Department of Emergency Management

Division of Emergency Services, Bay Area SUASI

1011 Turk Street  
San Francisco, CA 94102

09 JUN 23 AM 9:15

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/06/2010

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 35 & 36

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

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

TYPE OF SERVICE: Workers' Compensation Investigative Services

FUNDING SOURCE: SFMTA Operating Funds

PSC AMOUNT: \$2,500,000.00 PSC DURATION: 11/15/2010 - 11/14/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.

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

State law requires that counties use the services of a Special Investigation Unit (SIU), to increase fraud detection and reporting. These services are essential to either verify valid workers' compensation claims or deny fraudulent ones made against the self-insured SFMTA. Denial would result in a violation of state law and the SFMTA's inability to process such claims.

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 investigative services have been provided through the SFMTA's third-party workers' compensation benefits administrator. The SFMTA has determined that it is in its best interest to procure these services under a contract.

D. Will the contract(s) be renewed: Yes, the services will be re-bid following the contract term expiration.

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

San Francisco Police Officers Association Union Name, Pawveen Boparai Signature of person mailing / faxing form, 10-6-10 Date, via email on 9/2/10. IFPTE, Local 21 Union Name, Pawveen Boparai Signature of person mailing / faxing form, 10-6-10 Date, via email on 9/2/10.

RFP sent to Union Name, on Date, Signature

\*\*\*\*\* FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA approved 10-6-10 OCT 06 2010 CWR PSC# 4044-10/11

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:



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

**A. Specify required skills and/or expertise:**

Contractor's staff must include California-licensed, bonded and insured private investigators with a minimum of one year of experience maintaining or reviewing occupational safety and health records and overseeing investigations regarding occupational injuries or illnesses. Staff must possess skills and knowledge of surveillance techniques and equipment, electronic databases, spreadsheets, video streaming and other software as required.

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

There is no single civil service class that performs the required duties of a licensed private investigator with a specialty in occupational injuries and workers' compensation claims investigation. The Q35 - Assistant Inspector class in the Police Department is limited to criminal investigations.

**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:**

There is no single civil service classification that performs all required duties. Q35 - Assistant Inspector class is used for criminal investigations, not workers' compensation investigations that include video surveillance. Additionally, these services are required only on an intermittent, as-needed basis.

**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 that could perform the required services that are restricted to the specialized nature of these services and the intermittent need for them.

**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:

*Parveen Boparai*

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

\_\_\_\_\_  
Parveen Boparai  
Print or Type Name

\_\_\_\_\_  
415-701-5377  
Telephone Number

\_\_\_\_\_  
San Francisco Municipal Transportation Agency

\_\_\_\_\_  
1 S. Van Ness Ave., 7<sup>th</sup> Floor, San Francisco, CA 94103  
Address

\* \* \* Communication Result Report ( Oct. 6. 2010 4:06PM ) \* \* \*

}}

Date/Time: Oct. 6. 2010 4:05PM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
1596	Memory TX	98642166	P. 3	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

**MTA** Municipal Transportation Agency

Grant Wessze | Mayor  
 Joe Russo | Chairman  
 Dr. Susan M. Chan | Vice Chairman  
 Carolyn Beech | Director  
 Sidney Berger | Director  
 Michael Rodriguez | Director  
 Amy Lee | Director  
 Brent Lee | Director  
 Richard P. Ford Sr. | Executive Director

**FAX**

<b>FROM:</b>	Parveen Boparai	<b>TO:</b>	Ging Louie (Local 21)
<b>PHONE:</b>	415-701-5377	<b>FAX:</b>	415-884-2166
<b>FAX:</b>	415-701-5397	<b>PHONE:</b>	415-884-2100
<b>SUBJECT:</b> PSC		<b>NO. OF PAGES (Excluding fax cover):</b> 2	

**COMMENTS:**  
Should you have any questions, please contact Mikhail Hart at 415-701-4429

San Francisco Municipal Transportation Agency  
 Dan S. Gilbride, Vice President, Streetcar, San Francisco, CA 94103 | Tel: 415-701-4507 | Fax: 415-701-4403 | www.sfmta.com

\* \* \* Communication Result Report ( Oct. 6. 2010 4:08PM ) \* \* \*

}}  
}}

Date/Time: Oct. 6. 2010 4:07PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
1597 Memory TX	95525741	P. 3	OK	

Reason for error  
 E. 1) Hang up or line fail  
 E. 3) No answer  
 E. 5) Exceeded max. E-mail size

E. 2) Busy  
 E. 4) No facsimile connection

**MTA** Municipal Transportation Agency

**FAX**

Gary Nasser | Mayor  
 Janine | Quinn  
 Jerry Lee | Sr. Counselor  
 Charles Fitch | Director  
 Cheryl Johnson | Director  
 Mikhaila Hertzog | Director  
 Scott | Director  
 Richard A. Fiedler | Executive Director/CEO

<b>FROM:</b> Parveen Bopara	<b>TO:</b> Gary P. Delagnes (SFPOA)
<b>PHONE:</b> 416-701-5377	<b>FAX:</b> 416-552-5741
<b>FAX:</b> 416-701-5397	<b>PHONE:</b> 416-881-6080
<b>SUBJECT:</b> PSG	<b>NO. OF PAGES (Excluding fax cover):</b> 2

**COMMENTS:**  
 Should you have any questions, please contact Mikhail Hertzog at 416-701-4429

San Francisco Municipal Transportation Agency  
 One Bay View Avenue, Suite 800 PL San Francisco, CA 94133 | Tel: 415-701-4201 | Fax: 415-701-4199 | www.mta.ca.com

**Norona, Cherylynn**

---

**From:** Hart, Mikhael  
**Sent:** Friday, September 03, 2010 3:43 PM  
**To:** jgee@ifpte21.org  
**Cc:** cromero@ifpte21.org; Roach, Dan  
**Subject:** FW: Proposed Contract for Workers' Compensation Investigative Services  
**Importance:** High  
**Attachments:** PSC Fm 1-Workers Comp Investigative Svcs.pdf

Hi Jason et al.

I'm resending this as a formality from my end to request a "delivery" (and "read") receipt on this message.

I forgot to set those options for this message in my e-mail to you yesterday. Thanks.

Mikhael

**SFMTA | Contracts & Procurement**  
1 South Van Ness Avenue, Third Floor  
San Francisco, CA 94103-5417

Tel: 415.701.4429  
[www.sfmta.com](http://www.sfmta.com)

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---

**From:** Hart, Mikhael  
**Sent:** Thursday, September 02, 2010 6:23 PM  
**To:** Jason Gee (jgee@ifpte21.org)  
**Cc:** Criss Romero (cromero@ifpte21.org); Roach, Dan  
**Subject:** Proposed Contract for Workers' Compensation Investigative Services

Hi Jason.

9/23/2010

0025

Please route the attached PSC Form 1 to the Representative / Organizer who works with the SF At-Large Chapter.

Although I couldn't find any potential Local 21-represented classifications that would perform these services, I am sending the PSC Form 1 to Local 21 as a courtesy.

Please have Local 21 staff call me with any questions or concerns they may have on these proposed services. Thanks.

Mikhael

Mikhael Hart  
Manager, Contract Services

**SFMTA | Contracts & Procurement**  
1 South Van Ness Avenue, Third Floor  
San Francisco, CA 94103-5417

Tel. 415.701.4429  
[www.sfmta.com](http://www.sfmta.com)

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**Norona, Cherylynn**

---

**From:** Hart, Mikhael  
**Sent:** Thursday, September 02, 2010 12:46 PM  
**To:** gary@sfpoa.org  
**Cc:** Roach, Dan  
**Subject:** Proposed Contract for Workers' Compensation Investigative Services  
**Importance:** High  
**Attachments:** PSC Fm 1-Workers Comp Investigative Svcs (SFPOA Review).pdf

Mr. Gary P. Delagnes  
President  
San Francisco Police Officers Association

415-861-5060  
415-552-5741 (Fax)

Hi Mr. Delagnes.

Attached to this e-mail is a completed Personal Services Contract (PSC) Form (1) for proposed Workers' Compensation Investigative Services for the San Francisco Municipal Transportation Agency (SFMTA). The PSC Form 1 is used by departments and agencies of the City and County of San Francisco (the "City") to describe services that a department proposes to contract out. If the cost of the proposed contractual services is \$50,000 or more, the form is ultimately submitted to the City's Civil Service Commission (CSC) for consideration at one of their meetings. If the City department makes a strong case for contracting out the services, the CSC approves the contract.

Section 3.B on the PSC Form 1 asks "Which, if any, civil service class normally performs this work?" Based on the department's response to that question, City policy requires the department to notify all employee representative organizations that represent the classifications that are listed in this section of the form.

Section 3.B on the attached PSC form states that there is no city classification that combines the duties of a licensed private investigator with a specialty in occupational injuries and workers' compensation claims investigation. This section also mentions that the duties of the 0380 - 0382 Inspector classifications (the only civil service classifications we could readily identify that conduct ongoing surveillance as part of their duties) are limited to criminal investigations.

Based on this response, we are hereby notifying you of our intent to contract out these specialized workers' compensation investigative services. Please contact me with any concerns or questions you may have on behalf of your members regarding the proposed contractual services. Thanks.

Mikhael Hart  
Manager, Contract Services

**SFMTA | Contracts & Procurement**  
1 South Van Ness Avenue, Third Floor  
San Francisco, CA 94103-5417

Tel. 415.701.4429  
[www.sfmta.com](http://www.sfmta.com)

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: SEP 01 2010

DEPARTMENT NAME: PUBLIC HEALTH

DEPARTMENT NUMBER: 81

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

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

TYPE OF SERVICE: Implementation and training support services for the WatchChild Upgrade at San Francisco General Hospital.

FUNDING SOURCE: General Funds

PSC AMOUNT: \$200,000 (5.5 years) PSC DURATION: 1/1/2011 - 6/30/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The contractor will provide implementation and support services for the Hill-Rom NaviCare WatchChild application to be installed and used by San Francisco General Hospital.

B. Explain why this service is necessary and the consequence of denial: The WatchChild system is responsible for documentation of fetal heart monitoring as well as documentation of care provided to mothers during the antepartum, intrapartum and postpartum phases of care.

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):

Implementation services for other projects have been performed under contract PSC # 4062 - 04/05

D. Will the contract(s) be renewed? Only if there is a continued need for these services.

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, Jacquie Hale SEP 01 2010
ME A Union Name Signature of person mailing/faxing form Date

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

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4045-10/11
STAFF ANALYSIS/RECOMMENDATION:

OCT 06 2010
[Signature]

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have a commercially available, US Food and Drug Administration (FDA) approved application for the documentation of fetal heart monitoring and pre and postpartum care system. The contractor must have sufficient resources in order to provide ongoing support services, including providing a guarantee that the application meets minimum performance standards and all regulatory requirements.

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

IS Engineers (1042, 1043, 1044); IS Business Analysts (1053, 1054); IS Project Manager (1070); IS Manager (1071).

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

Yes, contractor will provide the Department with licensed software available only from the developer. In order to maintain warranties, implementation and support services must be provided by the developer of the software. The WatchChild System must be supported and maintained by Hill-Rom to assure accuracy in fetal heart monitoring documentation and to maintain US Food and Drug Administration (FDA) approval.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because this is a proprietary product with services containing technical components beyond the scope of expertise of in-house staff to develop within needed time and quality parameters.

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

It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a proprietary product that is already developed and available for commercial use. Civil Service staff will work with the contractor in order to obtain the necessary knowledge for the day-to-day upkeep of the application.

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.

Unit 6C: 65 RN's (2320), 3 Unit Clerks (1428), 1 MEA - (2430), 8 CNM's (2325), 1 Nurse Manager (2322), 1 Clinical Nurse Specialist (2323), Unit 6G: Included in the 6C count; Unit 5M: 10 RN's (2320), 2 CNM's (2325). Various Information Technology positions in the 102x, 105x, 104x and 107x series are responsible for the local maintenance of the system and will receive training.

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:

Signature of Departmental Personal Services Contract Coordinator

RL

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 4/2/2009 (rev. 6/23/09)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC HEALTH DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4062-04/05)

TYPE OF SERVICE: Programmatic and Information Systems Support

FUNDING SOURCE: General Fund, Private and Public Grant funds

Table with 4 columns: Amount, PSC Duration, and two unlabeled columns. Rows include Original Amount, Modification Amount #1-4, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will provide support for clinical (records, patient care, clinical support), business (financial), operational (health, safety, security), managed care (revenue collection and optimization strategies) and eligibility application (Healthcare Access Program) programs...

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

This modification adds funds to continue to provide ongoing custom services, implementation, training, maintenance, and consulting for proprietary (legacy) clinical, business, operational applications already in use by the Department of Public Health...

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

These services were previously approved and are currently accessed through PSC 4062-04/05.

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):

Form with fields for Union Name, Signature of person mailing/faxing form, Date, and RFP sent to.

\*\*\*\*\*

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:

Knowledge of clinical, business and operations (including health, safety, finance, managed care) software applications. Proven project management and software implementation, integration, and training experience. Analysis and programming skills as well as Local Area (LAN) and Wide Area (WAN) network technical support including the ability to maintain and establish secure communication through a multitude of firewall applications.

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

IS Administrators ( 1022, 1023, 1024); IS Business Analysts (1052, 1053, 1054), IS Engineers (1042, 1043, 1044); IS Programmers (1062, 1063, 1064); IS Project Manager (1070); IS Manager (1071).

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

Yes, off-site application and data hosting/warehousing services will be provided for internet-based (remote) applications. Contractors will also provide access to software licenses for specific applications. Support services for the applications, or hardware covered under this request must be performed by contract staff or vendor-certified contractors. If support is provided by customers (i.e., civil service employees), warranties and guaranties included in the software or hardware license will be invalidated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes which are applicable are utilized as much as practically feasible. There typically is a partnership between the contractor and DPH IT teams to implement and support IT systems successfully. The contracts listed represent proprietary products and services which meet specific business and functional needs for the Department, and which contain technical components which are beyond the scope of expertise of existing Civil Service classes to develop within practical time and quality parameters. DPH must continue support agreements in order to maintain licensing for current versions of the required systems, as well as to enable staff support for the implementation of new functions, regulatory changes, customization and emergency response to system problems. To enable knowledge transfers, contractors routinely provide training to in-house staff as new technologies are introduced. Also, DPH has added in-house staff to address emerging IT needs in new program areas where funding is available, so that work may be completed in-house. New services included in this modification include enhancements to the Shared Youth Database to include the ability to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols, with the ability to customize protocols and forms in-house. New services are also included for Computer Based Training (expected to be RFP'd in 09/10), which greatly improves DPH's capability to maintain compliance with many federal, State, and accreditation requirements, while enable DPH staff with the expertise needed to provide direct services and the daily training needed for efficient operations.

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

Not at this time. Civil service classes do exist and work in conjunction with contract providers on the projects or the ongoing system support, and DPH regularly incorporates effective ways to transfer knowledge and develop City staff to maximize their involvement in the various projects affected. DPH is examining ways to further incorporate non-proprietary services in the future.

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.

All contracts in this request require training and ongoing support of civil service IT staff in system use and support, and new products are developed in consultation with civil service staff in order to maximize the development of new products to match and enhance staff skills. As a result, IT staff are able to acquire new skills through opportunities which would not otherwise be available through CCSF employment. Additional technical training sessions are routinely scheduled to enable IT staff to stay updated on the systems used, and both technical and end-user staff are trained as needed.

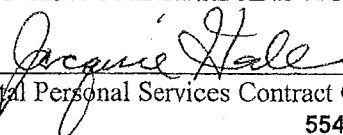
C. Are there legal mandates requiring the use of contractual services?

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:

  
Signature of Departmental Personal Services Contract Coordinator  
Jacquie Hale 554-2609

101 Grove St. Rm. 307

Attachment to Personal Services Contract Summary from DPH requesting modification to PSC 4062-04/05:

Contractor	Service Description	Pro-prietary?	New? Already approved?		Service Description (expanded)
Andrew J. Wong	Children's System of Care database	yes	approved new	\$349,216 \$300,000 \$649,216	<p>Services are to develop and maintain an integrated, web-based Shared Youth Database of child and adolescent clients who are part of the interdepartmental Children's System of Care and are served by Public Health's Community Behavioral Health Services, the Human Services Agency, and the Juvenile Probation Department. The existing, proprietary database enables DPH to track clients' progress in a specialized security environment for sharing of data and workflows among these departments. Enhancements will include incorporation of a new database to track the use of evidence-based practices, and instituting a case management system to integrate performance and outcome tracking report protocols.</p> <p>All services are to allow for in-house customization and editing of protocols and forms, providing 24/7/365 support and access for the application, and maintenance of security protocols consistent with HIPAA guidelines and local and State privacy laws.</p>
Catalyst	Nurse acuity program for level of care mgt.	yes	approved	\$66,000 \$66,000	<p>Services are to provide support, maintenance, and any needed upgrades for a proprietary Patient Classification System (PCS) at San Francisco General Hospital, enabling better management of the care of groups of patients according to the most cost effective nursing skill levels required and compliance with State licensing requirements which include maintenance of a valid PCS tied to staffing by shift and unit.</p>

Dataway	Network security and management	yes	approved new	\$425,000 \$600,000 \$1,025,000	7/1/2005-6/30/2009 7/1/2009-6/30/2015	<p>Services include management and monitoring of the DPH's integrated Enterprise Network system security infrastructure, which is integrated with the network security infrastructures of UCSF and the San Francisco Community Clinic Consortium (SFCCC), enabling essential patient records sharing. In collaboration with DPH technical staff, the contractor designed the security infrastructure for the current DPH Enterprise Network, and manages and maintains the security infrastructures of UCSF's and the SFCCC's respective networks. By using a single provider, the three networks are able to maintain more coherent network security for network intrusion protection and to obtain firewall management that meets Federal and State mandates for the protection of patient information. In collaboration with DPH technical staff, the contractor will also provide system security consultation as new software applications are interfaced onto the current network.</p>
HA Software Services	DPH voicemail system administration	yes	approved	\$651,420 \$651,420	7/1/2005-6/30/2012	<p>Services require 24-hour administration of the voice, voicemail and fax communications at San Francisco General and Laguna Honda Hospitals for over 5,000 users, including regular management of client requests, system upgrades, system programming and analysis, billing, record keeping, installations, and reporting for the Intuity AUDIX Voice Messaging System. Services include training of hospital personnel on end-user telephone equipment and special software features.</p>

Health Stream	Online computer-based training	yes	approved	<p>\$411,235</p> <hr/> <p>\$411,235</p>	<p>9/1/2005 - 8/31/2009</p> <p>Provides computer based training specifically designed for healthcare organizations to help meet annual training requirements for the Joint Commission, Office of Safety and Health and California Medical Services. Concentrating regulatory training requirements online allows better use of educators through nearly 50 online courses, including bilingual courses. Course content, especially that specifically related to State requirements, is usually created by City staff. Courses cover a broad range of topics, including advance directives, diversity, ergonomics, hand hygiene, domestic violence, HIV, pain management, bloodborne pathogens, medical ethics, and fire safety.</p>
RTZ	Web-based long-term care application	yes	<p>approved</p> <p>new</p>	<p>\$2,168,788</p> <hr/> <p>\$1,048,212</p> <hr/> <p>\$3,217,000</p>	<p>7/1/2005-6/30/2015</p> <p>7/1/2009-6/30/2015</p> <p>Services are to continue access to "SF GetCare," a proprietary, web-based application developed for DPH to manage the discharge of Laguna Honda Hospital (LHH) residents and the diversion of San Francisco General Hospital (SFGH) patients, and to develop tools to implement the settlement agreement related to Chambers, et al. v. CCSF by creating a Diversion and Community Integration Program (DCIP), in collaboration with the Department of Aging and Adult Services (DAAS). The contractor will provide a service planning tool which will include standardized assessments linked to available services to enable creation of a Community Living Plan (CLP), electronic referrals to DCIP, scheduling and documentation of follow-ups, monitoring of waiver referrals, management of waitlists, and facilitation of provider outreach and coordination efforts. It will include OOA service data, SFGH diversion data, DPH housing placement data, and LHH/TCM intake, assessment, and discharge planning data, as well as DPH consumer preference data.</p>

The Center to

Promote

Healthcare

Access

Healthy San Francisco

One-E App application

yes

approved

\$1,828,341

\$1,828,341

6/1/2007 - 6/30/2012

Services are to provide the One-e-App web-based system for the Healthy San Francisco program. One-e-App was developed specifically by the nonprofit California HealthCare Foundation and the California Endowment to enhance the eligibility determination and enrollment processes in California counties for programs such as MediCal, Healthy Families and local health insurance programs such as Healthy San Francisco. It provides a cost-effective, one-stop approach to improve the efficiency and user-friendliness of the eligibility process for families seeking coverage for county and community based agencies to provide better service to uninsured individuals and families and to maximize the use of State and federal resources.

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

## TRANSMITTAL PAGE

DATE: September 1, 2010

TO: Robert Muscat, Executive Director, IFPTE, Local 21 FAX NO. (415) 864-2166  
Rebecca Rhine, Executive Director, MEA (415) 989-7077

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

RE: Professional Service Contract Summary for the  
November 1, 2010 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

10

SHOULD ANY PROBLEM OCCUR IN TRANSMISSION, PLEASE CALL (415) 554-2659



Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	09-01 10:27	00:01:48	010/010	OK	L1
MEA 989-7077	09-01 10:29	00:02:29	010/010	OK	L1

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

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

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

TRANSMITTAL PAGE

DATE: September 1, 2010

TO: Robert Muscat, Executive Director, IFPTE, Local 21 FAX NO. (415) 864-2166  
Rebecca Rhine, Executive Director, MEA (415) 989-7077

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RE: Professional Service Contract Summary for the  
 November 1, 2010 Civil Service Commission meeting.

Number of Pages (including this transmittal page)


10
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**OFFICE OF CONTRACT MANAGEMENT AND COMPLIANCE  
101 Grove Street, Room 307  
San Francisco, California 94102  
Telephone: 554-2607**

**MEMORANDUM**

**TO:** Robert Muscat, Executive Director  
IFPTE, Local 21

Rebecca Rhine, Executive Director  
MEA

**FROM:** Jacquie Hale, Director of Contract Management and Compliance 

**DATE:** September 1, 2010

**SUBJECT:** Union Notification of PSC Summary to DHR

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of November 1, 2010:

- 1. Implementation and training support services for the WatchChild upgrade at San Francisco General Hospital.**

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2010

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services (RFP# AC 2010)

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$3,000,000 PSC DURATION: 10/1/10 through 10/1/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award five (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations, the City's dust and noise ordinance, mandated mitigation and safety measures in the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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):

Previous contracts for As-Needed Asbestos, Lead and Industrial Hygiene Consultation Services were awarded under PSC# 4024-07/08, approved September 17, 2007 and Industrial Hygiene and Environmental Consultation Services was awarded under PSC# 4146-09/10, approved June 7, 2010.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 8/23/2010

Teamsters, Local 856 Health Workers Union Name Signature of person mailing/faxing form Date 8/23/2010

RFP sent to Union Name, on Pending RFQ Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

[Handwritten initials]

PSC# 4046-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.*

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

*Civil Service classifications 6137 – Assistant Industrial Hygienist; 6138 – Industrial Hygienist and 6139 – Senior Industrial Hygienist normally perform some portions of this work.*

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

*Yes. Consultants will have to provide the necessary materials, equipment and labor to perform the oversight services on projects in accordance with AHERA and HUD guidelines.*

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

*Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We would have health and safety liability exposure for these workers for their lifetime. We would have to purchase a significant amount of expensive hazmat response gear and vehicles and will need storage space for the equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response make it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.*

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

*No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate.*

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

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

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

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.
- 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? **However, City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own hazardous abatement work.**

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? **Unknown. An RFP is in process to select the new contractors.**

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

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

*Gordon Choy*  
Signature of Departmental Personal Services Contract Coordinator

**Gordon Choy**

Print or Type Name

**(415) 554-6230**

Telephone Number

**875 Stevenson Street, Room 420**

**San Francisco, CA 94103**

Address

0030

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 20, 2007(amended September 18, 2007)

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Asbestos, Lead, and Industrial Hygiene Consultation Services

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: \$2,500,000 PSC DURATION: 10/1/07 through 10/1/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide as-needed design and oversight services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. The Department of Public Works (DPW) will negotiate and award Contract Service Orders (CSO) that define the job or task and specific scopes of work for each project on an as-needed basis under each Master Agreement awarded. DPW intends to award four (5) Master Agreements, each not-to-exceed \$500,000 for these as-needed services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations. Denial would result in the failure to comply with mandatory governmental regulations for the handling and abatement of asbestos, lead, and other hazardous materials, and could subject City employees and the public to health and safety hazards.

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):

Prior contracts were awarded to IHI Environmental, North Tower Environmental, and SCA Environmental, and Hazard Management Services under PSC# 4009-04/05, approved 8/2/2004.

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

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

Local 21
Union Name

Signature of person mailing/faxing form

9-19-2007
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Local 21, on
Union Name Date

Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Requires experience in conducting asbestos & lead surveys, preparing specifications & providing oversight on abatement projects; consulting on other hazardous materials; experience & familiarity with current state-of-the-art surveying, testing & abatement procedures & regulatory requirements; requires the maintenance & use of a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement & remediation courses. Contractors & their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) & Department of Housing & Urban Development (HUD) certifications & Hazardous Waste Operations & Emergency Response Training.

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

Civil Service classifications 6137 - Assistant Industrial Hygienist; 6138 - Industrial Hygienist and 6139 - Senior Industrial Hygienist normally perform some portions of this work.

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

Yes. Consultants will have to provide the necessary materials, equipment & labor to perform the oversight services on projects in accordance with AHERA & HUD guidelines.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos & lead oversight & design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments & the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high & frequent, so are medical monitoring costs. We would have health & safety liability exposure for these workers for their lifetime. We would have to purchase lots of expensive hazmat response gear & vehicles & have a place to store this equipment. Additionally, we would have to purchase & store large & expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up & maintenance (plus rental of office & storage space to store equipment) for each type of response make it uneconomical. The as-needed contracts provide us flexibility to use different contractors for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs & have the expertise to perform a variety of different response activities.

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

No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate.

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

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

Yes  No

B. Will the contractor train City and County employees?

Yes  No

- Describe 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? City Attorney recommended that third party Consultants provide these services, rather than City employees overseeing its own hazardous abatement work.

Yes  No

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

Yes  No

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

Yes  No

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. An RFP is in process to select the new contractors.

Yes  No

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

Gordon Choy
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 10, 2010

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Industrial Hygiene and Environmental Consultation Services

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

PSC AMOUNT: \$2,500,000 PSC DURATION: June 1, 2010 through December 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Consultant will provide as-needed environmental monitoring and oversight services for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP) in support of the construction activities involving the abatement of asbestos, lead, and other hazardous materials, naturally-occurring asbestos in soils, soil characterization and profiling, and other hazardous materials. Conduct daily air quality monitoring during all earthmoving activities (trenching and mass excavation) during construction activities to comply with the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. The Consultant shall also provide as-needed industrial hygiene and other environmental services.

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

These services are necessary to comply with Federal, State and Local environmental, health and safety regulations, as well as the Bay Area Air Quality Management District's (BAAQMD) Asbestos Dust Monitoring Plan (ADMP) for the project. Denial would result in the failure to comply with mandatory governmental regulations for ambient air monitoring, the City's dust ordinance, the handling and abatement of asbestos, lead, and other hazardous materials, and the mitigation measures required by the approved SFGH Rebuild Project Environmental Impact Report (EIR).

If these services are denied, the SFGHRP may not be completed on time causing increased construction costs and failure to meet the voter mandates for Proposition A (\$887.4M bond measure for the construction of a new acute care hospital care facility). By not timely completing the SFGHRP, the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services at SFGH and closure after January 1, 2013

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

Similar services were provided under As-Needed Environmental Consulting and Planning Services and approved by the CSC on January 4, 2010 (PSC #4075-09/10) and As-Needed Asbestos, Lead and Industrial Hygiene Services approved by the CSC on September 17, 2007 (PSC #4024-07/08).

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

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

Local 21 Union Name Teamsters, Local 856 Health Workers Signature of person mailing/faxing form Date 5/11/10

RFP sent to Union Name, on Pending RFQ 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:

Requires experience in conducting asbestos and lead surveys, preparing specifications and providing oversight on abatement projects; consulting on other hazardous materials; experience and familiarity with current state-of-the-art surveying, testing and abatement procedures and regulatory requirements; requires the maintenance and use a wide range of industrial hygiene equipment. Requires extensive hazardous training covering a wide range of hazardous materials abatement and remediation courses. Contractors and their employees must possess required Asbestos Hazard Emergency Response Act (AHERA) and Department of Housing and Urban Development (HUD) certifications and Hazardous Waste Operations and Emergency Response Training.

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

Civil Service classifications 6137 – Assistant Industrial Hygienist; 6138 – Industrial Hygienist and 6139 – Senior Industrial Hygienist normally perform some portions of this work.

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

Yes. Consultants will have to provide the necessary materials, equipment, and contract laboratories to perform the oversight services on projects in accordance with AHERA and HUD guidelines.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Industrial Hygienist classes can perform this type of work; however, the City does not currently employ enough qualified Industrial Hygienists with specific expertise in asbestos and lead oversight and design to perform the specialized work required. Current City Industrial Hygienists are employed to address many other industrial hygiene issues within their respective departments and the proposed contractual services will be utilized to supplement City staff where staffing or expertise is inadequate. Training costs are high and frequent, so are medical monitoring costs. We could have health and safety liability exposure for these workers for their lifetime. We would have to purchase a significant amount of expensive hazmat response gear and vehicles and will need a place to store this equipment. Additionally, we would have to purchase and store large and expensive pieces of equipment, which would need to be dedicated to hazardous materials work. The cost of start up and maintenance (plus rental of office and storage space to store equipment) for each type of response make it uneconomical. The consultant contracts provide us flexibility to use consultant staff to supplement City staff for different types of hazardous material responses. Since these Consultants conduct this work full-time, they can control costs and have the expertise to perform a variety of different response activities.

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

No, Civil Service classes already exist. The proposed services will be used to supplement City staff where staffing or expertise is inadequate, and the service is only for the duration of the construction of the new hospital.

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

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours.   |                          |                                     |
| • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.   |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? <b>Through approval of previous as-needed contracts (see 1.C), Ordinance No. 253-86, "Maher Ordinance", and No. 286-99, "Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations.</b> | <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? <b>Unknown. An RFQ is in process to select the consultant.</b>   | <input type="checkbox"/> | <input type="checkbox"/>            |

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

Gordon Choy  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  
Print or Type Name

(415) 554-6230  
Telephone Number

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



# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

08-23-2010  
415 554 6232

01:43:39 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

DPW

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

**City and County of San Francisco**



Gavin Newsom, Mayor  
Edward D. Rolfskin, Director



(415) 554-6228  
FAX (415) 554-6232  
<http://www.sfdpw.com>  
Department of Public Works  
Contract Administration Division  
Financial Management and Administration  
875 Stevenson Street, Room 420  
San Francisco, CA 94103-0903  
Gordon Choy, Division Manager

## FAX

**Date** August 23, 2010  
**Number of pages including cover sheet** 7  
**To:**  
Manager  
Teamsters, Local 856  
Health Workers  
**Phone** (650) 635-0111  
**Fax Phone** (650) 635-1632  
**CC:** \_\_\_\_\_

**From:**  
Gordon Choy  
Division Manager  
**Phone** (415) 554-6230  
**Fax Phone** (415) 554-6232

REMARKS:					
	Urgent	✓	For your review	Reply ASAP	Please comment
Please see attached PSC form.					
In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.					
The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.					

Total Pages Scanned : 7

Total Pages Confirmed : 7

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	145	6506351632	01:36:13 p.m. 08-23-2010	00:03:40	7/7	1	EC	HS	CP26400

**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



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

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

Gordon Choy, Division Manager

# FAX

Date August 23, 2010

Number of pages including cover sheet 7

To: \_\_\_\_\_

**Manager**

**Teamsters, Local 856**

**Health Workers**

Phone (650) 635-0111

Fax Phone (650) 635-1632

CC: \_\_\_\_\_

From: \_\_\_\_\_

**Gordon Choy**

**Division Manager**

Phone (415) 554-6230

Fax Phone (415) 554-6232

**REMARKS:**

Urgent



For your review

Reply ASAP

Please comment

Please see attached PSC form.

In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.

The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.

# Transmission Report

Date/Time  
Local ID 1  
Local ID 2

08-23-2010  
415 554 6232

01:29:17 p.m.

Transmit Header Text  
Local Name 1  
Local Name 2

DPW

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

**City and County of San Francisco**



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



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

## FAX

**Date** August 23, 2010  
**Number of pages including cover sheet** 7  
**To:**  
Manager  
Local 21  
**Phone** (415) 864-2100  
**Fax Phone** (415) 864-2166  
**CC:** \_\_\_\_\_

**From:**  
Gordon Choy  
Division Manager  
**Phone** (415) 554-6230  
**Fax Phone** (415) 554-6232

REMARKS:					
	Urgent	<input checked="" type="checkbox"/>	For your review	Reply ASAP	Please comment
Please see attached PSC form.					
In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.					
The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.					

Total Pages Scanned : 7

Total Pages Confirmed : 7

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	137	415 864 2166	01:26:16 p.m. 08-23-2010	00:02:26	7/7	1	EC	HS	CP28800

**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



Gavin Newsom, Mayor  
Edward D. Reiskin, Director



(415) 554-6229

FAX (415) 554-6232

<http://www.sfdpw.com>

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

Gordon Choy, Division Manager

# FAX

**Date** August 23, 2010

Number of pages including cover sheet 7

**To:** \_\_\_\_\_

**Manager**

**Local 21**

Phone (415) 864-2100

Fax Phone (415) 864-2166

CC: \_\_\_\_\_

**From:** \_\_\_\_\_

**Gordon Choy**

**Division Manager**

Phone (415) 554-6230

Fax Phone (415) 554-6232

**REMARKS:**

Urgent



For your review

Reply ASAP

Please comment

Please see attached PSC form.

In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.

The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/28/2010

DEPARTMENT NAME: Recreation and Parks Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Architectural and Engineering Planning Services - Mission Dolores Park

FUNDING SOURCE: 2008 Clean and Safe Parks General Obligation Bond

Original Amount: \$ 205,000 PSC Duration: 10/1/2010 - 4/1/2011
Modification Amount \$ PSC Duration:
Total Amount \$ Total PSC Duration:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.

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

This work is a necessary part of the voter approved implementation of the 2008 Clean and Safe Parks Bond.

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 services have been generally provided in an either DPW or outside consultant scenario. This is an attempt to blend both sectors by using an integrated team approach with DPW providing design, bidding, and construction management and the consultant providing schematic design and planning.

D. Will the contract(s) be renewed: No. This is only for the planning phase of Mission Dolores Park.

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 Date 9/28/10

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-10/11 STAFF ANALYSIS/RECOMMENDATION:

SEP 29 2010 [Signature]

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Architecture and Engineering services include Civil, Landscape, Structural, Mechanical, Architectural, and cost estimating services.

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

A combination of 5203 Asst Engineer, 5207 Associate Engineer, 5211 Senior Architect/Landscape Architect/Engineer, 5212 Principal Architect/Engineer.

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 complexity, sense of public urgency, and anticipated high turnout for a series of 4-6 public meetings for this project, we propose an integrated team approach in which RPD contracts with a consultant team for schematic design/planning and with DPW for design, bidding, and construction management. For schematic design, RPD proposes including a DPW Architect/Landscape Architect in advisory to ensure a seamless transition from planning to design.

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

No.

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

415. 831. 2779

Print or Type Name

Telephone Number

McLaren Lodge

501 Stearns St., SF, CA 94117

Address



**PSC Notification**

Sean McFadden to: glouie, jebrenner

08/24/2010 10:55 AM

Cc: Melissa Tucker, Jacob Gilchrist, Dawn Kamalanathan

---

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department is notifying Local 21 of our intent to bring the following contracts to the Civil Service Commission. Please find attached (2) **DRAFT PSC Summary** forms for following upcoming projects for the Recreation and Park Department:

- Beach Chalet Athletic Fields Renovation EIR  
Project Contact: Dawn Kamalanathan, 415.581.2544
- Mission Dolores Park Architecture and Engineering Planning Services  
Project Contact: Jake Gilchrist, 415.581.2561

Please contact the above-listed project contacts if you have questions about the projects. These PSCs will be sent to DHR/CSC for review no earlier than September 24, 2010.

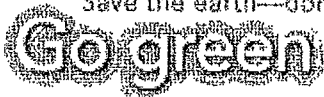
Thank you.

Sean



PSC.BeachChalet.doc Dolores PSC.doc

Save the earth---don't print this email



Sean McFadden  
Recreation and Park Department  
Purchasing/Contract Administration  
501 Stanyan Street  
San Francisco, CA 94117  
(415) 831-2779; Facsimile (415) 668-3330  
Sean.McFadden@sfgov.org

# Mission Dolores



## DPW Correspondence/Meetings

Jacob Gilchrist to: Sean McFadden

10/14/2010 01:11 PM

History: This message has been replied to.

Hi Sean,

I have no explicit documentation, e-mail or otherwise, but I can ask Dawn if she does. I could also ask her to have Sherman or Gary send an e-mail if it'd be helpful. Here's a run-down of the timeline:

4/2010 - 5/2010 - Dawn had conversations with Gary Hoy and Patrick Rivera about our strategy of using a consultant for concept design and DPW for the rest of the project.

6/8/10 - We received a proposal from John Dennis (DPW Landscape Architect) that reflects their advisory for concept design and full design services through contract documents.

7/1/10 - Dawn and I met with Gary Hoy, Patrick Rivera, Peg Divine and Sherman Hom and to develop a plan for meeting with Local 21 to discuss this proposal.

7/8/10 - Dawn and I met with Local 21, Gary, Patrick, and Peg. Ging Louie and Joe Brenner attended that meeting.

9/7/10 - Received below e-mail from Ging Louie:

Hey Jacob -

Joe reminded me that today is technically the last day to request any further meetings on the Delores Park project. I feel what was discussed at the our earlier meeting still stands (on the nature of the work, the politicized/polarized characterization of the stakeholders,...). So there are no real objections to the PSC (and certainly not on the scale of Palega). I would, however, like to attend some of the community meetings on the project as was also discussed. And last (and this will sound rather vague), I would like some agreement that there will be continue to be an open dialogue on the project as it gets further underway. Delores Park will be a challenge. But I also feel that there may be opportunities (while yet unformulated in anyone's mind) which would be of benefit for everyone involved.

I am not sure if we need to meet on anything just mentioned. But if you do, I am more than willing.

Ging

Jacob Gilchrist, Project Manager  
Capital Division  
San Francisco Recreation and Park Department  
City and County of San Francisco  
30 Van Ness Avenue, Fifth Floor, SF, CA 94102  
phone: 415-581-2561  
fax: 415-581-2540  
[www.parks.sfgov.org](http://www.parks.sfgov.org)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/28/10

DEPARTMENT NAME: Recreation and Park Department DEPARTMENT NUMBER 42

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

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

TYPE OF SERVICE: Beach Chalet Athletic Fields Renovation EIR

FUNDING SOURCE: General Fund

PSC AMOUNT: \$500,000 PSC DURATION: 11/15/10 - 11/15/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Recreation and Park Department (RPD) is in need of a third party environmental consultant to complete environmental analyses for the Beach Chalet Athletic Fields Renovation. The objective of the environmental analysis services is to satisfy the requirements of the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

This analysis is required by the California Environmental Quality Act (CEQA), the CEQA Guidelines, National Environmental Policy Act (NEPA), the San Francisco Administrative Code Chapter 31, and applicable local, State, and Federal regulatory requirements.

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

The Planning Department MEA Division manages environmental review process for the City and County of SF. Generally, MEA prepares exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The MEA staff scopes, monitors, reviews, and approves all work completed by consultants.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/28/10
Union Name Signature of person mailing/faxing form Date
RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4048-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

SEP 29 2010 [Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills required include performing difficult environmental impact evaluations of projects including technical portions of Environmental Impact Reports involving mathematical modeling, surveys, analyses, and forecasts as applied to a range of environmental matters such as historic character, water quality, wildlife habitats, and migratory corridors. Knowledge of federal, state and local laws and regulations. Preparation of negative declarations and various categorical exemption reports.

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

5298, Planner III (Environmental Review) and 5299, Planner IV (Environmental Review). Planning Department MEA staff normally prepare exemptions, Negative Declarations, and Mitigated Negative Declarations, while EIRs and special studies are typically prepared by an environmental consulting firm. The Planning Department MEA staff scopes, monitors, reviews, and approves all work completed by consultants.

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:

Planner III and IV classes exist, however, they do not possess the specialized skills required to complete the various specialized studies required in an EIR. Planners in the MEA manage the EIR projects while third party consultants perform the work and all specialized studies.

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

No.

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:

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

415-831-2779

Print or Type Name

Telephone Number

501 Stanyan

San Francisco, CA 94117

Address



**PSC Notification**

Sean McFadden to: glouie, jebrenner

08/24/2010 10:55 AM

Cc: Melissa Tucker, Jacob Gilchrist, Dawn Kamalanathan

---

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department is notifying Local 21 of our intent to bring the following contracts to the Civil Service Commission. Please find attached (2) **DRAFT PSC Summary** forms for following upcoming projects for the Recreation and Park Department:

- Beach Chalet Athletic Fields Renovation EIR  
Project Contact: Dawn Kamalanathan, 415.581.2544
- Mission Dolores Park Architecture and Engineering Planning Services  
Project Contact: Jake Gilchrist, 415.581.2561

Please contact the above-listed project contacts if you have questions about the projects. These PSCs will be sent to DHR/CSC for review no earlier than September 24, 2010.

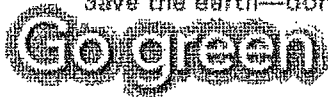
Thank you.

Sean



PSC.BeachChalet.doc Dolores PSC.doc

Save the earth—don't print this email



Sean McFadden  
Recreation and Park Department  
Purchasing/Contract Administration  
501 Stanyan Street  
San Francisco, CA 94117  
(415) 831-2779; Facsimile (415) 668-3330  
Sean.McFadden@sfgov.org



**Fw: local 21 inquiry on beach chalet psc**  
Sean McFadden to: Larry Wong  
Cc: Dan Mauer, Dawn Kamalanathan

09/16/2010 03:25 PM

Hi Larry:

Dawn requested that I follow-up with regarding the questions you had on the Beach Chalet EIR. Following are the responses to your questions:

#1 - No, they would not prepare the negative declaration or categorical exemption report because this contract is for an EIR only.

#2, - We are working closely with MEA staff. The Planner assigned is Sarah Jones. Sarah has indicated that MEA staff are completing all the work that is normally completed by City staff. The remaining work under the PSC is a role that is always filled by outside contractors.

Let me know if you have further questions regarding this effort.

Thanks

Sean

-----Forwarded by Dawn Kamalanathan/RPD/SFGOV on 09/15/2010 01:32PM -----

To: "[dawn.Kamalanathan@sfgov.org](mailto:dawn.Kamalanathan@sfgov.org)" <[dawn.Kamalanathan@sfgov.org](mailto:dawn.Kamalanathan@sfgov.org)>  
From: Larry Wong <[lwong@ifpte21.org](mailto:lwong@ifpte21.org)>  
Date: 08/25/2010 11:37AM  
Cc: Joe Brenner <[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org)> , Ging Louie <[glouie@ifpte21.org](mailto:glouie@ifpte21.org)>  
Subject: RecPark PSC- Beach Chalet

*(See attached file: PSC.BeachChalet.doc)*

Hi Dawn,

Joe Brenner passed this PSC to me for further review. I have a few questions.

This PSC appears to retain environmental consultant to completed environmental analyses for the Beach Chalet in Section 1A of the PSC Summary. This would include modeling, surveying, analyses, and/or forecasts.

Question #1: Would the environmental consultant be preparing teh negative declarations and categorical exemption reports?

Question #2: Have you contacted MEA or PUC-BEM (Bureau of Environmental Management) to determine if they have the capabilities of performing the environmental analysies work? If

so, who was the contact person? If no, please advise why not.

Thanks in advance.

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

---

From: [Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org) [ [Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org) ]  
Sent: Tuesday, August 24, 2010 11:02 AM  
To: Ging Louie; Joe Brenner  
Cc: [Melissa.Tucker@sfgov.org](mailto:Melissa.Tucker@sfgov.org) ; [Jacob.Gilchrist@sfgov.org](mailto:Jacob.Gilchrist@sfgov.org) ;  
[Dawn.Kamalanathan@sfgov.org](mailto:Dawn.Kamalanathan@sfgov.org)  
Subject: PSC Notification

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department is notifying Local 21 of our intent to bring the following contracts to the Civil Service Commission. Please find attached (2) DRAFT PSC Summary forms for following upcoming projects for the Recreation and Park Department:

- \* Beach Chalet Athletic Fields Renovation EIR  
Project Contact: Dawn Kamalanathan, 415.581.2544
- \* Mission Dolores Park Architecture and Engineering Planning Services  
Project Contact: Jake Gilchrist, 415.581.2561

Please contact the above-listed project contacts if you have questions about the projects. These PSCs will be sent to DHR/CSC for review no earlier than September 24, 2010.

Thank you.

Sean

[ [cid: 2 09946B14099467140062759D88257789](#) ]

Sean McFadden  
Recreation and Park Department  
Purchasing/Contract Administration

501 Stanyan Street  
San Francisco, CA 94117  
(415) 831-2779; Facsimile (415) 668-3330  
[Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org)  
(See attached file: *PSC.BeachChalet.doc*)N



PSC.BeachChalet.doc

**Gilda  
Cassanego/DHR/SFGOV**  
10/15/2010 09:15 AM

To DHR-PSCCoordinator/DHR/SFGOV@SFGOV, Maria  
Ryan/DHR/SFGOV@SFGOV  
cc Lucy J Palileo/DHR/SFGOV@SFGOV, Thomas  
Burns/DHR/SFGOV@SFGOV  
bcc  
Subject REC - Two (2) PSCs - Beach Chalet Athletic Field  
Renovation EIR and Architectural & Engineering Planning  
Services - Mission Dolores Park - requested documentation  
attached below

Dept's documentation is attached below.

Thanks ! Gilda

Gilda Cassanego / Dept. of Human Resources / Sr. Personnel Analyst / 1 South Van Ness Avenue, 4th  
floor / San Francisco, California 94103 / (415) 557-4859

----- Forwarded by Gilda Cassanego/DHR/SFGOV on 10/15/2010 09:14 AM -----



**Sean  
McFadden/RPD/SFGOV**  
10/14/2010 02:40 PM

To Gilda Cassanego/DHR/SFGOV@SFGOV  
cc Kin Gee/RPD/SFGOV@SFGOV  
Subject Re: REC - Two (2) PSCs - Beach Chalet Athletic Field  
Renovation EIR and Architectural & Engineering Planning  
Services - Mission Dolores Park - need more info by  
tomorrow, October 14th

Hi Gilda:

Attached is the record of documentation regarding conversations with DPW and L21 on this PSC. There were a number of conversations with DPW staff and then a follow-up e-mail from L21 rep. Ging Louie indicating there was no objection to move forward.

I have reattached the Beach Chalet information as well so you have both in one e-mail.

Thanks and let me know if you need additional information.

Sean



PSC DPW Documentation Mission Dolores.pdf RPD Beach Chalet Planning E-mail.pdf

Gilda Cassanego---10/13/2010 02:48:13 PM---Sean, Re: Two (2) PSCs

---

From: Gilda Cassanego/DHR/SFGOV  
To: Sean McFadden/RPD/SFGOV@SFGOV  
Cc: Kin Gee/RPD/SFGOV@SFGOV, Lucy J Palileo/DHR/SFGOV@SFGOV, Thomas  
Burns/DHR/SFGOV@SFGOV  
Date: 10/13/2010 02:48 PM  
Subject: REC - Two (2) PSCs - Beach Chalet Athletic Field Renovation EIR and Architectural & Engineering  
Planning Services - Mission Dolores Park - need more info by tomorrow, October 14th

---

Sean,

Re: Two (2) PSCs  
Beach Chalet Athletic Field Renovation EIR  
Architectural & Engineering Planning Services - Mission Dolores Park

I left you a voice mail message earlier today. I am the Client Services Rep for Rec & Park. Client Services is now reviewing PSC Summaries, specifically, the answers to questions # 3 and # 4.

PSC for Beach Chalet Athletic Field Renovation

Did the Planning Dept's MEA Division review the description of the proposed work listed in Question # 1, and the description of required Skills and Expertise in Question # 3 ?

What was your communication with the Planning Dept re: these items ?

Can you please forward it to us for our records ?

PSC for Architectural & Engineering Planning Services - Mission Dolores Park

Did the DPW review the description of the proposed work listed in Question # 1, and the description of required Skills and Expertise in Question # 3 ?

What was your communication with DPW re: these items ?

Can you please forward it to us for our records ?

I have included Kin Gee; Lucy Palileo, my supervisor; and Thomas Burns, my co-worker, on this e-mail.

Please respond to everyone on this e-mail by the afternoon of Thursday, October 14th, so we can meet the Friday, October 15th deadline in our office.

Thank you for your assistance in this matter.

Thanks ! Gilda

Gilda Cassanego / Dept. of Human Resources / Sr. Personnel Analyst / 1 South Van Ness Avenue, 4th floor / San Francisco, California 94103 / (415) 557-4859



Beach Chalet

local 21 inquiry on beach chalet psc  
Dawn Kamalanathan  
to:  
Sean McFadden  
09/16/2010 10:48 AM  
Show Details

History: This message has been forwarded.

hi Sean,

Can you follow up with local 21 with Sarah Jones answers to their questions? Thanks,

Dawn


The best way to reach me is by phone.

Dawn Kamalanathan  
Director of Planning and Capital Management  
Recreation and Parks Department  
City and County of San Francisco  
direct: 415 581 2544  
main: 415 581 2559  
e: [dawn.kamalanathan@sfgov.org](mailto:dawn.kamalanathan@sfgov.org)

-----Forwarded by Dawn Kamalanathan/RPD/SFGOV on 09/16/2010 10:47AM -----

To: Dawn Kamalanathan/RPD/SFGOV@SFGOV  
From: Sarah B Jones/CTYPLN/SFGOV  
Date: 09/15/2010 02:24PM  
Subject: Re: Fw: RecPark PSC- Beach Chalet

Your answer to #1 is correct. For #2, the answer is that all work that can be done by staff is being done by staff, and that the work under the PSC is a role that is always filled by outside contractors.

 Sarah Bernstein Jones, AICP  
Senior Environmental Planner  
Planning Department  
1650 Mission Street, #400  
415.575.9034

Dawn Kamalanathan/RPD/SFGOV

Planning Dept

Dawn  
Kamalanathan/RPD/SFGOV

To: Sarah B Jones/CTYPLN/SFGOV@SFGOV  
cc

Subject: Fw: RecPark PSC- Beach Chalet

09/15/2010 01:33 PM

Sarah -- my answer to question #1 is no, they would not prepare the neg dec or catex because this is for an EIR. For question #2, do you have a clear answer I can send?

Sean, shall I respond to L21 through you?

Dawn

The best way to reach me is by phone.

Dawn Kamalanathan  
Director of Planning and Capital Management  
Recreation and Parks Department  
City and County of San Francisco  
direct: 415 581 2544  
main: 415 581 2559  
e: [dawn.kamalanathan@sfgov.org](mailto:dawn.kamalanathan@sfgov.org)

-----Forwarded by Dawn Kamalanathan/RPD/SFGOV on 09/15/2010 01:32PM -----

To: "[dawn.kamalanathan@sfgov.org](mailto:dawn.kamalanathan@sfgov.org)" <[dawn.kamalanathan@sfgov.org](mailto:dawn.kamalanathan@sfgov.org)>  
From: Larry Wong <[lwong@ifpte21.org](mailto:lwong@ifpte21.org)>  
Date: 08/25/2010 11:37AM  
Cc: Joe Brenner <[jebrenner@ifpte21.org](mailto:jebrenner@ifpte21.org)> , Ging Louie <[glouie@ifpte21.org](mailto:glouie@ifpte21.org)>  
Subject: RecPark PSC- Beach Chalet

(See attached file: *PSC.BeachChalet.doc*)

Hi Dawn,

Joe Brenner passed this PSC to me for further review. I have a few questions.

This PSC appears to retain environmental consultant to completed environmental analyses for the Beach Chalet in Section 1A of the PSC Summary. This would include modeling, surveying, analyses, and/or forecasts.

Question #1: Would the environmental consultant be preparing teh negative declarations and categorical exemption reports?

Question #2: Have you contacted MEA or PUC-BEM (Bureau of Environmental Management) to determine if they have the capabilities of performing the environmental analysies work? If so, who was the contact person? If no, please advise why not.

Thanks in advance.

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

---

From: [Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org) [ [Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org) ]  
Sent: Tuesday, August 24, 2010 11:02 AM  
To: Ging Louie; Joe Brenner  
Cc: [Melissa.Tucker@sfgov.org](mailto:Melissa.Tucker@sfgov.org) ; [Jacob.Gilchrist@sfgov.org](mailto:Jacob.Gilchrist@sfgov.org) ;  
[Dawn.Kamalanathan@sfgov.org](mailto:Dawn.Kamalanathan@sfgov.org)  
Subject: PSC Notification

Pursuant to negotiated provisions in the City's memoranda of understanding ("MOUs") with its labor unions, the Recreation and Park Department is notifying Local 21 of our intent to bring the following contracts to the Civil Service Commission. Please find attached (2) DRAFT PSC Summary forms for following upcoming projects for the Recreation and Park Department:

\* Beach Chalet Athletic Fields Renovation EIR  
Project Contact: Dawn Kamalanathan, 415.581.2544

\* Mission Dolores Park Architecture and Engineering Planning Services  
Project Contact: Jake Gilchrist, 415.581.2561

Please contact the above-listed project contacts if you have questions about the projects. These PSCs will be sent to DHR/CSC for review no earlier than September 24, 2010.

Thank you.

Sean

[ cid: 2 09946B14099467140062759D88257789 ]

Sean McFadden  
Recreation and Park Department  
Purchasing/Contract Administration  
501 Stanyan Street  
San Francisco, CA 94117  
(415) 831-2779; Facsimile (415) 668-3330  
[Sean.McFadden@sfgov.org](mailto:Sean.McFadden@sfgov.org)  
(See attached file: *PSC.BeachChalet.doc*)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/06/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Environmental Analysis Services for Alameda Siphons/Irvington Tunnel Project (CS-746)

FUNDING SOURCE: Capital Improvement Program Bonds

PSC AMOUNT: \$0 PSC DURATION: 11/01/2010 to 06/30/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Coordination and development of work plan; environmental document scoping; environmental background studies; alternatives analysis; preparation of draft environmental document(s); public review of draft environmental document; response to public comments; preparation of final environmental document(s); acquisition of regulatory permits and agency approvals as necessary; and, preparation of a mitigation monitoring plan.

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

The Wholesale Regional Water System Security and Reliability Act (AB 1823) passed in 2002, sets state-mandated deadlines for the SFPUC to complete construction for nine specific projects. In order to meet these dates, the SFPUC must compress its current schedule. If these services are denied, the environmental analysis will further delay project completion, thus exceeding the deadline established by AB 1823.

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

These services are currently being provided under SFPUC Contract No. CS-746, which needs to be amended for time only. Contracting out was approved by Civil Service and DHR on PSC 4086-03/04 through 12/31/2009. A new initial request is required by DHR because the PSC 4086-03/04 duration expired.

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 Shamica Jackson 10/06/2010
Union Name Signature of person mailing/faxing form Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4049-10/11 STAFF ANALYSIS/RECOMMENDATION:

OCT 06 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Knowledge of CEQA Statutes and Guidelines; expert knowledge of environmental disciplines (i.e. – biology, archaeology, geology, transportation, etc.); survey protocols; mitigation; environmental permitting/approval requirements; and report and document writing skills.**

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

**Preparation of CEQA documents: 5278 – Planner II, Environmental Review; 5298 - Planner III, Environmental Review; and 5299 - Planner IV, Environmental Review.**

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:

**All 5278, 5298 & 5299 classifications exist at the SF Planning Department and perform these duties. However, the Planning Dept. acts as the CEQA Lead Agency pursuant to San Francisco Administrative Code, Chapter 31 in the preparation of CEQA documents for all projects proposed within the City & County of San Francisco, and for all City Department proposed projects (within and outside of the City & County of San Francisco). These classifications do not necessarily have the training or expertise to conduct the environmental studies/surveys required to support the actual preparation of the environmental document(s).**

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

**No. The 5298/5299/5278 classifications are the most appropriate for preparing CEQA documents. However, as stated above, this classification would not have the breadth of environmental knowledge to conduct the appropriate surveys for the collection of data required for the preparation of the CEQA documents.**

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? **SFPUC Resolution 04-0059.**

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

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

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

Print or Type Name

Telephone Number

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

**San Francisco, CA 94103**

Address

**CS-746, PSC Summary Form (Initial Request)**

Jackson, Shamica to: Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Quan, Linda, Rivera, Patrick, Wang, Jane, Baker, Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita, Morrison, Emily, Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson 10/06/2010 04:51 PM

From: "Jackson, Shamica" <SJackson@sfwater.org>  
To: "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" <HElwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol"

---

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-746, Environmental Analysis Services for Alameda Siphons/Irvington Tunnel, initial request for time only.**
2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
3. Thirty-day Union notification required? If no, please explain. **Yes. Union notified on September 29, 2010 and L21 has no objection to this moving forward as of October 4, 2010.**
4. For **November 1, 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-746 PSC Summary Form to DHR 100610.pdf

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 12-23-03

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: Environmental Analysis Services (for Alameda Siphons/Irvington Tunnel Project)  
FUNDING SOURCE: CIP Bonds

PSC AMOUNT: \$1,200,000 PSC DURATION: March 15, 2004 – March 15, 2008

**1. DESCRIPTION OF WORK:**

**A. Concise description of work:** Coordination/work plan; Environmental document scoping; environmental background studies; alternatives analysis; Preparation of draft environmental document(s); Public review of draft environmental document; Response to public comments; Preparation of final environmental document(s); acquisition of regulatory permits and agency approvals as necessary; and preparation of a mitigation monitoring plan.

**B. Explain why this service is necessary and the consequences of denial:** The *Wholesale Regional Water System Security and Reliability Act* (AB 1823) passed in 2002, sets state-mandated deadlines for the SFPUC to complete construction for nine specific projects. In order to meet these dates, the SFPUC must compress its current schedule. If these services are denied, the environmental analysis will further delay project completion, thus exceeding the deadline established by AB 1823.

**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 not been provided in the past.

**D. Will the contract(s) be renewed.** Yes, if necessary to complete the services.

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

Local 21 James A. Howells 1/14/04  
Union Name Signature of person mailing/faxing form Date

\_\_\_\_\_  
Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 on \_\_\_\_\_  
Union Name Date Signature

\*\*\*\*\*  
**FOR DEPARTMENT OF HUMAN RESOURCES USE** *-copy- 4086-03/04*

PSC# \_\_\_\_\_

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:



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

**A. Specify required skills and/or expertise:** Knowledge of CEQA Statutes and Guidelines; and expert knowledge of environmental disciplines (i.e. – biology, archaeology, geology, transportation, etc.); survey protocols; mitigation; environmental permitting/approval requirements; and report and document writing skills.

**B. Which, if any, civil service class normally performs this work?** Preparation of CEQA documents: 5278 – Planner II, Environmental Review; 5298 - Planner III, Environmental Review; and 5299 - Planner IV, Environmental Review.

**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:** All 5278, 5298 & 5299 classifications exist at the SF Planning Department and perform these duties. However, the Planning Dept. acts as the CEQA Lead Agency pursuant to San Francisco Administrative Code, Chapter 31 in the preparation of CEQA documents for all projects proposed within the City & County of San Francisco, and for all City Department proposed projects (within and outside of the City & County of San Francisco). These classifications do not necessarily have the training or expertise to conduct the environmental studies/surveys required to support the actual preparation of the environmental document(s).

**B. Would it be practical to adopt a new civil service class to perform this work? Explain No.** The 5298/5299/5278 classifications are the most appropriate for preparing CEQA documents. However, as stated above, this classification would not have the breadth of environmental knowledge to conduct the appropriate surveys for the collection of data required for the preparation of the CEQA documents.

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

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

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

\_\_\_\_\_  
Signature of Departmental Personal Services Contract Coordinator

_____ Lee Okumoto	_____ (415) 554-4589
Print or Type Name	Telephone

\_\_\_\_\_  
1155 Market Street, 7<sup>th</sup> Floor  
San Francisco, CA 94103  
\_\_\_\_\_  
Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 6, 2010

DEPARTMENT NAME: Human Rights Commission DEPARTMENT NUMBER 34

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

TYPE OF REQUEST:
 INITIAL REQUEST  MODIFICATION (PSC# 4163-09/10)

TYPE OF SERVICE: Citywide Bonding and Financial Assistance Program

FUNDING SOURCE: Surety Bond Funds

Original AMOUNT: \$850,000 PSC DURATION: October 1, 2010 - September 30, 2013
Modification AMOUNT: \$744,665 PSC DURATION: October 1, 2010 - September 30, 2013
Total AMOUNT: \$1,594,665 Total PSC DURATION: October 1, 2010 - September 30, 2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.
B. Explain why this service is necessary and the consequences of denial: Chapter 14B prescribes the creation and ongoing administration of the Citywide Bonding and Financial Assistance Program for the benefit of local business enterprise (LBE) contractors (see Attachment 6), many of whom are unable to bid on City projects due to their inability to secure private bonding and financing. Without the proposed program administration and technical assistance services, many eligible contractors would not be able to secure bonding required to bid on City contracts, reducing the eligible pool of high-quality contractors available for City projects.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Since assuming responsibility for the program, HRC has contracted with Merriwether & Williams Insurance Services to administer this program and provide technical assistance to eligible contractors. The previous personal services contract approval number was 4055-06/07, dated November 6, 2006 which was modified/approved at the 5/4/09 CSC meeting.
D. Will the contract(s) be renewed: If HRC is satisfied with the contractor's services, it may renew the contract. HRC will request Civil Service Commission approval as appropriate.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 10/6/2010
Local 1021, MEA Union Name Signature of person mailing/faxing form Date 10/6/2010

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

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4163-09/10
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

10/6 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The required skills and expertise include extensive knowledge and expertise in federal, state and local contracting, financial guarantee, and surety bonding regulations. Additionally, the contractor must have extensive knowledge and expertise in negotiating with insurers, underwriters, lenders and regulatory authorities, identifying internal control financial systems, developing accurate financial reporting tools, and conducting outreach to the local business community.

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

Civil service classes 1822 Administrative Analyst, 0932 Manager IV and 0933 Manager V may perform aspects of this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The requested services under this contract will include professional opinions involving insurance placements and/or surety requirements and the City's current civil service classes do not have the licensing requirements to perform/provide these services. In addition, if these services were to be provided by the City's current civil service classes (e.g. the Risk Manager's office) this may create an unresolvable conflict of interest because of potential fiduciary duties owed to the City and LBE Contractors.

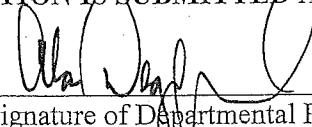
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. This work is sporadic, and is best delivered on an as-needed basis. If individuals were hired full-time for this work, they would not be productive the majority of the time due to the specific skill sets required for this work and the sporadic nature of this work.

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

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Merriwether & Williams Insurance Services.  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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

 for Theresa Sparks  
Signature of Departmental Personal Services Contract Coordinator

Theresa Sparks                      415-252-2511  
Print or Type Name                      Telephone Number

25 Van Ness Ave, Rm  
San Francisco, CA 94102  
Address

City and County of San Francisco



Gavin Newsom  
Mayor

Human Rights Commission

Contract Compliance  
Dispute Resolution/Fair Housing  
Small Micro Local Business Enterprise  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

October 12, 2010

María Ryan  
San Francisco Department of Human Resources  
One S. Van Ness Ave., 4th Floor  
San Francisco, CA 94103

Dear María:

The San Francisco Human Rights Commission ("HRC") is formally requesting to modify its previously granted Personal Services Contract (PSC# 4163-09/10) due to a calculation error that was made when we estimated the amount of the contract. HRC uses a consultant (Merriwether & Williams Insurance Services) to administer the City's Bonding and Financial Assistance Program. The cost of administering the Program includes direct consultant costs and indirect costs (e.g. bank charges for letter of credit, third party funds administration fees, and CPA financial statement subsidiaries). The Program's indirect costs are paid by the consultant and the City reimburses the consultant for these charges on a quarterly basis.

Unfortunately, our original estimate (\$850,000) only included the projected direct costs associated with the Program and we failed to include any of the Program's indirect costs. The Program's indirect costs for this contract (October 1, 2010 – September 30, 2013) have been estimated between \$750,000 – \$800,000; however, to fit the contract into our approved budget this modification request is only for \$744,665 (see appendix for contract cost breakdown). Therefore, the total cost of the contract is \$1,594,665.

Thanks in advance for considering our request. Should you have any questions please don't hesitate to contact me via telephone (415-252-2515) or via email ([alaric.degrafinried@sfgov.org](mailto:alaric.degrafinried@sfgov.org)).

Regards,

Alaric Degrafinried  
Acting Manager, Local Business Enterprise Division



25 Van Ness Avenue  
Suite 800  
San Francisco  
California 94102-6033



TEL (415) 252-2500  
FAX (415) 431-5764  
TDD (415) 252-2550  
[www-sf-hrc.org](http://www-sf-hrc.org)



City and County of San Francisco



Gavin Newsom  
Mayor

Human Rights Commission

Contract Compliance  
Dispute Resolution/Fair Housing  
Small Micro Local Business Enterprise  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

October 6, 2010

Maria Ryan  
San Francisco Department of Human Resources  
One S. Van Ness Ave., 4th Floor  
San Francisco, CA 94103

Dear Mary:

In preparation for the November 1, 2010 Civil Service Commission meeting, attached please find the Personal Service Contract (PSC) Summary and corresponding backup material for the Citywide Bonding and Financial Assistance Program. Thanks in advance for your assistance processing this request and please don't hesitate contacting me (phone: 415-252-2515 or email: [alaric.degrafinried@sfgov.org](mailto:alaric.degrafinried@sfgov.org)) should you have any questions or need anything else.

Regards,

A handwritten signature in black ink, appearing to read "Alaric Degrafinried".

Alaric Degrafinried  
Acting Manager, Local Business Enterprise Division



25 Van Ness Avenue  
Suite 800  
San Francisco  
California 94102-6033



TEL (415) 252-2500  
FAX (415) 431-5764  
TDD (415) 252-2550  
[www-sf-hrc.org](http://www-sf-hrc.org)



Cost and Work Effort Estimate - Annual

Task	Description of Deliverables	Target Completion Date	
<b>Task 1: Provide Program Education and Outreach</b>			
1.1	Program brochures and information sheets	Monthly	
1.2	Educational seminars/workshops	Monthly	
1.3	Written reports summarizing activities	Monthly	
<b>Task 2: Coordinate and Support Participant Enrollment</b>			
2.1	Written underwriting enrollment qualifications	Monthly	
2.2	Program service provider information	Monthly	
2.3	Written reports summarizing activities	Monthly	
<b>Task 3: Facilitate Bid Support</b>			
3.1	Written reports summarizing activities	Monthly	
<b>Task 4: Provide Post Bid Assistance</b>			
4.1	Written reports summarizing activities	Monthly	
<b>Task 5: Conduct Ongoing Program and Project Monitoring</b>			
5.1	Written assessments of construction project progress	Monthly	
5.2	Presentations regarding Program status	Monthly	
5.3	Written reports summarizing activities	Monthly	
<b>Task 6: Coordinate Closeout for Non-Default Project Completion</b>			
6.1	Written close-out workflow reports	Monthly	
6.2	Documentation for defeasement of bonds and City guarantees	Monthly	
<b>Task 1 through 6: Monthly Written Reports</b>		<b>Estimated Number of Hours</b>	<b>Annual Budget for Deliverables</b>
Upon receipt and approval of the monthly written reports described in Tasks 1 through 6 in Appendix A by the City Program Team, the Contractor will be paid a monthly amount where the total amount of all 12 monthly reports for the year shall not exceed the following:		3,528	\$338,649
<b>Task 7: Facilitate Default Scenarios</b>			
7.1	Documentation to ensure payment to parties		
7.2	Processes for indemnification		
7.3	Historical summary of Program Defaults		
<b>Task 7 Subtotal</b>		<b>70</b>	<b>\$6,906</b>
<b>Subtotal for Tasks 1 through 7</b>		<b>3,598</b>	<b>\$345,555</b>
<b>Third Party Service Fees (see Appendix B, Page 3)</b>			<b>\$306,000</b>
<b>Total for Agreement</b>			<b>\$651,555</b>

186,000  
531,555

**Appendix B - Calculation of Charges**

In accordance with Section 5 of this Agreement, the Contractor's total compensation under this Agreement is detailed below, inclusive of all costs required to complete all work specified in Appendix A. In no event shall the total costs under this Agreement exceed the amount provided in Section 5 of this Agreement.

**Program** – Local Business Enterprise ("LBE") Surety Bonding and Financial Assistance Program

**Payment Requests and Insurance Documentation** should be sent to:

Zula Jones  
Human Rights Commission  
25 Van Ness Ave., Suite 800  
San Francisco, CA 94102

**Payments for Deliverables**

- Payments for deliverables will be paid on a "not-to-exceed" basis. "Not-to-exceed" means that the Contractor shall perform its obligations under the Agreement for the amounts listed in the Cost and Work Effort Estimate below even if it is required to expend more than the number of hours listed in the Cost and Work Estimate.
- The Contractor is expected to track actual hours per each deliverable listed in the Cost of Work Effort Estimate below. Payments for deliverables will be based on actual hours spent on the activities identified in the Tasks and Deliverables. The Annual Deliverable Cost is the maximum amount the City will pay the Contractor for each deliverable. Additional and separate cost reimbursement for expenses will not be provided by the City.
- The Contractor is expected to keep track of the difference between the budgeted amount of hours per deliverable and the actual amount of hours and actual direct costs per deliverable spent by the Contractor with a summary of subtotals per deliverable and a grand total budgeted to actual hours comparison for the Program.
- Partial payments will not be made for deliverables that are not approved by the City or that are not deemed completed by the City.

Payments will be made by City to Contractor within 30 days after the City has received Contractor's payment request, provided that:

- 1) The City has accepted as satisfactory, in the City's sole and absolute discretion, the services rendered by the Contractor to the City in accordance with this Agreement;
- 2) A written status report has been provided to the City by Contractor as part of the Contractor's payment request documenting completion of each activity per Task in accordance with Appendix A and associated deliverable/task or activity in accordance with the amounts below for which payment is requested (each status report shall be signed by a City Program Team member indicating his/her agreement with the Contractor's description of completion in the status report);
- 3) Insurance documentation is current in accordance with Section 15 of the Agreement; and
- 4) Human Rights Commission Subcontractor Payment paperwork has been submitted in accordance with Section 33 of the Agreement (if applicable).

**Third Party Service Fee - Annual**

The Contractor shall prepare and submit monthly invoices to the City Program Team for payment on behalf of Third Party Service Providers for Third Party Service fees not to exceed the maximum described in the table below.

Fees will be paid based on Third Party Service Provider activity and available budget, as determined and approved by the City Program Team. Third Party Service fees may fluctuate but shall not exceed the maximum identified in the table below.

No.	Description of Fee	Target Completion Date	Maximum Annual Third Party Service Fee
1	Bank charge for ILOC based on \$6 Million in issued guarantees (30% collateral ratio for \$20 Million in annual contracts) at 1.5%	As Needed	\$90,000
2	Program third party funds administration (based on \$20 Million in managed contract proceeds) 1.0% rate	As Needed	<del>\$200,000</del> 80,000
3	CPA (Certified Public Accountant) financial statement subsidiaries	As Needed	\$16,000
<b>Total</b>			<del>\$306,000</del> 186,000

**Prohibition on Contingent Income Arrangements**

Contractor may not accept any commission, fees, gratuity or compensation of any sort, directly or indirectly, from any source other than City in connection with its services under this Agreement or in connection with any business, product or service the Contractor may solicit, procure, or use for this Agreement. Violation of this prohibition shall constitute an Event of Default under Section 20 of the Agreement.

## Attachment 2

#4158-09/10 for a duration of two years, to June 30, 2012. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(4) Adopt the report; Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0239-10-8

Review of request for approval of proposed personal services contracts.  
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4163-09/10	Human Rights Commission	\$850,000	The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.	Regular	09/30/13
4164-09/10	Police	\$1,500,000.	The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.	Regular	06/30/13
4165-09/10	Police	\$2,000,000	The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been	Regular	06/30/12



Attachment 3

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 27, 2010

DEPARTMENT NAME: Human Rights Commission DEPARTMENT NUMBER 34

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

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

TYPE OF SERVICE: Citywide Bonding and Financial Assistance Program

FUNDING SOURCE: Surety Bond Funds

PSC AMOUNT: \$850,000 PSC DURATION: October 1, 2010 - September 30, 2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified contractors bidding on City public works and construction contracts. HRC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.
B. Explain why this service is necessary and the consequences of denial: Chapter 14B prescribes the creation and ongoing administration of the Citywide Bonding and Financial Assistance Program for the benefit of local business enterprise (LBE) contractors (see Attachment 1), many of whom are unable to bid on City projects due to their inability to secure private bonding and financing. Without the proposed program administration and technical assistance services, many eligible contractors would not be able to secure bonding required to bid on City contracts, reducing the eligible pool of high-quality contractors available for City projects.
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): Since assuming responsibility for the program, HRC has contracted with Merriwether & Williams Insurance Services to administer this program and provide technical assistance to eligible contractors. The most recent personal services contract approval number is 4055-06/07, dated November 6, 2006. The last modification was approved at the 5/4/09 CSC meeting.
D. Will the contract(s) be renewed: If HRC is satisfied with the selected contractor's services, it may renew the contract. HRC will request Civil Service Commission approval as appropriate.

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

IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 05/28/2010
Local 1021, MEA Union Name Signature of person mailing/faxing form Date 05/28/2010
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:

The required skills and expertise include extensive knowledge and expertise in federal, state and local contracting, financial guarantee, and surety bonding regulations. Additionally, the contractor must have extensive knowledge and expertise in negotiating with insurers, underwriters, lenders and regulatory authorities, identifying internal control financial systems, developing accurate financial reporting tools, and conducting outreach to the local business community.

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

Civil service classes 1822 Administrative Analyst, 0932 Manager IV and 0933 Manager V may perform aspects of this work.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The requested services under this contract will include professional opinions involving insurance placements and/or surety requirements and the City's current civil service classes do not have the specialized knowledge and/or licensing requirements to perform/provide these services.

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

No. This work is sporadic, and is best delivered on an as-needed basis. If individuals were hired full-time for this work, they would not be productive the majority of the time due to the specific skill sets required for this work and the sporadic nature of this work.

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

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?

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? To be determined as a result of the RFP.

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

  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator  
 Theresa L. Sparks  
 \_\_\_\_\_  
 Print or Type Name

415-252-2511  
 \_\_\_\_\_  
 Telephone Number

25 Van Ness Ave, Suite 800  
 San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

Attachment 4

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 1, 2009

DEPARTMENT NAME: HUMAN RIGHTS COMMISSION DEPARTMENT NUMBER: 34

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4055-06/07)

TYPE OF SERVICE: Personal Service-Citywide Surety Bond Program

FUNDING SOURCE: Surety Bond Funds

Original Amount: \$ 850,000 PSC DURATION: 01/01/2007-06/30/2010
Modification Amount \$ 422,177 PSC DURATION: 01/01/2007-06/30/2010
Total Amount \$1,272,177 Total PSC Duration: 01/01/2007-06/30/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor's services include, but are not limited to, bonding and financial program implementation and administration, training and education, and program reporting. These services are designed to increase Local Business Enterprise (LBE) participation in City construction projects. The contractor assists LBE contractors or subcontractors to obtain or increase bonding and/or financing mandated by local, state and federal law.

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

San Francisco Administrative Code Chapter 14B prescribes the creation and ongoing administration of the Citywide Surety Bond Program for the benefit of LBEs. The contractor's services are necessary because the contractor provides technical and other specialized services to LBEs that City/County employees cannot perform. Without these services LBE contractors and sub-contractors would not receive the services prescribed by Administrative Code Chapter 14B. Please see Attachment 1.

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

This is a modification to PSC #4055-06/07. Please see Attachment 2 for further explanation.

D. Will the contract(s) be renewed: No. At the conclusion of this contract a new Request for Proposals will be made.

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

Local 21 Union Name [Signature] Signature of person mailing/faxing form [Date] 04/01/09
Local 1021, MEA Union Name [Signature] Signature of person mailing/faxing form [Date] 04/01/09
RFP sent to N/A, on [Date] [Signature]

\*\*\*\*\*

PSC# 4055-06/07 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION: Reviewed 4/2/09

CIVIL SERVICE COMMISSION ACTION:

09 APR -2 PM 1:11
PSC FORM 1 (9/96)

Attachment 4

City and County of San Francisco

Department of Human Resources

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor must have personnel with extensive knowledge and expertise in federal, state, and local contracting, financial guaranty, and surety bonding regulations. Additionally, the contractor must have personnel with extensive knowledge and expertise in negotiating with insurers, underwriters, lenders and regulatory authorities. Finally, the contractor must be familiar with the City and Department requirements for customized reports and services.

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

Civil services classes 1822 Administrative Analyst, 932 Manager IV and 933 Manager V may perform aspects of this work.

C. 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 civil service classes are not applicable:

Current classes do not have the licensing and/or specialized knowledge required to perform these services.

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

No. Services are very specialized, sporadic and as-needed.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

Yes No
[ ] [x]

B. Will the contractor train City and County employees?

[ ] [x]

- Describe 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?

[ ] [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? Yes, Merriwether & Williams is the current contractor.

[x] [ ]

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

Signature of Departmental Personal Services Contract Coordinator

Jill Jay
Print or Type Name

(415) 252-2502
Telephone Number

25 Van Ness, Suite 800
San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 13, 2006

DEPARTMENT NAME: Human Rights Commission DEPARTMENT NUMBER: 34

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

TYPE OF REQUEST: x INITIAL REQUEST

TYPE OF SERVICE: Personal Services - Citywide Surety Bond Program

FUNDING SOURCE: Surety Bond Funds

PSC AMOUNT: \$850,000.00

PSC DURATION: 01/01/2007 - 06/30/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Through the Citywide Surety Bond Program, contractor provides 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.

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

This service is necessary because it provides technical and specialized services to disadvantaged contractors and sub-contractors which enable them to compete for City contracting opportunities. Without these services, disadvantaged businesses would be limited in the City contracting opportunities for which they could compete.

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

The services provided by the Citywide Surety Bond Assistance Program has been provided since 1997. #4025-97/98

D. Will the contract(s) be renewed:

It is anticipated that the contract will be renewed.

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 Date 9/19/06

Local 790 Union Name Signature of person mailing / faxing form Date 9/19/06

RFP sent to Union Name on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-08/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

9 APR -2 PM 11:11 (9/06) PSC FORM 1 (9/06)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Contractor has extensive knowledge and expertise in contract, license and permit, financial guaranty and public official bonds. In addition, they develop and administer programs designed to secure or increase bonding and/or financing for businesses working on public work projects for the City and offer surety consulting services.
- B. Which, if any, civil service class normally performs this work?

~~None, there is no civil service class performing this work.~~

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Civil service classes are not applicable because administering the Citywide Surety Bond Program is a specialized field requiring knowledge, expertise and experience in assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing for City construction projects through the development and administration of programs designed to help them meet that goal.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, it would not be practical since this is a specialized program requiring extensive knowledge, expertise and experience in contract, license and permit, financial guaranty and public official bonds and the ability to develop and administer programs designed to secure or increase bonding or financing for DBE's.

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

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

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

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

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

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

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

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

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

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

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

*Joyce O. Smith*  
 \_\_\_\_\_  
 Signature of Departmental Personal Services Contract Coordinator

Joyce O. Smith  
 \_\_\_\_\_  
 Print or Type Name

(415) 252-2520  
 \_\_\_\_\_  
 Telephone Number

25 Van Ness Avenue, Suite 800  
 \_\_\_\_\_

San Francisco, CA 94102  
 \_\_\_\_\_  
 Address

09 SEP 2 11 14 PM '60

## Attachment 6

### San Francisco Administrative Code Chapter 14B – Local Business Enterprise and Nondiscrimination in Contracting Ordinance Section 14B.16 – San Francisco Bonding and Other Assistance

(A)

#### San Francisco Bonding and Financial Assistance Program.

(1)

**Program Description.** The City and County of San Francisco, acting through the Commission, intends to provide guarantees to private bonding companies and financial institutions in order to induce those entities to provide required bonding and financing to eligible contractors and subcontractors bidding on and performing City public work and construction contracts. This bonding and financial assistance program is subject to the provisions of this Section 14B.16(A).

(2)

**Eligible Contracts.** The assistance described in this Section 14B.16(A) shall be available for any City public works or construction contract to which this Ordinance applies.

(3)

**Eligible Businesses.** Businesses must meet the following criteria to qualify for assistance under this Section 14B.16(A).

(a)

The business may be either a prime contractor or subcontractor; and

(b)

The business must be certified by the Director as an LBE according to the requirements of Section 14B.3;

(c)

The business may be required to participate in a "bonding assistance training program" as offered by the Commission, which is anticipated to provide the following:

(i)

Bond application assistance,

(ii)

Assistance in developing financial statements,

(iii)

Assistance in development of a pre-bond surety profile,

(iv)

Identification of internal financial control systems, and

(v)

Development of accurate financial reporting tools.

(4)

**Agreements Executed by the Human Rights Commission.** The Director is hereby authorized to enter into the following agreements in order to implement the bonding and financial assistance program described in this Section 14B.16(A):

(a)

With respect to a surety bond, the agreement to guaranty up to 40 percent of the face amount of the bond or \$750,000, whichever is less;

(b)


With respect to a construction loan to be made to a contractor or subcontractor, an agreement to guaranty up to 50 percent of the original principal amount of the construction loan or 50 percent of the actual loss suffered by the financial institution as a result of a loan default, whichever is less; provided that in any event the City's obligations with respect to a guaranty shall not exceed \$750,000;

(c)

Any other documents deemed necessary by the Director to carry out the objectives of this program, provided that such documents shall be subject to review and approval by the City Attorney's Office.

(5)

**Monitoring and Enforcement.** The Director shall maintain records on the use and effectiveness of this program, including but not limited to (1) the identities of the businesses and bonding companies participating in this program, (2) the types and dollar amounts of public work contracts for which the program is utilized, and (3) the types and dollar amounts of losses which the City is required to fund under this program. The Director shall submit written reports to the Board of Supervisors every six months beginning January 1, 2007, advising the Board of the status of this program and its funding capacity, and an analysis of whether this program is providing to be useful and needed.

Attachment 

**San Francisco Administrative Code**  
**Chapter 14B – Local Business Enterprise and Nondiscrimination in Contracting Ordinance**  
**Section 14B.16 – San Francisco Bonding and Other Assistance**

- (6) Contributions to the San Francisco Self-Insurance Surety Bond Fund. Subject to the budgetary and fiscal provisions of the San Francisco Charter, each department that conducts public works or improvements under Chapter 6 of the Administrative Code shall contribute annually to the San Francisco Self-Insurance Surety Bond Fund ("the Fund") an amount that is set by multiplying the annual contribution rate set pursuant to Section 10.100-371(c) times its total appropriations for capital construction and improvement.
- (7) No later than May 1, 2009, the Director in consultation with the City's Risk Manager shall conduct a study of the City's maintenance and facility contracts for the purpose of recommending a process for the annual contribution rate that would enable the City to include such contracts in the City's Bonding and Financial Assistance Program. No later than June 1, 2009, the Director shall transmit to the Board of Supervisors appropriate legislation to include maintenance and facility contracts in the program.
- (8) Term of Bonding Assistance Program. The Director is authorized to enter into the agreements described in this Subsection for a period ending on the earlier of (1) June 30, 2013 or (2) the date on which the Controller is no longer able to certify the availability of funds for any new guarantee agreement.
- (9) Default on Guarantees. The Human Rights Commission shall decertify any contractor that defaults on a loan or bond for which the City has provided a guarantee on the contractor's behalf. However, the Human Rights Commission may in its sole discretion refrain from such decertification upon a finding that the City has contributed to such default.
- (B) Education and Training. The Director shall continue to develop and to strengthen education and training programs for LBEs and City contract awarding personnel.
- (C) Cooperative Agreements. With the approval of the Commission and the Board of Supervisors, the Director may enter into cooperative agreements with agencies, public and private, concerned with increasing the use of LBEs in government contracting.

*(Added by Ord. 92-06, File No. 050784, App. 5/11/2006; Ord. 314-08, File No. 081443, App. 12-19-2008)*





Gavin Newsom  
Mayor

Contract Compliance  
Dispute Resolution/Fair Housing  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

# Fax

Date: **October 5, 2010** Pages: **15** (including cover page)

---

To: **Bob Muscat** Co/Org: **Local 21**  
**Executive Director**

---

Fax #: **(415) 864-2166** Phone #: **(415) 864-2100**

---

From: **Theresa Sparks** Title: **Executive Director**

---

Fax #: **(415) 431-5764** Phone #: **(415) 252-2511**

---

Re: **Union Notification – Modification of Personal Services Contract**

Comments:

Hello, my name is Theresa Sparks and I am the Executive Director of the San Francisco Human Rights Commission (HRC). The HRC administers the City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) which provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified Local Business Enterprise (LBE) contractors bidding on City public works and construction contracts. HRC seeks to modify the contract associated with the Citywide Surety Bond Program which provides training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.

For your review, attached please find a copy of the Personal Services Contract Summary for the Citywide Surety Bond Program contract. Thanks in advance for your assistance and please don't hesitate to contact me should you have any questions.

Regards,  
Theresa



25 Van Ness Avenue  
Suite 800  
San Francisco  
California 94102-6033



TEL (415) 252-2500  
FAX (415) 431-5764  
TDD (415) 252-2550  
[www.sf-hrc.org](http://www.sf-hrc.org)



Date/Time: Oct. 6. 2010 4:35PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
4374 Memory TX	8642166	P. 15	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

City and County of San Francisco



Gavin Newsom  
Mayor

Human Rights Commission

Contract Compliance  
Dispute Resolution/Fair Housing  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

# Fax

Date: **October 5, 2010** Pages: **15** (Including cover page)  
 To: **Bob Muscat** Co/Org: **Local 21**  
**Executive Director**  
 Fax #: **(415) 864-2166** Phone #: **(415) 864-2100**  
 From: **Theresa Sparks** Title: **Executive Director**  
 Fax #: **(415) 431-5764** Phone #: **(415) 252-2511**

Re: **Union Notification - Modification of Personal Services Contract**

Comments:

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Regards,  
Theresa



26 Van Ness Avenue  
Suite 800  
San Francisco  
California 94102-6033



TEL: (415) 262-2600  
FAX: (415) 431-5764  
TDD: (415) 252-2550  
[www.sfhrc.org](http://www.sfhrc.org)





Gavin Newsom  
Mayor

Theresa Sparks  
Executive Director

# Fax

Date:	<b>October 5, 2010</b>	Pages:	<b>15</b>	(including cover page)
To:	<b>Rebecca Rhine</b> <b>Executive Director</b>	Co/Org:	<b>MEA</b>	
Fax #:	<b>(415) 989-7077</b>	Phone #:	<b>(415) 989-7244</b>	
From:	<b>Theresa Sparks</b>	Title:	<b>Executive Director</b>	
Fax #:	<b>(415) 431-5764</b>	Phone #:	<b>(415) 252-2511</b>	
Re:	<b>Union Notification – Modification of Personal Services Contract</b>			

Comments:

Hello, my name is Theresa Sparks and I am the Executive Director of the San Francisco Human Rights Commission (HRC). The HRC administers the City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) which provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified Local Business Enterprise (LBE) contractors bidding on City public works and construction contracts. HRC seeks to modify the contract associated with the Citywide Surety Bond Program which provides training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.

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Regards,  
Theresa



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San Francisco  
California 94102-6033



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[www.sf-hrc.org](http://www.sf-hrc.org)



Date/Time: Oct. 6, 2010 4:36PM

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- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size

City and County of San Francisco



Gavin Newsom  
Mayor

Human Rights Commission

Contract Compliance  
Dispute Resolution/Fair Housing  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

# Fax

Date: **October 5, 2010** Pages: **15** (including cover page)  
 To: **Rebecca Rhine** Co/Org: **MEA**  
**Executive Director**  
 Fax #: **(415) 989-7077** Phone #: **(415) 989-7244**  
 From: **Theresa Sparks** Title: **Executive Director**  
 Fax #: **(415) 431-5764** Phone #: **(415) 252-2511**

Re: **Union Notification -- Modification of Personal Services Contract**

Comments:

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Regards,  
Theresa



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California 94102-8033



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TDD (415) 282-2550  
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Gavin Newsom  
Mayor

Contract Compliance  
Dispute Resolution/Fair Housing  
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

# Fax

Date:	<b>October 5, 2010</b>	Pages:	<b>15</b>	(including cover page)
To:	<b>Roxanne Sanchez</b>	Co/Org:	<b>SEIU Local 1021</b>	
	<b>President</b>			
Fax #:	<b>(510)451-6928</b>	Phone #:	<b>(510)350-4527</b>	
From:	<b>Theresa Sparks</b>	Title:	<b>Executive Director</b>	
Fax #:	<b>(415) 431-5764</b>	Phone #:	<b>(415) 252-2511</b>	
Re:	<b>Union Notification – Modification of Personal Services Contract</b>			

Comments:

Hello, my name is Theresa Sparks and I am the Executive Director of the San Francisco Human Rights Commission (HRC). The HRC administers the City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) which provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified Local Business Enterprise (LBE) contractors bidding on City public works and construction contracts. HRC seeks to modify the contract associated with the Citywide Surety Bond Program which provides training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.

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Regards,  
Theresa



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TDD (415) 252-2550  
[www.sf-hrc.org](http://www.sf-hrc.org)



Date/Time: Oct. 6. 2010 4:37PM

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Reason for error  
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 E. 2) Busy  
 E. 3) No answer  
 E. 4) No facsimile connection  
 E. 5) Exceeded max. E-mail size

City and County of San Francisco



Gavin Newsom  
Mayor

Human Rights Commission

Contract Compliance  
 Dispute Resolution/Fair Housing  
 Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks  
Executive Director

# Fax

Date: **October 5, 2010** Pages: **15** (including cover page)  
 To: **Roxanne Sanchez** Co/Org: **SEIU Local 1021**  
**President**  
 Fax #: **(510)451-6928** Phone #: **(510)360-4627**  
 From: **Theresa Sparks** Title: **Executive Director**  
 Fax #: **(415) 431-6764** Phone #: **(415) 252-2511**

Re: **Union Notification -- Modification of Personal Services Contract**

Comments:

Hello, my name is Theresa Sparks and I am the Executive Director of the San Francisco Human Rights Commission (HRC). The HRC administers the City's Bonding and Financial Assistance Program (S.F. Admin Code, Chapter 14B) which provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRC-certified Local Business Enterprise (LBE) contractors bidding on City public works and construction contracts. HRC seeks to modify the contract associated with the Citywide Surety Bond Program which provides training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.

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Regards,  
Theresa



25 Van Ness Avenue  
Suite 800  
San Francisco  
California 94102-6033



TEL (415) 252-2500  
 FAX (415) 431-6764  
 TDD (415) 252-2550  
[www.sf-hrc.org](http://www.sf-hrc.org)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/04/2010

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# 4088-09/10)

TYPE OF SERVICE: Micro Local Business Enterprise-Community Benefits Program Research and Development (CS-117)

FUNDING SOURCE: SFPUC Water System Improvement Program (WSIP) Funds

PSC AMOUNT: \$100,000 PSC DURATION: 03/01/2010 to 03/01/2011
MOD. 1 \$100,000 PSC DURATION: N/A
TOTAL AMOUNT: \$200,000 TOTAL DURATION: 03/01/2010 to 03/01/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

See Supplemental Attachment A.

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

This service is necessary to ensure sustaining SFPUC's relationship with its diverse communities and their expectations as SFPUC continues its ongoing development and launch of its capital construction programs. The development of a Community Benefits Program will ensure the participation of diverse business enterprises and community based organizations. A denial would limit the number of diverse businesses becoming involved with SFPUC projects and will hinder SFPUC's good will in the communities affected by SFPUC's work.

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

These services were not provided in the past. SFPUC identified the need for such services due to its expanding infrastructure projects, and intends to recruit Micro-Local Business Enterprises to perform these services as part of a Micro-Local Business Enterprise Set Aside Pilot Program legislated by the City and County of San Francisco through its Human Rights Commission.

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 Shamica Jackson 10/04/2010
Union Name Signature of person mailing/faxing form Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4088-09/10
STAFF ANALYSIS/RECOMMENDATION
CIVIL SERVICE COMMISSION ACTION:

OCT 05 2010
[Signature]

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

**Minimum 5 years of experience in the analysis and development of Community Benefits Programs for public agencies; full certification by the Human Rights Commission as a Micro-Local Business Enterprise.**

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

**1312: Public Information Officer**

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, including the public information officer class listed in question 3B, do not have the necessary specialization and experience in the analyses and development of Community Benefits Programs developed for public agencies locally and regionally. Developing the Community Benefits Program also requires specialized knowledge and experience across a wide range of issues, including Diversity and Inclusion, Land Use, Education, Health, Arts and Culture, Economic Development, Environmental Justice and Programming, Workforce Development, etc.**

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 class due to the specialized nature of the proposed development of a SFPUC Community Benefits Program and because this is a one-time special targeted effort to develop a Community Benefits Program as recommended by the SFPUC Commission to meet the expectations and the needs of SFPUC's stakeholders/diverse communities directly affected by SFPUC capital programs.**

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

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

Print or Type Name

Telephone Number

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

**San Francisco, CA 94103**

Address



**Supplemental Attachment A:**

1. DESCRIPTION OF WORK

A.

**The SFPUC is seeking to modify the Community Benefits Program agreement to provide the SFPUC Commission with a recommended course of action to ensure that the diverse communities/stakeholders affected by SFPUC-sponsored construction programs are benefiting in areas, including, but not limited to: Employment and Job Training; Environmental, Physical, and Social Improvements, and Business Development, including assisting small businesses with securing and sustaining bonding, financing, and insurance requirements.**

**During the course of this agreement, the Board of Supervisors conducted several extensive hearings regarding Employment and Job Training issues which required additional assistance from the Community Benefits Program consultants. This modification seeks to fund the completion of the consultants' work culminating in presentation(s) before the Public Utilities Commission and ultimately in a final report.**

**RE: 30 DAY NOTICE PRIOR TO DHR: CS-117 draft PSC to Unions for review (Revised 09/02/2010)**

Jackson, Shamica to: Jackson, Shamica, Brenner, Joe, Lee, Tedman C,  
Louie, Ging, Wong, Larry, Tamura, Pattie  
Cc: "DHR-PSCCoordinator", "Jackson, Prentiss", "Ordikhani, Masood"

09/02/2010 05:48 PM


Dear Local 21 staff:

Attached is a **REVISED** draft PSC for CS-117. Please disregard the earlier (incorrect) version sent on Friday August 27, 2010.

Best regards,  
Shamica

---

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

 Please consider the environment before printing this email

**From:** Jackson, Shamica  
**Sent:** Friday, August 27, 2010 4:44 PM  
**To:** 'Brenner, Joe'; Lee, Tedman C; 'Louie, Ging'; 'Wong, Larry'  
**Cc:** 'DHR-PSCCoordinator'; Jackson, Prentiss; Hijazi, Hala; Ordikhani, Masood  
**Subject:** 30 DAY NOTICE PRIOR TO DHR: CS-117 draft PSC to Unions for review  
**Importance:** High

Pursuant to recently negotiated provisions in the City's memoranda of understanding ("MOUs") with City labor unions, Departments must now send such notices to affected unions either at the time the City issues a Request for Proposals/Request for Qualifications, or 30 days prior to the submission of a PSC request to DHR and/or the Commission, whichever occurs first. Such notice must include a copy of the draft PSC summary form.

---

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](mailto:sjackson@sfwater.org)

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



CS-117 DRAFT PSC Summary Form to Unions 090210 updated.DOC

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 27, 2010

DEPARTMENT NAME: Children & Families Commission DEPARTMENT NUMBER 64

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4003-08/09 )

TYPE OF SERVICE: Entity to provide live animal science visits professional development activities for children and preschool educators at Preschool for All (PFA) sites throughout San Francisco.

FUNDING SOURCE: Prop H Fund

Table with 4 rows: PSC Original Amount, PSC AMOUNT, PSC AMOUNT, PSC AMOUNT and PSC DURATION, PSC DURATION, PSC DURATION, PSC DURATION.

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The qualifying applicant must provide the following science curriculum enhancement services to Preschool for All sites throughout all neighborhoods of San Francisco.
B. Explain why this service is necessary and the consequences of denial: The provision of science-related curriculum enhancements in Preschool for All sites is related to the First 5 San Francisco Strategic Plan Goal of Enhanced Child Development.
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 previous year the contractor provided interactive science visits to 162 Preschool For All sites citywide.
D. Will the contract(s) be renewed: No, the contract is not expected to be renewed.

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

1021 Union Name, Kahala Drain Signature, August 30, 2010 Date
21 Union Name, Kahala Drain Signature, August 30, 2010 Date

RFP sent to Union Name, on Date, Signature

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

PSC# 4003 - 08 / 09
STAFF ANALYSIS/RECOMMENDATION:

OCT 04 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Institution or organization must demonstrate relevant experience in delivering high-quality live animal visits and other science activities to preschool-aged children from diverse backgrounds.

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

None, there are no civil service class that normally perform this source of work.

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

No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No civil service classes perform this highly specialized work, especially within the context of EGE.

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

No. This project must commence immediately. Applicant must have the skills and content knowledge to implement live animals, interactive sciences and hands on experiential learning and early child education.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

*Kahala Drain*

Signature of Departmental Personal Services Contract Coordinator

**Kahala Drain**

Print or Type Name

**415-934-4849**

Telephone Number

**1390 Market Street, Ste. 318**

**San Francisco, CA 94102**

Address

\* \* \* Communication Result Report ( Sep. 2. 2010 1:04PM ) \* \* \*

1) Childarn & Families Commission  
2) 415-554-8404


Date/Time: Sep. 2. 2010 12:43PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
0162 Memory TX	seui union	P. 6	E-2) 2) 2) 2) 2)	P. 1-6

Reason for error

m. 1) Hang up or line fail	E. 2) Busy
m. 3) No answer	E. 4) No facsimile connection
m. 5) Exceeded max. E-mail size	

1350 Market Street, Suite 318  
San Francisco, CA 94102  
415.934.4849  
415.565.0694 Fax  
[www.first5sf.org](http://www.first5sf.org)



To: Union Representative      From: Kahala Drain

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Fax: 510-893-0934

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Phone: 415-893-8766      Date: September 2, 2010

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Re: PSC Summary for animal science in the classrooms

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4 pages including cover.

\* \* \* Communication Result Report ( Sep. 2, 2010 1:05PM ) \* \* \*

1) Children & Families Commission  
2) 415-554-8404

Date/Time: Sep. 2, 2010 12:44PM


File No.	Mode	Destination	Pg (s)	Result	Page Not Sent
0163	Memory TX	14158642166	P. 6	E-2) 2) 2) 2) 2)	P. 1-6

Reason for error

- E. 1) Hang up or line fail
- E. 2) No answer
- E. 3) Exceeded max. E-mail size

- E. 2) Busy
- E. 4) No facsimile connection

1390 Market Street, Suite 318  
San Francisco, CA 94102  
415.934.4849  
415.568.0194 Fax  
[www.FIRST5.org](http://www.FIRST5.org)



To: Union Representative      From: Kahala Drain

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Fax: 415-864-2166

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Phone: 415-864-2100      Date: September 2, 2010

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Re: PSC Summary for animal science in the classrooms

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4 pages including cover

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## Meeting Information

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Year:

### A G E N D A

Regular Meeting  
of  
October 19, 2009

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.

### Order of Business

#### CALL TO ORDER & ROLL CALL

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

APPROVAL OF MINUTES

ANNOUNCEMENTS

RATIFICATION AGENDA

REGULAR AGENDA

HUMAN RESOURCES DIRECTOR'S REPORT

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS

ADJOURNMENT

### NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES

#### A. Commission Office

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (415) 252-3247. The fax number is (415) 252-3260 and the web address is [www.sfgov.org/civil\\_service/](http://www.sfgov.org/civil_service/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

#### B. Policy Requiring Written Reports

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

#### C. Policy on Written Submissions by Appellants

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original and nine (9) copies on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

#### D. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (415) 252-3247 and confirmed in writing or by fax at (415) 252-3260.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A



Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

#### **E. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

#### **F. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission. Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **G. Policy on Tape Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are tape-recorded. These tape recordings of open sessions are available for public review starting on the day after the Commission meeting in the Commission office between 8:00 a.m. and 5:00 p.m.

#### **H. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the beginning of each meeting at the time the item is heard and prior to the Commission taking any action on the item. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes.

#### **I. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 1/2 blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (415) 252-3254 or (415) 252-3247 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Frank Darby, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <http://www.sfgov.org/ethics/>.

#### **Materials Distributed to Commissioners After Distribution of Agenda Packet**

If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials are available for public inspection at the Civil Service Commission office, 25 Van Ness Avenue, Suite 720 during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

City and County of San Francisco  
Civil Service Commission

Agenda for Regular Meeting  
October 19, 2009  
2:00 p.m.

**ITEM NO.****(1) CALL TO ORDER AND ROLL CALL**

President Morgan R. Gorrone  
 Vice President E. Dennis Normandy  
 Commissioner Joy Y. Boatwright  
 Commissioner Donald A. Casper  
 Commissioner Mary Y. Jung

**(2) PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA****(3) APPROVAL OF MINUTES – Action Item**

Regular Meeting of October 5, 2009

**Recommendation:** Approve.

**(4) ANNOUNCEMENTS**

Announcement of changes to agenda

Other announcements

**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. 0316-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4043-09/10	Public Utilities Commission	\$5,000,000	Will provide specialized and technical engineering services related to the design and construction of recycled water treatment systems such as microfiltration, reverse osmosis, ultraviolet disinfection; expertise in water quality assessments.	Regular	01/31/15

**October 5, 2009:** Postpone to the meeting of October 19, 2009 at the request of the Public Utilities Commission.

**Recommendation:** Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

**(6) Review of request for approval of proposed personal services contracts.  
(File No. 0331-09-8) – Action Item**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4052-09/10	Children and Families Commission	\$600,000	Will provide early intervention for children enrolled at Preschool for all sites in San Francisco and participate in the triage process with the High Risk Infant Interagency Council to screen and assess children referred by HRIIC; provide speech and occupational therapy services to preschool-age children.	Regular	06/20/13
4053-09/10	Human Resources	\$250,000	Will provide third-party administration of the City's Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) employee drug and alcohol testing program; and provide non-DOT/FMCSA employee drug and alcohol testing on an as-needed basis.	Regular	12/31/12
4054-09/10	San Francisco Municipal Transportation Agency	\$250,000	Will provide Software as a Service (SaaS) Software Application to manage the activities of Capital Planning, Capital Investment and Grants Management.	Regular	10/31/12
4056-09/10	Department of Emergency Management	\$150,000	Will apply previous research and experience from the Kobe Earthquake, Northridge Earthquake, Loma Prieta Earthquake, 9-11, Hurricane Katrina, FEMA regulations and HAZUS development to assist City with long-term post-disaster recovery project development.	Regular	01/01/11
4055-09/10	San Francisco Police Department	Increase Amount \$50,000 New Amount \$100,000	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.	Modification	10/31/10
→ 4003-08/09	Children & Families Commission	Increase Amount \$63,699 New Amount \$163,699	Will provide science curriculum enhancement services to Preschool for all sites throughout all neighborhoods of San Francisco.	Modification	08/31/10

4179-06/07	Mayor's Office of Housing	Increase Amount \$160,000 New Amount \$300,000	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.	Modification	06/30/10
4159-06/07	Human Resources	Increase Amount \$100,000 New Amount \$300,000	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.	Modification	05/31/12

**Recommendation:** Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

## 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.

**(7) Appeal by IFPTE Local 21 of Classification Action #20, FY 08-09 Related to Amending the Job Specifications of the 6230 and 6231 Street Inspector Classifications. (File No. 0263-09-2) – Action Item**

September 21, 2009: Postpone to the meeting of October 5, 2009 at the request of IFPTE Local 21. The Commission stipulated this will be the last continuance granted.

October 5, 2009: Continue to the meeting of October 19, 2009. The Commission requested that the Department of Human Resources and Department of Public Works meet with IFPTE Local 21 to discuss issues of training and the duties to be assigned to the Street Inspectors classifications.

**Recommendation of the Human Resources Director:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by IFPTE Local 21.

**(8) Appeal by Virginia Morgan of the Human Resources Director's decision to dismiss her charge of discrimination. (File No. 0027-07-6) – Action Item**

August 20, 2007: Postpone to the meeting of October 1, 2007 at the request of Matthew Ming, Attorney for Virginia Morgan.

October 1, 2007: Postpone to the meeting of November 19, 2007 at the request of the Department of Human Resources and concurrence of Matthew Ming, Attorney for the appellant.

**Note:** Commissioners Morgan Gorrano and Yu-Yee Wu addressed their concerns regarding the City Attorney's Opinion on remedies available to the Commission on discrimination complaints.

November 19, 2007: Postpone to the meeting of January 7, 2008 pending the City Attorney's Opinion on remedies available to the Commission on discrimination complaints and having all Commissioners present.

**August 17, 2009:** Postpone to the meeting of September 21, 2009 by mutual agreement of the Department of Human Resources and Operating Engineers Local 3.

September 21, 2009: Postpone to the meeting of October 19, 2009 at the request of the Department of Human Resources.

**Recommendation:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Virginia Morgan.

**(9) Appeal by Torre Major of the Human Resources Director's finding of insufficient evidence to sustain his charge of harassment and disparate treatment. (File No. 0119-08-6) – Action Item**

**Recommendation of the Human Resources Director:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Torre Major.

**(10) Appeal by Alfred Yee-Pun Lam of the Human Resources Director's determination to administratively close his charge of discrimination. (File No. 0219-08-6) – Action Item**

**Recommendation of the Human Resources Director:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Alfred Yee-Pun Lam.

### HUMAN RESOURCES DIRECTOR'S REPORT

**(11) Update on Citywide Layoff Procedures. (File No. 0332-09-1) - Action Item**

**Recommendation:** Accept and file the report.

**(12) REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION**

**(13) COMMISSIONERS' ANNOUNCEMENTS/REQUESTS**

**(14) ADJOURNMENT**