



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

Date: December 6, 2010

To: The Honorable Civil Service Commission

Through: Micki Callahan *Micki Callahan*
Human Resources Director

From: Kendall Gary, DT
Lavena Holmes-Williams, PRT
Shamica Jackson, PUC
Julian Low, MYR
Tajel Shah, TTX
Peg Stevenson, CON
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains seven (7) 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
\$12,612,200	\$1,114,800	\$156,021,463

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

Lavena Holmes-Williams
Port Commission
Pier 1 – The Embarcadero
San Francisco, CA 94111

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

Julian Low
1 Dr. Carlton B. Goodlett Place, Rm 448
San Francisco, CA 94102

Tajel Shah
Treasurer Tax Collector
1 Dr. Carlton B. Goodlett Place Room 140
San Francisco, CA 94102

Peg Stevenson
Controller's Office
1 Dr. Carlton B. Goodlett Place, Rm 392
San Francisco, CA 94102

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

POSTING FOR

12/6/2010

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4053-10/11	09	Controller	Regular	\$10,000,000	Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.	3/1/2011 - 2/28/2013
4054-10/11	38	Police	Regular	\$347,200	Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.	9/21/2010 - 3/9/2015
4055-10/11	39	Port Commission	Regular	\$1,200,000	This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.	2/1/2011 - 12/31/2014
4056-10/11	08	Treasurer/Tax Collector	Regular	\$200,000	Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue to audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.	1/4/2011 - 12/31/2011
4057-10/11	40	Public Utilities Commission	Regular	\$350,000	The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.	2/1/2011 - 12/31/2014

POSTING FOR

12/6/2010

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

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4058-10/11	21	Business, Economic Development	Regular	\$35,000	\$83,000	Provide technical services and generate reports to assist the City during negotiation of the proposed Parkmeed Development Agreement. Conduct review and analysis of project pro forma assumptions, financial feasibility and the value of proposed community benefits package. Calculate the proposed project's net fiscal impact on the City's General Fund and other funds during the life of the Project, from construction through stabilized occupancy. A modification for amount and duration is request as the approvals schedule for the project has been delayed. Denial of these services would limit the City's ability to negotiate the best possible outcome for the public and substantially reduce the accuracy and appropriateness	7/15/2010 - 3/31/2011
4101-07/08	75	Dept.of Technology	Regular	\$480,000	\$2,981,509	Will provide system software and special technical support services for the City's mainframe. We request approval of this modification to extend the duration and increase compensation due to a proprietary system application that the contractor provides to support the City's mission critical operations on the mainframe and the current migration efforts in process.	12/1/2007 - 6/30/2012

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/9/10

DEPARTMENT NAME: Controller's Office DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: Equipment Lease Purchase Financing Services

FUNDING SOURCE: Department budgets

PSC AMOUNT: \$10,000,000 PSC DURATION: March 1, 2011 - February 28, 2013

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide lease purchase financing and/or refinancing of essential capital equipment to be used by City departments for governmental purposes.
B. Explain why this service is necessary and the consequences of denial: These services are required to assist the City with lease purchase financing and refinancing of capital equipment for governmental purposes.
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): Provided through the State of California's program facilitating installment and lease purchases.
D. Will the contract(s) be renewed: No.

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

MEA Union Name Signature of person mailing/faxing form 11/9/10 Date
Local 21 Union Name Signature of person mailing/faxing form 11/9/10 Date
Local 1021 Union Name Signature of person mailing/faxing form 11/9/10 Date

RFQ sent to NA, on Controller's Office Website
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4053 -10/11
STAFF ANALYSIS/RECOMMENDATION: conk

NOV 9 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise: Contractor must have experience with California-based tax-exempt or taxable equipment lease purchase financings, including present or former Agreements in which the Contractor acted as a financing partner to a local government or supplier. Contractor must be a member of the Association for Governmental Leasing & Finance or the Equipment Leasing Association of America and must currently hold all licenses and registrations required by applicable federal and state laws, statutes, codes, etc. The Contractor must have a "good" or better financial rating by Dun & Bradstreet, Inc.
- B. Which, if any, civil service class normally performs this work? No civil service class performs this work.
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable: Existing Civil Service classifications do not provide capital equipment financing or refinancing services.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. The work is short-term and highly specialized in nature.

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

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

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

Peg Stevenson 4/9/10

Signature of Departmental Personal Services Contract Coordinator

Peg Stevenson

(415) 554-7522

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Place, Rm. 392

San Francisco, CA 94102

Address

Transmission Report

Date/Time
Local ID 1
Local ID 2


11-09-2010
14155547872

04:42:12 p.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY CON CSA.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: IFPTE Local 21 <hr/> <hr/> <hr/> <hr/>	FROM: Richard Kurylo, Contracts and Operations Analyst <hr/> Office of the Controller Room 388 City Hall - 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4894 <hr/> Phone 415-864-2100 Fax Number 415-864-2166	
DATE 11/9/10	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	338	415 864 2166	04:39:40 p.m. 11-09-2010	00:02:01	4/4	1	EC	HS	CP14400

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fall

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2


11-09-2010
14155547872

04:43:35 p.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY CON CSA.

This document : Confirmed
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Document size : 8.5"x11"

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: SEIU Local 1021 <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;"><i>Daz Lamnaras</i></div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <div style="text-align: center; margin: 2px 0;"><i>cc: Pattie Tamura</i></div> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> Phone 510-350-4527 Fax Number 415-431-6241	FROM: Richard Kurylo, Contracts and Operations Analyst Office of the Controller Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694 Phone 415-554- 7536 Fax Number 415-554- 7872	
DATE 11/9/10	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

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Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fail

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

G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1
Local ID 2


11-09-2010
14155547872

04:37:09 p.m.

Transmit Header Text
Local Name 1
Local Name 2

CITY AND COUNTY COM'CSA.

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

FAX Transmission		 City and County of San Francisco OFFICE OF THE CONTROLLER
TO: MEA <hr/> <hr/> <hr/> <hr/>	FROM: Richard Kurylo, Contracts and Operations Analyst <hr/> Office of the Controller Room 388 City Hall – 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4694	
Phone Fax Number 415-989-7077	Phone 415-554- 7536 Fax Number 415-554- 7872	
DATE 11/9/10	NUMBER OF PAGES (including cover) 4	
<input type="checkbox"/> Original to follow in mail		
REMARKS: <input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For your review <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Please comment		

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
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Abbreviations:

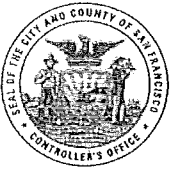
HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
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FA: Fail


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

G3: Group 3
EC: Error Correct



MEMORANDUM

TO: PSC Coordinator (DHR-PSCCoordinator@sfgov.org)

FROM: Richard Kurylo, Operations Analyst 

DATE: 11/9/10

SUBJECT: Personal Services Contract Summary for Equipment Lease Purchase Financing Services

Attached, please find a Personal Services Contract Summary for Equipment Lease Purchase Financing Services.

The Controller's Office of Public Finance is requesting approval of a Personal Services Contract application for Equipment Lease Purchase Financing Services. These services will be used to assist the Office of Public Finance and other interested City departments with the financing and refinancing of essential capital equipment and other related services. Contractors must demonstrate successful experience in providing taxable and tax-exempt lease-purchase financing and refinancing of capital equipment (excluding real property) for local governments.

For each proposed equipment lease-purchase transaction over a two-year period, the City is proposing to select one or more Contractors that have been pre-qualified through a Request For Qualifications. Transactions may be closed and settled within two to four weeks using the City's standard lease purchase financing agreement and related documentation.

Should you need additional information, or if you have any questions, please contact me at (415) 554-7536.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 21, 2010

DEPARTMENT NAME: Police DEPARTMENT NUMBER 38

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

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

TYPE OF SERVICE: Design and Implementation of New Licensed Software Services, Maintenance and Consulting.

FUNDING SOURCE: General Fund

PSC AMOUNT: \$347,200.00 PSC DURATION: 9-21-2010 - 3-9-2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide maintenance, as well as, design, engineering and consulting services on the Level II Message Switching Computer System (installed at the San Francisco Police Department) as required/requested by the Police Department.

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

This service is necessary so the Police Department can comply with changes in law and policy in a timely and efficient manner. Consequences of denial would inhibit/restrict the Police Department's ability to provide essential services and access to data systems to the Police Department members and all other law enforcement and criminal justices agencies located in the County of San Francisco.

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

These services have not been provided in the past, resulting in loss of services and access to data systems to the Police Department members and all other law enforcement and criminal justice agencies located in the County of San Francisco.

D. Will the contract(s) be renewed: Yes (continuing maintenance and services will be required)

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

Local 21 Union Name Signature of person mailing/faxing form Date 9-27-10

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4054 -10/11 STAFF ANALYSIS/RECOMMENDATION: MR

OCT 27 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Designing, engineering, consulting and programming skills necessary to maintain and enhance a critical, necessary and proprietary Message Switching Computer System.

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

None. This is a proprietary system.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classifications are not applicable because the system is proprietary to the Contractor.

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

No. Only as needed services, less than full time services are required.

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

<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

Officer Shawn Wallace #1104

Print or Type Name

553-1096

Telephone Number

**850 Bryant Street
San Francisco, CA 94103**

Address



PSC

Monday, September 27, 2010 8:05 AM

From: "Shawn Wallace" <sfpd.contracts@sbcglobal.net>

To: "Joe Brenner" <jebrenner@ifpte21.org>, "Kim Carter" <kcarter@ifpte21.org>

1 File (106KB)



LTI PSC ...

Hi Joe and Kim,

I've attached a PSC for your review. If you have any questions, please contact Insp. Lamont Suslow at Lamont.Suslow@sfgov.org or 553-9147. I'm also faxing you a signed copy.

Thanks
Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096

SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

TELEPHONE: 415-553-1096

FAX: 415-553-1999

TO: Joe Brenner / Kim Carter

FAX#: 864-2166

DEPT./COMPANY: Local 21

DATE: 9-27-10

FROM: **Officer Shawn Wallace, #1104**
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Joe and Kim,

I've attached a PSC for Software Design Maintenance and Consulting Services. If you have any questions that you need answered, please contact Insp. Lamont Suslow at Lamont.Suslow@sfgov.org or at 553-9147.

Thanks
Shawn

CONFIDENTIALITY NOTE

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MODE = MEMORY TRANSMISSION START=SEP-27 08:10 END=SEP-27 08:11

FILE NO.=160

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-SFPD LEGAL DIVISION -

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

SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

TELEPHONE: 415-553-1096
FAX: 415-553-1999

TO: Joe Brenner / Kim Carter

FAX#: 864-2166

DEPT./COMPANY: Local 21

DATE: 9-27-10

FROM: **Officer Shawn Wallace, #1104**
San Francisco Police Department, Legal Division
Direct extension: 415-553-1096

SUBJECT: PSC

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3

Joe and Kim,

I've attached a PSC for Software Design Maintenance and Consulting Services. If you have any questions that you need answered, please contact Insp. Lamont Suslow at Lamont.Suslow@sfgov.org or at 553-9147.

Thanks
Shawn

CONFIDENTIALITY NOTE

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GAVIN NEWSOM
MAYOR

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO
THOMAS J. CAHILL HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103-4603



GEORGE GASCÓN
CHIEF OF POLICE

September 28, 2010

Department of Human Resources
Attn: PSC Coordinator
#1 South Van Ness Ave 4th Floor
San Francisco, CA 94103

Re: PSC for Design and Implementation of New Licensed Software Services,
Maintenance and Consulting.

Enclosed is a PSC for the above services.
I faxed and E-Mailed the PSC to Local 21 on September 27, 2010.
If you should have any questions, please do not hesitate to contact me.
I still don't have any scanning capabilities, Sorry.

Sincerely,

OFFICER SHAWN T. WALLACE
Contract Coordinator
San Francisco Police Department
Hall of Justice
Legal Division, Room #575
850 Bryant Street
San Francisco, CA 94104
Phone # 553-1096

E-Mail Address: SFPD.Contracts@SBCGLOBAL.net

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 9, 2010

DEPARTMENT NAME: Port of San Francisco DEPARTMENT NUMBER 39

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

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

TYPE OF SERVICE: Historic & Environmental Maritime Site Condition Assessment and Design Services for Crane Cove Park

FUNDING SOURCE: General Obligation Bond (Clean and Safe Neighborhood Parks)

PSC AMOUNT: \$1,200,000.00 PSC DURATION: 02/01/2011 - 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This work will be completed in four (4) phases to allow the greatest participation of city employees on this project. This project has complex variables such as historic structures in a marine environment with site contaminants. An integrated consultant team will prepare a site condition assessment that will facilitate work with city staff and the community stakeholders in developing a conceptual design plan with preliminary cost estimates and ultimately a detailed design for converting this seven (7) acre parcel within Pier 70 as a public park.

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

San Francisco voters approved a 2008 General Obligation Bond that included \$33.5 million for waterfront parks. This project represents one of five (5) waterfront parks mandated by the voters. In accordance with the voter mandate, these projects must be completed by 2014. After consultation with DPW, the Recreation and Park Department and Local 21 IFPTE, it was determined that a phased approach that incorporates flexibility for city staff to work with consultants to move the project along is the best option since these agencies do not currently have staff capacity or expertise for this project but may in future phases.

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

This service has been provided in the past by a combination of Department of Public Works and consultant resources. Heron's Head Park design services are being performed by the Department of Public Works; CEQA related services for these projects are being provided by the Planning Department to provide review of consultant prepared environmental documents and projects such as the Mission Bay Shoreline Protection (PSC 4080-08/09) and Pier 43.5 Baytrail Link (PSC 4003-09/10) projects are being completed by consultants.

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

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

IFPTE, Local 21 Union Name Signature of person mailing/faxing form Date 11/09/2010
IFPTE, L21 Union Name Signature of person mailing/faxing form Date 11/09/2010
RFP sent to IFPTE, L21 Union Name Date Signature
RFP sent to Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

NOV 09 2010

PSC# 40 SS - 10/11

STAFF ANALYSIS/RECOMMENDATION: CMR
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

An integrated team of experts with the ability to conduct site assessments for this highly complex site and develop a design that meets the intent of the parks bond. The project must be lead by a Landscape Architect with LEED certification in park design and supported by a Historic Preservation Architect with LEED certification. Other essential skills and expertise include: site contamination, structural, coastal, civil, electrical, and geotechnical engineers, as well as a cost estimator.

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

- | | |
|--------------------------------|---|
| Class 5268 Architect | Class 5241(g) Geotechnical Engineer |
| Class 5218 Structural Engineer | Class 5298 Planner III Environmental Review |
| Class 5241 Engineer (Civil) | Class 5291 Planner III (Preservation Planner) |

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:

Although there are Civil Service classes that can perform some of the work, the complexity of this project is best suited for consultants who routinely perform this type of work to take the lead in establishing the foundation for the project. In consulting with DPW and R&P departments, neither department that would typically perform this work has the capacity and all of the expertise required for timely completion of this project. The awarded contract would include the option of city staff participation after the initial phase, specifically for DPW to complete the detailed design work.

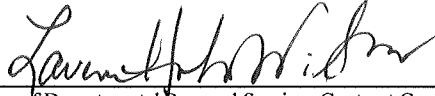
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

A cost estimator classification does not currently exist in the civil service system and the Port cannot justify a full-time person for its work. However, it is the Port's intent to provide opportunities for existing staff to acquire the experience in performing this type of specialized service.

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 checked="" type="checkbox"/>	<input type="checkbox"/>
• Describe the training and indicate approximate number of hours. Historic & Maritime training; Hours to be determined		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Landscape Architect, Architect, and Engineers		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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



Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

(415) 274-0305

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

Port of San Francisco
2008 Proposition A Clean and Safe General Obligation Fund Project
→ September 16, 2010

**Crane Cove Park Plan and Design
Professional Service Contract**

AGENDA

Attendees:

Port of San Francisco:

Elaine Forbes, Deputy Director of Finance
David Beaupre, Planner - Project Manager
Norma Nelson, Contract Administrator

Department of Public Works:

Patrick Rivera, Bureau Manager, Engineering
Peg Divine, Deputy Manger
Sherman Hom, Landscape Architect Manager
Brian Carlomagno, Project Manager (Port Liaison)

Recreation and Parks

Dawn Kamalanathan, Capital Projects and Planning

Local 21

Ging Louis, Engineers Representative

Agenda:

1. Crane Cove Park Design Project Overview & Professions Required
2. Reason for requesting a professional services contract
3. Potential for DPW to perform detailed landscape design for Crane Cove Park project
Proposal:
 - Detailed design included as an "Optional Task" in the contract
 - The Port will contact DPW 90 days before the initiation of the optional task
 - If DPW can perform all or a portion of the Optional Task on the same schedule and within a reasonable range of the consultant team's budget proposal, DPW will perform the work.
4. Opportunities for public employee work on this and other Port projects

DPW Bureau of Engineering Landscape Architects - Port Projects:

Project/Schedule	2010	Jan- Jun '11	July- Dec '11	Jan- Jun '12	July- Dec '12	Jan- Jun '13
Northeast Wharf Plaza & Cruise Terminal	Green	Green	Green	Green	Green	
Blue Greenway Planning and Design Guidelines	Green	Green				
Heron's Head Park Design	Green	Green				
Tulare Park	Green	Green				
Blue Greenway Signage & Wayfinding			Gray	Gray		
Third and Cargo Gateway Design			Gray	Gray		
Warm Water Cove & Islais Creek Park				Gray	Gray	
Crane Cove Park Planning and Design	Green	Green	Green	Green	Green	Green

Green- DPW

Proposed Consultant Assistance- Gray

City Employees Participating in Crane Cove Park Design:

Port

- David Beaupre , Planning – Design Project Manager
- Steven Reel , Engineering- Project Manager
- Dan Hodapp, Design
- Mark Paez, Planning- Historic Preservation
- Carol Bach Environmental Assessment
- Wendy Proctor, Architect, ADA
- Kathleen Diohep, Project Development
- Larry Brown, Project Financing
- Elliott Riley, Real Estate Management
- Uday Prasad, Structural Engineering and Utilities
- Gerry Roybal, Maritime Access
- John Aires, Building Permit Review

City Planning- Staff TBD

- Eastern Neighborhoods Coordination
- CEQA Review

MTA - Staff TBD

- Bicycle and Pedestrian Safety
- Vehicle Access to and around site
- Public Transit to and around site

City Attorney

- Joanne Sakai, Environmental Assessment and State Lands Coordination

PUC

- Utility Connections

Port of San Francisco

Preliminary Scope of Work for Crane Cove Park Design

September 15, 2010

Professionals Required:

Landscape Architect, LEED Certified (Park Design)
Historic Preservation Architect, LEED Certified (Historic Resources, CEQA)
Environmental Engineer (Site Contamination)
Coastal Engineer (Shoreline Edge Design)
Structural Engineer (Crane Stabilization, Historic Resources)
Civil Engineer (Site Grading, Roadways, utilities)
Geotechnical Engineer (Roadways, Utilities, contamination, paving)
Electrical Engineer (site lighting and utilities)
Cost Estimator

Scope of Work Overview:

Through Coordination with Port staff, conduct a community planning process to develop a Concept Plan for an approximately 7 acre waterfront park as depicted in the Port's Pier 70 Preferred Master Plan. Develop a phasing plan and cost estimates for the entire Park Concept Plan and develop detail design drawings and specifications for the first phase of Park improvements, estimated to be approximately \$8 million.

Task will include:

- Meet with Key Port staff
- Conduct a series of community workshops to develop and present design concepts for the Park coordinated through the Port (up to 8 meetings)
- Present Park concepts to Port Commission
- Present Park Design Concepts to BCDC Design Review Board and Port Waterfront Design Advisory Committee;
- Meet and assist in securing necessary permits with regulatory partners, including Regional Water Quality Control Board, Army Corps of Engineers and others as required;
- Meet with Port Tenant (BAE Ship Repair) and Pier 70 Development Partners to identify and resolve issues effecting park design;
- Develop Park Design Alternatives based upon criteria established by Port of San Francisco;
- Develop Cost Estimates for proposed Park improvements
- Develop Park Design Concept for entire park site, including:
 - Retention of Historic Slipway & Cranes and associated structures;
 - Develop a program of uses that connects park to larger Pier 70 and St Francisco Boat Yard sites and Blue Greenway/Bay Trail;
 - Develop shoreline improvements that address rising sea level; protects shoreline from erosion and eliminates potential of tidal action on contaminated soils that will be mitigated in place;

- Develop program to integrate human powered craft aquatic center and boat landing/launch;
- Develop program and concept of interpretation of site history;
- Identify appropriate locations for public art and historical artifacts;
- Develop Park plan that recognizes future infill development sites and shadows caused from new buildings;
- Develop Park Plan that retains existing historic structures as identified in the Pier 70 Preferred Master Plan;
- Develop a Park Plan that integrates uses (concessions) that serve and activate the site
- Develop Program that addresses access/grading issues from Illinois Street and future 19th Street;
- Develop a circulation plan that provides continuous circulation through the site and connects with 20th Street;
- Develop a utility plan to serve Park Concept plan;
- Develop a program that includes a mix of recreational uses including, passive recreation, soft and hard-scapes;
- Develop Park program and phasing that allows continued interim uses until the Park project is fully funded and implemented;
- Develop Park program and design that insures public safety, recognizing phased approach to park improvements;
- Develop a Park plan that can accommodate stormwater treatment of park site and existing and future adjacent uses;
- Develop a plan based upon the to be established Pier 70 Risk Management Plan
- Develop a Park Concept Plan that meets or exceeds the Port's Sustainability Plan
- Working with Port and Community Identify Phase 1 improvement to be carried into detail design based upon available funding;
- Develop Design Development Drawings for Phase 1 of improvements and cost estimates; and
- Complete Detail Design and Specifications for Phase 1 Improvements

Task / Schedule Overview

Task 1 - Team Meeting to review Scope and Schedule (4 hours): November 2010

Task 2 - Review & Comment on Existing Materials and Established Design Criteria (6 weeks): November, 2010

Task 3 - Develop Existing Site Conditions – Opportunities and Constraints Analysis (2 months, includes iterative process with Port staff)- December – January 2010

Task 4 – Initial Community Meeting to review Existing Conditions and Design Criteria (1 month: January/March 2011

Task 5 - Develop Initial Design Concept Alternatives (4 months) (iterative process with Port staff: March – June 2011

- Task 6 - Community Meetings, Port Commission and Design Review Meetings (2 months) June- July 2011
- Task 7 – Initiate Environmental Review - Submit application, continue to refine as required (12 months- ongoing) July 2011 – July 2012
- Task 8 – Develop preferred Concept Plan, Preliminary Cost estimate based upon Community, Commission and Design Review (4 months) (iterative process with Port staff: July – October 2011
- Task 9 – Present Preferred Concept Plan to Community, Commission and Design Review (2 months) November – December 2011
- Task 10 – Refine Concept Plan, Develop Phasing approach and cost estimate and identify Phase 1 of project for review (iterative process with Port staff 3 months) January – March 2012
- Task 11 Present Final Concept Plan and Phasing Plan to Community, Commission and Design Review Boards (2-months) March – April 2012
- Task 12 Initiate Other Regulatory Permit Applications (6 months if no bay sediment removal or 12 months if includes bay sediment removal) March – August 2012
- Task 13 Begin Detail Design for Phase 1 30% (3 months including Port review time) May – July 2012
- Task 14 60% design (4 months, including Port and other agency review time) July-October 2012
- Task 15 90% design (4 months, including Port and other agency review time) November 2012 – February 2013
- Task 16 100% design and Draft Specification and bid documents (3 months) March – May 2013
- Task 17 Bid & Award Construction (3 months) June- August 2013
- Task 18 Construct (12 months) September 2013 – September 2014

Port of San Francisco
Crane Cove Park Design Services
Scope of Services and Project Summary

Project Overview

The City of San Francisco's 2008 Proposition A, Clean and Safe Parks General Obligation Bond provides approximately \$22.5 million for Blue Greenway open space improvement projects along the San Francisco waterfront. Crane Cove park is one of five such designated parks funded as a part of the Blue Greenway that connects open spaces along the San Francisco Bay Trail and the San Francisco Bay Water Trail, from Mission Creek to the County line.

The City's 2006 Blue-Greenway Task Force identified a series of open space improvements to benefit the City's southern neighborhoods and continue public waterfront access southward. The Crane Cove site proposes a new major waterfront park adjacent to the Pier 70 shipyard; along Illinois Street, in the Dogpatch/Potrero neighborhoods. Crane Cove Park would be integrated with restoration of incredible maritime historic structures, as envisioned in the Port's overall Pier 70 Master Plan.

The Site

This site brings complexity that requires expertise beyond that which existing city staff are capable of providing, yet the project does not provide sufficient work to justify adding multiple staff will not be needed on a full-time basis during the project and not needed beyond the project.

The complexities include the existence of two cranes that have been designated as historic structures of which its structural integrity has to be carefully examined given the intended use of the site as a public park. This risk associated with this site condition required ultimate due diligence on the part of the Port to assure that the park is properly designed. For the most part, the site sits over water and was previously used as ship repair facility.

The Project Approach/General Scope of Services

On September 16, 2010, Port staff met with representatives of Local 21, DPW and Parks/Recreation Departments to discuss the requirements of this project and come to an agreement as to the approach. The agreed approach is as follows:

The Port intends to manage this project in four (4) phases as follows:

PHASE	SCHEDULE FOR COMPLETION
1. Site Assessment, Conceptual Design and Cost Estimates	October 2011
1.a Environmental Review/Regulatory Permitting	July 2012
2. Preliminary Design (Preferred Design and Cost Estimate	April 2012
3. Detailed Design Development, Final Cost Estimate and Construction Bidding	May 2012
4. Construction	September 2014

It is proposed that the consultant team selected for contract award would be awarded up to the entire scope of work that includes all four phases. Therefore, the only guaranteed contract work is Phase 1 – Site Assessment and Conceptual Design. Port and DPW staff will be included as part of the project team during the Phase 1 portion of this work.

A Notice to Proceed for subsequent phases would be subject to the Department of Public Works Landscape Architecture and Bureau of Engineering reviewing the Phase 1 work and providing a competitive proposal for subsequent phases of the project work. Should the Department of Public Works choose to perform all or part of the work and can do so within the required schedule for a reasonable fee with the GO Bond budget, the remaining work will be performed by city staff.

It is Port staff's intent that in the recommendation for contract award from a competitive selection process, the contract will generally stipulate the above conditions

Transmission Report

Date/Time
Local ID 1
Local ID 2

11-09-2010
4152740583

11:24:06 a.m.

Transmit Header Text
Local Name 1 no_name
Local Name 2

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

HUMAN RESOURCES
PIER 1
SAN FRANCISCO, CA 94111

Phone: (415) 274-0424
Fax: (415) 274-0583
Email: lorcell.braganza@sport.com



To: Joe Brenner
 IFPTE, Local 21

From: Lorcell Braganza

Date: November 9, 2010

Fax: 415-864-2166

Pages: 3 excluding cover

Phone: 415-864-2100

Re: Personal Services Contract - Historic & Environmental Maritime Site Condition
 Assessment and Design Services for Crane Cove Park

Urgent For Review Please Comment Please Reply

Comments: _____

Total Pages Scanned : 4

Total Pages Confirmed : 4

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	471	415 864 2166	11:22:17 a.m. 11-09-2010	00:01:25	4/4	1	EC	HS	CP28800

Abbreviations:

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

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

MP: Mailbox print
CP: Completed
FA: Fall

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

G3: Group 3
EC: Error Correct

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 4, 2010

DEPARTMENT NAME: Office of the Treasurer & Tax Collector DEPARTMENT NUMBER 08

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

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

TYPE OF SERVICE: Utility Users Tax (UUT) and Access Line Tax (ALT) Audit Services

FUNDING SOURCE: Percentage of UUT and/or ALT tax income recovered on City's behalf.

Original Amount: \$ 200,000 PSC Duration: January 4, 2011 – December 31, 2011
Modification Amount \$ PSC Duration: _____
Total Amount \$200,000 Total PSC Duration: January 4, 2011 – December 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Conduct audits of utility users tax and access line tax of service providers' records; provide legislative and technological updates and analysis; train City's audit staff to continue audit and enforcement of UUT and ALT tax requirements; and provide tax revenue enhancement and detection services.

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

Underreporting or non-reporting of these taxes occur due to various reporting or categorization errors in this highly technological field. Without expertise in auditing, consultation, data collection and review in this specialized field, the City will continue to lose potential tax revenue.

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):

No such service has been provided in the past.

D. Will the contract(s) be renewed: *After contractor selection in the next few months through a Request for Proposal process in 2010, the contract may be renewed for one year depending on whether all services have been provided.*

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

<u>Local 21</u>	<u>Tajel Shah – emailed form</u>	<u>Oct. 7, 2010</u>
Union Name	Signature of person mailing/faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing/faxing form	Date
RFP sent to <u>n/a</u>	, on _____ will be published on Controller's website	_____
Union Name	Date	Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

NOV 9 2010

PSC# 4056-10/11
STAFF ANALYSIS/RECOMMENDATION: CMK
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Selected contractor is required to have experience conducting UUT and/or ALT audit services for cities in CA, including knowledge of procedures and practices of major public utilities providers and of the Public Utilities Commission regulations and requirements, as well as proof of successfully providing revenue to local governments as a direct outcome of its services. The contractor must work closely with City departments, businesses including service providers, taxpayers, and monitor changes in proposed related legislation and technology.

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

No civil service class has performed this specific function. Classes appropriate to perform such auditing services are: 4220 Personal Property Auditor, 4222 Senior Personal Property Auditor, and 4224 Principal Personal Property Auditor.

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:

City employees do not possess the specialized expertise to audit UUT and/or ALT areas. Such expertise includes knowledge of the various utility services utilized, including electricity, gas, water, steam, and telephone communication services utilized, and the various trunk lines that are taxable. Such expertise also includes keeping abreast of the legislative and technological changes, and analyze its impact on tax revenue.

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

No. The service is highly specialized, but included in the service is training for existing City audit staff.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours. Training includes written manual, on site guidance, workshops, and technical assistance for 3 months.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Classes receiving training include: 4222 Senior Personal Property Tax auditors (6), 4224 Principal Auditors (2), 0931 Chief Auditor (1) and 0935 Business Tax Director (1).

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, subject to the outcome of the RFP process.

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

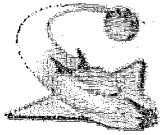
Signature of Departmental Personal Services Contract Coordinator

Tayl Shah
Print or Type Name

554-4506
Telephone Number

Office of the Treasurer & Tax Collector, City Hall, Room 140, San Francisco, CA 94102

Address



Tajel Shah/TTX/SFGOV
10/07/2010 04:50 PM

To sjenkins@lfpte21.org
cc Florence Mar/TTX/SFGOV@SFGOV, Darrell
Ascano/TTX/SFGOV@SFGOV
bcc
Subject Notification of RFP - UTT/ALT

Sharon,

Attached is our intent to release an RFP for collections of access line and utility taxes.



Please let us know, if you have any questions. UUT_ALT_PSC.pdf

- Tajel

Tajel Shah
Director, Budget & Operations
Office of Treasurer and Tax Collector
City and County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4638
415/554-4506 (phone)
415/554-7449 (fax)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/30/2010 (30-day Union Notice)
11/01/2010 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Sampling of Deep Groundwater Wells (Groundwater Monitoring Program) (CS-179)

FUNDING SOURCE: Water Enterprise Water Resources Division - Operating Fund

PSC AMOUNT: \$350,000 PSC DURATION: 02/01/2011 to 12/31/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The purpose of this contract is to provide professional services to SFPUC for purging, collection and monitoring of groundwater samples from wells and other support to the Groundwater Monitoring Program. Such services will include collection and transport to the testing lab of groundwater extracted from existing monitoring wells and production wells on a semi-annual basis to assist in the annual characterization of groundwater conditions and support of local and regional groundwater resource management throughout the SFPUC's water system including the Westside Basin in San Francisco and San Mateo Counties.

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

Service is necessary to provide continued implementation of the SFPUC's groundwater monitoring program which facilitates sustainable management of the groundwater resources. Findings from this program provide important inputs to two Water System Improvement Program (WSIP) Groundwater Project and Local Groundwater Projects. If denied, the SFPUC will no longer be able to effectively monitor or manage a large portion of groundwater resources within SFPUC water systems.

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

This service was being provided by consultants through a small purchase order contract. However an increase in the number of wells within the groundwater basin, specifically the increase in deep groundwater monitoring wells, makes it more efficient to set up a multi year contract to cover this work as it is ongoing.

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

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

L21, L1021
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/30/2010 (30-day Union Notice)
11/01/2010 (to DHR)
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

NOV 01 2010

PSC# 4057-10/11

STAFF ANALYSIS/RECOMMENDATION: CWK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and understanding of groundwater, geology and hydrogeology of groundwater wells. At least 5 years of experience implementing groundwater sampling techniques in accordance with American Society for Testing and Material standards. Experience purging and sampling groundwater wells with depth to water up to 250 feet below top of casing. City departments also do not maintain needed submersible pumps, controllers, generators, flow through cells and related parameter monitoring equipment needed to complete the testing.

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

None Known. This work is not currently performed by any civil services class.

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:

Currently no classes have the required experience, qualifications, availability as well as required equipment to complete the required work such as submersible pumps, controllers, generators, flow through cells and related parameter monitoring equipment mounted on a work truck We are currently utilizing City staff to perform water level measurements at all monitoring wells. We also utilize City staff to sample shallow monitoring wells where existing City equipment can be used. City staff will continue to measure all water levels and sample shallow wells with low purge volumes.

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

Sampling is conducted on a semi-annual basis and would likely have a duration of about 3-4 weeks per event. As such a new class created to conduct this work would have no additional tasks for approximately 80% of the work year. Purging and sampling equipment not currently owned by the City, would be expensive to purchase and maintain in part due to the infrequent use. This infrequent use of the expensive equipment would also make purchasing equipment less practical from a cost-benefit analysis.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

CS-179, PSC Summary Form (Initial Request)

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

11/01/2010 10:40 AM

-
1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-179, Sampling of Deep Groundwater Wells, initial request for \$350,000.**
 2. For **DHR**: We will forward to you for posting upon notification of L21 and other applicable unions.
 3. Thirty-day Union notification required? If no, please explain. **Yes. Union notified on September 230, 2010 and L21 has no objection to this moving forward as of October 22, 2010.**
 4. For **December 6, 2010** Civil Service Commission Meeting, Room 400 City Hall.

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



CS-179 PSC TO DHR 110110.pdf

(CS-179) Sampling of Deep Groundwater Wells

Jackson, Prentiss to: DHR-PSCCoordinator

10/22/2010 04:46 PM

Cc: "Ging Louie ", "Larry Wong", "Jackson, Shamica"

History: This message has been replied to.

Hello Maria,

The following PSC has been approved by Local 21 for submission to the Civil Service Commission.

- **(CS-179) Sampling of Deep Groundwater Wells (Groundwater Monitoring Program)**
[\$350,000]

Thank You,
Prentiss Jackson
San Francisco Public Utilities Commission
Labor Relations and Community Programs
(415) 554-3485
(415) 551-4554 fax
Pjackson@sfwater.org

30 DAY NOTICE PRIOR TO DHR: CS-179 draft PSC to Unions for review

Jackson, Shamica to: Brenner, Joe, Lee, Tedman C, Louie, Ging, Wong,
Larry, Tanner, Joe


09/30/2010 11:55 AM

Cc: "DHR-PSCCoordinator", "Jackson, Prentiss", "McGee, Bonita"

Follow Up: Normal Priority.

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

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

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



CS-179 DRAFT PSC TO UNIONS 093010.DOC

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/18/2010

DEPARTMENT NAME: Office of Economic and Workforce Dev. DEPARTMENT NUMBER: 21

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC #) 3120-09/10

TYPE OF SERVICE: Real estate economic feasibility, cost/benefit and fiscal analysis services.

FUNDING SOURCE: Time & materials administrative charges paid by private Development Agreement applicant.

PSC AMOUNT: \$48,000 PSC DURATION: July 15, 2010 - December 15, 2010
Mod #1 amount: \$35,000 Mod #1 duration: December 15, 2010 - March 31, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor will provide in-depth, independent fiscal and economic analysis and generate reports to assist the City during negotiation of the proposed Parkmerced Development Agreement. Conduct review and analysis of project pro forma assumptions, financial feasibility and the value of proposed community benefits package. Calculate the proposed project's net fiscal impact on the City General Fund and other funds during the life of the project, from construction through stabilized occupancy.

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

The services are necessary to assist the City with an independent review of the financial feasibility of the project, to ensure that proposed public benefits exceed those otherwise required through existing Code requirements, and to fully understand the project's fiscal and economic impacts on the City. A modification for amount and duration is requested as the approvals schedule for the project has been delayed. Denial of these services would limit the City's ability to negotiate the best possible outcome for the public and substantially reduce the accuracy and appropriateness of the City's internal economic analysis.

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):

Nearly identical technical services have been provided to OEWD to support negotiation of development agreements at Shipyard Candlestick and Treasure Island; however these contracts have been executed through the Redevelopment Agency and the Treasure Island Development Authority.

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

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

Table with 4 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include Local 21, SEIU, and MEA.

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4058-10/11

NOV 17 2010

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have specific skills and expertise in the San Francisco/Bay Area residential real estate market, development project financial pro forma analysis and cash flow management. Must also have skilled and expertise in fiscal analysis; economic forecasting; estimating and analyzing the fiscal and economic impacts of phased real estate development.

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

Classes 0933 - Manage V, 0932 - Manager IV, and 1824 - Principle Administrative Analyst

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:

Highly specialized - can't find anywhere else. The City is seeking services which are highly specialized and specific to the San Francisco/ Bay Area residential real estate market, which cannot be provided by existing Civil Service classifications. In addition, as this analysis is of proposed community and public benefits, it is important that it be an independent, third-party analysis. The analysis will support OEWD in its negotiations with a private developer over the proposed public benefits granted under a development agreement.

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

No. The City is seeking an independent, third-party analysis. The work is short-term and highly specialized in nature.

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

Yes

No

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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


Signature of Departmental Personal Services Contract Coordinator

RL

Julian Low

Print or Type Name

415-554-6491

Telephone Number

1 Dr. Carlton B. Goodlett Place,
Room 448

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY

E: 06/23/2010

DEPARTMENT NAME: Office of Economic & Workforce Development DEPARTMENT NUMBER 21

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

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

DESCRIPTION OF SERVICE: Real estate economic feasibility, cost/benefit and fiscal analysis services.

FUNDING SOURCE: Time & materials administrative charges paid by private Development Agreement applicant.

AMOUNT: \$ 48,000 PSC DURATION: July 15, 2010 - December 15, 2010

DESCRIPTION OF WORK

- A. Concise description of proposed work: Provide technical services and generate reports to assist the City during negotiation of the proposed Parkmerced Development Agreement.
B. Explain why this service is necessary and the consequences of denial: The services are necessary to assist the City with an independent review of the financial feasibility of the project...
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission...
D. Will the contract(s) be renewed: No.

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

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Rows include MEA, Local 21, SEIU Local 1021, and RFP sent to.

***** FOR DEPARTMENT OF HUMAN RESOURCES USE *****
3120-09/10
FF ANALYSIS/RECOMMENDATION Approval Date: 06/28/2010

LOCAL SERVICE COMMISSION ACTION By: [Signature] for Micki Callahan, Human Resources Director

DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Must have specific skills and expertise in the San Francisco/Bay Area residential real estate market, development project financial pro forma analysis and cash flow management. Must also have skills and expertise in fiscal analysis; economic forecasting; estimating and analyzing the fiscal and economic impacts of phased real estate development.

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

Classes 0933 - Manager V, 0352 - Manager IV, and 1824 - Principle Administrative Analyst.

0932 Jpr

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:

The City is seeking highly technical, independent, third-party analysis that cannot be provided by existing Civil Service classifications. The analysis will support OEWD in its negotiations with a private developer over the proposed public benefits granted under a development agreement.

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

No. The City is seeking an independent, third-party analysis. The work is short-term and highly specialized in nature.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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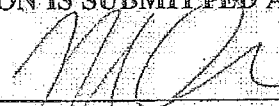
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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


Signature of Departmental Personal Services Contract Coordinator

Michael Cohen

415-554-6972

Print or Type Name

Telephone Number

San Francisco City Hall, Rm. 448

San Francisco, CA 94102

Address

Fw: PSC Modification Notification
Kelly Pretzer to: dhr-psccordinator

11/18/2010 08:10 AM

Kelly Pretzer

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

From: Kelly Pretzer
Sent: 11/17/2010 06:21 PM PST
To: staff@sfmea.com
Subject: PSC Modification Notification

Hello,

Attached is the modified PSC Form 1 (PSC # 3120 - 09/10) for your notification. Please let me know if there is any more information that I can provide.

Best Regards,
Kelly



PSC Form 1 - Modification - Signed - 11.18.10.pdf

Kelly Pretzer : Office of Economic and Workforce Development

www.oewd.org

O: (415) 554-6045

T: <http://www.twitter.com/kellypretzer>

Fw: PSC Modification Notification
Kelly Pretzer to: dhr-psccoordinator

11/18/2010 08:10 AM

Kelly Pretzer

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

From: Kelly Pretzer
Sent: 11/17/2010 06:21 PM PST
To: jebrenner@ifpte21.org
Subject: PSC Modification Notification

Hello,

Attached is the modified PSC Form 1 (PSC # 3120 - 09/10) for your notification. Please let me know if there is any more information that I can provide.

Best Regards,
Kelly



PSC Form 1 - Modification - Signed - 11.18.10.pdf

Kelly Pretzer : Office of Economic and Workforce Development

www.oewd.org

O: (415) 554-6045

T: <http://www.twitter.com/kellypretzer>

MODE = MEMORY TRANSMISSION

START=NOV-17 18:13

END=NOV-17 18:14

FILE NO. =093

STN NO.	COMM.	ABBR NO.	STATION NAME/TEL NO.	PAGES	DURATION
001	OK	a	915104516928	003/003	00:00:39

-ECONOMIC DEVELOPMENT -

***** - ***** 415 554 6018- *****

To: SEIU 510-451-6928
Re: PSC # 3120 - 09/10 Modification
From: Kelly Pretzer, City of San Francisco, Office of Economic and Workforce
Development

For your notification, included in this fax is a copy of PSC 3120 -- 09/10, which is being modified. Please let me know if I can provide any further information.

Best Regards,
Kelly Pretzer
Office of Economic and Workforce Development
415-554-6045
Kelly.pretzer@sfgov.org

To: SEIU 510-451-6928

Re: PSC # 3120 – 09/10 Modification

From: Kelly Pretzer, City of San Francisco, Office of Economic and Workforce
Development

For your notification, included in this fax is a copy of PSC 3120 – 09/10, which is being modified. Please let me know if I can provide any further information.

Best Regards,

Kelly Pretzer

Office of Economic and Workforce Development

415-554-6045

Kelly.pretzer@sfgov.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11-10-2010 (Revised)

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4101-07/08)

TYPE OF SERVICE: Computer Programming and Testing

FUNDING SOURCE: Interdepartmental work order

Original PSC Amount: \$2,600,000 Duration: December 1, 2007 - November 30, 2010
1st Modification: (\$98,491) Duration: June 1, 2008 - November 30, 2010
2nd Modification: \$480,000 Duration: December 1, 2010 - June 30, 2012
Total PSC Amount: \$3,080,000 Duration: December 1, 2007 - June 30, 2012

1. DESCRIPTION OF WORK \$2,981,509 CWK

- A. Concise description of proposed work: The contractor provides system software and special technical support services for the City's mainframe...
B. Explain why this service is necessary and the consequence of denial: We request approval of this modification to extend the duration...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed? Possible extended service on a month-to-month basis...

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 Sheila A Maxwell 10-8-2010
Union Name Signature of person mailing/faxing form Date

[] RFP sent to N/A, on N/A Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-07/08
STAFF ANALYSIS/RECOMMENDATION: CWK

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Expert knowledge, experience in the advanced systems programming disciplines, problem analysis and resolution skills, which are essential to support mission critical systems on the mainframe.**

B. Which, if any, civil service class normally performs this work? **1043, Senior IS Engineer; 1044, Principal IS Engineer.**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No single City employee possess the multiple skill sets and expansive working knowledge needed to support the more than 75 software programs that run on the City's mainframe. The contractor uses a pool of specialists to support our needs. The contractor is required to have its own data center, which enables it to implement and test system enhancements at its own site, leaving City operations unaffected. Also, this project requires only 40% of one person's time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No. 1042 through 1044 classes apply.**

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

Yes No

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

B. Will the contractor train City and County employees?

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

As needed, IS Engineers (1042, 1043, and 1044) if DTIS encounters production problems associated with mainframe operations or with the 75 software programs running on it. Less than 50 hours per year.

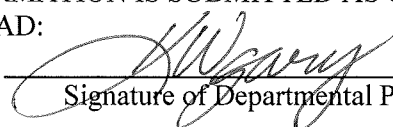
C. Are there legal mandates requiring the use of contractual services?

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? (See copy attached: BOS Resol. No. 293-10, Prop J contract).

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

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

 11/10/10
 Signature of Departmental Personal Services Contract Coordinator
Kendall Gary **581-4066**
 Print or Type Name Telephone Number

**1 South Van Ness, 2nd Floor
San Francisco, CA 94103**

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11-4-2010

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [] INITIAL REQUEST [X] MODIFICATION (PSC# 4101-07/08)

TYPE OF SERVICE: Computer Programming and Testing

FUNDING SOURCE: Interdepartmental work order

Table with 2 columns: Amount and Duration. Rows include Original PSC Amount (\$2,600,000), 1st Modification (\$98,491), 2nd Modification (\$480,000), and Total PSC Amount (\$3,080,000).

1. DESCRIPTION OF WORK

- A. Concise description of proposed work: The contractor provides system software and special technical support services for the City's mainframe...
B. Explain why this service is necessary and the consequence of denial: The mainframe provides computing services to several of the City's critical processes...
C. Explain how this service has been provided in the past...
D. Will the contract(s) be renewed? Possible extended service on a month-to-month basis...

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 Sheila A Maxwell 10-8-2010
Union Name Signature of person mailing/faxing form Date

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

[] RFP sent to N/A, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

NOV 03 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **Expert knowledge, experience in the advanced systems programming disciplines, problem analysis and resolution skills, which are essential to support mission critical systems on the mainframe.**

B. Which, if any, civil service class normally performs this work? **1043, Senior IS Engineer; 1044, Principal IS Engineer.**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

No single City employee possess the multiple skill sets and expansive working knowledge needed to support the more than 75 software programs that run on the City's mainframe. The contractor uses a pool of specialists to support our needs. The contractor is required to have its own data center, which enables it to implement and test system enhancements at its own site, leaving City operations unaffected. Also, this project requires only 40% of one person's time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. 1042 through 1044 classes apply.

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

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.
As needed, IS Engineers (1042, 1043, and 1044) if DTIS encounters production problems associated with mainframe operations or with the 75 software programs running on it. Less than 50 hours per year.

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

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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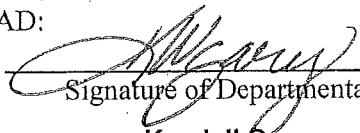
E. Has a board or commission determined that contracting is the most effective way to provide this service? (See copy attached: BOS Resol. No. 293-10, Prop J contract).

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

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

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

 11/3/10
Signature of Departmental Personal Services Contract Coordinator
Kendall Gary **581-4066**
Print or Type Name Telephone Number

1 South Van Ness, 2nd Floor
San Francisco, CA 94103
Address

From: ifptetw1@box277.bluehost.com
To: sheila.maxwell@sfgov.org

Date: Friday, October 08, 2010 05:11PM
Subject: PSC-Computer Store Submission 2010280-IFPTE21-579

Submitted on Fri Oct 8 14:11:25 2010,

ADPICS = to be determined

Coit_Approved =

COIT_PJ_CODE =

email_of_requestor = sheila.maxwell@sfgov.org

name = Sheila A Maxwell

submit_by = pcovington@ifpte21.org

telephone = 415-581-4088

fax =

address = One South Van Ness, 2nd Fl

date = 10-8-2010

dept_name = Dept of Technology

type_of_request = Initial_Request

date_initial_request =

Detailed_descr_of_work = Contractor will provide system software and special technical support services for the City's mainframe.

need_beyond_duration = Possible extended service on a month-to-month basis, depending on completion of work in progress to upgrade the mainframe.

contacted_other_depts = no

Required_skills = Expert knowledge, experience in the advanced systems programming disciplines, problem analysis and resolution skills, which are essential to support mission critical systems on the mainframe.

civil_service_class = 1042 through 1044

dtis_cannot_peform_services =

dpw_cannot_peform =

other_department_cannot_perform_services =

explain_dept_cannot_perform =

primary_reason_for_outsourcing = temporary need for special skills

contractor_provide_fac_or_equip =

contractor_use_ccsf_fac_or_equip =

why_classes_cannot_perform = No single City employee possess the multiple skill set and expansive working knowledge needed to support the more than 75 software programs that run on the City's mainframe. The contractor uses a pool of specialists to support this function. The contractor is required to have its own data center, which enables it to implement and test system enhancements at its own site, leaving the City operation unaffected. The contractor also provides for 24x7x365 support services.

adopt_new_CCclass = No. Civil service class 1042 through 1044 apply. Additionally, this project requires only 40% of one person's time.

contractor_supervise = no

explain_contractor_supervision =

training = YES

train_city_employees = As needed, IS Engineers(1042, 1043, 1044) if production problems associated with mainframe operations arise; or with the 75 software programs running on it; Less than 50 hours per year.

service_brought_in_house =

ident_stat_provisions = No.

commission_determined_contract = No.

current_contractor = Yes. Trident Services, Inc.

dept_head = Chris A. Vein

hourly_rate =

cost_of_project = \$480,000 (estimated)

1 [Proposition J Contract/Certification of Specified Contracted-Out Services Previously Approved]

2
3 Resolution concurring with the Controller's certification that services previously
4 approved can be performed by private contractor for a lower cost than similar work
5 performed by City and County employees, for the following services: budget analyst
6 (Board of Supervisors); absentee voter ballot distribution (Department of Elections);
7 LGBT Anti-violence Education and Outreach Program (District Attorney); central shops
8 security, convention facilities management, janitorial services, and security services
9 (General Services Agency--City Administrator); security services--1680 Mission Street
10 (General Services Agency--Public Works); mainframe system support (General Services
11 Agency--Technology); security services (Human Services Agency); Project S.A.F.E.
12 (Police); and food services (Sheriff).

13
14 WHEREAS, The Electorate of the City and County of San Francisco passed Proposition
15 J in November 1976, allowing City and County Departments to contract with private companies
16 for specific services which can be performed for a lower cost than similar work by City and
17 County employees (Charter Section 10.104.15); and,

18 WHEREAS, The City has previously approved outside contracts for the services listed
19 below; and,

20 WHEREAS, The Controller has determined that a Purchaser's award of a contract for
21 the services listed below to a private contractor will continue to achieve substantial cost savings
22 for the City; and,

23 WHEREAS, The City and County of San Francisco must reconcile a projected \$483
24 million budget deficit for Fiscal Year 2010-2011 with a Charter obligation to enact a balanced
25 budget each fiscal year; and,

1 WHEREAS, The Mayor has determined that the state of the City's budget for Fiscal Year
 2 2010-2011 as indicated herein has created an emergency situation justifying a Purchaser's
 3 award of a contract for budget analyst (Board of Supervisors); absentee voter ballot distribution
 4 (Department of Elections); LGBT Anti-violence Education and Outreach Program (District
 5 Attorney); central shops security, convention facilities management, janitorial services, and
 6 security services (General Services Agency--City Administrator); security services--1680
 7 Mission Street (General Services Agency--Public Works); mainframe system support (General
 8 Services Agency--Technology); absentee voter ballot distribution (Department of Elections);
 9 security services (Human Services Agency); Project S.A.F.E. (Police); and janitorial services
 10 (Sheriff); and,

11 WHEREAS, The Controller's certification, which confirms that said services can be
 12 performed at lower costs to the City and County by private contractor than by employees of the
 13 City and County, is on file with the Clerk of the Board of Supervisors in File No. 100742, which
 14 is hereby declared to be part of this resolution as if set forth fully herein; now, therefore be it;

15 RESOLVED, That the Board of Supervisors hereby concurs with the Controller's
 16 certification, and the Mayor's determination of an emergency situation, and approves the
 17 Proposition J Resolution concerning the Purchaser's award of a contract to a private contractor
 18 for the services listed below for the period of July 1, 2010 through June 30, 2011.

Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Board of Supervisors (BOS)				
Budget Analyst	\$2,339,703	\$2,000,000	\$339,703	14.5

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Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Department of Elections (REG)				
Absentee Voter Ballot Distribution	\$367,138	\$111,820	\$255,317	16.2
District Attorney (DAT)				
LGBT Anti-Violence Education and Outreach Program	\$222,354	\$88,252	\$134,102	2.0
General Services Agency--City Administrator (ADM)				
Central Shops--Security	\$276,835	\$133,412	\$143,423	3.0
Convention Facilities Management	\$23,540,076	\$20,015,489	\$3,524,587	245.0
Janitorial Services	\$2,978,292	\$1,846,936	\$1,131,356	35.5
Security Services	\$1,961,665	\$971,606	\$990,059	27.6
General Services Agency--Public Works (DPW)				
Security Services--1680 Mission St.	\$128,721	\$63,089	\$65,632	1.8
General Services Agency--Technology (TIS)				
Mainframe System Support	\$2,100,575	\$813,472	\$1,287,103	17.0
Human Services Agency (DSS)				

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Department/Function	City Cost (High)	Contract Cost (High)	SAVINGS	FTEs
Security Services	\$7,935,059	\$5,329,122	\$2,605,937	90.5
Police (POL)				
Project S.A.F.E.	\$1,177,114	\$690,005	\$487,109	9.0
Sheriff (SHF)				
Food Services	\$2,319,546	\$1,199,610	\$1,119,936	24.0



City and County of San Francisco

Tails
Resolution

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

File Number: 100742

Date Passed: June 22, 2010

Resolution concurring with the Controller's certification that services previously approved can be performed by private contractor for a lower cost than similar work performed by City and County employees, for the following services: budget analyst (Board of Supervisors); absentee voter ballot distribution (Department of Elections); LGBT Anti-violence Education and Outreach Program (District Attorney); central shops security, convention facilities management, janitorial services, and security services (General Services Agency-City Administrator); security services-1680 Mission Street (General Services Agency-Public Works); mainframe system support (General Services Agency-Technology); security services (Human Services Agency); Project S.A.F.E. (Police); and food services (Sheriff).

June 22, 2010 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Campos, Chiu, Chu, Daly, Dufty, Elsbernd, Mar, Maxwell and Mirkarimi
Excused: 1 - Alloto-Pler

File No. 100742

I hereby certify that the foregoing Resolution was ADOPTED on 6/22/2010 by the Board of Supervisors of the City and County of San Francisco.

Mayor Gavin Newsom

Angela Calvillo
Clerk of the Board

JUN 1, 2010

Date Approved