Date: January 3, 2011
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Kani Htun, ART
Shamica Jackson, PUC

Subject: Personal Services Contracts Approval Request

This report contains two (2) 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>Total of this Report</th>
<th>YTD Expedited Approvals FY 2010-2011</th>
<th>Total for FY 2010-2011</th>
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<tbody>
<tr>
<td>$8,000,000</td>
<td>$1,291,300</td>
<td>$169,127,963</td>
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Kan Htun  
Arts Commission  
25 Van Ness Ave., Suite 240  
San Francisco, CA 94102  

Shamica Jackson  
Public Utilities Commission  
1155 Market Street, 9th Floor  
San Francisco, CA 94103
**POSTING FOR**

1/3/2011

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>
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<td>4062-10/11</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$5,000,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.</td>
<td>11/1/2010 - 12/31/2020</td>
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<td>PSC No</td>
<td>Dept No</td>
<td>Dept Description</td>
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<td>Cumulative Total</td>
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<tr>
<td>4143-07/08 40</td>
<td>Public Utilities Commission</td>
<td>Continuing</td>
<td>$3,000,000</td>
<td>$20,700,000</td>
<td>The original amount was to provide professional construction management (CM) services to oversee work of five Sunol Valley Regional construction projects, on behalf of the SFPUC. The modification amount includes CM services to oversee work that includes oversight of four additional projects, including Goat Rock, Gold Fish Pond, San Antonio Creek and Sheep Camp Creek Habitat Restoration Projects (CS-915R). Work new modification includes management of four different construction contracts for planting of numerous trees and specialty plantings, grading operations, changes to drainage patterns, bridge installation, water troughs, pipelines, and other project features.</td>
<td>10/1/2008 – 12/31/2015</td>
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<td>PSC#</td>
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<td>4062-10/11</td>
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<td>4143-07/08</td>
<td>Public Utilities Commission</td>
<td>5 - 8</td>
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</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 1, 2010, revised December 16, 2010

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER: 28

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

TYPE OF REQUEST: [ ] CONTINUING [ ] ANNUAL

[ ] INITIAL REQUEST [ ] MODIFICATION (PSC# _________)

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Central Subway stations and platform

FUNDING SOURCE: Central Subway art enrichment funds

PSC AMOUNT: $5,000,000.00 PSC DURATION: 11/1/2010 to 12/31/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.

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

City Administrative code section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway 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 most recent Civil Service approval was for design, fabrication, transport and installation of artwork for the new General Hospital facility under PSC #4090-0809 on February 2, 2009.

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):

Local 1021

Judy Moran
Signature of person mailing/faxing form
December 16, 2010

Date

Local 21

Judy Moran
Signature of person mailing/faxing form
December 16, 2010

Date

RFP sent to 1021 and 21 on 11/2/10

Judy Moran
Signature

December 16, 2010

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4090-0809 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Central Subway stations and platform. These artists must have their designs approved by the Arts Commission as required by City Charter.

B. Which, if any, civil service class normally performs this work?
None. Artists and fine art fabricators are not a Civil Service classification

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:
There is not Civil Service classification for fine artists. Contractors must be professional artists who have been selected by an independent selection panel and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artwork sustained during transportation.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Each project is unique and requires different skills, as determined by an independent panel. It is in the city’s interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

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

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

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

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

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

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

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

[Signature]

[Name]

[Title]

[Print or Type Name]

[Telephone Number]

[Address]

[25 Van Ness Ave, Suite 240]

[San Francisco, CA 941102]
This document: Confirmed
(reduced sample and details below)
Document size: 8.5" x 11"

SAN FRANCISCO ARTS COMMISSION
25 VAN NESS AVE. SUITE 240, SAN FRANCISCO CA 94102

FAX

To:  Local 21
Fax:  415.864.2166
From:  Judy Moran, Public Art Project Manager
Phone:  415.252.2586
Fax:  415.252.2595
Email:  juddy.moran@sf.gov
Date:  12/16/2010
Fax:  Personal Services Contract Summary

To Whom It May Concern,

Attached is a REVISED Personal Services Contract Summary for the Arts Commission's Public Art Program, originally submitted in your office on November 2, 2010 for the design, fabrication, transportation and installation of artist's for the Central Subway Program for review by Local 21. The only change in the contract summary is the not-to-exceed amount, which has been lowered.

Please let me know if you have any questions.

Thank you.
Transmission Report

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

SAN FRANCISCO ARTS COMMISSION
25 VAN NESS AVE, SUITE 240, SAN FRANCISCO CA 94102

FAX

To: Local 1021
From: Judy Moran, Public Art Project Manager
Phone: 415252-2586
Fax: 415252-2595
Email: judymoran@sfgov.org
Date: 12/16/2010

Fax: Personal Services Contract Summary

To Whom It May Concern,

Attached is a REVISED Personal Services Contract Summary for the Arts Commission's Public Art Program originally submitted to your office on November 2, 2010, for the design, fabrication, transportation and installation of artwork for the Central Subway Program (see by Local 1021). The only change in the contract summary is the not-to-exceed amount, which has been lowered.

Please let me know if you have any questions.

Thank you.

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### Table

<table>
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<th>No.</th>
<th>Job</th>
<th>Remote Station</th>
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<th>Duration</th>
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</table>

**Abbreviations:**
- HS: Host send
- HR: Host receive
- WS: Waiting send
- PL: Polled local
- PR: Polled remote
- MS: Mailbox save
- MP: Mailbox print
- CP: Completed
- FA: Fall
- TU: Terminated by user
- TS: Terminated by system
- RP: Report
- G3: Group 3
- EC: Error Correct
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/22/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission
DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ CONTINUING ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _______ )

TYPE OF REQUEST: ☐ INITIAL REQUEST ☑ MODIFICATION (PSC# 4143-07/08)

TYPE OF SERVICE: Sunol Valley Regional Construction Management (CM) Services (CS-915R)

FUNDING SOURCE: Project Funded

Original Amount: $17,700,000  PSC Duration: 10/01/2008 to 2/01/2014
Modification Amount $3,000,000  PSC Duration: 12/1/2010 to 12/31/2015
Total Amount $20,700,000  Total PSC Duration: 10/01/2008 to 12/31/2015

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The original amount was to provide professional construction management (CM) services to oversee work of five Sunol Valley Regional construction projects, on behalf of the SFPUC. The modification amount includes CM services to oversee work that includes oversight of four additional projects, including Goat Rock, Gold Fish Pond, San Antonio Creek and Sheep Camp Creek Habitat Restoration Projects (CS-915R). Work new modification includes management of four different construction contracts for planting of numerous trees and specialty plantings, grading operations, changes to drainage patterns, bridge installation, water troughs, pipelines, and other project features.

   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, 4142-07/08 and 4144-07/08. There are insufficient qualified skills within the existing City Personnel to perform this work.

   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):

   Union Name
   Shamica Jackson
   Signature of person mailing/faxing form
   11/22/2010
   Date

   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to ______________, on ______________, Date

   Signature

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

PSC# 4143-07/08
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96) 0005
DEScott
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. 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?
      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). Work amended will be seasonal and of short duration as a result of wildlife breeding cycles and weather patterns and construction will only occur between the months of August and December.
   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)
   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? [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 Resolution 10-0197 [X] [No]
   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]
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
CS-915R, PSC Summary Form (Modification Request)
Scott, David E

to:
Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How, Kathryn, I sen,
Carol, Koleini, Amir, Lee, Tedman C, Quan, Linda, Rivera, Patrick, Wang, Jane, Baker,
Deborah, Bowman, Lora, DHR-PSCCoordinator, Jackson, Pretiss, Jackson, Shamica,
Kyaun, Florence, Lee, Tedman C, Morrison, Emily M., Reed, Margot, Scott, David E,
jbrenner, jbrenner, louie, ging, pattie.tamura, lwong
11/22/2010 04:40 PM
Hide Details
From: "Scott, David E" <DEScott@sfwater.org> Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysf.com>, "Byrne, Ed" <Ed.Byrne@sfpport.com>, "Chan,
Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin,
Harvey" <HHelwin@sfwater.org>, "How, Kathryn" <KHow@sfwater.org>, "I sen, Carol"
<Clsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysf.com>, "Lee, Tedman C"
<tclee@sfwater.org>, "Quan, Linda" <Linda.Quan@flysf.com>, "Rivera, Patrick"
<Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah"
<Deborah.Baker@sfgov.org>, "Bowman, Lora" <LBowman@sfwater.org>, "DHR-
PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Jackson, Pretiss"
<PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence"
<FKyaun@sfwater.org>, "Lee, Tedman C" <tclee@sfwater.org>, "Morrison, Emily M."
<Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@sfgov.org>, "Scott,
David E" <DEScott@sfwater.org>, <jbrenner@ifpte21.org>, <jbrenner@ifpte21.org>,
louie, ging" <glouie@ifpte21.org>, <pattie.tamura@seiu1021.org>, <lwong@ifpte21.org>

Follow Up:
Normal Priority.

1 Attachment

file://C:\Documents and Settings\mryan\Local Settings\Temp\notes87944B\web0020.htm 12/15/2010
1. For Engineering Resources Committee: Attached for your review is the PSC Form 1 for CS-915R Modification One, Sunol Valley 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