City and County of San Francisco

Gavin Newsom Mayor



Department of Human Resources

Micki Callahan **Human Resources Director**

Date:

November 15, 2010

To:

The Honorable Civil Service Commission etzi (ml

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 No. Dept Name	Approval Type	Contract Amount	Description of Work	Start Date- End Date
4050-10/11	13	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	28	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	24	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-[2/31/2013

Posting Date: October 29, 2010

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

	PE	RSONAL SERVICES C	ONTRACT SUMM	ARY
DATE: <u>9/21/10</u>	0			
DEPARTMENT I	NAME: Adul	Probation Department		DEPARTMENT NUMBER 13
TYPE OF APPRO		XPEDITED	X REGULAR	(OMIT POSTING)
WAND OF BEOTH	<u></u>	CONTINUING	ANNUAL	•
TYPE OF REQUI	EST: REQUEST	MODIFICATION (PS	C#)	
TYPE OF SERVI	CE: Purchase	e, installation and training of C	COMPAS copyrighted s	software program
FUNDING SOUR	CE: Federal	IAG Stimulus Grant and Gen	eral Funds (JUSTIS)	
PSC AMOUNT:	\$474,000.00	PSC DURA	TION: September 3	30, 2010 to September 29, 2013
A. Concise The San Francisco for Public Managem solution that meets a functionality. B. Explain APD's current data co of required data to co Office of the Courts' C APD's current and fut C. Explain Service	ent, Inc. for implent APD's workflow and why this service beliection infrastructure mply with the Califor CALRAPP programs for business needs in how this services Commission, in	partment (APD) will procure a Capenting a Risk/Needs Assessment data information needs which is necessary and the consequence (cTAG and CAIS applications) on the community Corrections Performance are "mission critical" for the within the Department's required to	ent and Case Managemer includes a JUSTIS interfa- quences of denial: does not meet its business rmance incentives Act of 2 to Department. NorthPointe timeline. ast (if this service was pervices contract appro-	needs nor allow the collection 009/Senate Bill 678 and the Administrative 's COMPAS is the application that meets previously approved by the Civil val number):
	``	be renewed: Yes, only the sol		ewed in the future.
A	for specific proce		sent to employee organ	nzations as appropriate (totel to
		9		•
Local Union N		Signature of person mails	naltovina form	9/21/10 Date
Omon r	vaine	Signature of person mana	mior amyer An	Date
Union N	Vame	Signature of person maili	ng/faxing form	Date
RFP sent to		, on		
,	Union Name	Date		Signature
)	**************************************		**************************************
PSC# <u>+050</u> STAFF ANALYS	_ 10 / (1 IS/RECOMMEN	_ DATION:		(SEP 2 1 2010

CIVIL SERVICE COMMISSION ACTION:

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE A. Specify required skills and/or expertise:

City and County of San Francisco

Department of Human Resources

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.

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.	CÓN	1PAS h	as 600,000 d	completed risk	and needs ass	sessments which	h APD and	other criminal justice	agencies	will have a	ccess to.
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM A. Explain why civil service classes are not applicable: 2. 20MPAS is proprietary software that only North-Pointe has the expertise in installing and configuring it. After North-Pointe Installis and configures the COMPAS software, the company will provide training to the City emptoyees 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. ADDITIONAL INFORMATION (if "yes," attach explanation) 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. North-Pointe will provide User and Operation/Administration manuals and conducts 5 training assistons (3 for users and 2 for System Administrators). Indicate occupational type of City and County employees to receive training (i.e., elefance), 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? Sonate 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? E. Has a board or commission determined that contracting is the most effective way to provide this service? 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 X contract with your department? Signature of	None		Which, if a	nny, civil serv	vice class nor	mally performs	s this wo	·k?			
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Signature of Departmental Personal Services Contract Coordinator Diane Lim (415) 553-1058 Print or Type Name Telephone Number 880 Bryant Street, Room 200]				- ,	y a contractor t	hat has a	current personal se	ervices		X
Diane Lim (415) 553-1058 Print or Type Name Telephone Number 880 Bryant Street, Room 200				\D ;		me	<u> Lm</u>	, 1		HALF OF	THE
Print or Type Name Telephone Number 880 Bryant Street, Room 200				•	-						
			-	Print o	or Type Nam	ie	•		r		

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: PUBL	IC HEALTH	DEPAR	TMENT NUMBER: 81
TYPE OF APPROVAL:	EXPEDITED CONTINUING	X REGULAR ANNUAL	(OMIT POSTING)
TYPE OF REQUEST: X INITIAL REQUEST	MODIFICATION (P		
TYPE OF SERVICE: Consulting	ng Services for a System of	Record Transition	
PSC AMOUNT: \$150,000 1. DESCRIPTION OF WORK A. Concise description of prop The contractor will identify and deve Health Care Coverage Initiative (HC HCCI is part of California's 1115 Me Federal government to permit states Waiver specifies that the system of will facilitate a process and provide analyzing the CCSF's current system requirements associated with each plearnings from this project to other e B. Explain why this service is A successful migration to MEDS or a Department's participation in the HC in a timely fashion would put the City jeopardizing the Department's contint the uninsured. Loss of this funding program overall, as the HCCI program C. Explain how this service has Service Commission, indicate Similar consulting services in support D. Will the contract(s) be rene a continued need for these services. 2. UNION NOTIFICATION: Cop instructions for specific procedure.	PSC DURATION: loosed work: loop an implementation plan for CCI) participants to the State's Noticaid Demonstration Project Visit to test policy innovations that is record for HCCI participants must project management activities to the frecord, 2) conducting an activities of the state of t	transition from the CC fledi-Cal Eligibility Data vaiver. The 1115 waiver and the Medicaid past be MEDS or an interest will support the followers will support the followers and other interested of denial: HCCI system of record (CCSF) out of compliant and reimbursement inability of the CCSF's or HSF This service was previous contract approval move provided under PS pated that the contact	a System (MEDS) application. The er is granted to states by the program. The State's 1115 perface with MEDS. The contractor owing specific deliverables: 1) efficiency and resource guide and 5) disseminating parties. It is a requirement for the Failure to complete this migration once with the State's requirement to support health care access for the Healthy San Francisco (HSF) pusly approved by the Civil number): C 4138-06/07 will be renewed, unless there is
X IFPTE Local 21	Jacquie Hale		SEP 09 2010
Union Name	Signature of person mailing	g/faxing form	Date
Union Name	Signature of person mailing	g/faxing form	Date
RFP sent to	, on		
Union Name	Date		Signature
**************************************	R DEPARTMENT OF HUMA		
CIVIL SERVICE COMMISSION A	ACTION:		

DODY

3. <u>DESCRIPTION OF REQUIRED SKILLS/EXPERTISE</u>

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.	<u>Al</u>	DDITIONAL INFORMATION	•	•	•	Yes	$\overline{\overline{N}}$
	A.	Will the contractor directly su	pervise City and County	employees?			>
	B.	Will the contractor train City	and County employees?				>
	,	 Describe the training and Indicate occupational type civil engineers, etc.) and a 	e of City and County em	ployees to receive tr	aining (i.e., cle	rks,	
•	C.	Are there legal mandates requ	iring the use of contract	ual services?	*		X
	D.	Are there federal or state gran	t requirements regarding	g the use of contractu	al services?		X
	E.	Has a board or commission de to provide this service?	termined that contracting	g is the most effecti	ve way		×
	F.	Will the proposed work be concontract with your department					X
TH DE	E A	BOVE INFORMATION IS SURTHENT HEAD:	BMITTED AS COMPI	All	e de la companya de l	ALF OF THE	
			uie Hale	•			
			Type Name	(415) 59 Telephon	e Number		
			101 Grove Stree				
	11	es a too	San Francisco				
			Addre	SS			

City and County of San France			partment of Human Resou	rces
DATE: MAY 1 @ 2010	ERSONAL SERVICES CO	ONTRACT SUMN	MARY	
DEPARTMENT NAME: Publ	c Health		DEPARTMENT NUMBER	81 & 82
TYPE OF APPROVAL:	XPEDITED	X REGULAR	(OMIT POSTING)
	ONTINUING	ANNUAL		
TYPE OF REQUEST:	Two towns are a second	POC 4400 0010T		
INITIAL REQUEST	X MODIFICATION (PSC			
	nity Health Care Survey, As			
	Funds, Homeland/Urban Area			
Original Amount: \$5,000,000 Modification Amount \$0	PSC Duration PSC Duration			
Total Amount \$5,000,000	Total PSC Dur			
 DESCRIPTION OF WORK A. Concise description of presentation 	1			
These services are necessary in order accreditation/licensing requirements, a occupied space. The services need to healthcare knowledge. SFGH is the or staff's ability to respond to emergencies accomplish both vital community health for a healthcare institution. Failure to assess the company of the community of the company of the community health for a healthcare institution. Failure to assess the community of the community health for a healthcare institution. Failure to assess the community of the community health for a healthcare institution. Failure to assess the community of the community o	ts specific to healthcare facilities, expertise specific to healthcare in the proper paredness, life safety, facilitiems, information systems, hazard preparedness and security mattal (SFGH) to be a complete traunteduce risks; and evaluate the implementation of the prepare for replacement of Stand to prepare for replacement of Stand its certification as a traumant projects and the achievement and the past dicate most recent personal sequence has been provided in the past dicate most recent personal sequence psc 4138-06/07. This modificant has the National Institutes of Health and with Department of Put	and in preparation for range on one or more of the follity planning, mechanical dous materials manage magement, the implementacenter. Contractors want of change on both makes of denial: community planning, sufficiently have been a center. Denial will result in loss of reimbords will result in increase (if this service was provided to the tenter of the service of the tenter of the service was provided to the tenter of the service was provided to the tenter of the service was provided to the service was	replacement or renovation building lowing: healthcare programs and last systems, emergency power systement, utility management and sectoration of a medical helipad is necessarily will share findings with staff; assist Department staff and clients. Support/service projects and health and for renovations of existing Department or with project-specifically and for renovations of existing the department of the Department enditation/licensing requirements estoursement and closure of public head demand for medical services. Sureviously approved by the Civical number): The office of AIDS Renovation (SOAR and SOAR)	p plans. for tems, curity cessary in st in the exare PPH ic medical it to ssential ealth and
2 <u>UNION NOTIFICATION</u> : Co	py of this summary is to be ser	<i>inding i</i> s <i>available.</i> It to employee organi	zations as appropriate (refer to	ı
. instructions for specific proced	ures):			
Local 1021, Local 21, MEA, Local 250-A	Jacquie Hale		MAY 1 0 2010	
Union Name	Signature of person mailing	/faxing form	Date	
			,	
Union Name RFP sent to	Signature of person mailing	faxing form	Date	
Union Name	, on Date		Signature	
**************************************			********	***
PSC#	FOR DEPARTMENT OF HU	IMAN KESOURCE	S USE	
STAFF ANALYSIS/RECOMMEN	DATION:			
CIVIL SERVICE COMMISSION A	CTION-			

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:

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. AT	DIVIPIONIAL PRICORAL PROPERTY (ICH. W. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.		
	DDITIONAL INFORMATION (if "yes," attach explanation)	Yes	<u>No</u>
Α.	Will the contractor directly supervise City and County employees?		Х
В.	Will the contractor train City and County employees?		Х
	• Describe the training and indicate approximate number of hours.	بب	
	• Indicate occupational type of City and County employees to receive training (i.e., clerks,		
•	civil engineers, etc.) and approximate number to be trained.		
	And thought and would be a second of the sec		
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?		\mathbf{x}
•			
E.	Has a board or commission determined that contracting is the most effective way		X
	to provide this service?		
F.	Will the proposed work be completed by a contractor that has a current personal services		
	contract with your department?	X	· L
erana. A			
IIIL A Depai	BOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEH RTMENT HEAD:	HALF O	F THE
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	Charge Cale		
	Signature of Departmental Personal Services Contract Coordinator		
	Jacquie Hale 554-2609		
	Print or Type Name Telephone Number		٠
	101 Grove Street, Room 307		
	San Francisco, CA 94102		

Address

09/09/2010 08:58 Serial No. 57AE04423 TC: 447317

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

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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			
то;	Robert Muscat, Executive Director, IFPTE, Local 21 FA	X NO.	(415) 864-	2166
FROM:	Jacquie Hale Director, Office of Contract Management FA	X 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	<b>∌</b> )	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

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

## PERSONAL SERVICES CONTRACT SUMMARY

DEPARTMENT NAME: San Francisco Rocreation and Park Dept. DEPARTMENT NUMBER: 42  TYPE OF APPROVAL: SAN EXPEDITED SOURCE: CAD Experiment of Boating and Waterways Small Craft Harbor and Recreation Marina Loan Program  PSC AMOUNT: \$700,000.00 PSC 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 sebeduling 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 sip West Harbor. The finding 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 99/23/09, 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 Department. On 99/23/09, the Recreation and Park Department sib determination have been ignored. RPD does not have an alternative funding source s	DATE:	09/07/10					
TYPE OF REQUEST:  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—  1/2/31/2013  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 Exproved the 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	DEPAR	TMENT NAME:	San Francisco Rec	reation and Park I	ept. DI	EPARTMENT NUMBI	ER: 42
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. U1/2011– 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, prorousing phydrographic 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 reimbursement for any CCSF performed services. Our requests to reimbursement for any CCSF performed services on the State 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 Commissi			CONTINUIN	√IG .	ANNUAL	<del>-</del>	)
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(refer to instructions for specific procedures):  L21  Union Name  Signature of person mailing/faxing form  Date  RFP sent to  Union Name  Date  ***********************************	D.	Will the contract	(s) be renewed? Pos	ssibly, if necessary	to reach con	npletion of the project.	·
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FOR DEPARTMENT OF HUMAN RESOURCES USE OCT 1 4 20					*****	*******	*****
	FOR DI		÷	RCES USE			OCT 1 4 2010
PSC# 4052-10/11	PSC# _	4052-1	10/11			•	
STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:							



## 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.

## 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?		$\boxtimes$
	D. Are there federal or state grant requirements regarding the use of contractual services?	$\boxtimes$	
	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?		
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCUMENT OF THE DEPARTMENT HEAD!	JRATE _.	ON
	Signature of Departmental Personal Services Contract Coordinator		
	Sean McFadden 415-831-2779		
	Print or Type Name Telephone		
	501 Stanyan Street		
	San Francisco, CA 94117		

T B



## 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

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: 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

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Thank you.

Sean

MYH West CM RFQ 09-09-10.pdf



## PERSONAL SERVICES CONTRACT SUMMARY

DAT	Έ: ˌ	10/06/2008	···				÷	
DEP.	ARI	TMENT NAMI	3: <u>San</u>	Francisco Recreat	ion and Park D	ept. DEP	ARTMENT NUMBE	R: <u>42</u>
		F APPROVAL F REQUEST:		EXPEDITED CONTINUING INITIAL REQU	EST	ANNUAL	OMIT POSTING	)
TYP FUN	E O	F SERVICE: _ IG SOURCE:	Marina, CA Dep	Coastal and Civil	Engineering St	apport Services ys Small Craft I	Harbor and Recreation	Marina Loan
			Program	L		SC DURATIO		
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	Parl for wor and env in t proj of t com befo	k Department It the renovation k in FY 04/05. construction, t ironmental reviheir loan limit ject developme the design promitment to the ore the DBW C	as secur of their At that the full p ew as we adjust no nt. The cess whe e project commissi	ed a loan of up to 326 slip West Han time the estimate project is now esti- ell as the States over to address these y Department of E en they approve to to our goal is to hom as early as Feb	b \$25.6M from thor. The Star ad project cost mated at \$25.8 wn policy of inc se problems, by Soating and Wi heir FY 08/09 ave consultant ruary 2009.	the California te approved the was \$16.5M. I M. The delays cremental proje it have express aterways Comm appropriation s under contra	nial: The San Francisco Department of Boating Double to sever cost escaled to the sever cost escaled to the sever cost escaled their concerns with the sed their concerns with the sed the project. As a cost and available to make the sed and availa	and Waterways ting funds for this lation in materials e result of lengthy has been generous the slow pace of g for advancement sign of the City's ake a presentation
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	D.	Will the contr	act(s) b	e renewed? Yes,	if necessary to	complete the re	equired services.	
2.	UN (re	IION NOTIFIC fer to instruction	CATIOI ns for sp	N: Copy of this su ecific procedures)	:		vee organizations as ap	propriate
	I	L21			Mary	a. Houson		10/06/2008
U	Inio	n Name		Sig	nature of perso	n mailing/faxin	g form	Date
RFI	e sei	nt to Loca	121	on	10/06/08			
		Union		•	Date		Signature	
				**************************************		********	**************	******
PSC	C# _				_			
		ANALYSIS/R SERVICE COI		MENDATION: ON 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)  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?		$\boxtimes$
	D. Are there federal or state grant requirements regarding the use of contractual services?		$\boxtimes$
	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		
	F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?		
	HE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCUENALF OF THE DEPARTMENT HEAD:	JRATE	ON
נט	EHALF OF THE DEPARTMENT MEAD.		
	Signature of Departmental Personal Services Contract Coordinator		
	Sean McFadden 415-831-2779		
	Print or Type Name Telephone		
	501 Stanyan Street		
	San Francisco, CA 94117		

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## CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG COMMISSIONER

E. DENNIS NORMANDY 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 <u>November 3, 2008</u> 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

Commission File

Chron

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POSTING FOR. November 03, 2008

## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	DeptNo	DeptName	Approval Type	Approval Type Contract Amount	Description of work	Duration
		San Franci		WII SFI	Will provide professional and technical services to support the SFMTA Rail Vehicles Rehabilitation and Replacement Program on	-
4051-08/09	. 35		Regular	\$5,000,000.00 an as-needed basis.	as-needed basis.	31-Jan-14
4052-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$4,000,000.00 Ru	Will provide professional and technical services to support the \$4,000,000.00 Rubber Tire Vehicle Replacement program on an as-needed basis.	31-Jan-14
	\$	San Francisco Public Utilities		Will pro	Will provide treatment to the City's source water reservoirs with a new chemical (sodium carbonate peroxyhrdrate) to control algal	14-Jan-09
4053-08/09	₽	Commission	regulai	18 00:000 to 1 #	1000 Carlos Carl	
00 P	Ş	San Francisco Public Utilities Commission	Recular	WVI Sy 89,900,000.00 en	(Will provide as-needed environmental tasks for the STFUC water System Improvement Project (WSIP) and non-WSIP projects, such as providing specialized natural resource, environmental, and \$9,900,000.00 environmental planning expertise and services.	30-Mar-14
4034-00/08	7	Contraction				
4055-08/09	42	San Francisco Recreation and Park Dept.	Regular	Wi ge. \$1,500,000.000 sei	Will provide preliminary design services for marina, coastal and general civil engineering, dredge design and consulting support \$1,500,000.00 services during the design/build process.	01-Jul-13
4056-08/09	5	Office of Contract Administration- Purchasing	Regular	W \$120,000,000,00 hig	Will provide as-needed, project specific services for a variety of \$120,000,000,000 highly specialized information technology (IT) projects.	31-Dec-11
				W V	Will provide advancement and management of funds for the Project Pull summer Internship program. Funds will be disbursed for Intern	20 c
4057-08/09	06	Public Works	Regular	\$450,000.00 sa	\$450,000.00 salanes and program enrichment activities.	30-0001-12

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

Duration	.•	01-May-09
Amount Description of work	Will provide vendor configuration and failoring of the New World Systems Records Management System (RMS) and Fleid Reporting System (aka Incident reports),	\$663,000.00 configure Standard and Custom System Reports.
: Amount New /		\$227,000.00
Increase	· ·	
Approval Type	ď	Modification
БерМате		Department of Technology
Deptilo		75.
PSC No.		4137-06/07

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