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:

<table>
<thead>
<tr>
<th></th>
<th>YTD Expedited Approvals FY 2010-2011</th>
<th>Total for FY 2010-2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of this Report</td>
<td>$4,930,000</td>
<td>$161,010,463</td>
</tr>
<tr>
<td></td>
<td>$1,173,800</td>
<td></td>
</tr>
</tbody>
</table>
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, 6th Floor
San Francisco, CA 94103
## PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4059-10/11</td>
<td>82</td>
<td>Public Health</td>
<td>Regular</td>
<td>$115,000</td>
<td>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.</td>
<td>1/1/2011 - 12/31/2012</td>
</tr>
<tr>
<td>4060-10/11</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$90,000</td>
<td>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.</td>
<td>12/20/2010 - 12/20/2013</td>
</tr>
<tr>
<td>4061-10/11</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$300,000</td>
<td>Perform annual preventive maintenance on approximately 30 Limotorque 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.</td>
<td>12/20/2010 - 12/1/2013</td>
</tr>
</tbody>
</table>
## PROPOSED PERSONAL SERVICES CONTRACTS MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4028-07/08</td>
<td>29</td>
<td>City Planning</td>
<td>Regular</td>
<td>$0</td>
<td>$1,000,000</td>
<td>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.</td>
<td>1/1/2008 - 6/30/2012</td>
</tr>
<tr>
<td>4059-06/07</td>
<td>29</td>
<td>City Planning</td>
<td>Regular</td>
<td>$0</td>
<td>$480,000</td>
<td>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 TIP and further delay the provision of these services that are a vital piece in the cooperative effort between the City, the TIP, and the San Francisco Redevelopment Agency for the new Transbay Terminal and associated plan area.</td>
<td>1/1/2007 - 12/31/2011</td>
</tr>
<tr>
<td>4049-03/04</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$425,000</td>
<td>$925,000</td>
<td>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 &amp; 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.</td>
<td>12/15/2003 - 1/31/2012</td>
</tr>
<tr>
<td>PSC No</td>
<td>DeptNo</td>
<td>Dept Description</td>
<td>Approval Type</td>
<td>Modified Amount</td>
<td>Cumulative Total</td>
<td>Description of Work</td>
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<tr>
<td>4156-08/09</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$4,000,000</td>
<td>$26,000,000</td>
<td>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. 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.</td>
<td>10/10/2009 - 12/31/2015</td>
</tr>
</tbody>
</table>
Table of Contents
PSC Submissions

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
</tr>
</thead>
<tbody>
<tr>
<td>4059-10/11</td>
<td>Public Health</td>
<td>1 - 7</td>
</tr>
<tr>
<td>4060-10/11</td>
<td>Public Utilities Commission</td>
<td>8 - 13</td>
</tr>
<tr>
<td>4061-10/11</td>
<td>Public Utilities Commission</td>
<td>14 - 19</td>
</tr>
<tr>
<td>4028-07/08</td>
<td>City Planning</td>
<td>20 - 35</td>
</tr>
<tr>
<td>4059-06/07</td>
<td>City Planning</td>
<td>36 - 59</td>
</tr>
<tr>
<td>4049-03/04</td>
<td>Public Utilities Commission</td>
<td>60 - 68</td>
</tr>
<tr>
<td>4156-08/09</td>
<td>Public Utilities Commission</td>
<td>69 - 73</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: OCT 14, 2010
DEPARTMENT NAME: PUBLIC HEALTH
DEPARTMENT NUMBER: 82

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

TYPE OF REQUEST:  □ 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 an 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):

   □ Local 21  □ [Blank]
   Union Name  Union Name
   Signature of person mailing/faxing form
   Date

   □ Local 21  □ [Blank]
   Union Name  Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to □ Local 21  □ [Blank], on □ Local 21  □ [Blank]
   Union Name  Union Name
   Date

   Signature

**********************************************************************************************************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC # 4059 - 10/14
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
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)
   A. Will the contractor directly supervise City and County employees? 
      Yes  No  
      [ ]  [x]

   B. Will the contractor train City and County employees?
      Yes  No  
      [x]  [ ]
      • 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? 
      Yes  No  
      [ ]  [x]

   D. Are there federal or state grant requirements regarding the use of contractual services? 
      Yes  No  
      [x]  [ ]

   E. Has a board or commission determined that contracting is the most effective way to provide this service? 
      Yes  No  
      [x]  [ ]

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? 
      Yes  No  
      [x]  [ ]

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

______________________________
Signature of Departmental Personal Services Contract Coordinator

______________________________
Jacquie Hale
Print or Type Name

______________________________
(415) 554-2609
Telephone Number

101 Grove Street, Room 307
San Francisco, CA 94102
Address
City and County of San Francisco

Department of Human Resources

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 □)

■ CONTINUING  ■ ANNUAL

TYPE OF REQUEST:  □ INITIAL REQUEST  ■ 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: 2/1/06 – 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):

■ 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

O:\FORMS\CONTRACT\PSCFORM1.DOC  PSC FORM 1 (9/96)
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  X

   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?  X

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

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

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

Jacquie Hale
Print or Type Name

(415) 554-2609
Telephone Number

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

TO: Robert Muscat, Executive Director
    IFPTE, Local 21

FROM: Jacque 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
Office of Contract Management
101 Grove Street, Room 307
San Francisco, CA 94102
Telephone: (415) 554-2607
FAX: (415) 554-2655

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) 554-2655

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  □ CONTINUING  ✔ REGULAR  (OMIT POSTING _________)

TYPE OF REQUEST:  ✔ 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 cessation 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  Shamica Jackson           10/21/2010 (30-day Union Notice)
   Union Name                                     11/02/2010 (to DHR)
   Shamica Jackson                                 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40 b 0 - 10/11
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION

NOV 02 2010

B. MCGEE

PSC FORM 1 (9/96)
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
   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? Yes No
   D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
   E. Has a board or commission determined that contracting is the most effective way
      to provide this service? Yes No
   F. Will the proposed work be completed by a contractor that has a current personal services
      contract with your department? Yes No

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson 415-554-0727
Print or Type Name Telephone Number

1155 Market Street, 5th Floor
San Francisco, CA 94103

Address
MEMORANDUM

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.

Original Approved Amount: $100,000
Modification One: $16,000
Modification Two: $33,500
Total Amount as Modified: $149,500

Original Approved Duration: 10/1/2007 – 3/30/2010
Total Duration as Modified: 10/1/2007 – 12/31/2010

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: ☑ Approved

Approval Date: 7/14/2010

By: ☑
Micki Callahan, Human Resources Director
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.
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

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

CS-158I Community Benefits Program (Camp Mather) DRAFT PSC to Unions.DOC
CS-158i, PSC Summary Form (Initial Request)

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,
Jackson, Shamica

to: 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

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@sfwater.org
City and County of San Francisco
Department of Human Resources

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 [ ] REGULAR (OMIT POSTING _________)
[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST: [ ] 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, reset 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
   Union Name  Signature of person mailing/faxing form
   10/22/2010 (30-day Notice to Unions)
   11/22/2010 (to DHR)
   Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40
STAFF ANALYSIS/RECOMMENDATION: NOV 23 2010

CIVIL SERVICE COMMISSION ACTION:

DESCOTT 8814

PSC FORM 1 (9/96)
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)
   A. Will the contractor directly supervise City and County employees?
      Yes     No [X]
   
   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?
      [X]
   
   D. Are there federal or state grant requirements regarding the use of contractual services?
      [X]
   
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      [X]
   
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? 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:

__________________________
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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

Address
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@sfwater.org
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@sfwater.org

Please consider the environment before printing this email

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.

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

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

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

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 # 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 extension request

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):

   [X] IFPTE Local 21
   Union Name
   Signature of person mailing/faxing form
   1/22/13
   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# 4028 – 07/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

NOV 22, 2010
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   
   A. Specify required skills and/or expertise:
   
   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)
   
   A. Will the contractor directly supervise City and County employees? ☒ 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? ☒ No
   
   D. Are there federal or state grant requirements regarding the use of contractual services? ☒ No
   
   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. ☒ No
   
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? ☒ No

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

[Signature]

**RF/EF**

Thomas DiSanto 415-575-9113

Print or Type Name Telephone Number

1650 MISSION ST STE 400 SAN FRANCISCO CA 94103

Address
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.
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.

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
PERSONAL SERVICES CONTRACT SUMMARY

Date 16, 2009

Employee Name: PLANNING DEPARTMENT

Approval: ☑ EXPEDITED ☑ CONTINUING ☑ ANNUAL

Type of Request: ☑ INITIAL REQUEST ☑ MODIFICATION (PSC # 4028-07/08)

Department Number: 29

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 Modification Amount: None Total Amount: $1,000,000

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

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

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):

   ☑ IPPT Local 21
      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:
      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,
   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)
   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? $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

Elaine Forbes 415-558-6417

Print or Type Name  Telephone Number

1650 MISSION ST STE 400
SAN FRANCISCO CA 94103
Address
Civil Service Commission

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. Gorrono 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. Gorrono 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)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4071-09/10</td>
<td>Municipal Transportation Agency</td>
<td>$2,000,000</td>
<td>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.</td>
<td>Regular</td>
<td>01/14/15</td>
</tr>
</tbody>
</table>

| 4029-05/06 | Airport Commission | Increase Amount $7,000,000 New Amount $21,000,000 | 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      | 12/31/12   |

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)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4075-09/10</td>
<td>Public Works</td>
<td>$4,800,000</td>
<td>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.</td>
<td>Regular</td>
<td>12/30/16</td>
</tr>
<tr>
<td>4076-09/10</td>
<td>Public Works</td>
<td>$3,000,000</td>
<td>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.</td>
<td>Regular</td>
<td>12/30/16</td>
</tr>
<tr>
<td>4077-09/10</td>
<td>Public Utilities Commission</td>
<td>$900,000</td>
<td>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.</td>
<td>Regular</td>
<td>12/31/11</td>
</tr>
<tr>
<td>4078-09/10</td>
<td>Public Utilities Commission</td>
<td>$1,000,000</td>
<td>Provide as-needed services for microbiological based analytical testing encompassing: 1) specialized methods that the Water Quality Division</td>
<td>Regular</td>
<td>12/31/13</td>
</tr>
<tr>
<td>Date</td>
<td>Requesting Agency</td>
<td>Amount</td>
<td>Description</td>
<td>Action</td>
<td>Date</td>
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<tr>
<td>4079-09/10</td>
<td>District Attorney</td>
<td>$238,000</td>
<td>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.</td>
<td>Regular</td>
<td>02/1/12</td>
</tr>
<tr>
<td>4080-09/10</td>
<td>District Attorney</td>
<td>$243,350</td>
<td>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 &amp; linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system &amp; other forms of outreach, education &amp; support to underserved LEP victims of domestic violence.</td>
<td>Regular</td>
<td>08/31/11</td>
</tr>
<tr>
<td>4028-07/08</td>
<td>City Planning</td>
<td>Increase Amount $0 New Amount $1,000,000</td>
<td>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.</td>
<td>Modification</td>
<td>01/01/11</td>
</tr>
<tr>
<td>4097-08/09</td>
<td>Public Utilities Commission</td>
<td>Increase Amount $749,000 New Amount $1,320,000</td>
<td>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.</td>
<td>Modification</td>
<td>12/31/10</td>
</tr>
</tbody>
</table>

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.
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 | 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. | Modifi- 

|              |        | $156,000        |                                      | cation 01/31/11 |
|              |        | New Amount $546,000 |                                      |                |

**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-73. (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.
DATE: September 11, 2008
TO: Emily M. Morrison
    Department of Human Resources
FROM: Mikhael P. Hart
        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])

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
    = 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

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

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

TYPE OF REQUEST:

[ ] 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):

[ ] IFPTE Local 21

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
   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,

   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)
   A. Will the contractor directly supervise City and County employees?  
   [ ] Yes  [ ] No

   B. Will the contractor train City and County employees?  
   [ ] Yes  [ ] No
   • Describe the training and indicate approximate number of hours.
   • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.

   C. Are there legal mandates requiring the use of contractual services?  
   [ ] Yes  [ ] No

   D. Are there federal or state grant requirements regarding the use of contractual services?  
   [ ] Yes  [ ] No

   E. Has a board or commission determined that contracting is the most effective way
   to provide this service?  $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.
   [ ] Yes  [ ] No

   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.  
   [ ] Yes  [ ] No

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

______________________________
Signature of Departmental Personal Services Contract Coordinator

Mikael 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 ☐ REGULAR (OMIT POSTING _____)

TYPE OF REQUEST:
☐ INITIAL REQUEST ☑ 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 – 12/31/2007 (CSC)
Mod #1 PSC Amount (No Change) PSC Duration: 01/01/2008 – 6/30/2008 (DHR)
Mod #2 PSC Amount (No Change) PSC Duration: 07/01/2008 – 12/31/2008 (DHR)
Mod #3 PSC Amount (No Change) PSC Duration: 01/01/2009 – 6/30/2009 (DHR)
Mod #4 PSC Amount (No Change) PSC Duration: 07/01/2009 – 12/31/2010 (CSC)
PSC AMOUNT: (No Change) PSC DURATION: 01/01/2011 – 12/31/2011 extension request
Total as Modified: $480,000 Total as Modified: 01/01/2007 – 12/31/2011

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. This project consisted of two parts: 1) Transit Center District Plan, 2) 4th and King Streets Railyards Plan. Consultant would have to complete the first part of the project (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):

☐ IFPTE Local 21 Union Name

Signature of person mailing/faxing form

Date

☐ 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:

MOV 22 2019
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? No
   D. Are there federal or state grant requirements regarding the use of contractual services? No
   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? No

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       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

TYPE OF SERVICE: Transbay Transit Center District Plan and 4th/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, 4th & 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, 2010

DEPARTMENT NAME: PLANNING DEPARTMENT

DEPARTMENT NUMBER: 29

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

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, 4th & 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.
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 4059-06/07 for Term Extension of the Transbay Transit Center District Plan and 4th/King Railyards Conceptual Plan.pdf
Civil Service Commission

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. Gorrono Not Present (Notified absence)
Commissioner Mary Y. Jung Present
Commissioner E. Dennis Present
Normandy

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)

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

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)
<p>| Approval  |<br />
|--------------------------|--------------------------|
| Date Approved            | Date Approved            |
| 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 &amp; 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 Bicyclists 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 |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Agency</th>
<th>Increase</th>
<th>Amount</th>
<th>Description</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-04/05</td>
<td>Public Health</td>
<td>Increase</td>
<td>Amount $310,000,000 New Amount $750,000,000</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4059-06/07</td>
<td>Planning</td>
<td>Increase</td>
<td>Amount $0.00 New Amount  $480,000</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>4128-06/07</td>
<td>Municipal Transportation Agency</td>
<td>Increase</td>
<td>Amount  $523,915 New Amount  $823,915</td>
<td>Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court injunction and California Environmental Quality Act (CEQA).</td>
<td></td>
</tr>
<tr>
<td>4026-07/08</td>
<td>Office of Economic and Workforce Development</td>
<td>Increase</td>
<td>Amount $0.00 New Amount  $150,000</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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: [X] REGULAR (OMIT POSTING )

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
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):

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

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

RFP sent to __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on __________________, on 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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)
   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? Yes No

   D. Are there federal or state grant requirements regarding the use of contractual services? Yes No

   E. Has a board or commission determined that contracting is the most effective way to provide this service? SF County Transportation Authority 09/26/2006
   Yes No

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator

JES
Mikael 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, 2008

DEPARTMENT NAME: PLANNING DEPARTMENT
DEPARTMENT NUMBER: 29

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

1.A Concise description of proposed work (Continued):

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.

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.
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
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.

Thank you.

Attachments: 1

RECEIVED
DEC 16 2008
San Francisco Planning Department
Finance Unit - Contracts
DATE: December 8, 2008
TO: Emily M. Morrison
    Department of Human Resources
FROM: Mikhael P. Hart
      Planning Department
RE: Request for Administrative Approval of Extension of Term for PSC #4059-06/07 (Transit Center District Plan)

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:

$$\begin{align*}
\text{Current PSC Duration:} & \quad 11/06/2006 - 12/31/2008 \\
+ \text{Proposed Extension:} & \quad 01/01/2009 - 06/30/2009 \\
\text{Total Term as Modified:} & \quad 11/06/2006 - 07/31/2009
\end{align*}$$

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.
MEMORANDUM

Date: June 19, 2008
To: Mikhail P. Hart, Planning Department
From: Emily Morrison, DHR Personal Services Contract Analyst
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.
MEMORANDUM

Date: October 31, 2007

To: Mikhail P. Hart, Planning Department

From: Emily Morrison, DHR Personal Services Contract Analyst

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

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

<table>
<thead>
<tr>
<th>CALL TO ORDER</th>
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<tr>
<td>2:05 p.m.</td>
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<tr>
<th>ROLL CALL</th>
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<tr>
<td>President Thomas T. Ng</td>
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<tr>
<td>Vice President Alicia D. Becerril</td>
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<tr>
<td>Commissioner Donald A. Casper</td>
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<td>Commissioner Morgan R. Gorrono</td>
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Vice President Alicia Becerril presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of October 16, 2006
| Action: | Approve. (Vote of 3 to 0) |

**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)


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<thead>
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<tbody>
<tr>
<td><strong>A)</strong></td>
<td>Public Comment on all matters pertaining to the Agenda item and the potential closed session.</td>
</tr>
<tr>
<td><strong>B)</strong></td>
<td>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) <strong>(Action Item)</strong></td>
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<tr>
<th>1</th>
<th>CONFERENCE WITH LABOR NEGOTIATOR - <strong>(Discussion and Possible Action Item)</strong></th>
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<tbody>
<tr>
<td>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</td>
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<td>Anticipated issue under negotiation: Rule 112 to add Article VI</td>
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<td><strong>C)</strong></td>
<td>The Commission agreed not to hold a closed session.</td>
</tr>
</tbody>
</table>

| Speakers: | Philip Ginsburg, Human Resources Director Micki Callahan, Department of Human Resources |

| Action: | Adopt. (Vote of 3 to 0) |

**0724-06-8** Review of request for approval of proposed personal services contracts. (Item No. 6)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of</th>
<th>Duration</th>
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0855
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<tr>
<th>Project Number</th>
<th>Agency</th>
<th>Amount</th>
<th>Description</th>
<th>Approval</th>
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</thead>
<tbody>
<tr>
<td>4055-06/07</td>
<td>Human Rights Commission</td>
<td>$850,000</td>
<td>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.</td>
<td>Regular 06/30/10</td>
</tr>
<tr>
<td>4056-06/07</td>
<td>Public Library</td>
<td>$212,000</td>
<td>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.</td>
<td>Regular 01/31/10</td>
</tr>
<tr>
<td>4057-06/07</td>
<td>Municipal Transportation Agency</td>
<td>$290,000</td>
<td>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.</td>
<td>Regular 06/30/09</td>
</tr>
<tr>
<td>4058-06/07</td>
<td>City Planning</td>
<td>$500,000</td>
<td>Will conduct historic resource surveys within the boundaries of the Eastern Neighborhoods Program and Western SoMa Citizen’s Planning Taskforce Plan Areas.</td>
<td>Regular 03/30/08</td>
</tr>
<tr>
<td>4059-06/07</td>
<td>City Planning</td>
<td>$480,000</td>
<td>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.</td>
<td>Regular 12/31/07</td>
</tr>
<tr>
<td>4060-06/07</td>
<td>Fire</td>
<td>$180,000</td>
<td>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.</td>
<td>Regular 06/30/09</td>
</tr>
<tr>
<td>4061-06/07</td>
<td>Fire</td>
<td>$492,876.80</td>
<td>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.</td>
<td>Regular 10/30/08</td>
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<tr>
<td>4062-06/07</td>
<td>Environment</td>
<td>$117,000</td>
<td>Will develop long term strategy for Clean Air Program support, including fundraising and</td>
<td>Regular 02/28/10</td>
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<td>Project Code</td>
<td>Agency</td>
<td>Amount</td>
<td>Description</td>
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<tr>
<td>4063-06/07</td>
<td>Environment</td>
<td>$191,000</td>
<td>Will provide professional technical assistance for program development and implementation of the Toxics Reduction Program to achieve toxic reduction in water, air, and soil.</td>
<td>Regular</td>
</tr>
<tr>
<td>4064-06/07</td>
<td>Public Utilities Commission</td>
<td>$1,650,000</td>
<td>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.</td>
<td>Regular</td>
</tr>
<tr>
<td>4065-06/07</td>
<td>Public Utilities Commission</td>
<td>$2,200,000</td>
<td>Will supply, install, and operate and maintain for 5 years a Molten Carbonate Fuel Cell Plant at Southeast Wastewater Treatment Plant.</td>
<td>Regular</td>
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<tr>
<td>4066-06/07</td>
<td>Public Utilities Commission</td>
<td>Increase Amount $50,000 New Amount $65,000</td>
<td>Will monitor federally-endangered San Francisco garter snake and federally threatened California red-legged frog at three locations on the Peninsula Watershed.</td>
<td>Regular</td>
</tr>
<tr>
<td>4067-06/07</td>
<td>Public Utilities Commission</td>
<td>Increase Amount $50,500 New Amount $100,000</td>
<td>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.</td>
<td>Regular</td>
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**Speakers:**
- Zula Jones, Human Rights Commission spoke on PSC 4055-06/07.
- Donna Marion and Toni Bernardi, San Francisco Public Library spoke on PSC 4056-06/07.
- Jeff Gary, Municipal Transportation Agency spoke on PSC 4057-06/07.
- Elaine Forbes and Mark Luellen, City Planning spoke on PSC 4058-06/07.
- Andy Zanoff, San Francisco Fire Department spoke on PSC 4061-06/07.
- Mark Westlund, Department of the Environment spoke on PSC 4062-06/07 and PSC 4063-06/07.
- Pauson Yun, Public Utilities Commission spoke on PSC 4065-06/07.

**Action:** (1) Postpone PSC 4060-06/07 to the meeting of...
City and County of San Francisco  
Department of Human Resources  

PERSONAL SERVICES CONTRACT SUMMARY  

DATE: October 10, 2006  

DEPARTMENT NAME: City Planning  
DEPARTMENT NUMBER: 29  

TYPE OF APPROVAL: □ EXPEDITED  ■ REGULAR (OMIT POSTING ______)  
□ CONTINUING  □ ANNUAL  

TYPE OF REQUEST: ■ 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. UNIOM 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  
October 10, 2006  
Date  

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

FOR DEPARTMENT OF HUMAN RESOURCES USE  

PSC# ______  

STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:  

PSC FORM 1 (9/96)
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)

A. Will the contractor directly supervise City and County employees? Yes ☑
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. ☐
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]

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

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: ☑ REGULAR (OMIT POSTING _________ )
☐ EXPEDITED
☐ CONTINUING
☐ ANNUAL

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4049 - 03/04)
☐ INITIAL REQUEST

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

FUNDING SOURCE: Capital Improvement Program Funds

<table>
<thead>
<tr>
<th>Original Amount:</th>
<th>Modification #1 Amount:</th>
<th>Modification #2 Amount:</th>
<th>Modification #3 Amount:</th>
<th>Modification #4 Amount:</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$350,000</td>
<td>$0</td>
<td>$150,000</td>
<td>$0</td>
<td>$425,000</td>
<td>$925,000</td>
</tr>
</tbody>
</table>

PSC Duration:
- 12/15/2003 to 07/31/2006
- 10/27/2004 to 12/31/2008
- N/A
- 11/06/2006 to 05/25/2011
- 12/20/2010 to 01/31/2012

Total PSC Duration: 12/15/2003 to 01/31/2012

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. 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.

   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. 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.

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

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

PSC# 4049 - 03/04

DESCOTT 0060
PSC FORM 1 (9/96)
City and County of San Francisco  

Department of Human Resources

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 to 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)
   A. Will the contractor directly supervise City and County employees?
      Yes  No  X
   B. Will the contractor train City and County employees?
      Yes  No  X
      
      - Describe the training and indicate approximate number of hours.
      - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services?
      Yes  No  X
   D. Are there federal or state grant requirements regarding the use of contractual services?
      Yes  No  X
   E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Res #03-117
      Yes  No
   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:

[Signature]
Shamica Jackson
Print or Type Name

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

Signature of Departmental Personal Services Contract Coordinator

415-554-0727
Telephone Number

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:
December 18, 2003

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

cc: Judith Blackwell, Office of Contract Administration
    Linda Demari, 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
<table>
<thead>
<tr>
<th>Code</th>
<th>Department</th>
<th>Amount</th>
<th>Description</th>
<th>Due Date</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4049-03/04</td>
<td>Public Utilities Commission (Water)</td>
<td>$350,000</td>
<td>Will provide independent peer review of major engineering project deliverables produced by the SFPUC's Conceptual Engineering (CER).</td>
<td>Regular</td>
<td>7/31/2006</td>
</tr>
<tr>
<td>4050-03/04</td>
<td>Public Utilities Commission (Water)</td>
<td>$500,000</td>
<td>Will provide financial advisory services related to the issuance of revenue bonds and other financial instruments.</td>
<td>Regular</td>
<td>10/30/2006</td>
</tr>
<tr>
<td>4051-03/04</td>
<td>Public Utilities Commission (Water)</td>
<td>$2,500,000</td>
<td>Will provide specialized geotechnical services on an as-needed basis. Will prepare geo-technical performance criteria; design plans, specifications and cost estimates; perform investigations; write studies and reports; and provide field visits.</td>
<td>Regular</td>
<td>10/31/2006</td>
</tr>
<tr>
<td>4052-03/04</td>
<td>Airport Commission</td>
<td>$100,000</td>
<td>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.</td>
<td>Regular</td>
<td>6/30/2004</td>
</tr>
<tr>
<td>4053-03/04</td>
<td>District Attorney</td>
<td>$90,000</td>
<td>Will provide case management and services to women and transgender individuals who have experienced sexual exploitation and violence.</td>
<td>Regular</td>
<td>6/30/2004</td>
</tr>
</tbody>
</table>
MEMORANDUM

Date: October 27, 2004
To: Lee Okumoto, Personal Services Contract (PSC) Coordinator, PUC/CIP
From: Emily Morrison, DHR PSC Analyst
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 CSX33 [E] A, B, C & D
Copy to Anna Wing
# RECOMMENDED APPROVAL OF PERSONAL SERVICES CONTRACT

## MODIFICATION TO INCREASE CONTRACT AMOUNT

<table>
<thead>
<tr>
<th>PSC #</th>
<th>Department</th>
<th>Increase Amount</th>
<th>New Amount</th>
<th>Description of work</th>
<th>Type of Approval</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>1000-04/05</td>
<td>Port</td>
<td>$65,000</td>
<td>$130,000</td>
<td>Will provide education and community outreach services at the Port's Heron's Head Park.</td>
<td>Regular</td>
<td>9/30/2006</td>
</tr>
<tr>
<td>4049-03/04</td>
<td>Public Utilities Commission (Water)</td>
<td>$150,000</td>
<td>$500,000</td>
<td>Will provide independent expertise for the Calaveras Dam Project. Expertise areas include: seismology, engineering geology, geotechnical engineering, dam engineering, design &amp; construction, etc....</td>
<td>Regular</td>
<td>12/31/2008</td>
</tr>
<tr>
<td>CS-733</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>4098-02/03</td>
<td>Public Utilities Commission (Water)</td>
<td>$8,000,000</td>
<td>$12,000,000</td>
<td>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.</td>
<td>Regular</td>
<td>9/11/2012</td>
</tr>
<tr>
<td>CS-916</td>
<td></td>
<td></td>
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</tbody>
</table>
MEMORANDUM

Date: November 6, 2006

To: Connie Chang, Personal Services Contract Coordinator

From: Emily Morrison, DHR Personal Services Contract Analyst

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.
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 ☐ CONTINUING ☐ ANNUAL (OMIT POSTING)

TYPE OF REQUEST: ☐ INITIAL REQUEST ☑ 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
Modification Amount: $4,000,000
Total Amount: $26,000,000

PSC Duration: 10/10/2009 to 03/31/2014
PSC Duration: 12/1/2010 to 12/31/2015
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):

   L21
   Union Name
   Shamica Jackson
   Signature of person mailing/faxing form
   11/23/2010
   Date
   Signature
   Date
   RFP sent to
   Union Name
   Date
   Signature

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

PSC# 4156-08/09
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:
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)
   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 Resolution 10-0198
      
   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]
Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

1155 Market Street, 6th Floor
San Francisco, CA 94103
Address

DESCOTT 0070
PSC FORM 1 (9/96)
RE: CS-916, PSC Summary Form (Modification Request)

Scott, David E

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

Follow Up: Normal Priority.

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_Mod1_PSC_FINAL.pdf
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@sfwater.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@sfwater.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,
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