



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

Date: November 15, 2010

To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Jacquie Hale, DPH  
Diane Lim, ADP  
Sean McFadden, RPD

**Subject: Personal Services Contracts Approval Request**

This report contains three (3) 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
\$1,324,000	\$181,800	\$143,174,413

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

Diane Lim  
Adult Probation Department  
880 Bryant Street, Room 200  
San Francisco, CA 94103

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

POSTING FOR

11/15/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4050-10/11	13	Adult Probation	Regular	\$474,000	The San Francisco Adult Probation Department (APD) will procure a COMPAS copyrighted software program from NorthPoint Institute for Public Management, Inc. for implementing a Risk/Needs Assessment and Case Management consolidated software business solution that meets APD's workflow and data information needs which includes a JUSTIS interface and Supervise Release File functionality.	9/30/2010 - 9/29/2013
4051-10/11	81	Public Health	Regular	\$150,000	The contractor will identify and develop an implementation plan for transition from the CCSF's current system of record for Health Care Coverage Initiative (HCCI) participants to the State's Medi-Cal Eligibility Data System (MEDS) application. The HCCI is part of California's 1115 Medicaid Demonstration Project Waiver. The 1115 waiver is granted to states by the Federal government to permit states to test policy innovations that may aid the Medicaid program. The State's 1115 Waiver specifies that the system of record for HCCI participants must be MEDS or an interface with MEDS. The contractor will facilitate a process and provide project management activities that will support the following specific deliverables: 1) analyzing the CCSF's current system of record, 2) conducting an assessment of possible efficiency and resource requirements associated with each possible option, 4) producing an implementation plan/guide and 5) disseminating learnings from this project to other existing HCCI counties, the State, and other interested parties.	11/15/2010 - 12/31/2011
4052-10/11	42	Recreation & Park Commission	Regular	\$700,000	The Recreation and Park Department is seeking the services of construction management team to oversee the improvements to the Marina Yacht Harbor, West Basin, which RPD intends will be performed under separate contract by a design-builder. The CM consultant shall be tasked with providing construction management and inspection services, providing cost estimating and scheduling services, performing hydrographic surveying for dredge validation, and reviewing and tracking of the work for compliance with permit and environmental requirements during the design/build process.	1/1/2011 - 12/31/2013

Table of Contents  
PSC Submissions

PSC#	Department	Page Numbers
4050-10/11	Adult Probation Department	1 - 3
4051-10/11	Department of Public Health	4 - 9
4052-10/11	Recreation & Park	10 - 18

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/21/10

DEPARTMENT NAME: Adult Probation Department DEPARTMENT NUMBER 13

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

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

TYPE OF SERVICE: Purchase, installation and training of COMPAS copyrighted software program

FUNDING SOURCE: Federal JAG Stimulus Grant and General Funds (JUSTIS)

PSC AMOUNT: \$474,000.00 PSC DURATION: September 30, 2010 to September 29, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Adult Probation Department (APD) will procure a COMPAS copyrighted software program from NorthPointe Institute for Public Management, Inc. for implementing a Risk/Needs Assessment and Case Management consolidated software business solution that meets APD's workflow and data information needs which includes a JUSTIS interface and Supervise Release File functionality.

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

APD's current data collection infrastructure (cTAG and CAIS applications) does not meet its business needs nor allow the collection of required data to comply with the California Community Corrections Performance Incentives Act of 2009/Senate Bill 678 and the Administrative Office of the Courts' CALRAPP programs which are "mission critical" for the Department. NorthPointe's COMPAS is the application that meets APD's current and future business needs within the Department's required timeline.

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

The service is currently provided by cTAG and CAIS with two separate contracts for the software.

D. Will the contract(s) be renewed: Yes, only the software license will be renewed 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):

Local 21 Union Name Signature of person mailing/faxing form 9/21/10 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# 4050 -10/11

STAFF ANALYSIS/RECOMMENDATION:

SEP 21 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

No other vendor could reach the same level of competence as COMPAS is copyrighted software and under contract to California Department of Corrections and Rehabilitation (CDCR) to provide Risk and Needs Assessment software for the next two years. COMPAS has 600,000 completed risk and needs assessments which APD and other criminal justice agencies will have access to.

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

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
COMPAS is proprietary software that only NorthPointe has the expertise in installing and configuring it. After NorthPointe installs and configures the COMPAS software, the company will provide training to the City employees for further day-to-day operation.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. The installation of the COMPAS proprietary software is a one-time project. This software is copywrited and cannot be installed by Civil Service Personnel without violating the copyright.

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

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

Yes No
[ ] [X]

B. Will the contractor train City and County employees?

[X] [ ]

- Describe the training and indicate approximate number of hours. NorthPointe will provide User and Operation/Administration manuals and conducts 5 training sessions (3 for users and 2 for System Administrators).
Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Adult Probation Officers (including Supervisors and Division Directors) and IS System Administrators. Approximately 100 employees will receive the training on using the software and 2 on using and administering it.

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

[X] [ ]

Senate Bill 678 mandates the use of a risk/needs assessment which is the software that is being contracted for.

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]

However, the Superior Court will also be using the contracted risk and needs assessment software.

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:

[Handwritten Signature]

Signature of Departmental Personal Services Contract Coordinator

Diane Lim

(415) 553-1058

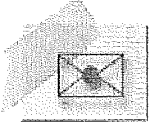
Print or Type Name

Telephone Number

880 Bryant Street, Room 200

San Francisco, CA 94103

Address



Monita P  
Choi/ADPROB/SFGOV  
09/21/2010 03:25 PM

To jebrenner@ifpte21.org  
cc Diane Lim/ADPROB/SFGOV@SFGOV, Maria  
Ryan/DHR/SFGOV@SFGOV  
bcc  
Subject Re: PSC Summary - COMPAS (NorthPointe)

Hi Joe,

Please find attached the PSC Summary for COMPAS and do not hesitate to contact Diane Lim at (415) 553-1058 or me if you have any questions or concerns.



COMPAS - PSC  
Summary\_9.21.10.pdf

Thank you.

Monita P. Choi  
Adult Probation Department  
Ph: (415) 553-1923

PERSONAL SERVICES CONTRACT SUMMARY

DATE: SEP 09 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: Consulting Services for a System of Record Transition

FUNDING SOURCE: General Funds

PSC AMOUNT: \$150,000 PSC DURATION: November 15, 2010 - December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The contractor will identify and develop an implementation plan for transition from the CCSF's current system of record for Health Care Coverage Initiative (HCCI) participants to the State's Medi-Cal Eligibility Data System (MEDS) application.

B. Explain why this service is necessary and the consequence of denial:
A successful migration to MEDS or an interface with MEDS as the HCCI system of record is a requirement for the Department's participation in the HCCI program, as outlined in the State's 1115 Waiver.

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 consulting services in support of regulatory requirements have provided under PSC 4138-06/07

D. Will the contract(s) be renewed? At this time, it is not anticipated that the contract will be renewed, unless 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 Union Name
Jacquie Hale Signature of person mailing/faxing form
SEP 09 2010 Date

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

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4051-10/11
STAFF ANALYSIS/RECOMMENDATION:

OCT 20 2010

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*In-depth knowledge of the 1115 Waiver requirements, the Health Care Coverage Initiative program as established by the State of California, knowledge of system o record applications used by other counties; knowledge of eligibility and enrollment systems and systems of record used in California counties for health programs; familiarity with the MEDS system and interfaced systems; and experience in systems integration planning and design in the public sector. Vendor must also have proven technical and strategic project management skills, as well as strong oral and written communication skills to facilitate successful completion of all project deliverables.*

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

1054- Business Analyst Principal

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 planning for this system migration requires a project lead that has demonstrated familiarity with MEDS and also must be knowledgeable of three separate systems of record applications in use by three (Alameda, Contra Costa, San Francisco) separate county HCCI programs. A City employee would not have experience with each counties system. In addition, the City requires expertise from an entity familiar with current electronic interfaces between MEDS and other County-level systems throughout California.*

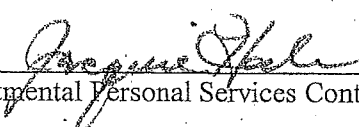
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*It is not practical to adopt a new Civil Service class because the services are intermittent and as-needed and deal with a one time project, which does not have a dedicated funding stream. The contractor will closely work with City employees, and the City employees will have the opportunities to gain skills and insight into this highly specialized field.*

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

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.</li> </ul> |                          |                                     |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 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? <i>The Department is the process of developing an RFP for these services.</i>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

  
 Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: MAY 10 2010

DEPARTMENT NAME: Public Health DEPARTMENT NUMBER 81 & 82

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# PSC 4138-06/07 )

TYPE OF SERVICE: Community Health Care Survey, Assessment and Project Support Services

FUNDING SOURCE: General Funds, Homeland/Urban Area Security Grant, National Institutes of Health Grant

Table with 2 columns: Amount and PSC Duration. Rows for Original Amount (\$5,000,000), Modification Amount (\$0), Total Amount (\$5,000,000) and corresponding PSC Durations.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractors will perform environmental and facility assessments, provide project support / oversight, and survey customers who utilize the services at the Community Health Network (CNN) and healthcare providers such as doctors, nurses and administrators in order to fulfill accreditation and licensing requirements specific to healthcare facilities, and in preparation for replacement or renovation building plans.

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

These services are necessary in order to facilitate the implementation of community planning, support/service projects and healthcare accreditation/licensing requirements, and to prepare for replacement of SFGH's hospital building and for renovations of existing DPH occupied space.

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

These services are currently provided under PSC 4138-06/07. This modification extends the term of the original PSC in order to account for the term of a newly awarded grant from the National Institutes of Health for the San Francisco Office of AIDS Renovation (SOAR) Project.

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

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

Table for Union Notification with columns: Union Name, Signature of person mailing/faxing form, Date. Includes entries for Local 1021, Local 21, MEA, Local 250-A and signature of Jacquie Hale dated MAY 10 2010.

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 ability to work with diverse communities, individuals and organizations. Knowledge of accreditation and licensing requirements specific to healthcare facilities; knowledge of environmental hazards. Expertise in fiscal management, analysis, and the ability to interact with multiple agencies when gathering data and reporting the results of the surveys. Ability to coordinate simultaneously with design architects and permit planners, while working with environmental review consultants with expertise in medical helipad EIR work.

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

2820 Senior Health Program Planner, 2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support Analyst, 2145 Associate Hospital Administrator (MEA), 5278 Planner II, 5502, 5504, 5506 and 5508 Project Manager I-IV and 6124 Principal Environmental Health Inspector.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Surveys and project scopes of work cover diverse topics such as toxic exposures, assessments of risks for various illnesses and accreditation/licensing requirements. The duration of each survey may be limited to few months and requires changing expertise. Also, the required expertise with OSHPD, helipads, or other Healthcare accreditation issues does not reside within the City. Therefore, dedicated Civil Service classes are not applicable.

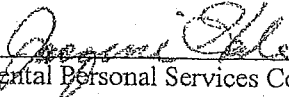
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

Not at this time. The work is project based, in addition the funding is often times one time /special grants awarded to the Department with the specific restrictions on the project / team make up. The contracts will work with full time City staff in order to complete these projects, thus City staff will obtain knowledge on these specialized projects.

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

Print or Type Name.

554-2609

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address

Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	09-09 08:57	00:01:12	006/006	OK	L1

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

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

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

TRANSMITTAL PAGE

DATE: September 9, 2010

TO: Robert Muscat, Executive Director, IFPTE, Local 21 FAX NO. (415) 864-2166

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

RE: Professional Service Contract Summary for the  
November 15, 2010 Civil Service Commission meeting.


Number of Pages (including this transmittal page)

6

**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

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

**DATE:** September 9, 2010

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

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of November 15, 2010:

**1. Consulting Services for a System of Record Transition**

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

**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 09/07/10

DEPARTMENT NAME: San Francisco Recreation and Park Dept. DEPARTMENT NUMBER: 42

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

TYPE OF SERVICE: Construction Management

FUNDING SOURCE: CA Department of Boating and Waterways Small Craft Harbor and Recreation Marina Loan Program

PSC AMOUNT: \$700,000.00 PSC DURATION: 3 YRS. - approx. 1/1/2011 - 12/31/2013

**1. DESCRIPTION OF WORK:**

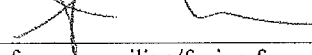
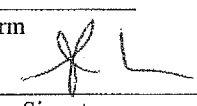
**A. Concise description of work:** The Recreation and Park Department is seeking the services of construction management team to oversee the improvements to the Marina Yacht Harbor, West Basin, which RPD intends will be performed under separate contract by a design-builder. The CM consultant shall be tasked with providing construction management and inspection services, providing cost estimating and scheduling services, performing hydrographic surveying for dredge validation, and reviewing and tracking of the work for compliance with permit and environmental requirements during the design/build process.

**B. Explain why this service is necessary and the consequences of denial:** The San Francisco Recreation and Park Department has secured a loan of up to \$23.665M from the California Department of Boating and Waterways for the renovation of their 326 slip West Harbor. The funding approved was based on a comprehensive budget that included hard and soft costs. The loan agreement signed by the City (Borrower) and the State (Department) stipulated that "engineering, inspection, and management services provided by Borrow or Borrower's personnel may only be reimbursed with prior written approval of Department". On 09/23/09, the Recreation and Park Department submitted a formal request for reimbursement for City provided Management, Administration and Design services. On 10/15/09, RPD received a written response from the CA Department of Boating and Waterways denying our request for reimbursement for any CCSF performed services. Our requests to the State to reconsider this determination have been ignored. RPD does not have an alternative funding source sufficient to cover the cost of these services.

**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 Marina Yacht Harbor has not been fully renovated since 1964. RPD secured the services of a marine engineering firm for the completion of a renovation feasibility study in 2001 (PCS #4351-00/01). RPD secured the services a preliminary design team for the preparation of the criteria package and oversight of a design/build contractor in 2009 (PCS #4055-08/09)

**D. Will the contract(s) be renewed?** Possibly, if necessary to reach completion of the project.

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

<u>L21</u>		
Union Name	Signature of person mailing/faxing form	Date
RFP sent to <u>Local 21</u>	on <u>9/15/10</u>	
Union Name	Date	Signature

\*\*\*\*\*  
 FOR DEPARTMENT OF HUMAN RESOURCES USE OCT 14 2010

PSC# 4052-10/11

STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:



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

A. **Specify required skills and/or expertise:** Required experience includes, but is not limited to the following: recent experience in the fields of construction management, inspection, cost consulting, schedule consulting, environmental regulation and permit consulting, and hydrographic surveying. In addition, the Prime Consultant Firm and assigned lead Construction Manager must have experience working on at least one recreational marina, commercial harbor or similar waterside project.

B. **Which, if any, civil service class normally performs this work?** Construction Inspector (6319/18/17), Surveyor (5314/12/10), and Regulatory and Environmental Specialists (5620, 5644/42/40) are the most closely related; however, the services required for this work necessitate specialized expertise in marine construction, not commonly associated with the aforementioned classes. In addition, sub-consultant cost estimating and scheduling are to be provided under this contract.

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:** In this instance, any work performed by City forces, regardless of class would be ineligible for funding under current State guidelines.

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

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

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

YES NO

B. Will the contractor train City & County employees?

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

UNKOWN

**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

501 Stanyan Street

San Francisco, CA 94117



**RFQ / PSC Notification**

Sean McFadden to: glouie, jebrenner  
Cc: Mary Hobson, Dawn Kamalanathan, Melissa Tucker

09/10/2010 03:52 PM

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 contract to the Civil Service Commission. Please find attached a **DRAFT** Request for Qualification for following project for the Recreation and Park Department:

- *Construction Management Services  
San Francisco Marina Yacht Harbor  
West Harbor Renovation  
Contact: Mary Hobson, 415.581-2575*

Please contact the above-listed project contact if you have questions about the project. The PSC for this effort will be sent to DHR/CSC for review no earlier than October 11, 2010.

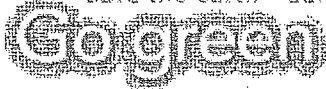
Thank you.

Sean



MYH West\_CM RFQ\_09-09-10.pdf

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Sean McFadden  
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Purchasing/Contract Administration  
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Sean.McFadden@sfgov.org





Fw: RFQ / PSC Notification  
Sean McFadden to: Joe.Cheung

09/15/2010 03:58 PM

Hi Joe:

Mary Hobson requested that I forward this along to you for review.

Thanks.

Sean

----- Forwarded by Sean McFadden/RPD/SFGOV on 09/15/2010 03:56 PM -----

From: Sean McFadden/RPD/SFGOV  
To: glouie@ifpte21.org, jebrenner@ifpte21.org  
Cc: Mary Hobson/RPD/SFGOV@SFGOV, Dawn Kamalanathan/RPD/SFGOV@SFGOV, Melissa Tucker/RPD/SFGOV@SFGOV  
Date: 09/10/2010 03:52 PM  
Subject: RFQ / 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 contract to the Civil Service Commission. Please find attached a **DRAFT** Request for Qualification for following project for the Recreation and Park Department:

- *Construction Management Services  
San Francisco Marina Yacht Harbor  
West Harbor Renovation  
Contact: Mary Hobson, 415.581-2575*

Please contact the above-listed project contact if you have questions about the project. The PSC for this effort will be sent to DHR/CSC for review no earlier than October 11, 2010.

Thank you.

Sean



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**PERSONAL SERVICES CONTRACT SUMMARY**

DATE: 10/06/2008

DEPARTMENT NAME: San Francisco Recreation and Park Dept. DEPARTMENT NUMBER: 42

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

TYPE OF SERVICE: Marina, Coastal and Civil Engineering Support Services

FUNDING SOURCE: CA Department of Boating and Waterways Small Craft Harbor and Recreation Marina Loan Program

PSC AMOUNT: \$1,500,000.00 PSC DURATION: 02/01/2009 – 07/01/2013

**1. DESCRIPTION OF WORK:**

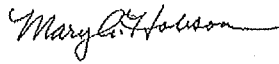
**A. Concise description of work:** The Recreation and Park Department is seeking the services of engineering firms with marina and coastal engineering expertise that can deliver a Criteria Package for the *waterside* improvements to the Marina Yacht Harbor, West Basin, which RPD intends will be performed under separate contract by a design-builder. This consultant shall be tasked with providing preliminary design services for marina, coastal and general civil engineering, dredge design and consulting support services during the design/build process. *Landside* improvement designs will be prepared by the CCSF Department of Public Works (DPW).

**B. Explain why this service is necessary and the consequences of denial:** The San Francisco Recreation and Park Department has secured a loan of up to \$25.6M from the California Department of Boating and Waterways for the renovation of their 326 slip West Harbor. The State approved the loan began appropriating funds for this work in FY 04/05. At that time the estimated project cost was \$16.5M. Due to sever cost escalation in materials and construction, the full project is now estimated at \$25.8M. The delays to date have been the result of lengthy environmental review as well as the States own policy of incremental project funding. The State has been generous in their loan limit adjustment to address these problems, but have expressed their concerns with the slow pace of project development. They Department of Boating and Waterways Commission will be looking for advancement of the design process when they approve their FY 08/09 appropriation to the project. As a sign of the City's commitment to the project, our goal is to have consultants under contract and available to make a presentation before the DBW Commission as early as February 2009.

**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 Marina Yacht Harbor has not been fully renovated since 1964. RPD secured the services of a marine engineering firm for the completion of a renovation feasibility study in 2001 (PCS #4351-00/01).

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

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

L21  10/06/2008  
 Union Name Signature of person mailing/faxing form Date

RFP sent to Local 21 on 10/06/08 \_\_\_\_\_  
 Union Name Date Signature

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

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

STAFF ANALYSIS/RECOMMENDATION:  
 CIVIL SERVICE COMMISSION ACTION:



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

A. Specify required skills and/or expertise: Required experience includes, but is not limited to the following: experience designing recreational marina facilities, breakwaters, and/or piers in San Francisco Bay or elsewhere; experience in conducting storm wave analysis of high-energy seasonal events; experience in working with regulatory agencies; U.S. Army Corps of Engineers, San Francisco Regional Water Quality Control Board, and Bay Conservation and Development Commission; experience in negotiating with Federal, State, Regional, and Local agencies pertaining to additional studies for coastal environments; experience in surveying using GPS; and managing Dredging contracts.

B. Which, if any, civil service class normally performs this work? Classes 5212, 5211, 5241, 5366, 5364, 5362 (Principal, Senior, Engineer, Associate, Assistant, CIVIL) are the most closely related; however, the services required for this work necessitate specialized expertise in marine engineering, and recreational marina design in particular, not commonly associated with the aforementioned classes. In addition, sub-consultant electrical and mechanical design work make up a small percentage of the engineering services to be provided under this contract (<10%).

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: While the various Civil Engineering classifications work in support of the Recreation and Park Dept. on many capital projects, the classes do not have the training and expertise in marine engineering, and have little or no experience in recreational marina design. Furthermore, specialized expertise is necessary related to the complex permitting and approval processes of the multiple regulatory agencies that oversee work on SF Bay waterways.

B. Would it be practical to adopt a new civil service class to perform this work? Explain: It would not be practical to adopt a new class due to the specialized nature of marina design and the limited number of facilities of this type under the jurisdiction of the City and County of San Francisco.

**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?<br><i>Describe the training and indicate approximate number of hours. 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? Recreation and Park Commission, 10/16/2008 Res. #TBD  | <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?  | UNKOWN <input type="checkbox"/>     | <input type="checkbox"/>            |

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

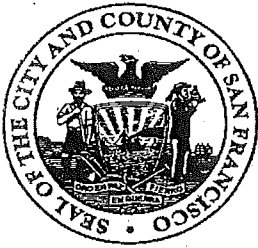
415-831-2779

Print or Type Name

Telephone

501 Stanyan Street

San Francisco, CA 94117



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM  
MAYOR

DONALD A. CASPER  
PRESIDENT

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VICE PRESIDENT

MARY Y. JUNG  
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COMMISSIONER

YU-YEE WU SHERIDAN  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

November 6, 2008

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4051-08/09  
THROUGH 4057-08/09 AND 4137-06/07.**

At its meeting of November 3, 2008 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

c: Shawn Allison, Department of Telecommunications and Information Services  
Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Human Resources Director  
Connie Chang, Public Utilities Commission  
Gordon Choy, Department of Public Works  
Shamica Jackson, Public Utilities Commission  
Jennifer Johnston, Department of Human Resources  
Naomi Kelly, Office of Contract Administration  
Lynn Khaw, Administrative Services-Office of Contract Administration  
Sean McFadden, Recreation & Parks Department  
Brigitte Rockett, Department of Human Resources  
Ben Rosenfield, Controller  
Commission File  
Chron

POSTING FOR  
November 03, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Contract Amount	Description of work	Duration
4051-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$5,000,000.00	Will provide professional and technical services to support the SFMTA Rail Vehicles Rehabilitation and Replacement Program on an as-needed basis.	31-Jan-14
4052-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$4,000,000.00	Will provide professional and technical services to support the Rubber Tire Vehicle Replacement program on an as-needed basis.	31-Jan-14
4053-08/09	40	San Francisco Public Utilities Commission	Regular	\$100,000.00	Will provide treatment to the City's source water reservoirs with a new chemical (sodium carbonate peroxyhydrate) to control algal growth.	14-Jan-09
4054-08/09	40	San Francisco Public Utilities Commission	Regular	\$9,900,000.00	Will provide as-needed environmental tasks for the SFPUC Water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and environmental planning expertise and services.	30-Mar-14
4055-08/09	42	San Francisco Recreation and Park Dept.	Regular	\$1,500,000.00	Will provide preliminary design services for marina, coastal and general civil engineering, dredge design and consulting support services during the design/build process.	01-Jul-13
4056-08/09	70	Office of Contract Administration-Purchasing	Regular	\$120,000,000.00	Will provide as-needed, project specific services for a variety of highly specialized information technology (IT) projects.	31-Dec-11
4057-08/09	90	Public Works	Regular	\$450,000.00	Will provide advancement and management of funds for the Project Pull summer internship program. Funds will be disbursed for intern salaries and program enrichment activities.	30-Jun-12

0517

POSTING FOR  
November 03, 2008

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

PSC No.	Dept/No	Dept/Name	Approval Type	Increase Amount	New Amount	Description of work	Duration
4137-06107	75	Department of Technology	Modification	\$227,000.00	\$663,000.00	Will provide vendor configuration and tailoring of the New World Systems Records Management System (RMS) and Field Reporting System (aka Incident reports), configure Standard and Custom System Reports.	01-May-09

5013