



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

Date: December 20, 2010  
To: The Honorable Civil Service Commission  
Through: Micki Callahan  
Human Resources Director  
From: Thomas DiSanto, CPC  
Jacquie Hale, DPH  
Shamica Jackson, PUC

**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
\$4,930,000	\$1,173,800	\$161,010,463

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

Jacquie Hale  
Department of Public Health  
101 Grove Street, Room 307  
San Francisco, CA 94103

Shamica Jackson  
Public Utilities Commission  
1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103

POSTING FOR  
12/20/2010

PROPOSED PERSONAL SERVICES CONTRACTS  
Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4059-10/11	82	Public Health	Regular	\$115,000	Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.	1/1/2011 - 12/31/2012
4060-10/11	40	Public Utilities Commission	Regular	\$90,000	Proposed work includes assisting the SFPUC with providing education and training services to economically disadvantaged residents of San Francisco to prepare them for employment in the field of construction by performing maintenance on SFPUC owned and operated facilities, located in remote locations in the upper watershed of the Hetch Hetchy Water System and other City properties including Camp Mather, located near Yosemite National Park.	12/20/2010 - 12/20/2013
4061-10/11	40	Public Utilities Commission	Regular	\$300,000	Perform annual preventive maintenance on approximately 30 Limitorque valve actuators at various San Francisco locations. Visual inspection of interior and exterior, re-set limit switches, inspect and/or replace gear lubrications and electrical connections, repair and/or adjust valve position sensor. Removal and replacement of non-operational actuators, actuator motors and/or actuator control panels. Clean and re-furbish non-installed actuators. Supply necessary confined space safety equipment and materials for work on installed actuators. All City actuators are installed below street level in concrete vaults. Provide repair parts and materials for actuators.	12/20/2010 - 12/1/2013

POSTING FOR  
12/20/2010

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
4028-07/08	29	City Planning	Regular	\$0	\$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	1/1/2008 - 6/30/2012
4059-06/07	29	City Planning	Regular	\$0	\$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project. Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.	1/1/2007 -12/31/2011
4049-03/04	40	Public Utilities Commission	Regular	\$425,000	\$925,000	This contract assembles the Calaveras Technical Advisory Panel (CTAP) consisting of technical experts in fields related to the planning, design, and construction of dams and appurtenant structures. The panel provides independent expertise in areas including: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction. This panel reviews major deliverables produced by the engineering consultant for the project, provides critical feedback to the San Francisco Public Utilities Commission (SFPUC) on those reports, and comments on overall project direction.  SFPUC Resolution #03-0117 requires staff to assemble the CTAP, comprised of technical experts in the planning, design, and construction of dams and appurtenant structures to provide an independent review of project approach, recommendations, and other project deliverables prepared by the engineering consultant for the project. The review by the CTAP is essential for the SFPUC to guide the project in the appropriate direction for the City, and its customers who rely on the Calaveras Reservoir as a vital component of the water delivery system.	12/15/2003 - 1/31/2012

POSTING FOR  
12/20/2010

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
4156-08/09	40	Public Utilities Commission	Regular	\$4,000,000	\$26,000,000	The original scope provides professional construction management services to oversee the Peninsula Regional Water System Improvement Program (WSIP) construction projects, on behalf of the SFPUC. The work includes oversight of eight (8) construction projects, comprised of two (2) valve lots, two (2) pipelines, a transmission system upgrade, dam improvements, a pump station, and modifications to existing water treatment structures within the Peninsula Region. The modification amount includes CM services to oversee the work at eleven HRP sites: Homestead Pond, Skyline Boulevard, San Andreas Reservoir, Upper San Mateo Creek, Skyline Quarry, Adobe Gulch Creek South, Boat Ramp North, Adobe Gulch, Boat Ramp South, Half Moon Bay/Pilarcitos, and Sherwood Point mitigation sites. The new work will be performed under separate construction contracts for planting of numerous trees and specialty plantings, grading, drainage control, bridge installation, pipelines and other ancillary facilities.	10/10/2009	12/31/2015
<p>The SFPUC does not have the personnel resources to perform all of the required work in a timely manner, nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.</p>								

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PSC Submissions

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: OCT 14 2010

DEPARTMENT NAME: PUBLIC HEALTH

DEPARTMENT NUMBER: 82

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: International Board Certified Lactation Consultant (IBCLC)

FUNDING SOURCE: WIC Program (State Grant)

PSC AMOUNT: \$115,000 (est. \$57,000/yr) PSC DURATION: 1/1/2011 - 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Services of an International Board Certified Lactation Consultant (IBCLC). The consultant will provide oversight, technical support, and training for Breastfeeding Peer Counselors, identifies key community partners such as delivery hospitals, healthcare organizations, and providers and establish referral system connecting WIC-eligible clients to Peer Counselor services, leading efforts to educate community partners, delivery hospitals and health providers about breastfeeding and the breastfeeding support services offered by WIC and by the Peer Counselor Program Collaboratives, and the support efforts of the Peninsula Regional Breastfeeding Collaborative representative.

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

This is a newly funded project under the WIC Program that targets at-risk WIC participants with low breastfeeding rates, which include but are not limited to Asian women, African-American women, teen/young mothers, single mothers, and all WIC mothers who live in areas with minimum support on breastfeeding. This position is a requirement for funding. If we are unable to hire an IBCLC, the consequence to the population is that the quality of breastfeeding support services would be compromised. Breastfeeding is the initial step to the prevention of childhood obesity and increases the likelihood of healthy development, physically, mentally, and emotionally. If we are unable to hire and IBCLC, the project will not be funded. An IBCLC is a requirement and integral part of this project.

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

The use of a IBCLC is new to the department, however, similar health services have been contracted under PSC # 2000 07/08.

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

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

[X] Local 21 Union Name, Jacquie Hale Signature of person mailing/faxing form, OCT 14 2010 Date

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

RFP sent to Union Name, on Date, Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-10/11 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 23 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The Contractor must have IBCLC certification granted by the International Board of Lactation Consultant Examiners (IBLCE); experience in providing breastfeeding education and counseling to diverse cultures in the community; experience training healthcare personnel; and must be bilingual in English and Spanish.

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

2593 Health Program Coordinator III.

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:

This is a new position with duties and qualifications not defined in the Civil Service classifications.

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

Not at this time. This is a pilot project funded by a State grant.

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.

The IBCLC will train the Breastfeeding Peer Counselors on updates and review of breastfeeding promotion and protocol (an estimated 8 hours per month).

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

The City and County employees to receive training will be Health Workers I, II, or III hired to function as Breastfeeding Peer Counselors. There will be approximately two 0.2 FTE and one 0.4 FTE 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?



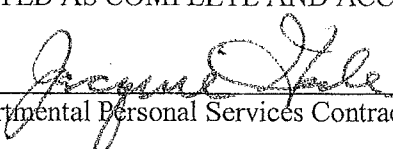
E. Has a board or commission determined that contracting is the most effective way to provide this service?



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

Jacquie Hale

(415) 554-2609

Print or Type Name

Telephone Number

101 Grove Street, Room 307

San Francisco, CA 94102

Address



PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 2, 2008

DEPARTMENT NAME: PUBLIC HEALTH and CHN

DEPARTMENT NUMBER: 81 & 82

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

[X] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[ ] INITIAL REQUEST [X] MODIFICATION (PSC 2000 -07/08)

TYPE OF SERVICE: Intermittent as-needed fiscal management, community health, planning, support and service projects

FUNDING SOURCE: Public and Private Grant funds, Work Order and limited General Funds

PSC AMOUNT: \$900,000 PSC DURATION: 2/1/08 - 6/30/13

MODIFICATION AMOUNT #1 \$700,000 DURATION MODIFICATION #1: No Change

NEW PSC AMOUNT \$1,600,000 (\$880,000/yr) NEW PSC DURATION: 2/1/08 - 6/30/13

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contractor(s) will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects. Areas of service will include the promotion and support of childhood immunization projects, environmental health, asthma prevention, lead exposure prevention, diabetes prevention, smoking cessation, dental health programs, primary care promotion, breast cancer support and case management services, and specialized health-related training and research projects. Contractor(s) will also assist individuals and small organizations with the needed organizational and financial management skills essential to the effective delivery of these projects. The proposed PSC amount includes the value of the community planning, support and service projects, which may be funded through grants, work orders, or (limited) general funds.

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

This service is necessary in order to facilitate the implementation of community planning, support and service projects. Organizations or individuals close to the community or with project-specific knowledge typically and best perform these services. In addition, the funder will often request that a fiscal intermediary be used since many community organizations do not have the necessary fiscal or administrative expertise. In some instances in order for the City to receive funds for innovative programs, a community-based organization must be a co-applicant for a grant or has been designated as the only provider that can provide the resources for a specific project. Denial will result in the inability of the Department to accomplish vital community health projects and in some instances the Department will not be in compliance with the terms of the award established by the funding entity.

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 under contracts. Most recently PSC 2000 - 07/08. This modification increases the amount of the approval to cover support services for women with breast cancer. Support services include targeted case management, support groups, and support of the mobile mammography program at San Francisco General Hospital.

D. Will the contract(s) be renewed? Only if funding is available.

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

[X] Local 1021 Union Name Signature of person mailing/faxing form: Jacquie Hale Date: MAY 05 2008

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

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 2000-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: APPROVED 6/2/08

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The ability to work with diverse community-based individuals and organizations. Expertise in fiscal management and the ability to manage several entities performing different services.

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

2913 Program Specialist, 2915 Program Supervisor, 2917 Program Support 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:

Civil service classes are not applicable because the projects are intermittent and as needed. Due to the as-needed and intermittent nature of these services, multiple service classes spanning multiple specialties would be required only for short periods of time. In addition, the funding for these services often has not been allocated on a fixed or secured basis, therefore funding is not stable.

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

Not at this time. See answer to question 4.

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

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

Yes  No

B. Will the contractor train City and County employees?

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

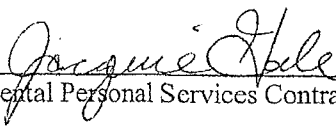
C. Are there legal mandates requiring the use of contractual services?

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? *Work may be completed by current vendors, or depending on the project scope, through future solicitations.*

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

  
Signature of Departmental Personal Services Contract Coordinator

RL


Jacquie Hale (415) 554-2609  
Print or Type Name Telephone Number

101 Grove Street, Room 307  
San Francisco, CA 94102  
Address

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

**MEMORANDUM**

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

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

**DATE:** October 14, 2010

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

Attached is the following personal services contract summary, which will be submitted to the Department of Human Resources for Civil Service Commission review and approval for the meeting of December 20, 2010:

**1. International Board Certified Lactation Consultant (IBCLC)**

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

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

## TRANSMITTAL PAGE

DATE: October 14, 2010

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

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

RE: Professional Service Contract Summary for the  
12/20/2010 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

6

\*\*\*\*\*Re-Sent / Today's date was inadvertently left off of page 1 of the PSC 1. This Fax has the corrected page 1. Please disregard the previous Fax.

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

Destination	Start Time	Time	Prints	Result	Note
Local 21 864-2166	10-14 14:44	00:01:07	006/006	OK	L1

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

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

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

TRANSMITTAL PAGE

DATE: October 14, 2010

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

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

RE: Professional Service Contract Summary for the  
12/20/2010 Civil Service Commission meeting.

Number of Pages (including this transmittal page)

6

\*\*\*\*Re-Sent / Today's date was inadvertently left off of page 1 of the PSC 1. This Fax has the corrected page 1. Please disregard the previous Fax.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/21/2010 (30-day Union Notice)
11/02/2010 (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: Educational and Training Services (Camp Mather Pilot Project) (CS-158i)

FUNDING SOURCE: Water System Improvement Program (WSIP) Funds

PSC AMOUNT: \$90,000 PSC DURATION: 12/20/2010 to 12/20/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Proposed work includes assisting the SFPUC with providing education and training services to economically disadvantaged residents of San Francisco to prepare them for employment in the field of construction by performing maintenance on SFPUC owned and operated facilities, located in remote locations in the upper watershed of the Hetch Hetchy Water System and other City properties including Camp Mather, located near Yosemite National Park.

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

The service is necessary to assist economically disadvantaged San Francisco residents obtain job readiness education and training while creating green jobs. If this service is denied, opportunities to foster good will with local residents in communities where current or future work is located could diminish stakeholder confidence resulting in extra effort required to rebuild relationships. In addition, an opportunity to educate and train economically disadvantaged San Francisco residents in efforts to session plan while creating current green job opportunities will be lost.

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

This service was provided by CS-889 (PSC No. 4019-07/08).

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

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

L21/ L1021

Union Name

Shamica Jackson

Signature of person mailing/faxing form

10/21/2010 (30-day Union Notice)
11/02/2010 (to DHR)

Date

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4060 -10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION

NOV 02 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise and experience relating to educational and training services relating to employment, which may include, but is not limited to the following components:

- Services in support of local and regional employment and job training programs for public agencies, trade agencies, and non-profits.
- A working relationship with labor/ trade organizations
- An understanding of both public agencies and construction industry standards and compliance.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications do not have the necessary specialization and experience in the development and administration of an educational and training program in a remote setting encompassing environmental remediation as delineated within the Camp Mather Pilot Project.

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

No. It would not be practical to adopt a new class due to the specialized and temporary nature of the Camp Mather Pilot Project as determined and supervised by the SFPUC Infrastructure Division 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 type="checkbox"/>	<input checked="" type="checkbox"/>
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- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (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:

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

Print or Type Name

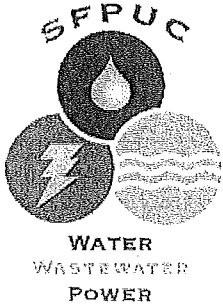
**415-554-0727**

Telephone Number

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

**San Francisco, CA 94103**

Address



SAN FRANCISCO PUBLIC UTILITIES COMMISSION



Contract Administration Bureau
Ivy V. Fine, Manager
1155 Market Street, 9th Floor, San Francisco, CA 94103 • Tel. (415) 551-4603 • Fax (415) 554-3225

MEMORANDUM

GAVIN NEWSOM
MAYOR

F.X. CROWLEY
PRESIDENT

FRANCESCA VIETOR
VICE PRESIDENT

ANN MOLLER CAEN
COMMISSIONER

JULIET ELLIS
COMMISSIONER

ANSON B. MORAN
COMMISSIONER

ED HARRINGTON
GENERAL MANAGER

DATE: June 25, 2010
TO: Steven Ponder, Director: Classification & Compensation
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
David E. Scott, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4019-07/08 Approval Date: 9/30/2007

Description of Service(s): These Micro LBE consultants provide on-going services, including but not limited to: ensuring SFPUC's prime contractors' compliance with the San Francisco Human Rights Commission subcontracting goal requirements, assisting contractors with compliance with the SFPUC Project Labor Agreement, and maintaining trusted relationships with SFPUC Stakeholders, including community based organizations and trade associations.

Table with 4 columns: Original Approved Amount, Modification One Amount, Modification Two Amount, Total Amount as Modified, Original Approved Duration, Modification of Duration, Total Duration as Modified.

Reason for the modification:

The scope of work required under the Consultants' Task Orders has not been completed. The SFPUC desires to retain these Micro LBE consultants during this vital stage in the Water System Improvement Program (WSIP) as well as other SFPUC projects and programs.

Attachments: 1.) Copy of PSC Summary sent to DHR. 2.) PSC Modification One

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 7/14/2010

By: Micki Callahan, Human Resources Director



**30 DAY NOTICE PRIOR TO DHR: CS-158I draft PSC to Unions for review**

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

10/21/2010 05:41 PM

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

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Follow Up: Normal Priority.

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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-158I Community Benefits Program (Camp Mather) DRAFT PSC to Unions 102110.DOC

**FW: (CS-158I) Camp Mather Pilot Program modified PSC**

Jackson, Prentiss to: Larry Wong

10/29/2010 09:48 AM

Cc: "Ging Louie ", "Joe Brenner", "DHR-PSCCoordinator", "Jackson, Shamica"

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Hello Larry,

Below is the email and revised PSC I sent to contracts with "Environmental Remediation" removed from the description of work. This is the PSC that will be sent to DHR by our contracts department. I do not forward PSC's to DHR however; I do send a notice when we have reached resolution. -Prentiss

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

---

**From:** Jackson, Prentiss  
**Sent:** Thursday, October 28, 2010 11:51 AM  
**To:** Jackson, Shamica  
**Subject:** (CS-158I) Camp Mather Pilot Program modified PSC

Hello Shamica,

Attached is the modified PSC summary form with "Environmental Remediation" removed from the description of work per Local 21's request.

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



CS-158I Community Benefits Program (Camp Mather) DRAFT PSC to Unions.DOC

CS-158i, 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 M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson

11/02/2010 02:22 PM

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1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-158i, Educational and Training Services (Camp Mather Pilot Project)**, initial request for **\$90,000**.

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 October 21, 2010 and L21 has no objection to this moving forward as of October 27, 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@sflower.org



CS-158i Community Benefits Program (Camp Mather) PSC to DHR 110210 .pdf

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/22/2010 (30-day Notice to Unions)
11/22/2010 (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: Maintenance and Repair of Auxiliary Water Supply System and Actuators (CS-185)

FUNDING SOURCE: SFPUC Water Department Operating Fund

PSC AMOUNT: \$300,000 PSC DURATION: 12/20/2010 to 12/1/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Perform annual preventive maintenance on approximately 30 Limitorque valve actuators at various San Francisco locations. Visual inspection of interior and exterior, re-set limit switches, inspect and/or replace gear lubrications and electrical connections, repair and/or adjust valve position sensor. Removal and replacement of non-operational actuators, actuator motors and/or actuator control panels. Clean and re-furbish non-installed actuators. Supply necessary confined space safety equipment and materials for work on installed actuators. All City actuators are installed below street level in concrete vaults. Provide repair parts and materials for actuators.

B. Explain why this service is necessary and the consequences of denial: San Francisco maintains an Auxiliary Water Supply System (AWSS), which is a water storage and distribution network that supplements the hydrants, connected to the regular water distribution lines. The AWSS system allows the City to remotely direct water pressure in the fire hydrant system to specific hydrants where water pressure is required to fight fires. The system has the ability to detect an earthquake and instantly close any open valves, preventing the loss of fire fighting water pressure. Not maintaining the AWSS system will eventually render it inoperable, increasing the risk of no water pressure for fire suppression when a seismic event occurs.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The City, through the Department of Technology, contracted out for this service previously; the contract expired on 9/30/2010. (PSC 4022-07/08; Dept. of Tech.)

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 Shamica Jackson 10/22/2010 (30-day Notice to Unions)
Union Name Signature of person mailing/faxing form Date
11/22/2010 (to DHR)

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4061-10/11
STAFF ANALYSIS/RECOMMENDATION:

NOV 23 2010

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Technicians performing this work must be factory trained certified *Limitorque* Valve technicians, be 'confined space' trained, their work must be supervised by a Master Valve Technician and technicians must be able to respond to repair requests within two weeks.

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

Unknown if any City employees are certified in the repair of *Limitorque* systems.

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

Yes. Specialized *Limitorque* tools, parts and materials. Confined space tools and equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work requires training in repair of proprietary equipment, supervisory certification and specialized tools.

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

The nature of this work is infrequent or on-call and often performed during non-business hours. It would be impractical and fiscally imprudent to adopt a new class solely to provide this service.

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? No. The previous contract was executed by S.F. Dept. of Technology

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address

**CS-185, 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 M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong, Larry, Yun, Pauson

11/23/2010 03:01 PM

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-185, Maintenance and Repair of Auxiliary Water Supply System and Actuators, initial request for \$300,000.**
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 October 22, 2010 and L21 has no objection to this moving forward as of November 12, 2010.**
4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

---

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



CS-185 PSC Summary to DHR 112310.pdf

RE: Personal Services Contracts Approved by Local 21  
Jackson, Shamica to: DHR-PSCCoordinator, Jackson, Prentiss

11/12/2010 02:20 PM

Cc: "Ging Louie ", "Larry Wong", "Scott, David E"

---

Hi Maria et. al.,

CS-184 is actually CS-185. The contract number was incorrect but everything else is the same. I will send the PSC's in time for the December 20, 2010 CSC meeting.

Best regards,  
Shamica

---

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

 Please consider the environment before printing this email

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**From:** Maria Ryan [mailto:Maria.Ryan@sfgov.org] **On Behalf Of** DHR-PSCCoordinator  
**Sent:** Friday, November 12, 2010 1:25 PM  
**To:** Jackson, Prentiss; Jackson, Shamica  
**Cc:** Ging Louie ; Larry Wong  
**Subject:** Re: Personal Services Contracts Approved by Local 21

Prentiss,

So you mean CS-184? If so, both it and the paperwork for CS-733 should be forwarded to me by Shamica, as I only received "drafts." Also, the funding source should be indicated for CS-184.

Thank you.

María Ryan | Department of Human Resources | City & County of San Francisco | 415.551.8948

Personal Services Contracts Approved by Local 21

Jackson, Prentiss to: DHR-PSCCoordinator

11/12/2010 11:33 AM

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

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Hello Maria,

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

- **(CS-185) Maintenance and Repair of Auxiliary Water Supply System and Actuators [\$300,000]**
- **(CS-733) Calaveras Advisory Panel [\$425,000]**

Thank You,

Prentiss Jackson

San Francisco Public Utilities Commission

Labor Relations and Community Programs

(415) 554-3485

(415) 551-4554 fax

[Pjackson@sfwater.org](mailto:Pjackson@sfwater.org)



**30 DAY NOTICE PRIOR TO DHR: CS-184 draft PSC to Unions for review**

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

10/22/2010 05:32 PM

Cc: "DHR-PSCCoordinator", "Jackson, Prentiss", "Scott, David E"

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Follow Up: Normal Priority.


History: This message has been replied to.

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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-184 PSC DRAFT TO UNIONS 102210.DOC

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 20, 2010 Revised 11/30/10 (Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

TYPE OF APPROVAL:  EXPEDITED  REGULAR (OMIT POSTING   
 CONTINUING  ANNUAL

TYPE OF REQUEST:  
 INITIAL REQUEST  MODIFICATION (PSC # 4028-07/08)

TYPE OF SERVICE: As-Needed Historic Resource Survey and Architectural Services

FUNDING SOURCE: \$600,000 Historic Preservation Comm. Fund and \$400,000 General Fund

Original Amount:	\$1,000,000	PSC Duration:	01/01/2008 – 01/01/2010 (CSC)
Mod #1 PSC Amount:	(No Change)	PSC Duration:	01/02/2010 – 01/01/2011 (CSC)
PSC Amount::	(No Change)	PSC Duration:	01/02/2011 – 06/30, 2012 <i>extension request</i>
Total Amount:	\$1,000,000	Total PSC Duration:	01/01/2008 – 6/30/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Planning Department requires a term extension of Personal Services Contract No. 4028-07/08 to allow the continuation and completion the Historic Preservation Element as part of the Department's long-range planning effort. An Environmental Impact report is required for the Historic Preservation Element must be completed before the element can be adopted by the Commissions. (continued on the attachment)

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

The Historic Preservation Element project is very close to being completed by the contractor. The Planning Department will not be able to move forward with a Historic Preservation Element as part of the City's General plan if this PSC extension is being denied.

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

Services similar in scope have been provided through a personal services contract, PSC #4058-06/07.

D. Will the contract(s) be renewed? No; it is anticipated that this is a one-time project.

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

<input checked="" type="checkbox"/>	<u>IFPTE Local 21</u>	<u>[Signature]</u>	<u>10/22/10</u>
	Union Name	Signature of person mailing/faxing form	Date
<input type="checkbox"/>	<u>                    </u>	<u>                    </u>	<u>                    </u>
	Union Name	Signature of person mailing/faxing form	Date

RFP sent to                     , on                                          

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

NOV 22 2010

PSC# 4028-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors' employees must meet Professional Qualifications Standards that define the minimum combination of education and experience for historic preservation identification as published in the Code of Federal Regulations, 36 CFR Part 61.

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

Services would normally be provided by those in the [Preservation] Planner III and [Preservation Coordinator] Planner IV classifications, which include historic preservation specialties that conform to the federal Professional Qualifications Standards. There is no readily identifiable historic architect classification that meets the federal requirements.

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

No, contractor's staff would perform the requested services at their company offices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Planning Department has no identifiable historic architects that meet the federal requirements.

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

Since the contractor will soon complete the Historic Preservation Element project, it is not a financially sound decision to adopt a new civil service class to finish this project.

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? \$70,000 of funds are a 06/07 Carry-Forward of Board of Supervisors' add-back for these Services in Sub-Object 02700 (Personal Services Contracts) and \$250,000 are a 07/08 Board add-back in s/o 02700 for the same.

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

RF/EF

Thomas DiSanto

415-575-9113

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

ATTACHMENT

DATE: October 20, 2010

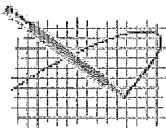
DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

TYPE OF SERVICE: As-Needed Historic Resource Survey and Architectural Services

1.A Concise description of proposed work:

Changes and comments generated through the Environmental Review process will need to be incorporated in the final draft of the Historic Preservation Element. The Historic Preservation Element contract needs to be extended so that the Environmental Impact Report can be completed and the changes and comments generated through the EIR process can be incorporated into the final draft of the Historic Preservation Element.



Lisa Chau/CTYPLN/SFGOV

10/22/2010 04:56 PM

To Joe Brenner <jebrenner@ifpte21.org>

cc

bcc

Subject PSC 4028-07/08 for Term Extension of the As-Needed  
Historic Resource Survey and Architectural Services

Hi Joe,

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

We need to extend the contract for one and a half year to complete this project.

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

Thanks.



PSC 4028 0705 mod 102210.pdf

Regards,

Lisa Chau

San Francisco Planning Department

1650 Mission Street, Suite 400

San Francisco, CA 94103

Tel: 415 575 9042

Fax: 415 558 6409

E-mail: Lisa.Chau@sfgov.org

rees

PERSONAL SERVICES CONTRACT SUMMARY

December 16, 2009

(Rev01)

AGENCY NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

APPROVAL:  EXPEDITED

REGULAR (OMIT POSTING )

CONTINUING

ANNUAL

TYPE OF REQUEST:

INITIAL REQUEST

MODIFICATION (PSC # 4028-07/08)

TYPE OF SERVICE: As-Needed Historic Resource Survey and Architectural Services

FUNDING SOURCE: \$600,000 Historic Preservation Comm. Fund and \$400,000 General Fund

Original Amount: \$1,000,000

PSC Duration: January 1, 2008 – January 1, 2010

Modification Amount: None

PSC Duration: January 2, 2010 – January 1, 2011 mod # 1

Total Amount: \$1,000,000

Total PSC duration: January 1, 2008 – January 1, 2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance and development of illustrated design guidelines for alterations, additions, or infill construction impacting historic and culturally significant properties, addressing appropriate treatment options.

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

The Planning Department has been engaged in drafting various area plans (Market/Octavia, Eastern Neighborhoods–Mission/SoMa/Showplace Square, etc.). The Department requires the provision of these surveys on an as-needed basis to survey those areas that were not included or provided for in the main survey plan areas. Furthermore, the City and County of San Francisco, as a "Certified Local Government" in partnership with the National Park Service and the California Office of Historic Preservation, is obligated to survey and inventory potential historic properties. Denial would result in the Department's inability to identify such resources and leave them vulnerable to loss through zoning changes and pressure for development.

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

Services similar in scope have been provided through a personal services contract, PSC #4058-06/07.

D. Will the contract(s) be renewed? No, it is anticipated that these services will allow for the final completion of the city-wide survey.

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

IFPTE Local 21  
Union Name

*Mona M. K.*  
Signature of person mailing/faxing form

12/4/09  
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to \_\_\_\_\_, on \_\_\_\_\_  
Union Name Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

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

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

(Rev)

A. Specify required skills and/or expertise:

Contractors' employees must meet Professional Qualifications Standards that define the minimum combination of education and experience for historic preservation identification as published in the Code of Federal Regulations, 36 CFR Part 61.

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

Services would normally be provided by those in the [Preservation] Planner III and [Preservation Coordinator] Planner IV classifications, which include historic preservation specialties that conform to the federal Professional Qualifications Standards. There is no readily identifiable historic architect classification that meets the federal requirements.

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

Contractors will use their own handheld PC equipment to record the survey data on foot in the applicable survey area and compile the data at their offices. All data and required applications shall be provided to the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not enough Department staff that meets the federal requirements to perform the architectural historian and historian services on an intermittent, as-needed basis for this time-limited project, and no identifiable historic architects that meet the federal requirements.

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

The City has already adopted historic preservation specialty for the Planner III and IV positions that conform to the federal requirements for architectural historian and historian (see 3.B). Given the one-time, as-needed intermittent nature of these services it would not be feasible to create a new historic architect classification.

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?

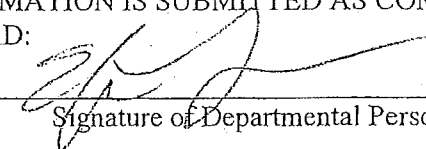
D. Are there federal or state grant requirements regarding the use of contractual services?

E. Has a board or commission determined that contracting is the most effective way to provide this service? \$70,000 of funds are a 06/07 Carry-Forward of Board of Supervisors' add-back for these

Services in Sub-Object 02700 (Personal Services Contracts) and \$250,000 are a 07/08 Board add-back in s/o 02700 for the same.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Contractor(s) to be selected through an RFQ pool.

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

  
Signature of Departmental Personal Services Contract Coordinator

RF/EF

Elaine Forbes

415-558-6417

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

[03] 4028-07/01

# Civil Service Commission

LISTEN

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## January 04, 2010 Regular Meeting

### MINUTES

Regular Meeting  
January 4, 2010

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:08 p.m.

#### ROLL CALL

President Morgan R. Gorrano	Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrano presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Anamarie Loya, Executive Director La Raza Centro Legal, Inc., Hillary Ronen, Esq., La Raza Centro Legal, Inc./Worker's Rights Unit, Cristal Java, SEIU Local 1021

Alex Tom, Co-Director Chinese Progressive Association and Terrence Vales and Mario deMira, Filipino Community Center all spoke on the community outreach programs and their support for approving PSC #4021-07/08.

Walter Scott, TWU Local 250A requested a postponement for Marcus Davis' request for hearing on future employment restrictions to the meeting of February 1, 2010.



Dan Boreen requested to view the meeting file materials.

**APPROVAL OF MINUTES**

Regular Meeting of December 21, 2009

**Action:** Approve. (Vote of 5 to 0)

**0372-09-8 Review of request for approval of proposed personal services contracts. (Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4071-09/10	Municipal Transportation Agency	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	Regular	01/14/15
4029-05/06	Airport Commission	Increase Amount <b>\$7,000,000</b> New Amount <b>\$21,000,000</b>	Will hire construction management team members, including construction managers, resident engineers, inspectors, part-time schedulers, and cost engineers for PDC capital improvement projects. Additional services include structural analysis, geotechnical reports, and hazardous material analysis and reports.	Modification	<b>12/31/12</b>

December 21, 2009:

- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances.
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.

**Speakers:** None.

**Action:** Approve request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0430-09-8 Review of request for approval of personal services contract.  
(Item No. 6)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-09/10	Public Works	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	Regular	12/30/16
4076-09/10	Public Works	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	Regular	12/30/16
4077-09/10	Public Utilities Commission	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.	Regular	12/31/11
4078-09/10	Public Utilities Commission	\$1,000,000	Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division	Regular	12/31/13

			Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.		
4079-09/10	District Attorney	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	Regular	02/1/12
4080-09/10	District Attorney	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	Regular	08/31/11
4028-07/08	City Planning	Increase Amount \$0 New Amount \$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	Modification	01/01/11
4097-08/09	Public Utilities Commission	Increase Amount <b>\$749,000</b> New Amount <b>\$1,320,000</b>	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies	Modification	12/31/10

			and continues to build on a highly successful, grant funded regional partnership. The contract is being modified to accommodate the increased demand for the program.		
4021-07/08	GSA-OLSA	Increase Amount <b>\$156,000</b> New Amount <b>\$546,000</b>	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. The modification is to exercise a contract extension option to continue the program.	Modi- fication	<b>01/31/11</b>

**Speakers:**

Stanley DeSouza, Department of Public Works spoke on PSC #s 4075-09/10 and 4076-09/10.  
 Kofo Domingo and Charles Sheehan, Public Utilities Commission spoke on PSC #4077-09/10.  
 Kofo Domingo and Natasha Zahedi, Public Utilities Commission spoke on PSC #4078-09/10.  
 Sheila Arcelona, Office of the District Attorney spoke on PSC #4079-09/10 and 4080-09/10.  
 Kyra Byrne, IFPTE Local 21 and Elaine Forbes, City Planning spoke on PSC #4028-07/08.  
 Kofo Domingo, Public Utilities Commission spoke on PSC #4097-08/09.  
 Donna Levitt and Joan Lubamersky, General Services Agency, Joe Brenner, IFPTE Local 21 and Micki Callahan, Human Resources Director spoke on PSC #4021-07/08.

**Action:**

- (1) Approve request for proposed personal services contract #4077-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)  
 Commissioner Jung recused from voting. (Vote of 5 to 0)
- (2) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000. (Vote of 4 to 0)  
 Commissioner Jung recused from voting. (Vote of 5 to 0)

- (3) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011. (Vote of 5 to 0)
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

**0431-09-2 Request by the San Francisco Fire Department ("SFFD") to grant H-2 Firefighter status to H-3 Level III Firefighter/Paramedics who apply and are selected under the provisions of the Local 798 Memorandum of Understanding and General Order 09 A-72. (Item No. 7)**

**Speakers:** Jennifer Johnston, Department of Human Resources  
Jesusa Bushong, San Francisco Fire Department  
Pat Gardner, San Francisco Fire Department  
John Hanley, President, Firefighters Local 798

**Action:** Grant H-2 Firefighter status to six (6) H-3 Level III Firefighter/Paramedics who have requested reclassification to H-2 Firefighter in accordance with all applicable provisions of Civil Service Commission Rule 309; one applicable provision being they must exercise their status right within a year or lose it. Furthermore, with respect to future grants of status into the H-2 classification from H-3 Level III Firefighter/Paramedics that the Civil Service Commission retain jurisdiction over each grant of status. The Commission requested the names of the six individuals. (Vote of 5 to 0)

**0275-09-7 Appeal by Michael Bollier of his automatic resignation as a 7326 Glazier with the Department of Public Works. (Item No. 8)**

**Speakers:** Michael Bollier, Appellant  
Tammy Wong and Matt Smyth, General Services Agency/  
Department of Public Works.

**Action:** Adopt the report. Sustain the decision of the Human Resources Director; deny the appeal by Michael Bollier. (Vote of 5 to 0)

**0279-09-7 Request for hearing by Marcus Davis on future employment restrictions as a Transit Operator (Job Code 9163) Municipal Transportation Agency. (Item No. 9)**

**Speakers:** Walter Scott, TWU Local 250A

**Action:** Postpone to the meeting of February 1, 2010 at the request of TWU Local 250A. (Vote of 5 to 0)

**REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 10)**

Dan Boreen expressed his concern about Agenda Item #7 - Status grant at the San Francisco Fire Department. He also expressed concern regarding Agenda Item #8, the automatic resignation appeal of Mr. Bollier.

**COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 11)**

None.

**ADJOURNMENT (Item No. 12)**

4:08 p.m.



# SAN FRANCISCO PLANNING DEPARTMENT

MEMO

DATE: September 11, 2008  
TO: Emily M. Morrison  
Department of Human Resources  
FROM: Mikhael P. Hart *M.P.H.*  
Planning Department  
RE: Request for Administrative Approval of Extension of Term for  
PSC #4058-06/07 (City-Wide Cultural Resources Historic  
Preservation Surveys [in the Eastern Neighborhoods])

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
415.558.6378

Fax:  
415.558.6409

Planning  
Information:  
415.558.6377

The San Francisco Planning Department requests an extension on the above referenced Civil Service Commission Personal Services Contract approval for the reasons set forth in this memo. The item was approved on November 5, 2006.

The current and requested changes are as follows:

PSC Duration:	01/01/2007 – 10/31/2008
+ <u>Proposed Extension:</u>	<u>11/01/2008 – 06/30/2009</u>
= Total Term as Modified:	01/01/2007 – 06/30/2009

This term extension is necessary in order to extend the life of the contract to continue the provision of historical resource surveys in San Francisco's Eastern Neighborhoods (the Mission, South-of-Market and Showplace Square areas) for at least 50% of the original term as approved by the Civil Service Commission. The original PSC request did not take into account the delay in the request-for-proposal process, and subsequent award and negotiation of a contract.

Denial of approval on this term extension would thwart the Planning Department's ability to move forward with a comprehensive database of properties with historical significance in San Francisco, and the subsequent ability to provide immediate look-ups on such properties to property owners who are exploring the possibility of making changes to their buildings.

A copy of previous documentation regarding this PSC is attached for your reference.

Please call me at 415.575.6930 or send me an e-mail with any questions or concerns you may have regarding this request.

Attachment

Memo

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 4, 2007

(Rev01)

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

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

TYPE OF SERVICE: As-Needed Historic Resource Survey and Architectural Services

FUNDING SOURCE: \$600,000 Historic Preservation Comm. Fund and \$400,000 General Fund

PSC AMOUNT: \$1,000,000 PSC DURATION: January 1, 2008 - January 1, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

As-needed historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance and development of illustrated design guidelines for alterations, additions, or infill construction impacting historic and culturally significant properties, addressing appropriate treatment options.

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

The Planning Department has been engaged in drafting various area plans (Market/Octavia, Eastern Neighborhoods-Mission/SoMa/Showplace Square, etc.). The Department requires the provision of these surveys on an as-needed basis to survey those areas that were not included or provided for in the main survey plan areas. Furthermore, the City and County of San Francisco, as a "Certified Local Government" in partnership with the National Park Service and the California Office of Historic Preservation, is obligated to survey and inventory potential historic properties. Denial would result in the Department's inability to identify such resources and leave them vulnerable to loss through zoning changes and pressure for development.

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

Services similar in scope have been provided through a personal services contract, PSC #4058-06/07.

D. Will the contract(s) be renewed? No, it is anticipated that these services will allow for the final completion of the city-wide survey.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 09-04-2007

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

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4028-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:



3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

(Rev01)

A. Specify required skills and/or expertise:

Contractors' employees must meet Professional Qualifications Standards that define the minimum combination of education and experience for historic preservation identification as published in the Code of Federal Regulations, 36 CFR Part 61.

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

Services would normally be provided by those in the [Preservation] Planner III and [Preservation Coordinator] Planner IV classifications, which include historic preservation specialties that conform to the federal Professional Qualifications Standards. There is no readily identifiable historic architect classification that meets the federal requirements.

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

Contractors will use their own handheld PC equipment to record the survey data on foot in the applicable survey area and compile the data at their offices. All data and required applications shall be provided to the City.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not enough Department staff that meets the federal requirements to perform the architectural historian and historian services on an intermittent, as-needed basis for this time-limited project, and no identifiable historic architects that meet the federal requirements.

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

The City has already adopted historic preservation specialty for the Planner III and IV positions that conform to the federal requirements for architectural historian and historian (see 3.B). Given the one-time, as-needed intermittent nature of these services it would not be feasible to create a new historic architect classification.

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? \$70,000 of funds are a 06/07 Carry-Fwd. of Board of Supervisors' add-back for these Services in Sub-Object 02700 (Personal Services Contracts) and \$250,000 are a 07/08 Board add-back for the same.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Contractor(s) to be selected through an RFQ pool.

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

Signature of Departmental Personal Services Contract Coordinator

RF/EF

Mikhael P. Hart

415-575-6930

Print or Type Name

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 20, 2010 revised 11/30/10

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC # 4059-06/07) Extension Request

TYPE OF SERVICE: Transbay Transit Center District Plan and 4th/King Railyards Conceptual Plan

FUNDING SOURCE: Transportation Authority Prop. K, through the Transbay Joint Powers Authority

Table with 4 columns: Item Name, Amount, PSC Duration, and Total as Modified. Rows include Original Amount, Mod #1-4 PSC Amount, PSC AMOUNT, and Total as Modified.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The San Francisco Planning Department requires a term extension of Personal Services Contract No. 4059-06/07 to allow adequate time for the completion of all services required for the Transit Center District Plan.

B. Explain why this service is necessary and the consequence of denial: There are two key reasons why this work is necessary: (1) The Transit Center project, a key regional multi-modal transit project, which includes the downtown extension of Caltrain, is under-funded, and an evaluation of the built form is required to determine if additional height and bulk allowances (continued on the attachment)

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This is a request for an extension of PSC No. 4059-06/07, which was previously approved by the Commission for these services. This service has not been provided prior to this PSC request. (Continued on the Attachment.)

D. Will the contract(s) be renewed? No; it is anticipated that this is a one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 10/22/10

[ ] SEIU Local 790 Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4059-06/07 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

NOV 22 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure.

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

None.

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

Yes. The contractor will provide computer-modeling equipment, including software, hardware, and the expertise to manipulate it in order to analyze urban form, shadow, and wind impacts on the city.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The City's civil service classifications do not cover the expertise and technical skills necessary to do computer simulations and analyses, nor to do financial analyses on tax rates and methods for Mello-Roos districts. The consultant has completed more than half of the project; they need another year to finish the whole project.

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

No. This is currently a one-time project, and these skills and technical needs are necessary only on a sporadic and infrequent basis. Further, expensive equipment is necessary to conduct the modeling analyses, and simply creating a civil service class would not be sufficient to complete the task.

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

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

Yes  No

B. Will the contractor train City and County employees?

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

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

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? *SF County Transportation Authority 09/26/2006*

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

JES

Thomas DiSanto

Print or Type Name

415-575-9113

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

ATTACHMENT

0037

DATE: October 20, 2010DEPARTMENT NAME: PLANNING DEPARTMENTDEPARTMENT NUMBER: 29TYPE OF SERVICE: Transbay Transit Center District Plan and 4<sup>th</sup>/King Railyards Conceptual Plan

Ori

1.A Concise description of proposed work:

in order to move forward with the second part of the project. Transit Center Plan was completed and the contractor started working on the second part of the project, 4<sup>th</sup> & King Railyards study, recently. Contractor is expected to finish the Railyards study by the end of year 2011.

1.B Explain why this service is necessary and the consequence of denial (Continued):

are appropriate in the area. Potential new developable space has been identified by the Mayor's Interagency Working Group as likely to yield mechanisms to contribute \$150 – 300 million; and (2) With the adoption of plans for Rincon Hill and Transbay Redevelopment Area (publicly-owned lands along Folsom Street) which modify urban form and land use in the vicinity, and the maturity of the downtown (over 20 years since the adoption of the Downtown Plan), there is an urgent need to revisit urban form and land use rules and policies for the downtown, specifically around the future Transit Center. Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.

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

The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure. The Department does not possess the expertise or infrastructure to conduct these technical analyses, nor would it be practical or feasible to attain them for a short-term project.

DATE: October 20, 2010DEPARTMENT NAME: PLANNING DEPARTMENTDEPARTMENT NUMBER: 29TYPE OF SERVICE: Transbay Transit Center District Plan and 4<sup>th</sup>/King Railyards Conceptual Plan1.A Concise description of proposed work:

in order to move forward with the second part of the project. Transit Center Plan was completed and the contractor started working on the second part of the project, 4<sup>th</sup> & King Railyards study, recently. Contractor is expected to finish the Railyards study by the end of year 2011.

1.B Explain why this service is necessary and the consequence of denial (Continued):

are appropriate in the area. Potential new developable space has been identified by the Mayor's Interagency Working Group as likely to yield mechanisms to contribute \$150 – 300 million; and (2) With the adoption of plans for Rincon Hill and Transbay Redevelopment Area (publicly-owned lands along Folsom Street) which modify urban form and land use in the vicinity, and the maturity of the downtown (over 20 years since the adoption of the Downtown Plan), there is an urgent need to revisit urban form and land use rules and policies for the downtown, specifically around the future Transit Center. Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.

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

The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure. The Department does not possess the expertise or infrastructure to conduct these technical analyses, nor would it be practical or feasible to attain them for a short-term project.



Lisa Chau/CTYPLN/SFGOV

10/22/2010 01:45 PM

To Joe Brenner <jebrenner@ifpte21.org>

cc

bcc

Subject PSC 4059-06/07 for Term Extension of the Transbay Transit Center District Plan and 4th/King Railyards Conceptual Plan



Hi Joe,

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

We need to extend the contract for one more year to complete this project.

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

Thanks.

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



PSC 4059-0607 mod 102210.pdf

## Civil Service Commission

LISTEN

TEXT ONLY

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### January 05, 2009 Regular Meeting

#### MINUTES

Regular Meeting  
January 5, 2009

2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

#### CALL TO ORDER

2:12 p.m.

#### ROLL CALL

President Donald A. Casper	Present
Vice President Morgan R. Gorrano	Not Present (Notified absence)
Commissioner Mary Y. Jung	Present
Commissioner E. Dennis Normandy	Present

President Donald A. Casper presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Criss Romero, IFPTE Local 21 spoke regarding the letter from IFPTE Local 21 dated December 24, 2008 requesting all PSCs on the agenda be postponed to a future meeting to allow Local 21 the opportunity to meet with the departments involved.

#### APPROVAL OF MINUTES

Regular Meeting of December 15, 2008

**Action:** Approve. (Vote of 3 to 0)

**0580-08-1 Commendation for Gerald "Jerry" H. Bibelheimer, Senior Social Worker upon his retirement after 19 years of service to the City & County of San Francisco. (Item No. 5)**

**Speakers:** President Donald A. Casper  
Gerald "Jerry" H. Bibelheimer, Commendation Recipient

**Action:** Approve. (Vote of 3 to 0)

**0581-08-1 Commendation for Richard Rothman, Management Assistant, upon his retirement after 25 years of service to the City & County of San Francisco. (Item No. 6)**

**Speakers:** President Donald A. Casper  
Richard Rothman, Commendation Recipient

**Action:** Approve. (Vote of 3 to 0)

**0563-08-8 Review of request for approval of proposed personal services contracts. (Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4164-06/07	Mayor's Office	Increase Amount \$0.00 New Amount \$900,000	Will provide state lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.	Modification	06/30/09

December 15, 2008: Postpone to the meeting of January 5, 2009 at the request of IFPTE Local 21.

**Speakers:** None.

**Action:** Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0582-08-8 Review of request for approval of proposed personal services contracts. (Item No. 8)**

PSC#	Department	Amount	Type of Service	Type of	Duration
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				Approval	
4074-08/09	Treasurer/ Tax Collector	\$360,000	Will provide installation of a Treasury workstation system in the Investment, Banking, and Treasury Accounting sections, including license & maintenance.	Regular	03/01/14
4075-08/09	Controller	\$9,000,000	Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments funds.	Regular	06/30/14
4076-08/09	Juvenile Probation	\$150,000	Will be responsible for resolving grievances submitted by detained youth at JPD detention facilities.	Regular	01/31/12
4077-08/09	Municipal Transportation Agency	\$99,000	Will perform professional services to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclist National Bike Ed curriculum.	Regular	01/31/11
4078-08/09	Municipal Transportation Agency	\$484,700	Will provide removal and replacement of the drive axles from 130 standard trolley coaches and 30 articulated coaches.	Regular	06/30/09
4079-08/09	Municipal Transportation Agency	\$99,000	Will provide services to coordinate and promote the City's Bike to Work Day program for the next two years.	Regular	01/31/11
4080-08/09	Port	\$400,000	Will provide construction support and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project.	Regular	12/31/10
4082-08/09	Public Utilities Commission	\$132,000	Will provide installation of proprietary software and integrate it with the data historian program and the GIS systems already in use by the SFPUC.	Regular	01/31/10
4083-08/09	General Services Agency/County Clerk	\$208,000	Will provide services on project management, installation, testing, custom card design, verification training, equipment maintenance, preventive maintenance and repair for a turnkey proprietary Municipal ID system.	Regular	01/14/10
4084-08/09	Public Works	\$3,000,000	Will perform as needed specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and pier and marina renovation.	Regular	05/01/14
4085-08/09	Public Works	\$3,000,000	Will perform as needed specialized geotechnical engineering tasks	Regular	05/01/14

			that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, and seismic refraction profiling.		
2013-04/05	Public Health	Increase Amount \$310,000,000 New Amount \$750,000,000	Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability and geographic diversity of San Francisco's various target populations.	Modification	06/30/09
4059-06/07	Planning	Increase Amount \$0.00 New Amount \$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project.	Modification	12/31/10
4128-06/07	Municipal Transportation Agency	Increase Amount \$523,915 New Amount \$823,915	Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).	Modification	12/31/09
4026-07/08	Office of Economic and Workforce Development	Increase Amount \$0.00 New Amount \$150,000	Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials.	Modification	01/31/09

**Speakers:**

Janet Tolenada, Treasurer/Tax Collector's Office spoke on PSC #4074-08/09.

Sue Wong, Juvenile Probation spoke on PSC #4076-08/09.

Elson Hao, Municipal Transportation Agency spoke on PSC #4078-08/09.

Shahnam Farhangi and Nick Carr, Municipal Transportation Agency spoke on PSC #4079-08/09.

Norma Nelson and Ken Chu, Port spoke on PSC #4080-08/09.

David Scott and Sheila Garrett, Public Utilities Commission spoke on PSC #4082-08/09.

Joan Lubamersky and Karen Hong Yee, General Services Agency/County Clerk spoke on PSC #4083-

08/09.

Jacquie Hale and Jim Stillwell, Department of Public Health and Criss Romero, IFPTE Local 21 spoke on PSC #2013-04/05.

Jennifer Matz, Office of Economic & Workforce Development and Criss Romero, IFPTE Local 21 spoke on PSC #4026-07/08.

- Action:**
- (1) Adopt the Human Resources Director's report on PSC #s 4076-08/09 and 4083-08/09 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)
  - (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 3 to 0)

**0572-08-4 Appeal by Mark Bellinger of the job announcement for the Position-Based Testing examination for Class 0922 Manager/Harbormaster (#PBT-0922-054349). (Item No. 9)**

**Speakers:** None.

**Action:** Postpone to the meeting of February 2, 2009 at the request of the Department of Human Resources. (Vote of 3 to 0)

**0379-08-8 Report from the Municipal Transportation Agency and IFPTE Local 21 on the progress of discussions of the conditional approval of PSC #4013-08/09. (Item No. 10)**

September 15, 2008: Adopt the Human Resources Director's report on PSC #4013-08/09 on the condition that the Municipal Transportation Agency and IFPTE Local 21 engage in further discussion and the Municipal Transportation Agency produce an analysis of whether the current EAP employees can perform the work. Notify the offices of the Controller and the Purchaser.

December 15, 2008: Postpone to the meeting of January 5, 2009 by mutual agreement of IFPTE Local 21 and the Municipal Transportation Agency.

**Speakers:** Jeffery Gary, Municipal Transportation Agency  
Criss Romero, IFPTE Local 21.

**Action:** Continue to the meeting of February 2, 2009. (Vote of 3 to 0)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 10, 2008

DEPARTMENT NAME: PLANNING DEPARTMENT DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC # 4059-06/07) Extension Request

TYPE OF SERVICE: Transbay Transit Center District Plan and 4th/King Railyards Conceptual Plan

FUNDING SOURCE: Transportation Authority Prop. K, through the Transbay Joint Powers Authority

Original Amount \$480,000 Approved Duration: 01/01/2007 - 12/31/2008 mod #4
PSC AMOUNT: (No Change) PSC DURATION: 01/01/2009 - 12/31/2010 extension request
Total as Modified: \$480,000 Total as Modified: 01/01/2007 - 12/31/2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The San Francisco Planning Department requires a term extension of Personal Services Contract No. 4059-06/07 in order to allow adequate time for the completion of all services required for the Transit Center District Plan. The first request for proposals that was issued for these services was cancelled due to a ruling on a perceived conflict of interest of any firms that were in the design competition for the (continued on the Attachment)

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

There are two key reasons why this work is necessary: (1) The Transit Center project, a key regional multi-modal transit project, which includes the downtown extension of Caltrain, is under-funded, and an evaluation of the built form is required to determine if additional height and bulk allowances (continued on the attachment)

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

This is a request for an extension of PSC No. 4059-06/07, which was previously approved by the Commission for these services. This service has not been provided prior to this PSC request. (Continued on the Attachment.)

D. Will the contract(s) be renewed? No; it is anticipated that this is a one-time project.

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

[X] IFPTE Local 21 Union Name Signature of person mailing/faxing form Date 10-DEC-2008

[ ] SEIU Local 790 Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure.

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

None.

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

Yes. The contractor will provide computer-modeling equipment, including software, hardware, and the expertise to manipulate it in order to analyze urban form, shadow, and wind impacts on the city.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

(1) The City's civil service classifications do not cover the expertise and technical skills necessary to do computer simulations and analyses, nor to do financial analyses on tax rates and methods for Mello-Roos districts. (2) The City on an *as needed* basis requires these skills. Additionally, the project is limited and will not carry additional permanent staff beyond existing funding levels.

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

No. This is currently a one-time project, and these skills and technical needs are necessary only on a sporadic and infrequent basis. Further, expensive equipment is necessary to conduct the modeling analyses, and simply creating a civil service class would not be sufficient to complete the task.

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? *SF County Transportation Authority 09/26/2006*

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

JES

Mikhael P. Hart

Print or Type Name

415-575-6930

Telephone Number

1650 MISSION ST STE 400  
SAN FRANCISCO CA 94103

Address

## ATTACHMENT

DATE: December 10, 2008DEPARTMENT NAME: PLANNING DEPARTMENTDEPARTMENT NUMBER: 29TYPE OF SERVICE: Transbay Transit Center District Plan and 4<sup>th</sup>/King Railyards Conceptual Plan1.A Concise description of proposed work (Continued):

Transbay Joint Powers Authority's (TJPA) Transbay Tower that also bid on the Planning Department's RFP. The Department was then required to issue a second, revised RFP.

The scope of this project is a land use and implementation plan for the district surrounding the Transbay Transit Center. The study will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project and other public infrastructure. Additionally, the project will produce a conceptual plan for joint development above the 4<sup>th</sup>/King railyards that are to be reconfigured as part of the Transbay Transit Center project, and assess the ability for any potential joint development to contribute funding to the infrastructure needs.

1.B Explain why this service is necessary and the consequence of denial (Continued):

are appropriate in the area. Potential new developable space has been identified by the Mayor's Interagency Working Group as likely to yield mechanisms to contribute \$150 – 300 million; and (2) With the adoption of plans for Rincon Hill and Transbay Redevelopment Area (publicly-owned lands along Folsom Street) which modify urban form and land use in the vicinity, and the maturity of the downtown (over 20 years since the adoption of the Downtown Plan), there is an urgent need to revisit urban form and land use rules and policies for the downtown, specifically around the future Transit Center. If this request is denied, the plan will not be completed and the funding mechanisms for the Transit Center project will not be created, thus threatening the ability to fund the whole project. Additionally, the necessary land use and urban form changes will not be implemented for this area, stifling further growth of the downtown.

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

The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure. The Department does not possess the expertise or infrastructure to conduct these technical analyses, nor would it be practical or feasible to attain them for a short-term project.



Mikhael P  
Hart/CTYPLN/SFGOV  
12/10/2008 01:46 PM

To kwaldron@ifpte21.org, cromero@ifpte21.org  
cc Mary Ng/DHR/SFGOV@SFGOV, Elaine  
Forbes/CTYPLN/SFGOV@SFGOV  
bcc

Subject PSC Fm 1 for Term Extension of the Transbay Transit Center  
Plan & 4th/King Conceptual Plan

Hi Kim and Criss.

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

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

Regards,

Mikhael



PSC-Transbay Plan Term Extrn.pdf

**Mikhael P. Hart**  
Principal Contracts Analyst

---

SAN FRANCISCO  
**PLANNING DEPARTMENT**  
1650 Mission Street, Suite 400  
San Francisco, CA 94103-2479  
T. 415.575.6930  
F. 415.558.6409  
mikhael.p.hart@sfgov.org  
www.sfplanning.org

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City and County of San Francisco




Department of Human Resources

Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

MEMORANDUM

TO: Mikhael P. Hart  
Planning Department

FROM:  Mary Ng  
DHR, Contracts Manager/PSC Analyst  
557-4957

DATE: December 11, 2008

SUBJECT: PSC Administrative Approval Request Returned – PSC#4059-06/07

---

Per our conversation, attached is your PSC duration extension request for PSC#4059-06/07.

Your revised PSC Summary for modification (extension request for 100% of original approved duration) was received at DHR on 12/11/08 and is in process for the 1/5/09 CSC meeting.

Please contact me if you have any questions or concerns.

*Mod #3*

Thank you.

Attachments: 1

**RECEIVED**

**DEC 16 2008**

San Francisco Planning Department  
Finance Unit - Contracts





# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** December 8, 2008

**TO:** Emily M. Morrison  
Department of Human Resources

**FROM:** Mikhael P. Hart *MPH*  
Planning Department

**RE:** Request for Administrative Approval of Extension of Term for  
PSC #4059-06/07 (Transit Center District Plan)

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
415.558.6378

Fax:  
415.558.6409

Planning  
Information:  
415.558.6377

The San Francisco Planning Department requests an extension on the above referenced Civil Service Commission Personal Services Contract approval for the reason set forth in this memo. The item was approved on November 6, 2006.

The current and requested changes are as follows:

Current PSC Duration:	11/06/2006 – 12/31/2008
+ <u>Proposed Extension:</u>	<u>01/01/2009 – 06/30/2009</u>
= <b>Total Term as Modified:</b>	<b>11/06/2006 – 07/31/2009</b>

The first RFP issued for these services was projected for, and conducted at the beginning of 2007. However, that RFP was later cancelled after the selection process was completed due to a ruling on a perceived conflict of interest of any firms that were in the design competition for the Transbay Joint Powers Authority's (TJPA) Transbay Tower that might bid on the Planning Department's RFP.

The Department of Human Resources previously granted term extensions that were necessary to permit the Department to contract for a sufficient term with the firm selected through a second, revised request-for-proposal (RFP) process for these services and contract award.

There is a need to extend the PSC authority an additional 50% of the original 13-month term in order to prevent the PSC term from expiring. The term indicated on the original PSC form was inadequate for a project of this magnitude. This extension will allow the Department to prepare a formal request to the Commission for a term extension as appropriate for this project.

Denial of approval of this term extension would result in an inadequate period for the selected firm to perform the needed services, jeopardize the receipt federal funds through the TJPA, and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TJPA and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area. A copy of previous documentation regarding this PSC is attached for your reference.

Please call me at 415.575.6930 or send me an e-mail with any questions or concerns you may have regarding this request.

Memo

City and County of San Francisco

Gavin Newsom  
Mayor



[07] 4059-06/07.  
Transit Center District Pl.  
Department of Human Resources

Micki Callahan  
Human Resources Director

**MEMORANDUM**

Date: June 19, 2008  
To: Mikhael P. Hart, Planning Department  
From: Emily Morrison, DHR Personal Services Contract Analyst *Em*  
Subject: Approval of Extension of Time Duration for the Planning Department #4059-06/07

This is to confirm that your request to extend the duration of time to December 31, 2008, for Personal Services Contract #4059-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4951.

*Mod #2*

08 JUN 20 10:00 AM  
Micki Callahan

Gavin Newsom  
Mayor



Micki Callahan  
Human Resources Director

10/21  
4059-06/07  
Transit Center  
District Plan

**MEMORANDUM**

Date: October 31, 2007  
To: Mikhael P. Hart, Planning Department  
From: Emily Morrison, DHR Personal Services Contract Analyst *Em*  
Subject: Approval of Extension of Time Duration for the Planning Department #4059-06/07

This is to confirm that your request to extend the duration of time to June 30, 2008, for Personal Services Contract #4059-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4951.

Mod#1

# Civil Service Commission

LISTEN  
TEXT ONLY  
PRINT

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## November 06, 2006 Regular Meeting

**AMENDED**

### MINUTES

Regular Meeting  
**November 6, 2006**

2:00 p.m.  
**ROOM 400, CITY HALL**  
**1 Dr. Carlton B. Goodlett Place**

<b>CALL TO ORDER</b>	
2:05 p.m.	
<b>ROLL CALL</b>	
President Thomas T. Ng	Excused
Vice President Alicia D. Becerril	Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Vice President Alicia Becerril presided.	
<b><u>PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA</u></b>	
None.	
<b><u>APPROVAL OF MINUTES</u></b>	
Regular Meeting of October 16, 2006	

	<b>Action:</b>	Approve. (Vote of 3 to 0)
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**SPECIAL ORDER OF BUSINESS – 2:00 P.M.**

**0688-06-5 Proposed amendments to Civil Service Commission Rule 112 to add Article VI – Holdover Rosters and Return to Duty for Classes in the Management (M) and Executive Management (EM) Bargaining Units, specifically to eliminate inter-departmental bumping for Classes in the M and EM Bargaining Units including “Management Unrepresented” Classes covered in the Unrepresented Ordinance. (Item No. 5)**

July 3, 2006 Post for meet and confer (Vote of 3 to 0)

August 21, 2006 Amend posting; Notify all employees in the Management (M) and Executive Management (EM) in the Unrepresented Classes; Continue Meet and Confer. (Vote of 4 to 0)

October 16, 2006: The Commission took no action.

	<b>A)</b>	Public Comment on all matters pertaining to the Agenda item and the potential closed session.
	<b>B)</b>	Vote on whether to hold closed session to confer with the designated labor negotiator, California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10 (e) <b>(Action Item)</b>

		1)	<b>CONFERENCE WITH LABOR NEGOTIATOR - (Discussion and Possible Action Item)</b>
			California Government Code Section 54957.6(a) and San Francisco Administrative Code Section 67.10(e) Philip Ginsburg, Human Resources Director/Labor Negotiator, CSC Employee Organization: MEA representing Management employees Unrepresented Employees: Email listing attached
			Anticipated issue under negotiation: Rule 112 to add Article VI

	<b>C)</b>	<b>The Commission agreed not to hold a closed session.</b>
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	<b>Speakers:</b>	Philip Ginsburg, Human Resources Director Micki Callahan, Department of Human Resources
--	------------------	--

	<b>Action:</b>	Adopt. (Vote of 3 to 0)
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<b>0724-06-8</b>	<b>Review of request for approval of proposed personal services contracts. (Item No. 6)</b>
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PSC#	Department	Amount	Type of Service	Type of	Duration
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				Approval	
4055-06/07	Human Rights Commission	\$850,000	Will provide technical and specialized services that help increase Disadvantaged Business Enterprises (DBE) participation in City construction projects by assisting DBE contractors or subcontractors in obtaining or increasing bonding and financing.	Regular	06/30/10
4056-06/07	Public Library	\$212,000	Will provide on-line live tutoring services to student patrons of the Public Library 7 days a week from 2:00 p.m. PST, at the library or at the students' homes. Tutoring services include Spanish- language assistance on math and science subjects.	Regular	01/31/10
4057-06/07	Municipal Transportation Agency	\$290,000	Will provide On-Site Back Strengthening and a Comprehensive Health Awareness and Wellness Program for the Municipal Transportation Agency and the Department of Parking and Traffic employees who have sustained work related injuries.	Regular	06/30/09
4058-06/07	City Planning	\$500,000	Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen's Planning Taskforce Plan Areas.	Regular	03/30/08
4059-06/07	City Planning	\$480,000	Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center Project.	Regular	12/31/07
4060-06/07 <i>Over to 12/18/06</i>	Fire	\$180,000	Will perform maintenance and repair of exhaust extractors, controls, and motors at fire facilities as necessary, and be available 24 hours per day, and 7 days per week.	Regular	06/30/09
4061-06/07	Fire	\$492,876.80	Will provide medical direction and clinical quality control for paramedics in the San Francisco Fire Department. Will authorize and obtain pharmaceuticals and other prescription-based supplies.	Regular	10/30/08
4062-06/07	Environment	\$117,000	Will develop long term strategy for Clean Air Program support, including fundraising and	Regular	02/28/10

			implementing funding options.		
4063-06/07	Environment	\$191,000	Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil.	Regular	10/15/08
4064-06/07	Public Utilities Commission	\$1,650,000	Will provide remaining architectural design development services for 525 Golden Gate Avenue including comprehensive space planning for the SFPUC, complete the remaining 50% of the design development drawings and the permitting for the project.	Regular	10/31/07
4065-06/07	Public Utilities Commission	\$2,200,000	Will supply, install, and operate and maintain for 5 years a Molten Carbonate Fuel Cell Plant at Southeast Wastewater Treatment Plant.	Regular	01/31/13
4066-06/07	Public Utilities Commission	Increase Amount \$50,000 New Amount \$65,000	Will monitor federally-endangered San Francisco garter snake and federally threatened California red-legged frog at three locations on the Peninsula Watershed.	Regular	07/31/07
4067-06/07	Public Utilities Commission	Increase Amount \$50,500 New Amount \$100,000	Will provide litigation support services that has the technical expertise and project history regarding a SFPUC project involved in a lawsuit. Will assist the City Attorney's Office in the pending lawsuit.	Regular	09/25/07

	<b>Speakers:</b>	<p>Zula Jones, Human Rights Commission spoke on PSC 4055-06/07.</p> <p>Donna Marion and Toni Bernardi, San Francisco Public Library spoke on PSC 4056-06/07.</p> <p>Jeff Gary, Municipal Transportation Agency spoke on PSC 4057-06/07.</p> <p>Elaine Forbes and Mark Luellen, City Planning spoke on PSC 4058-06/07.</p> <p>Andy Zanoff, San Francisco Fire Department spoke on PSC 4061-06/07.</p> <p>Mark Westlund, Department of the Environment spoke on PSC 4062-06/07 and PSC 4063-06/07.</p> <p>Pauson Yun, Public Utilities Commission spoke on PSC 4065-06/07.</p>
	<b>Action:</b>	(1) Postpone PSC 4060-06/07 to the meeting of

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 10, 2006

DEPARTMENT NAME: City Planning DEPARTMENT NUMBER 29

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

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

TYPE OF SERVICE: Transbay Transit Center District Plan and 4th/King Railyards Conceptual Plan

FUNDING SOURCE: Transportation Authority Prop K, through the Transbay Joint Powers Authority

PSC AMOUNT: \$480,000 PSC DURATION: January 1, 2007 to December 31, 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The scope of this project is a land use and implementation plan for the district surrounding the Transbay Transit Center. The study will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project and other public infrastructure. Additionally, the project will produce a conceptual plan for joint development above the 4th/King railyards that are to be reconfigured as part of the Transbay Transit Center project, and assess the ability for any potential joint development to contribute funding to the infrastructure needs.

B. Explain why this service is necessary and the consequences of denial: There are two key reasons why this work is necessary: (1) The Transit Center project, a key regional multi-modal transit project, which includes the Downtown Extension of Caltrain, is under funded, and an evaluation of the built form is required to determine if additional height and bulk allowances are appropriate in the area. Potential new developable space has been identified by the Mayor's Interagency Working Group as likely to yield mechanisms to contribute \$150-300 million dollars. (2) With the recent adoption of plans for Rincon Hill and Transbay Redevelopment Area (publicly-owned lands along Folsom Street) which modify urban form and land use in the vicinity, and the maturity of the downtown (over 20 years since the adoption of the Downtown Plan), there is an urgent need to revisit urban form and land use rules and policies for the downtown, specifically around the future Transit Center. If this request is denied, the plan will not get done and the funding mechanisms for the Transit Center project will not be created, thus threatening the ability to fund the whole project. Additionally, the necessary land use and urban form changes will not be implemented for this area, stifling further growth of the downtown.

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 not been provided in the past. The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure. The Planning Department does not possess the expertise or infrastructure to conduct these technical analyses, nor would it be practical or feasible to attain them for a short-term project.

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):

PSC e-mailed to: Local 21 Union Name Signature of person mailing / faxing form Date October 10, 2006
Draft Scope of Work e-mailed to local 21 Union Name Signature of person mailing / faxing form Date October 10, 2006

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:



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

- A. **Specify required skills and/or expertise:** The core analytical tools that will be provided by the consultant team will be three-dimensional computer modeling, technical shadow and wind analysis, financial analysis, and architectural analysis of major infrastructure.
- B. **Which, if any, civil service class normally performs this work?** None.
- C. **Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**  
Yes. The contractor will provide computer-modeling equipment, including software, hardware, and the expertise to manipulate it in order to analyze urban form, shadow, and wind impacts on the city.

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

- A. **Explain why civil service classes are not applicable:** (1) The City's civil service classifications do not cover the expertise and technical skills necessary to do computer simulations and analyses, nor to do financial analyses on tax rates and methods for Mello-Roos districts. (2) The City on an as needed basis requires these skills. Additionally, the project has been funded with a portion of a Planner III and Planner IV to manage the project. The program budget is limited and will not carry additional permanent staff beyond existing funding levels.
- B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. This is currently a one-time project, and these skills and technical needs are necessary only on a sporadic and infrequent basis. Further, expensive equipment is necessary to conduct the modeling analyses, and simply creating a civil service class would not be sufficient to complete the task.

**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? Describe training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service?<br>(1) <b>SF County Transportation Authority 9/26/06</b>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

*Bonita Davenport - McGee*

Signature of Departmental Personal Services Contract Coordinator

*Bonita DAVENPORT - MCGEE*

Print or Type Name

*415/259-6610*

Telephone Number

San Francisco Planning Department - 1660 Mission Street, Suite 500 - San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/21/2010 (30-Day Notice to Unions)
11/22/2010 (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: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4049 - 03/04 )

TYPE OF SERVICE: Calaveras Advisory Panel (CS-733)

FUNDING SOURCE: Capital Improvement Program Funds

Table with 4 columns: Amount, Approval, Modification of Duration, and Total PSC Duration. Rows include Original Amount (\$350,000), Modification #1 (\$0), Modification #2 (\$150,000), Modification #3 (\$0), Modification #4 (\$425,000), and Total Amount (\$925,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This contract assembles the Calaveras Technical Advisory Panel (CTAP) consisting of technical experts in fields related to the planning, design, and construction of dams and appurtenant structures.

B. Explain why this service is necessary and the consequences of denial: SFPUC Resolution #03-0117 requires staff to assemble the CTAP, comprised of technical experts in the planning, design, and construction of dams and appurtenant structures to provide an independent review of project approach, recommendations, and other project deliverables prepared by the engineering consultant for the project.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services are currently being provided by PSC # 4049 03/04.

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

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

L21 Shamica Jackson 10/21/2010 (30-Day Notice to Unions)
Union Name Signature of person mailing/faxing form 11/22/2010 (to DHR)
Date

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4049-03/04

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Expertise in the fields of engineering related to the planning, design, and construction of dams such as engineering geology, geotechnical engineering, seismology, hydrology, dam engineering, etc. Experience with large dam and reservoir projects, either in the rehabilitation of existing structures, or the design and construction of new facilities.

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

5241 Engineer, and 5211 Senior Engineer, is high level, supervisory engineering classifications. However, neither classification requires the geotechnical and dam engineering skills/expertise noted in Part A, above, as job related & essential qualifications for the 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:

The services to be provided by this panel are of a highly specialized, technical nature. The expertise provided is very specific to dam and reservoir projects. Current Engineering classifications do not require specific knowledge of dam planning, design, and construction or other fields related to dam engineering.

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

No. Dam replacements are rare and unique within the City; there is not enough work to sustain a new civil service class in the future.

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

Yes No

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

B. Will the contractor train City and County employees?

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

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? SFPUC Res #03-117

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes, this is an extension to the current contract.

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

*Shamica Jackson*

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

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

San Francisco, CA 94103

Address



CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO

RECEIVED  
UTILITIES ENGINEERING  
2003 DEC 21 AM 7:05

09.733

December 18, 2003

NOTICE OF CIVIL SERVICE COMMISSION ACTION

MORGAN R. GORRONO  
PRESIDENT

LINDA RICHARDSON  
VICE PRESIDENT

ALICIA D. BECERRIL  
COMMISSIONER

DONALD A. CASPER  
COMMISSIONER

THOMAS T. NG  
COMMISSIONER

KATE FAVETTI  
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4049-03/04  
THROUGH 4054-03/04.

At its meeting of December 15, 2003 the Civil Service Commission had for its consideration the above matter.

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

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

CIVIL SERVICE COMMISSION

KATE FAVETTI  
Executive Officer

Attachment

cc: Judith Blackwell, Office of Contract Administration  
Linda Denari, Public Utilities Commission  
Ed Harrington, Controller  
Gabe Karol, San Francisco International Airport  
Pat Martel, Public Utilities Commission  
Jonathan Nelly, Department of Human Resources  
Teresa Serata, District Attorney  
Jeannie Wong, Office of the Controller  
Ted Yamasaki, Department of Human Resources  
Commission File  
Chron

POSTING FOR  
November 26, 2003

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC#	Department	Amount	Description of Services	Frequency	End Date
4049-03/04	Public Utilities Commission (Water)	\$350,000	Will provide independent peer review of major engineering project deliverables produced by the SFPUC's Conceptual Engineering (CER).	Regular	7/31/2006
4050-03/04	Public Utilities Commission (Water)	\$500,000	Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.	Regular	10/30/2006
4051-03/04	Public Utilities Commission (Water)	\$2,500,000	Will provide specialized geotechnical services on an as-need basis. Will prepare geo-technical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.	Regular	10/31/2006
4052-03/04	Airport Commission	\$100,000	Will represent the Airport in Washington, DC for many federal issues raised by increased security mandates including access to Federal dollars, immigration policies that affect International Traffic levels, and staffing of Federal agencies at the Airport.	Regular	6/30/2004
4053-03/04	District Attorney	\$90,000	Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.	Regular	6/30/2004



Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

2004 OCT 28 PM 9:17

MEMORANDUM

19.733

Date: October 27, 2004

To: Lee Okumoto, Personal Services Contract (PSC) Coordinator, PUC/CIP

From: Emily Morrison, DHR PSC Analyst *EM*

Subject: **Approval of Extension of Time Duration for PUC Personal Services Contracts Approval #4049-03/04**

This is to confirm that your Department's request to extend the duration of time for Personal Services Contract #4049-03/04 has been approved. The original duration date was from August 01, 2003 through July 31, 2006. The end date has been extended through December 31, 2008.

If you have any questions, please contact me at (415) 557-4951.

*original - File CS733 [I] A, B, C & D  
copy -> Anna Wong*

RECOMMENDED APPROVAL OF PERSONAL SERVICES CONTRACT  
 MODIFICATION TO INCREASE CONTRACT AMOUNT

PSC #	Department	Increase Amount	New Amount	Description of work	Type of Approval	Duration
1000-04/05	Port	\$65,000	\$130,000	Will provide education and community outreach services at the Port's Heron's Head Park.	Regular	9/30/2006
4049-03/04 <i>CS-733</i>	Public Utilities Commission (Water)	\$150,000	\$500,000	Will provide independent expertise for the Calaveras Dam Project. Expertise areas include: seismology, engineering geology, geotechnical engineering, dam engineering, design & construction, etc....	Regular	12/31/2008
4098-02/03 <i>CS-716</i>	Public Utilities Commission (Water)	\$8,000,000	\$12,000,000	Will provide services for detailed design, final design services during construction, and start-up/commissioning to replace the existing dam with and earth fill dam immediately downstream having the same storage capacity as the existing dam.	Regular	9/11/2012



Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

15.733

## MEMORANDUM

Date: November 6, 2006

To: Connie Chang, Personal Services Contract Coordinator

From: Emily Morrison, DHR Personal Services Contract Analyst *Em*

Subject: Approval of Amount Extension for the Public Utilities Commission  
Personal Services Contract #4049-03/04

This is to confirm that your request to extend the duration of time to May 25, 2011 for Personal Services Contract #4049-03/04 has been approved.

If you have any questions, please contact me at (415) 557-4951.



# PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 03-0117

WHEREAS, The Calaveras Dam Project is ready to proceed to the conceptual engineering phase to develop dam repair or replacement project alternatives, conceptual designs, cost estimates, project schedules, and selection of preferred alternatives in preparation for detailed design and construction; and

WHEREAS, The completion of the conceptual engineering phase requires professional engineering expertise in the specific field of dam design and construction, the specialized fields of geotechnical, seismic, and hydraulic engineering, as well as civil, mechanical, hydraulic, and structural engineering; and

WHEREAS, Services are anticipated to begin in July 2003 and the duration of this agreement is 48 months; and

WHEREAS, The estimated cost of services for this agreement is \$4,000,000; and

WHEREAS, HRC subconsulting goals of 13% MBE and 8% WBE participation have been established and approved for this agreement by the HRC Contract Compliance Officer assigned to the SFPUC; and

WHEREAS, Funding will be from the 2002 Proposition A CIP bond fund appropriations for Fiscal Years 2003-2004 and 2004-2005 for Project No. CUW374 - Calaveras Dam Replacement; and

WHEREAS, The URS Corporation was determined to be the highest ranked responsive proposer; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of URS Corporation, for Professional Services Agreement No. CS-716, Calaveras Dam Project Conceptual Engineering, and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with URS Corporation for an amount not to exceed \$4,000,000 and a duration of forty-eight months from the Notice to Proceed; and, be it

FURTHER RESOLVED, That this Commission hereby authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate the scope of work and budget with the URS Corporation for professional engineering services related to subsequent project phases at the discretion of the Commission and approval by the Civil Service Commission, for a contract amount estimated at \$6,000,000. Should the Commission decide not to enter into a subsequent phase contract with URS, URS shall agree that the City shall not be liable; and, be it

FURTHER RESOLVED, That this Commission hereby directs the General Manager to assemble and retain the services of a technical review panel, with relevant technical expertise and experience to provide an independent review of the findings and recommendations made by URS Corporation in the conceptual engineering phase, and possibly subsequent professional engineering work phases, and advise the General Manager, staff, and this Commission as to the validity and appropriateness of those recommendations for meeting project objectives.

*I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of \_\_\_\_\_*

\_\_\_\_\_  
*Secretary, Public Utilities Commission*

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/23/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [x] MODIFICATION (PSC# 4156-08/09)

TYPE OF SERVICE: Peninsula Regional Construction Management (CM) Services (CS-916)

FUNDING SOURCE: Project Funded

Original Amount: \$22,000,000 PSC Duration: 10/10/2009 to 03/31/2014

Modification Amount \$4,000,000 PSC Duration: 12/1/2010 to 12/31/2015

Total Amount \$26,000,000 Total PSC Duration: 10/10/2009 to 12/31/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The original scope provides professional construction management services to oversee the Peninsula Regional Water System Improvement Program (WSIP) construction projects, on behalf of the SFPUC. The work includes oversight of eight (8) construction projects, comprised of two (2) valve lots, two (2) pipelines, a transmission system upgrade, dam improvements, a pump station, and modifications to existing water treatment structures within the Peninsula Region. The modification amount includes CM services to oversee the work at eleven HRP sites: Homestead Pond, Skyline Boulevard, San Andreas Reservoir, Upper San Mateo Creek, Skyline Quarry, Adobe Gulch Creek South, Boat Ramp North, Adobe Gulch, Boat Ramp South, Half Moon Bay/Pilarcitos, and Sherwood Point mitigation sites. The new work will be performed under separate construction contracts for planting of numerous trees and specialty plantings, grading, drainage control, bridge installation, pipelines and other ancillary facilities.

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

The SFPUC does not have the personnel resources to perform all of the required work in a timely manner, nor could enough new City hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort.

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

The Commission has previously approved nine similar SFPUC, WSIP, Construction Management Projects, including 4141-07/08 and 4142-07/08. There is more capacity in these regional projects than can be performed by in-house or existing City personnel.

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):

Handwritten signature of David E. Scott for Shamica Jackson, dated 11/23/2010. Includes fields for Union Name, Signature of person mailing/faxing form, and Date.

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4156-08/09
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

NOV 23 2010

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specify required skills and/or expertise: Construction management skills including resident/assistant resident engineer, construction inspection and scheduling, contract administration, environmental compliance monitoring, and expertise in the construction of the various projects and work as identified including typical contractor means and methods, safety regulation, water quality standards, quality assurance, environmental monitoring, shutdown, and start-up procedures.

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

Which, if any, civil service class normally performs this work? 5241 Project CM/RE, 6319 QA Inspector, 5241 Lead QA Inspector, 1426 Administrative/Document Control Specialist, 6319 Material Testing, 5241 Const. Scheduler/Cost specialist, 5241 Field Contract Administrator, 5241 Estimator, 5241 Test and start up Engineer, 5212 Regional Construction Manager, Planner II Env. Inspector, Planner III Regional Env. Monitor, Planner III Specialty Env. Monitor, Planner II/III Regional Env. Coordinator

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:

Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel. Specialized experience will be needed only on a project-by-project basis and will span only a maximum of three years or less for this particular project. There is also specialized CM expertise required not available within City forces (such as environmental compliance monitoring).

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

Construction Management skills for projects of this scope is not required consistently by the City, or long enough in duration to make it feasible to adopt a new civil service class.

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

- |  | <u>Yes</u>                          | <u>No</u>                           |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                                     |                                     |
| C. Are there legal mandates requiring the use of contractual services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Resolution 10-0198   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

*David E. Scott Sr.*

Signature of Departmental Personal Services Contract Coordinator

**Shamica Jackson**

**415-554-0727**

Print or Type Name

Telephone Number

**1155 Market Street, 9<sup>th</sup> Floor  
San Francisco, CA 94103**

Address

RE: CS-916, PSC Summary Form (Modification Request)

Scott, David E to: Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin,  
Harvey, How, Kathryn, Isen, Carol, Koleini, Amir, Lee,  
Tedman C, Quan, Linda, Rivera, Patrick, Wang, Jane,  
Baker, Deborah, Bowman, Lora, DHR-PSCCoordinator,  
Jackson, Prentiss, Jackson, Shamica, Kyaun, Florence,  
Lee, Tedman C, Morrison, Emily M., Reed, Margot,  
jbrenner, jbrenner, louie, ging, pattie.tamura, lwong

11/23/2010 10:35 AM

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Follow Up: Normal Priority.

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1. For **Engineering Resources Committee**: Attached for your review is the PSC Form 1 for **CS-916 Modification One, Peninsula Regional Construction Management (CM) Services, modification request for \$3,000,000 and 22 additional months.**
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. **No, modifications don't require a 30-day notice.**
4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.  
David E. Scott, Senior Contract Analyst  
San Francisco Public Utilities Commission  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Phone: (415) 551-4672



10\_1123\_CS916 Mod 1 PSC FINAL.pdf

RE: CS-916, PSC Summary Form (Modification Request) - MEET & CONFER

Jackson, Prentiss to: Larry Wong, Scott, David E, Lee, Tedman C,  
DHR-PSCCoordinator, Jackson, Shamica, Reed, 11/23/2010 11:49 AM  
Margot, Joe Brenner, Ging Louie  
Cc: "Mansour, Emad", "Lyman, Greg", "Isen, Carol"

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Follow Up: Normal Priority.

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Hello Larry,

Per our conversation today, we will meet December 9, 2010 at 1:30pm to discuss modifications for CS-915R and CS-916.

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

**From:** Larry Wong [mailto:lwong@ifpte21.org]  
**Sent:** Tuesday, November 23, 2010 10:54 AM  
**To:** Scott, David E; Lee, Tedman C; DHR-PSCCoordinator; Jackson, Prentiss; Jackson, Shamica; Reed, Margot; Joe Brenner; Ging Louie  
**Subject:** RE: CS-916, PSC Summary Form (Modification Request) - MEET & CONFER  
**Importance:** High

Hi David,

I believe all original PSCs and any modifications before CSC need a 30-day notice to the Union before scheduling the PSC or PSC Modification before CSC meeting.

**Local #21 request a meet and confer regarding this CS -916 for additional \$4 million and additional 22 months.**

In the meantime, the Union suggest that you postpone this item that is currently scheduled for CSC 12/20/10 or we will request that it be postpone until we have a chance to review your request for additional funding and time duration.

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

**From:** Scott, David E [DEScott@sfgwater.org]  
**Sent:** Tuesday, November 23, 2010 10:36 AM  
**To:** Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Quan, Linda; Rivera, Patrick; Wang, Jane; Baker, Deborah; Bowman, Lora; DHR-PSCCoordinator; Jackson, Prentiss; Jackson, Shamica; Kyaun, Florence; Lee, Tedman C; Morrison,

Emily M.; Reed, Margot; Joe Brenner; Joe Brenner; Ging Louie; pattie.tamura@seiu1021.org; Larry Wong  
**Subject:** RE: CS-916, PSC Summary Form (Modification Request)

1. For **Engineering Resources Committee**: Attached for your review is the PSC Form 1 for **CS-916 Modification One, Peninsula Regional Construction Management (CM) Services, modification request for \$4,000,000 and 22 additional months.**
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. **No, modifications don't require a 30-day notice.**
4. For **December 20, 2010** Civil Service Commission Meeting, Room 400 City Hall.

David E. Scott, Senior Contract Analyst  
San Francisco Public Utilities Commission  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Phone: (415) 551-4672