Date: March 21, 2011

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Parveen Boparai, MTA
Gordon Choy, DWP
Oliver Hack, MYR
Kan Htun, ART
Shamica Jackson, PUC
Joan Lubamersky, GSA
Tajel Shak, TTX
Shawn Wallace, POL

Subject: Personal Services Contracts Approval Request

This report contains twelve (12) 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>
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<tr>
<td>$13,966,587</td>
<td>$1,945,800</td>
<td>$385,014,375</td>
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</table>
Parveen Boparai
Municipal Transportation Agency
1 South Van Ness, 7th Floor
San Francisco, CA 94103

Gordon Choy
Department of Public Works
875 Stevenson Street, Room 420
San Francisco, CA 94103

Oliver Hack
Mayor's Office of Housing
1 South Van Ness Avenue
San Francisco, CA 94103

Kan Htun
Art Commission
25 Van Ness Avenue, Suite 240
San Francisco, CA 94102

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

Joan Lubamersky
GSA- Office Labor Standards Enforcement
One Dr. Carlton B. Goodlett Place, Rm 362
San Francisco, CA 94102

Tajel Shak
Treasurer – Tax Collector
1 Dr. Carlton B. Goodlett Place, Rm 140
San Francisco, CA 94102

Shawn Wallace, Officer #1104
Police Department
850 Bryant Street
San Francisco, CA 94103
## POSTING FOR
3/21/2011

**PROPOSED PERSONAL SERVICES CONTRACTS**
Regular, Continuing, Annual

<table>
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<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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<tr>
<td>4086-10/11</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art; de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center plaza for return to China.</td>
<td>1/6/2011 - 1/1/2013</td>
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<tr>
<td>4087-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$300,000</td>
<td>The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure the that the City's transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City's affordable housing programs; and provide advisory services for structuring of particularly complex development proposals.</td>
<td>4/1/2011 - 3/31/2014</td>
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<tr>
<td>4088-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$300,000</td>
<td>Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).</td>
<td>12/1/2011 - 11/30/2015</td>
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<tr>
<td>4089-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$100,000</td>
<td>The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.</td>
<td>2/1/2011 - 7/31/2011</td>
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<tr>
<td>4090-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$250,000</td>
<td>The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Real Estate Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.</td>
<td>7/1/2011 - 6/30/2013</td>
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<tr>
<td>4091-10/11</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$750,000</td>
<td>Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.</td>
<td>7/1/2011 - 6/30/2015</td>
</tr>
<tr>
<td>4092-10/11</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,500,000</td>
<td>Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).</td>
<td>7/1/2011 - 6/30/2016</td>
</tr>
</tbody>
</table>
## POSTING FOR

3/21/2011

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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<tbody>
<tr>
<td>4093-10/11</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$6,700,000</td>
<td>Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.</td>
<td>4/25/2011 - 1/1/2017</td>
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</tbody>
</table>

| 4094-10/11 | 08      | Treasurer/Tax Collector | Regular | $100,000 | A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco. | 3/21/2011 - 2/31/2012 |
## PROPOSAL FOR

### PROPOSED PERSONAL SERVICES CONTRACTS

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
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<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
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<tr>
<td>4024-09/10</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$275,000</td>
<td>$1,200,000</td>
<td>Will provide removal, hauling and legally dispose/recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The modification is necessary due to delays experienced by exploring other more efficient contracting methods. Contract work consists of removing, hauling and legally disposing and recycling Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.</td>
<td>8/1/2009 - 4/30/2016</td>
</tr>
<tr>
<td>4021-07/08</td>
<td>70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$191,587</td>
<td>$773,175</td>
<td>This contract is to provide culturally appropriate and multi-lingual community outreach to San Franciscans to inform them of their legal rights as workers. This outreach is performed by community-based nonprofit in order to make it more accessible and effective. Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco’s labor laws and/or are afraid to complain to a government agency. Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.</td>
<td>11/15/2007 - 4/21/2012</td>
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<tr>
<td>4171-07/08</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$5,000,000</td>
<td>$7,000,000</td>
<td>General services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide JOC management software, training to staff and contractors in the use of job order contracting system.</td>
<td>5/8/2008 - 5/21/2016</td>
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</tbody>
</table>
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## PSC Submissions

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<tr>
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<th>Page#</th>
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<tbody>
<tr>
<td>4086-10/11</td>
<td>Art Commission</td>
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<tr>
<td>4087-10/11</td>
<td>Mayor's Office of Housing</td>
<td>9 – 15</td>
</tr>
<tr>
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<td>16 – 21</td>
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<td>Municipal Transportation Agency</td>
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<td>4093-10/11</td>
<td>Public Works</td>
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<tr>
<td>4094-10/11</td>
<td>Treasurer-Tax Collector</td>
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**Modifications:**

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<tr>
<th>PSC#</th>
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<tr>
<td>4024-09/10</td>
<td>Public Utilities Commission</td>
<td>61 – 69</td>
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<td>4021-07/08</td>
<td>GSA- Office of Labor Standards Enforcement</td>
<td>70 – 87</td>
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<tr>
<td>4171-07/08</td>
<td>Public Works</td>
<td>88 – 97</td>
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</tbody>
</table>
Date: 1-11-11

DEPARTMENT NAME: Arts Commission

TYPE OF APPROVAL: ☑ EXPEDITED ☑ CONTINUING ☑ ANNUAL

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

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant funds

PSC AMOUNT: $500,000

PSC DURATION: 1/6/11-1/1/13

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental work at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan sculpture from Civic Center plaza for return to China.
   
   B. Explain why this service is necessary and the consequences of denial:
      The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103). and the City has over 3,000 art objects in its inventory. In addition, Section 3.19 of the Administrative code establishes the art enrichment program. If approval is denied, the SFAC will be unable to fulfill its responsibilities under both of these mandates.
      
   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 Arts Commission has historically contracted for these services. Most recent CSC approval was granted under CSC #4083-09/10, 4096-07/08.
   
   D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability.

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

Local 1021
Union Name
Signature of person mailing/faxing form [Signature]
Date 1/11/11

Local 21
Union Name
Signature of person mailing/faxing form [Signature]
Date 1/11/11

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

***************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4083-10/11

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: Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating, and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractor’s license. Must carry fine arts insurance to cover loss or damage to artwork.

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:

Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

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

A. Explain why civil service classes are not applicable:

Art handler is not a Civil Service classification, and there are no Civil Service classifications that have the training, expertise, equipment, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

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

*No. These services are of short duration and contracted for on an as needed basis.*

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 number 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?

*Yes*

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]

**Signature of Departmental Personal Services Contract Coordinator**

Kan Htn

Print or Type Name

252-4604

Telephone Number

San Francisco Arts Commission

25 Van Ness, Suite 208
San Francisco, CA 94102
This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"

SAN FRANCISCO ARTS COMMISSION

FAX

Date: January 12, 2011

To: Local 1021
Fax: 415-431-6241

From: Allison Cummings, Senior Registrar
Fax: 415-252-2559
Tel: 415-252-2559

Re: PSC Summary for Review
Pages: 3 pages including cover

To Whom It May Concern:

Attached please find a Personal Services Contract (PSC) Summary for Local 1021 Review.

If we do not receive a written response by February 11, 2011 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,

Allison Cummings
Senior Registrar, Civic Art Collection
San Francisco Arts Commission
415-252-2559
allison.cummings@sfgov.org

City and County of
San Francisco

Total Pages Scanned : 3
Total Pages Confirmed : 3

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Abbreviations:
HS: Host send
HR: Host receive
WS: Waiting send
PL: Polled local
PR: Polled remote
MS: Mailbox save
MP: Mailbox print
CP: Completed
FA: Fail
TU: Terminated by user
TS: Terminated by system
RP: Report
EC: Error Correct
G3: Group 3
This document: Confirmed
(reduced sample and details below)
Document size: 8.5"x11"

SAN FRANCISCO ARTS COMMISSION

FAX

Date: January 12, 2011

To: Local 21
Fax: 415-864-2166

From: Allison Cummings, Senior Registrar
Fax: 415-252-2595
Tel: 415-252-2559

Re: PSC Summary for Review
Pages: 3 pages including cover

To Whom It May Concern:

Attached please find a Personal Services Contract (PSC) Summary for Local 21 Review.

If we do not receive a written response by February 11, 2011 we will assume approval has been granted and we will proceed to submit the PSC form to the Department of Human Resources.

Please contact me with any questions you may have.

Thank you,

Allison Cummings
Senior Registrar, Civic Art Collection
San Francisco Arts Commission
415-252-2559
allison.cummings@sf.gov

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA 94102 TEL. 415.252.2540 FAX 415.252.2595

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 22, 2009

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER: 28

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

☑ INITIAL REQUEST

☐ MODIFICATION (PSC# _________ )

TYPE OF REQUEST:

TYPE OF SERVICE: Cayuga Playground artwork removal, storage, conservation and relocation

FUNDING SOURCE: Direct Charge (Work Authorization)

PSC AMOUNT: $200,000

PSC DURATION: January 1, 2010 through December 31, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Prior to renovation of Cayuga Playground and retrofit to overhead BART tracks, 376 original sculptures and two-dimensional artworks sited throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park’s renovation, the contractor will return conserved artworks back to the park and install them on customized bases.

   B. Explain why this service is necessary and the consequences of denial:
   Because the Cayuga artworks are considered a unique cultural asset to the city of San Francisco, a qualified fine arts service provider is required to ensure proper handling, transportation and storage, as well as careful conservation in accordance with the standards of the American Institute for Conservation (AIC).

   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):
   Not applicable. This is a one-time-only specialized service.

   D. Will the contract(s) be renewed:

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

   SEIU
   Union Name
   Signature of person mailing/faxing form
   December 22, 2009
   Date

   I.F.P.T.E.
   Union Name
   Signature of person mailing/faxing form
   December 22, 2009
   Date

   RFP sent to N/A, on
   Union Name
   Date
   Signature

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

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Demonstrated fine art transportation experience and access to appropriate vehicle fleet; complete rigging services, including qualified riggers and OSHA-rated rigging equipment; access to fumigation facility and services; ownership or lease of minimum of 1,250 square feet climate-controlled storage space located within the immediate Bay Area; available staff and resources to complete project within designated time period.
   B. Which, if any, civil service class normally performs this work?
   None. There are no Civil Service classifications that can perform the work in its entirety as required by the project scope. 3520, 3525, 3556, 3558, and 3518 all may perform individual elements of the work, but these classes serve specific museums and their collections and do not work outside of them.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. The contractor will provide a fumigation facility and climate-controlled, fine art storage facility.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   These classes serve specific museums and their collections and do not work outside of them.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. This is a one-time project.

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 of Departmental Personal Services Contract Coordinator

Kan Htun
Print or Type Name
252-4604
Telephone Number

25 Van Ness Avenue, Suite 240
San Francisco, Ca 94102
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/4/10 (revised)

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4096-07/08)

TYPE OF SERVICE: Transporting, packing, storing and installation of fine art

FUNDING SOURCE: Art Enrichment, General Fund, Grant Funds

<table>
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<tr>
<th>Original Amount</th>
<th>Modification Amount</th>
<th>Total Amount</th>
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<td>$250,000</td>
<td>$400,000</td>
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</table>

PSC Duration: 1/23/2008 - 12/31/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Fine Art handling services for artworks in the collection of the City and County of San Francisco, including, transportation, packing, storing of fine art; de-installation and re-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases.

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

The San Francisco Arts Commission (SFAC) is charged to "maintain the works of art owned by the City and County" (Charter Section 5.103), and the City has over 3,000 art objects in its inventory. The services listed above are essential for the Arts Commission to execute its mandate. If approval is denied, the SFAC will be unable to fulfill its charter responsibility.

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 performed by a contractor under approval of PSC #4096-07/08

D. Will the contract(s) be renewed: Yes, dependent on need for services and funding availability

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

<table>
<thead>
<tr>
<th>Local</th>
<th>Union Name</th>
<th>Signature of person mailing/faxing form</th>
<th>Date</th>
</tr>
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</table>

RFP sent to __________________________, on __________________________, on __________________________, on __________________________, on __________________________.

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:
      Requires 5 years experience in providing art handling services, including expertise in installation and de-installation of artwork, especially artwork that is monumental in scale. Requires expertise in, and adherence to, industry standards for the packing, crating and safe transportation and handling of artwork. Able to provide safe, secure storage for artwork in climate controlled storage facility. Some jobs will require a general contractor’s license. Must carry fine arts insurance to cover loss or damage to artwork.

   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:
      Contractor will provide secure, climatized storage facilities appropriate for the storage of works of fine art; transportation vehicles and packing materials, lifts, ladders, crane, rigging, and other specialty tools and equipment necessary for the de-installation, installation, and transportation of works of art of varying sizes, including monumental sculptures weighing in excess of 5 tons.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Art handler is not a Civil Services classification, and there are no Civil Services classifications that have the training, expertise, or experience necessary for handling fine art, especially those artworks that are large, heavy, fragile, or all three. Furthermore, the city is self-insured and does not have the insurance coverage necessary to compensate for loss or damage to the artwork, should that occur.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. These services are of short duration and contracted for on an as needed basis.

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?
      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]
Signature of Departmental Personal Services Contract Coordinator

Kan Htun
Print or Type Name

252-4604
Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 94102
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 1/24/11

DEPARTMENT NAME: Mayor's Office of Housing

DEPARTMENT NUMBER 25

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Financial Advising Services

FUNDING SOURCE: Various: Community Development Block Grant, Bond Funds...

PSC AMOUNT: $300,000

PSC DURATION: April 1, 2011 – March 31, 2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The Mayor’s Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City’s transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City’s affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.

   B. Explain why this service is necessary and the consequences of denial:
   These services are necessary in order to prepare the City to issue bonds to finance acquisition, construction and/or rehabilitation of housing sites for low-income households. Without proper guidance from an experienced consultant, the City would not be able to complete this task.

   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):
   MOH has previously issued RFP’s. 4088-07/08.

   D. Will the contract(s) be renewed: Not yet determined

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

   SEIU 1021
   Union Name
   Signature of person mailing/faxing form
   Date

   MEA
   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to __________ on __________ Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

FEB 3 2011

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   The qualified consultant must have: housing bond experience including the ability to evaluate the economic feasibility of proposed bond issuances, refundings or restructurings; experience with housing assistance programs including the ability to assist the City in utilizing available City programs, development of new programs and to provide analytical services to particular financings; and, the ability to structure complex multi-financed transactions.

   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:
   The tasks are intermittent and subject to funding fluctuations. Additionally, some of the financial advisors would be a project expense and as such would be paid through the budgets of individual projects.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, because of the intermittent nature of the tasks and the likelihood that there will be time periods when services from the financial advisor are not needed.

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? Yes No X

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Current contracts will expire as of 3/16/11 it is unknown if current vendors will respond to the RFP once it is released.

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

Signature of Departmental Personal Services Contract Coordinator

Oliver Hack

Print or Type Name

415-701-5512

Telephone Number

1 South Van Ness Ave

SF, CA 94103

Address
Fax Call Report

Job  Date    Time    Type    Identification    Duration    Pages    Result
835  1/24/2011  3:01:06PM  Send    9897077    1:08    3    OK

Fax

To: Rebecca Rhine
From: Oliver Hack
Fax: (415) 980-7077
Phone: (415) 701-5501
Date: 1/24/11
Ref: Financial Advising Services
CC:

☐ Urgent  ☐ For Review  ☐ Please Comment  ☐ Please Reply  ☐ Please Recycle

Comments:
Attached, please find a FSC 1 form from the Mayor's Office of Housing. The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular bondings and ensure that the City's transactions meet all applicable standards of competence and sound practice, while adhering to program requirements and affordable housing objectives.

As outlined on DHR's "FSC Notification and Submissions Deadline" notice, please accept this fax as commenting the 30 day period before we submit the attached FSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!
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</tbody>
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Fax

To: Patti Tamura SEIU 1021
From: Oliver Hack
Fax: 415-431-6241
Phone: 415-701-5500
Date: 1/24/11

Re: Financial Advising Services
CC:

☐ Urgent  ☑ Review  ☐ Please Comment  ☐ Please Reply  ☐ Please Recycle

Concise:

Attached, please find a PSC 1 form from the Mayor's Office of Housing. The Mayor's Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular offerings and ensures that the City's connections meet all applicable standards of competence and fiscal probity, while adhering to program requirements and affordable housing objectives.

As outlined on DHR's "PSC Notification and Submissions Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 22, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!
February 6, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4088-07/08 THROUGH 4094-07/08.

At its meeting of February 4, 2008 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to: 1) adopt the Human Resources Director’s report on PSC #4089-07/08 as amended. Notify the offices of the Controller and the Purchaser; and 2) adopt the Human Resources Director’s report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Brenda Burrell, Mayor’s Office of Housing
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Nancy Gonchar, Arts Commission
Ben Rosenfield, Controller
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Emergency Communications Department
Jonathan Nelly, Department of Human Resources
Rob Stengel, Emergency Communications Department
Shawn Wallace, San Francisco Police Department
Commission File
Chron

RECEIVED
FEB 7 2008
Mayor's Office of Housing
City & County of San Francisco
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<th>PSC No.</th>
<th>DeptNo</th>
<th>DeptName</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
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<tr>
<td>4088-07/08</td>
<td>25</td>
<td>Mayor's Office of Housing</td>
<td>Regular</td>
<td>$100,000.00</td>
<td>Will provide advice to the City on all pertinent issues relating to financings and ensure the City's transactions meet all applicable standards of competence fiscal prudence, while adhering to program requirements and affordable housing objectives.</td>
<td>30-Jun-11</td>
</tr>
<tr>
<td>4089-07/08</td>
<td>25</td>
<td>Mayor's Office of Housing</td>
<td>Regular</td>
<td>$70,000.00</td>
<td>Will perform environmental review services for the Mayor's Office of Housing (MOHI) and Mayor's Office of Community Development (MOCD) project undertakings in accordance with the National Environmental Policy Act (NEPA).</td>
<td>30-Jun-09</td>
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<tr>
<td>4090-07/08</td>
<td>28</td>
<td>Arts Commission</td>
<td>Regular</td>
<td>$300,000.00</td>
<td>Will provide aesthetic enhancements; structural strengthening, re-casting a missing column and conservation of Francis Scott Key monument for Phase II of conservation for the Portals of the Past monument in Golden Gate Park.</td>
<td>31-Dec-10</td>
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<td>4091-07/08</td>
<td>35</td>
<td>Municipal Transportation Agency (MTA)</td>
<td>Regular</td>
<td>$79,000.00</td>
<td>Will conduct and evaluate adult bicycle safety courses in accordance with the League of American Bicyclists curriculum (minimum of 12 classroom Street Skills courses, and 6 Road 1, on-road courses).</td>
<td>31-Jan-09</td>
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<tr>
<td>4092-07/08</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$120,000.00</td>
<td>Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.</td>
<td>30-Jun-08</td>
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<tr>
<td>4093-07/08</td>
<td>77</td>
<td>Emergency Management</td>
<td>Regular</td>
<td>$1,000,000.00</td>
<td>Will design, replace and reconfigure between 48, 52 workstations on the operations work floor of the City's 9-1-1 Call Center.</td>
<td>15-Feb-13</td>
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<tr>
<td>4094-07/08</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$750,000.00</td>
<td>Will execute observations and reports during the design and construction of the SFGH Rebuild Project to ensure the mechanical, electrical, plumbing, and computer-based systems' operation and maintenance conform to the contract document design.</td>
<td>31-Dec-16</td>
</tr>
</tbody>
</table>
Query for PSCs by Dept - Beg & End Dates

Allen Fung to: DHR-PSCCoordinator

02/22/2011 05:53 PM

Maria: The instructions below list the procedure to execute the new query for Contracts by department - Beginning and Ending Dates.

1. From the Database Window Select the query "qryDept_Start&EndDate_Prompt"

2. Enter the 3 Digit Dept. Code available in the TBL_Dpt table. A list of CCSF dept codes are

3. Input Beginning Date
   Submit Date which contains the most complete set of dates.

4. Input Ending Date

5. View the Results

Note: I can build a front end form for this query if necessary.

Tel: 557.4861
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 24, 2011
   revised 2/25/11

DEPARTMENT NAME: Mayor's Office of Housing

DEPARTMENT NUMBER 25

TYPE OF APPROVAL: ☑ REGULAR

☑ INITIAL REQUEST

TYPE OF SERVICE: Lead Sample Testing

FUNDING SOURCE: Department of Housing and Urban Development (HUD) lead remediation grants and Community Development Block Grant (CDBG) funds

PSC AMOUNT: $300,000

PSC DURATION: December 1, 2011 to November 30, 2015

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).

   B. Explain why this service is necessary and the consequences of denial:
      MOH receives funding from HUD's Office of Healthy Homes and Lead Hazard Control to administer a Lead Hazard Control Program. MOH works with the Department of Public Health and Department of Building Inspections in all cases of properties that have received a Notice of Violation or a Notice to Abate because of the identification of a child with an elevated blood lead level, or the identification of a lead hazard and the presence of a child. As part of the remediation process, lead clearance samplings are conducted to detect if lead dust levels have been minimized in remediated units so that the children can remain safely in the property. If denied, MOH will be unable to undertake lead remediation in low income households.

   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 first request for entering into professional/personal services contract.

   D. Will the contract(s) be renewed: Not yet known

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

   21- fax 864-2166
   Union Name
   SEIU 1021-fax 431-6241
   Union Name
   RFP sent to ____________________________ on ____________________________ , on ____________________________ by ____________________________
   Signature

   Signature of person mailing/faxing form

   Signature of person mailing/faxing form

   Revised 2/25/11
   Date

   Revised 2/25/11
   Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4088-10/11

STAFF ANALYSIS/RECOMMENDATION:

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

   A. Specify required skills and/or expertise:
   
   The level of expertise needed requires advance technology, training, testing facilities and licensing for undertaking lead screening and detection. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP)
   
   B. Which, if any, civil service class normally performs this work?
   
   *While the following civil service classes (5177 Safety Officer, 6130 Safety Analyst, 6137 Assistant Industrial Hygienist 6138 Industrial Hygienist, 6139 Senior Industrial Hygienist) participate in the evaluation and collection of information to determine lead exposure in people, this PSC is seeking a laboratory for the testing and analysis of lead content in potential hazards such as paint chips and soil samples collected and provided to them by our staff.*
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   
   *Yes. As described above, this PSC seeks a qualified laboratory that is recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP) to provide analysis of potential lead hazards.*

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

   A. Explain why civil service classes are not applicable:
   
   *This is not question of a civil service class; it is a question of having the appropriate facility, equipment, trained technicians and licensing for undertaking lead testing.*

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   
   No.

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?
   
   [ ] No [x]

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

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

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

Oliver Hack

Print or Type Name

415.701.5512

Telephone Number

1 South Van Ness Ave., 5th FL
San Francisco, CA 94103

Address
Hello:

Attached, please find a revised PSC 1 form from the Mayor's Office of Housing that was originally sent to your offices via fax on 1/24/11. We are hoping to have this item on the March 21, 2011 CSC agenda.

I have revised the form to more clearly articulate the services we are seeking.

Thank you,

Oliver

[File Attachment: Lead Lab PSC.revised 2-25-11.pdf]

Oliver Hack
Chief Operating Officer
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103
(415) 701-5512
oliver.hack@sfgov.org
Hi Oliver,

I am responding to your question about the availability of a City and County laboratory that can analyze environmental lead samples. The City and County does not have a laboratory that is accredited by the EPA’s National Lead Laboratory Accreditation Program (NLLAP). The EPA’s website has a list of these laboratories and there is no listing of City and County labs. Consequently, we send our environmental lead samples (dust, soil, paint, and water) to private labs.

Please let me know if you have any further questions regarding this.

Joe Walseth
Health Program Coordinator
San Francisco Childhood Lead Prevention Program
San Francisco Dept. of Public Health
(415) 252-3956
Fax Call Report

<table>
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Fax

To: Sarah Clark, Local 21
From: Oliver Hack

Fax: 415-864-2166
Phone: 
Fax: 415-701-5500

Date: 1/24/11

Re: PSC Lead Lab

Comments:
Attached, please find a PSC 1 form from the Mayor's Office of Housing. We are seeking to enter into a PSC with a Lead Testing Laboratory to undertake comprehensive Lead testing for the City's Lead Hazard Control Program.

As outlined on DHR's "PSC Notification and Submission Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC 1 to DHR on February 23, 2011, for calendaring on the March 21, 2011 Civil Service Commission meeting date.

Thank you!
Fax

Tit: Pattle Tsunura SEIU 1021
From: Oliver Hack
Fax: 415-431-6341
Phone: Date: 1/24/11
Re: PSC Lead Lab

☑ Urgent X For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

Attached, please find a PSC I form from the Mayor's Office of Housing. We are seeking to enter into a PSC with a Lead Testing Laboratory to undertake comprehensive Lead testing for the City's Lead Hazard Control Program.

As outlined on DHR's "PSC Notification and Submission Deadline" notice, please accept this fax as commencing the 30 day period before we submit the attached PSC I to DHR on February 23, 2011, for calendaring on the March 31, 2011 Civil Service Consultation meeting date.

Thank you!
City and County of San Francisco
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 19, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency  DEPARTMENT NUMBER: 35 & 36

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

TYPE OF REQUEST: ( X ) INITIAL REQUEST ( ) MODIFICATION (PSC#______________)

TYPE OF SERVICE: Public Relations / Communications Specialist

FUNDING SOURCE: General Funds

PSC AMOUNT: ______$100,000.00______ PSC DURATION: February 01, 2011 – July 31, 2011

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency's behalf. Participate in the negotiations as an observer and inform the media and other regulatory entities on the progress of labor negotiations.

   B. Explain why this service is necessary and the consequences of denial:
      This service is essential to assist the SFMTA in successfully concluding its negotiations with the labor unions. Negotiations that take place will draw scrutiny and interest from the public and the media, therefore a professional with the skills and background in these areas is critical for the agency to get accurate and timely information out to all stakeholders.

   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.

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

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

   MEA
   Union Name
   Signature of person mailing / faxing form
   Date

   IFPTE Local 21
   Union Name
   Signature of person mailing / faxing form
   Date

   RFP sent to ____________, on ____________. 
   Union Name
   Date
   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4089-10-11

SFMTA approved
1-24-11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)

JAN 24 2011
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Consultant will have experience in communications and public relations as they relate to labor negotiations and collective bargaining. The Consultant must be familiar with the SFMTA and labor issues that are pertinent to the agency.

   B. Which, if any, civil service class normally performs this work?
      9174 Manager IV, SFMTA, could potentially perform the work.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      Existing City staff does not have the experience that is specifically required for this work. The expertise needed is highly specialized and must be performed by someone who is trained in dealing with sensitive information as it relates to labor negotiations and collective bargaining.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, this is a short duration service.

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

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

   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. ( ) ( X )

   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? ( ) ( X )

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

[Signature]

Parveen Boparai
Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 S. Van Ness Ave., 7th Floor, San Francisco, CA 94103
Address
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Reason for error:
- E. 1) Hang up or line fail
- E. 2) Busy
- E. 3) No answer
- E. 4) No facsimile connection
- E. 5) Exceeded max. E-mail size

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**FAX**

FROM: Parvend Boparti  
TO: Ong Loos (Local 1)  
PHONE: 415-701-5037  
FAX: 415-701-5037  
PHONE: 415-864-2100  
S/JECT: PSIC  
NO. OF PAGES (excluding fax cover): 2

COMMENTS:  
Should you have any questions, please contact Ashad Patel at 701-4287.
**Communication Result Report (Jan. 24, 2011 11:57AM)**

**Date/Time:** Jan. 24, 2011 11:56AM

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**Reason for error**

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E. 2) Busy
E. 3) No answer
E. 4) No facsimile connection
E. 5) Exceeded max. E-mail size

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**FAX**

**FROM:** Pavan Selvaraj

**TO:** Rebecca Pérez (MFIA)

**PHONE:** 416-701-5577

**FAX:** 416-701-5387

**PHONE:** 416-989-7077

**FAX:** 416-989-2244

**SUBJECT:** PSC

**NO. OF PAGES (Excluding fax cover):** 2

**COMMENTS:**

Should you have any questions, please contact Ashlea Patel at 701-4507.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 14, 2011

DEPARTMENT NAME: SF Municipal Transportation Agency
DEPARTMENT NUMBER: 68

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

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

TYPE OF SERVICE: Professional Services – Commercial Real Estate Lease Consulting Services

FUNDING SOURCE: SFMTA Operating Budget

PSC AMOUNT: $250,000.00  PSC DURATION: July 1, 2011 to June 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following:
- Commercial Retail Space Leasing Market Analysis
- Portfolio Analysis, Planning, and Strategy Recommendations
- Other Requested Advisory Services

B. Explain why this service is necessary and the consequences of denial:
The SFMTA is seeking to put its limited resources including its available commercial retail spaces to higher intensity and more profitable uses. Without this proposed professional analysis and study, the Agency is unable to determine the highest and best uses.

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 SFMTA has not obtained this service in the past. Lease negotiations were conducted by the managing corporations through management agreements without the input of SFMTA.

D. Will the contract(s) be renewed:
The proposed service is for a one-year contract term with an option of one year extension when deemed necessary at the SFMTA's sole discretion. There are no plans to renew this contract.

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

SEIU, Local 1021
Union Name
Signature of person mailing / faxing form
1/14/11

IFPTE, Local 21
Union Name
Signature of person mailing / faxing form
1/14/11

RFP sent to __________________________, on __________________________, __________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

JAN 18 2011 1-14-11
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Must have at least ten (10) years of commercial real estate experience and five (5) years of which must include working with clients in the City and County of San Francisco.

   B. Which, if any, civil service class normally performs this work?
      4143 Principal Real Property Officer may perform some aspects of the proposed work.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      No civil services classes possess the comprehensive commercial-retail-analysis knowledge, skill, and experience being sought. This is a short-term, as-needed project.

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

5. **ADDITIONAL INFORMATION** (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees? ( ) (X)

   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 (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? ( ) (X)

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

____________________________
Parveen Boparai
Signature of Departmental Personal Services Contract Coordinator

____________________________  ______________________
Parveen Boparai  701-5377
Print or Type Name  Telephone Number

1 South Van Ness, 7th Floor, San Francisco, CA 94103
Address
DATE: January 14, 2011

FROM: Cynthia Hamada/Betsy Moy

TO: Ging Louie
    IFPTE, Local 21

PHONE: (415) 701-5381

FAX: (415) 701-5397

FAX: (415) 864-2166

SUBJECT: Personal Services Contract Summary

Commercial Real Estate Lease Consulting Services

COMMENTS:
Please contact Ken Yee should you have additional questions.

Tel: 415.701.4794

NO. OF PAGES (Excluding fax cover): 2
**FAX**

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<td>TO:</td>
<td>Leah Berlanga</td>
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<td>Commercial Real Estate Lease Consulting Services</td>
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<tr>
<td>COMMENTS</td>
<td>Please contact John Funghi should you have additional questions. Ken Yee (415) 701-4794</td>
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E. 1) Hang up or line fail
E. 2) No answer
E. 3) Exceeded max. E-mail size
E. 4) Busy
E. 5) No facsimile connection

MTA | Municipal Transportation Agency

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FAX

DATE: January 14, 2011

FROM: Cynthia Harrader, Macy
TO: Leah Finnegan

PHONE: (416) 701-5301
FAAX: (416) 431-0241

SUBJECT: Peer Credit Services Contract Summary
Commercial Real Estate Lease Consulting Services

COMMENTS

Please contact John Fonghi should you have any further questions.
Ken Yeo
(416) 701-4754

NO. OF PAGES (Excluding cover): 2.
**Communication Result Report (Jan. 14, 2011 4:50PM)**

**Date/Time:** Jan. 14, 2011 4:49PM

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**Reason for error**

- E.1) Hang up or line fail
- E.2) Busy
- E.3) No answer
- E.4) Exceeded max. E-mail size
- E.5) No facsimile connection

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**MTA**

**Maritime Transportation Agency**

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**FAX**

- **DATE:** January 14, 2011
- **FROM:** Cynthia Hoang, 2320 Memory TX
- **TO:** Glyn Louie, BFPE, DTC 21
- **PHONE:** (415) 701-5391
- **FAX:** (415) 701-5397
- **SUBJECT:** Personal Services Contract Summary
- **COMMERCIAL REAL ESTATE LEASE CONSULTING SERVICES**

**COMMENTS:**
Please contact Ken Yee should you have any additional questions.
Tel: 415.701.4704

**NO. OF PAGES (Excluding fax cover):** 2
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12-30-10

DEPARTMENT NAME: Police

DEPARTMENT NUMBER 38

TYPE OF APPROVAL: ☑️ EXPEDITED ☑️ REGULAR (OMIT POSTING ________ )

☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:
☑️ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

TYPE OF SERVICE: Outpatient Behavioral Health Benefits

FUNDING SOURCE: General Fund

PSC AMOUNT: $750,000.00 PSC DURATION: 7-1-11 - 6-30-15

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.

   B. Explain why this service is necessary and the consequences of denial:
      This service is pursuant to San Francisco Police Department General Order 11.09. It would also be a violation of the Memorandum of Understanding between the San Francisco Police Officers Association and the City and County of San Francisco if not implemented. Additionally the loss of these services would jeopardize the well being of officers, their families and therefore the public.

   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 is currently provided through PSC 4133-06/07.

   D. Will the contract(s) be renewed: Unknown, it is going out to Request for Proposal.

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

   1021
   Union Name
   Signature of person mailing/faxing form
   January 4, 2011
   Date

   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to 1021, on January 4, 2011
   Union Name
   Date
   Signature

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

PSC# 41091 - 10/11
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

FEB 14 2011

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Service will need to cover a complete range of psychological specialty areas at the Ph.D level. Panel members are trained to be culturally competent by the San Francisco Police Departments Behavioral Science Unit. This service needs to be available close to where the officer resides as well as anywhere in the United States. (i.e. officers children may be in school in another state might need therapy, as well as officers on vacation in another state might also need therapy.
   B. Which, if any, civil service class normally performs this work?
      2931, Marriage, Family and Child Counselor and 2935 Senior Marriage, Family and Child Counselor.
   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 geographically limited to the City and County of San Francisco. Additionally they can not provide the full spectrum of services required. Civil Service also can not be used for reasons of confidentiality and expertise in the field of Law Enforcement.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, this is a Memorandum of Understanding issue that may or may not be negotiated in the future. These are as needed services that must be available wherever the officer and his family lives. Often times an officers family members live outside of the Bay Area and in other parts of the United States.

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.
      Yes       No
   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 of Departmental Personal Services Contract Coordinator
[Signature]

Officer Shawn Wallace #1104
Print or Type Name

553-1096
Telephone Number

850 Bryant Street
San Francisco, CA 94103
Address

PSC FORM 1 (9/96)
SAN FRANCISCO POLICE DEPARTMENT
LEGAL DIVISION

TO: Daz Camparas, Pattie Tamura, Ed Warshawer,
        Sin Yee Pooh
FAX#: 415-553-1096

DATE: 1-4-11

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

SUBJECT: PSC for Outpatient Behavioral Health Benefits.

TOTAL NUMBER OF PAGES INCLUDING COVER LETTER: 3
Please see attached PSC.

Thanks
Shawn

CONFIDENTIALITY NOTE
This and any accompanying pages contain information from the San Francisco Police Department and it is confidential and privileged. The information contained in this fax transmission is intended for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the accompanying document (or the information contained herein) is prohibited. If you have received this facsimile transmission in error, please notify our office immediately so that we can arrange for retrieval at no cost to you.
Hello,

I've attached a PSC for Outpatient Behavioral Health Benefits. If you have any questions regarding the service, Sgt. Dunnigan will be able to help you out. I'll also fax over a copy to you.

Thanks
Shawn

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

I've attached the RFP for our upcoming Outpatient Behavioral Health Benefits contract. If you have any questions regarding the service, Sgt. Mary Dunnigan will be able to help you out.

Shawn

Officer Shawn Wallace # 1104
SFPD, Legal Division.
415-553-1096
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 02-27-07
DEPARTMENT NAME: Police
DEPARTMENT NUMBER: 38

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

TYPE OF REQUEST:
X INITIAL REQUEST  □ MODIFICATION (PSC#_______)

TYPE OF SERVICE: Outpatient Mental Health

FUNDING SOURCE: Police General Fund

$ 575,000.00
PSC AMOUNT: ___________________ PSC DURATION: 07-01-07 - 06-30-11

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel will include individuals recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.

   B. Explain why this service is necessary and the consequences of denial: This is pursuant to San Francisco Police Department General Order 11.09. It would also be a violation of the MOU between the San Francisco Police Officers Association and the City and County of San Francisco if not implemented. Additionally, the loss of these services would jeopardize the well being of officers, their families and therefore the public.

   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 through PSC # 4052-04/05.

   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):

   SEIU Local # 790

   Union Name ______________________ Signature of person mailing / faxing form __________________ Date ____________

   Union Name ______________________ Signature of person mailing / faxing form __________________ Date ____________

   RFP sent to ______________________ on __________________ Date __________________ Signature __________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4133 - 06/07
STAFF ANALYSIS/RECOMMENDATION: COPY
CIVIL SERVICE COMMISSION ACTION: 

PSC FORM 1 (9-96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise. Service will need to cover a complete range of psychological specialty areas at the Ph.D level. Panel members are trained by the San Francisco Police Department to be "culturally competent" Service needs to be available close to where the officer resides as well as anywhere in the United States. (i.e. officers children in school in another state, might need therapy, as well as officers being on vacation in another state might also need therapy.)
   
   B. Which, if any, civil service class normally performs this work? Classes 2931 and 2935 MFCC.
   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 geographically limited to the City and County of San Francisco and additionally, they can not provide the Full Spectrum of services required. Also for reasons of confidentiality and expertise in the field of Law Enforcement.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No, it is an MOU item that may not be negotiated for in the future. As needed services, and must be available, where the officer lives and his family lives. Often times an officers family members live outside the Bay Area and in other parts of the United States.

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 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

Officer Shawn Wallace
Print or Type Name

553-1096
Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif. 94103
NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 1000-07/08 THROUGH 1007-07/08; 2000-06/07 THROUGH 2003-06/07; 4130-06/07 THROUGH 4140-06/07; 4013-04/05; 4033-05/06; 4049-05/06; 4051-05/06; 4062-04/05; 4083-05/06 THROUGH 4085-05/06; 4088-04/05 AND 4176-98/99.

At its meeting of April 2, 2007, the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to:

1. Postpone PSC #2000-06/07 through 2003-06/07 to the meeting of May 7, 2007. Adopt Human Resources Director’s report on PSC #4134-06/07. Notify the offices of the Controller and the Purchaser.

2. Adopt the Human Resources Director’s report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

[Signature]
KATE FAYETTI
Executive Officer

Attachment

C: Shawn Allison, Department of Telecommunications & Information Services
   Parveen Bopari, Municipal Transportation Agency
   Rachel Buergle, Department of the Environment
   Jesus Bushong, San Francisco Fire Department
   Connie Chang, Public Utilities Commission
   Gordon Choy, Department of Public Works
   David Curto, Human Services Agency
   Nancy Gonchar, Arts Commission
   Jacqui Hale, Department of Public Health
   Ed Harrington, Controller
   Lavona Holmes-Williams, Port
   Nancy Horn, Child Support Services
   Jennifer Johnston, Department of Human Resources
   Naomi Kelly, Office of Contract Administration
   Galen Leung, Airport Commission
   Jean Mariani, Office of the Sheriff
   Jonathan Nelly, Department of Human Resources
   Shawn Wallace, San Francisco Police Department
   Ted Yamazaki, Acting Human Resources Director
   Commission File
   Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

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<th>DeptNo</th>
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<td>2002-06/07</td>
<td>45</td>
<td>Human Services Agency</td>
<td>Continuing</td>
<td>$2,035,500.00</td>
<td>Will provide legal and naturalization assistance for seniors and disabled adults.</td>
<td>30-Jun-11</td>
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<td>2003-06/07</td>
<td>45</td>
<td>Human Services Agency</td>
<td>Continuing</td>
<td>$766,171.00</td>
<td>Will provide adult day care services including Alzheimer's services for seniors.</td>
<td>30-Jun-11</td>
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<td>4130-06/07</td>
<td>22</td>
<td>Environment</td>
<td>Regular</td>
<td>$900,000.00</td>
<td>Will provide pre-tax employee benefit program, including participant enrollment through web-based database interface, distribution of transit fare media, customer service, account management, payroll interface and reconciliation and reporting.</td>
<td>30-Jun-11</td>
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<td>4131-06/07</td>
<td>22</td>
<td>Environment</td>
<td>Regular</td>
<td>$84,090.00</td>
<td>Will provide air quality/diesel pollution research and analysis in the City’s Southeast area, focusing on the Bayview Hunters Point neighborhood of S.F. The air quality technical consultant will also prepare and distribute a report called Plan of Action.</td>
<td>30-Sep-09</td>
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<td>4132-06/07</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$750,000.00</td>
<td>Will provide pre-employment polygraph services for entry level police officers, reserve officers, police cadets, and police aides.</td>
<td>30-Jun-10</td>
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<td>4133-06/07</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$575,000.00</td>
<td>Will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States.</td>
<td>30-Jun-11</td>
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<td>4134-06/07</td>
<td>39</td>
<td>Port of San Francisco</td>
<td>Regular</td>
<td>$250,000.00</td>
<td>Will provide structural investigation, testing, assessment and repair of Pier 35 substructure. Develop repair alternatives and cost estimates; detailed plans, specifications and cost estimate for a construction contract to repair deck and piles.</td>
<td>31-Mar-08</td>
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<td>4135-06/07</td>
<td>40</td>
<td>Public Utilities</td>
<td>Regular</td>
<td>$200,000.00</td>
<td>Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of water treatment plant engineering and upgrades. Panel will review SFPUC design work to ensure prudent engineering and up-to-date technology.</td>
<td>14-May-10</td>
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<tr>
<td>4136-06/07</td>
<td>40</td>
<td>Public Utilities</td>
<td>Regular</td>
<td>$300,000.00</td>
<td>Will provide technical expertise for advisory panel review of SFPUC engineering work in the field of seismic engineering with emphasis on both networked systems and structural mechanics analyses.</td>
<td>14-May-10</td>
</tr>
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</table>
MEMORANDUM

Date: August 03, 2007

To: Officer Shawn Wallace,
San Francisco Police Department

From: Emily Morrison, DHR Personal Services Contract Analyst

Subject: Approval of Amount Increase for the San Francisco Police Department
Personal Services Contract #4133-06/07

This is to confirm that your request to increase the contract amount from $575,000 to $620,000 for Personal Services Contract #4133-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4883.
July 11, 2007

Ms. Emily Morrison  
Dept. 33  
Department of Human Resources  
44 Gough Street  
San Francisco, CA 94103

Regarding PSC Summary # 4133-06/07, (Outpatient Mental Health).

Ms. Morrison,

On April 2, 2007 I received approval from the Civil Service Commission for PSC #4133-06/07, Outpatient Mental Health. At that time, the negotiations for the contract had not been concluded. It was thought that the value of the contract would be $575,000.00 for the time period of July 1, 2007 through June 30, 2011. Contract negotiations have now concluded and the value of the contract for that time period will be $620,000.00.

I would like to request that the PSC now reflect the value of $620,000.00. Increased by $45,000

Thank You  

Officer Shawn Wallace # 1104  
San Francisco Police Department  
Legal Division, Room # 575  
Hall of Justice  
850 Bryant Street  
San Francisco, CA 94103  
553-1096
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 01/21/2011 (30-day Union Notice)  
03/01/2011 (PSC to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission  
DEPARTMENT NUMBER: 40

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

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

TYPE OF SERVICE: Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software annual licensing fees and technical support services for Wastewater Enterprise (CS-171)

FUNDING SOURCE: Wastewater Revenue and Bond Funds

PSC AMOUNT: $1,500,000  
PSC DURATION: 07/01/2011 to 06/30/2016

1. **DESCRIPTION OF WORK**
   
   A. Concise description of proposed work:
   
   Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).
   
   B. Explain why this service is necessary and the consequences of denial:
   
   The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE can not keep system up-to date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.
   
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   
   This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4031-10/11.
   
   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
   Signature of person mailing/faxing form
   Date

   01/21/2011 (30-day Union Notice)  
   03/01/2011 (PSC to DHR)

* FOR DEPARTMENT OF HUMAN RESOURCES USE *

PSC# 109 02 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Requires specialized knowledge of Invensys DCS and SCADA systems (hardware and software).
   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, Contractor will provide required software licenses, test software, and de-bug the software control logics.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   Civil service classes are not applicable because the software licenses for DCS system is a standard offerings by Invensys like other enterprise software from the companies like IBM, Oracle, and Microsoft etc. The DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WWE to upgrade the program codes and patches.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. It would not be cost effective to adopt a new civil service class to develop new software that will require thousands of hours. Furthermore, since, DCS manufacturers only sale integrated package of software and hardware, it will not be possible for WWE to obtain necessary hardware to support the existing Invensys system.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
   Yes  No
   B. Will the contractor directly supervise City and County employees?
   One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive training up to 40 hrs/year each
   The training session will cover the software appliability as it relates to DCS maintenance and operation.
   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 of Departmental Personal Services Contract Coordinator

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

1155 Market Street, 9th Floor  San Francisco, CA 94103
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/13/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

TYPE OF REQUEST: ☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

TYPE OF SERVICE: Foxboro Distributed Control Systems (DCS)/ Supervisory Control and Data Acquisition (SCADA) Equipment Software Maintenance (CS-166)

FUNDING SOURCE: Wastewater Revenue/Bond Funds

Original Amount: $250,000 PSC Duration: 09/20/2010 to 06/30/2011

1. DESCRIPTION OF WORK

   A. Concise description of proposed work:

   Technical support activities related to Foxboro and Wonderware SCADA system; leading troubleshooting and corrective maintenance activities on the SCADA system and networks to assure reliability and integrity; performing highly complex system integration and establishing interfaces between DCS/SCADA systems. Support of disaster recovery and backup of network infrastructure, network security policies and network performance.

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

   DCS, Foxboro, and Wonderware SCADA system is the primary equipment that is used to monitor and control wastewater collection and treatment operations. It is very important to maintain a high level of compliance with the state issued permits and also to protect the health and safety of the Citizens of San Francisco in addition to the protection of receiving waters of Bay and Ocean.

   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 in the past via PSC# 4080-04/05.

   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
   08/19/2010

   Union Name
   Signature of person mailing/faxing form
   Date

   **************************************************************************

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC# ________________

   STAFF ANALYSIS/RECOMMENDATION:

   CIVIL SERVICE COMMISSION ACTION:

D.E. SCOTT

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Requires specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software)
   B. Which, if any, civil service class normally performs this work?

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   Civil service classes are not applicable because specialized up to date knowledge of DCS, Foxboro, and Wonderware SCADA system (hardware and software) is necessary.
   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 civil service class because the work does not require full time staff and classes 7336 and 1043 will be trained by the contractor.

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?
   7336 Electronic Instrumentation Technician, Wastewater Enterprise and/or 1043 IS Engineer-Senior will receive up to 40 hrs/year of update training in software maintenance and operations.
   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

<table>
<thead>
<tr>
<th>Shamica Jackson</th>
<th>415-554-0727</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print or Type Name</td>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

1155 Market Street, 10th Floor
San Francisco, CA 94103

Address
<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>
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<tbody>
<tr>
<td>4078-04/05</td>
<td>Public Utilities Commission</td>
<td>$3,235,100</td>
<td>Will provide environmental consulting services with experience in the permitting of LM6000 gas turbine power projects to prepare, submit, and obtain an approved Application for Certification from the California Energy Commission.</td>
<td>Regular</td>
<td>07/22/06</td>
</tr>
<tr>
<td>4079-04/05</td>
<td>Public Utilities Commission</td>
<td>$3,720,758</td>
<td>Will provide architect-engineer design and consulting services to prepare preliminary power plant designs to support permitting of LM6000 gas turbine power projects and obtain an approved Application for Certification from the California Energy Commission.</td>
<td>Regular</td>
<td>07/22/08</td>
</tr>
<tr>
<td>4080-04/05</td>
<td>Public Utilities Commission (Water)</td>
<td>$996,804</td>
<td>Will provide extended warranty to repair/replace hardware and periodic upgrade software for proprietary wastewater treatment plant's equipment; on-line support, remote diagnostics of system's performance, quarterly reports, and 24 hours response time.</td>
<td>Regular</td>
<td>06/30/09</td>
</tr>
</tbody>
</table>

**Recommendation of the Human Resources Director:**

Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

**REGULAR AGENDA**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting and are located in the Civil Service Commission office at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102.

(6) **Appeal by Edgar A. Lopez of the rejection of application for Bureau Manager (Job Code 5125) with the Department of Public Works.** (File No. 0008-05-4) – Action Item

**Recommendation:**

Deny the appeal by Edgar A. Lopez of the rejection of his application for Bureau Manager (Job Code 5125).

(7) **Review of request for approval of proposed personal services contracts.** (File No. 0175-05-8) – Action Item

<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>4081-04/05</td>
<td>Human Rights Commission</td>
<td>$2,406,764</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>Continuing</td>
<td>07/01/06</td>
</tr>
</tbody>
</table>
CS-171, PSC Summary Form
Jackson, Shamica
to:
ccarey, emiller, Birrer, Joe, Byrne, Ed, Chan, Norman, Divine, Peg, Elwin, Harvey, How,
Kathryn, Isen, Carol, Koleini, Amir, Lee, Tedman C, Rivera, Patrick, Wang, Jane, Baker,
Deborah, Bowman, Lora, Brenner, Joe, DHR-PSCCoordinator, Domingo, Kofo, Jackson,
Prentiss, Jackson, Shamica, Kyaun, Florence, Lee, Tedman C, Louie, Ging, McGee, Bonita,
Morrison, Emily M., Reed, Margot, Scott, David E, Tamura, Pattie, Tanner, Joe, Wong,
Larrry, Yun, Pauson
03/01/2011 02:59 PM
Cc:
"Desai, Jignesh"
Hide Details
From: "Jackson, Shamica" <SJJackson@sfwater.org> Sort List...

To: <ccarey@oe3.org>, <emiller@teamsters853.org>, "Birrer, Joe"

"Joe.Birrer@flysfo.com", "Byrne, Ed" <Ed.Byrne@sfporth.com>, "Chan, Norman"

"Norman.Chan@sfdpw.org", "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey"

"HElwin@sfwater.org", "How, Kathryn" <KHow@sfwater.org>, "Isen, Carol"

"Clisen@sfwater.org", "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C"

"tcelee@sfwater.org", "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane"

"Jane.Wang@sfmta.com", "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sfwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-
PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo"

"KDomingo@sfwater.org", "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson,
Shamica" <SJJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee,
Tedman C" <tcelee@sfwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita"

"BMcGee@sfwater.org", "Morrison, Emily M." <Emily.M.Morrison@sfgov.org>, "Reed,
Margot" <Margot.Reed@sei1021.org>, "Scott, David E" <DEScott@sfwater.org>,

"Tamura, Pattie " <pattie.tamura@sei1021.org>, "Tanner, Joe"

"pattie.tamura@sei1021.org", "Wong, Larrry" <lwong@ifpte21.org>, "Yun, Pauson"

"PYun@sfwater.org"

Cc: "Desai, Jignesh" <jdesai@sfwater.org>
1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-171, Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software**, initial request for $1,500,000 and duration to June 30, 2016.

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. The thirty-day notice expired on February 21, 2011.**

4. For **March 21, 2011** Commission Meeting at 2:00 PM, City Hall Room 400.

---

**Shamica L. Jackson**  
Commission Agenda Item & Task Order Manager  
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
30 DAY NOTICE PRIOR TO DHR: CS-171 draft PSC to Unions for review
Jackson, Shamica

to:
Brenner, Joe, Lee, Tedman C, Wong, Larry, Louie, Ging, Tanner, Joe
01/21/2011 11:59 AM
Cc:
"DHR-PSCCoordinator", "Scott, David E", "Jackson, Prentiss"

Hide Details
From: "Jackson, Shamica" <SJackson@sfwater.org> Sort List...

To: "Brenner, Joe" <jbrenner@ifpte21.org>, "Lee, Tedman C" <tlee@sfwater.org>, "Wong, Larry" <lwong@ifpte21.org>, "Louie, Ging" <glouie@ifpte21.org>, "Tanner, Joe" <pattie.tamura@seiu1021.org>

Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Scott, David E" <DEScott@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>

1 Attachment

CS-171 PSC DRAFT TO UNIONS 012111.DOC

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
30 DAY NOTICE PRIOR TO DHR: CS-171 draft PSC to Unions for review
Jackson, Shamica
to:
Brenner, Joe, Lee, Tedman C, Wong, Larry, Louie, Ging, Tanner, Joe
01/21/2011 11:59 AM
Cc:
"DHR-PSCCoordinator", "Scott, David E", "Jackson, Prentiss"
Hide Details
From: "Jackson, Shamica" <SJackson@sfwater.org> Sort List...

To: "Brenner, Joe" <jbrenner@lfpte21.org>, "Lee, Tedman C" <tlee@sfwater.org>, "Wong, Larry" <lwong@lfpte21.org>, "Louie, Ging" <glouic@lfpte21.org>, "Tanner, Joe" <pattie.tamura@seiulp21.org>
Cc: "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Scott, David E" <DEScott@sfwater.org>, "Jackson, Prentiss" <PJJackson@sfwater.org>

1 Attachment

CS-171 PSC DRAFT TO UNIONS 012111.DOC

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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

file://C:\Documents and Settings\mryan\Local Settings\Temp\notes87944B\web9069.htm 3/1/2011
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER: 90

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: $6,700,000

PSC DURATION: April 25, 2011 - January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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 specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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 21

Union Name

Corina Carlos

Signature of person mailing/faxing form

11/10/10

Date

RFP sent to Local 21, on 11/10/10

Union Name

Date

[ ] Certification for Jim Baker

Signature

****************************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4093-10/11

STAFF ANALYSIS/RECOMMENDATION:

FEB 15 2011

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   
   A. Specify required skills and/or expertise:
   
   Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

   B. Which, if any, civil service class normally performs this work?
   
   Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 – 5241);

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   
   Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   
   A. Explain why civil service classes are not applicable:
   
   Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   
   No. The specialized expertise for these building types is needed on an intermittent basis.

   **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.
   
   Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

   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? **To Be Determined**

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

---

Signature of Departmental Personal Services Contract Coordinator

Gordon Chey

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address

PSC FORM 1 (9/96)
This document: Confirmed
(reduced sample and details below)
Document size: 8.5"x11"

City and County of San Francisco

Gavin Newsom, Mayor
Edward D. Reiskin, Director

FAX

Date: February 15, 2011
Number of pages including cover sheet: 3

To:
Manager
Local 21

From:
Gordon Choy
Division Manager

Phone: (415) 854-6230
Fax Phone: (415) 854-6232

REMARKS:
Urgent ☑️ For your review Reply ASAP Please comment

Please see the attached PSC form.

In compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. A draft RFP was sent to you by Jim Boker on 11/10/10, and a final RFP will be sent to you at a later date when this office has received a copy from the Project Manager.

The Contract Manager is Samuel Chui, and he may be reached at (415) 858-4082 for any additional questions.
Kim,

Attached for your use is an MS Word version of the draft PSC form for the Construction Management Support Services for the ESER Bond.

The draft RFQ and draft PSC was transmitted by separate email to Local 21 to facilitate their review. On November 19th, we plan to issue the OFFMA81 to request advertisement of the RFQ. The date requested for advertisement will be Monday, November 29th.

The attached draft RFQ fully describes the scope of work. However, the sections that define the submittal requirements and forms included in the appendices are not yet 100% complete.

We would appreciate Contract Administration’s review and comments. Thanks.

Jim

Ging,

Attached are a draft RFQ for specialized Construction Management Support Services for the ESER Bond Program and the associated draft PSC form. These are transmitted to you in advance of advertisement of the RFQ in conformance with the Local 21/City MOU.

DPW seeks to obtain expert specialized support to City staff to address a temporary peak workload for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, inspection services, LEED/ sustainable building construction management, and existing building forensic investigations for the various projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and various projects of the Auxiliary Water Supply System.

Let me know if you need any additional information or would like to set up a meeting with the ESER project management team (Charles Higuera, Samuel Chui, & me) to review the RFQ and the PSC. Thanks.

Jim Buker
Senior Architect
Department of Public Works
30 Van Ness Ave 4th Floor
San Francisco, CA 94102
415.557.4758
February 15, 2011

Manager, Local 21
1182 Market Street #425
San Francisco, CA 94102

Re: Request For Qualifications (RFQ)

Dear Manager:

Enclosed is a copy of the Request for Qualifications for:

1. Specialized Construction Management Support Services for the Department of Public Works, Project Management Bureau [Earthquake Safety and Emergency Response (ESER) Bond Program]. The Personal Services Contract Summary form (PSC Form 1) was faxed to you on 11/10/10.

If there are any questions, please call me at (415) 554-6416.

Very truly yours,

Gordon Choy
Division Manager
DPW Contract Administration Division

Enclosure

cc: Tammy Wong, DPW - Personnel w/ attachment
    Samuel Chui, DPW-Proj. Mgt. w/ attachment
CITY & COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC WORKS

REQUEST FOR QUALIFICATIONS

for

CONSTRUCTION MANAGEMENT SUPPORT SERVICES

for the

EARTHQUAKE SAFETY & EMERGENCY RESPONSE BOND PROGRAM

Issued: February 14, 2011
Proposals Due: March 14, 2011, 4pm
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 10, 2011

DEPARTMENT NAME: Treasurer-Tax Collector

DEPARTMENT NUMBER 08

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _____)

☐ EXPEDITED

☐ CONTINUING

☐ ANNUAL

TYPE OF REQUEST: ☑ INITIAL REQUEST

☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: Procurement Advisory Services – Banking Selection

FUNDING SOURCE: General Fund

PSC AMOUNT: $100,000

PSC DURATION: January 1, 2011 to December 31, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.

   B. Explain why this service is necessary and the consequences of denial:
      If the contract process is not completed, the City and County of San Francisco will not have the opportunity to negotiate better rates and services.

   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):
      N/A

   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 21
   Union Name ____________________________
   Signature of person mailing/faxing form ____________________________
   Date __________

   Union Name ____________________________
   Signature of person mailing/faxing form ____________________________
   Date __________

   RFP sent to ____________________________ on ____________________________

   Union Name ____________________________
   Date __________

   Signature

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

PSC# 11-09-14

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:
   A proven track record of developing successful requests for proposals for banking services. Excellent negotiating skills, particularly with financial institutions. Extensive knowledge of the banking industry, and the array of services available.
   
   B. Which, if any, civil service class normally performs this work?
   Negotiating a contract with a bank for banking services occurs very infrequently. As such, it is standard practice for municipalities to contract out for these services.
   
   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 engagement will be limited to developing a request for proposals for banking services and negotiating a contract for services. This expertise is currently beyond the scope of current civil service classes, as negotiating a contract with a bank for banking services occurs very infrequently.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This process is undertaken very infrequently.

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]

Print or Type Name

[Name]

[Telephone Number]

[Address]

[City, State, Zip]
Good afternoon-

Below, please find the communication to Local 21 regarding an RFP for Banking Consulting Services, sent this afternoon.

If you have any questions, please contact me.

Thank you!

Greg M Kato
Policy and Legislative Manager
Office of the Treasurer & Tax Collector
City & County of San Francisco
City Hall - Room 140
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102
415/554-6888 (phone)
415/554-5507 (fax)
Greg.Kato@sfgov.org

Hi Sharon,

Attached is a PSC request for a banking RFP.

Banking_RFP_PSC.pdf

- Tajel

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

DATE: 02/22/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ___________ )

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4024-09/10)

TYPE OF SERVICE: Alum and Ferric Chlorite Sludge Handling and Disposal

FUNDING SOURCE: Operating funds

<table>
<thead>
<tr>
<th>Original Amount:</th>
<th>$625,000</th>
<th>Original PSC</th>
<th>08/01/2009 to 07/31/2012</th>
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<tr>
<td>(CSC Approval)</td>
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<td>Duration:</td>
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<td>Mod. 2 PSC</td>
<td>03/21/2011 to 04/30/2016</td>
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<td>$1,200,000</td>
<td>Total PSC Duration:</td>
<td>08/01/2009 to 04/30/2016</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The modification is necessary due to delays experienced by exploring other more efficient contracting methods. Contract work consists of removing, hauling and legally disposing and recycling Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.
   B. Explain why this service is necessary and the consequences of denial:
      See Supplemental Attachment A.
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      This service has been provided in the past by a commodity contract through the Office of Contract Administration, the most recent being #88391 - Alum and Ferric Chlorite Sludge Removal and Disposal Services.
   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):

   L853/L3
   Shamica Jackson
   Signature of person mailing/faxing form
   02/22/2011
   Date

******************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4024-09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D.SCOTT

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Handling biomass waste, safe operation of earth moving and loading equipment, operation of long-haul trucks, transporting material over state lines.
   B. Which, if any, civil service class normally performs this work?
      • 7355: Truck Driver
      • 7328: Operating Engineer Universal
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The contractor will provide their own earth moving equipment and the trucks to transport the material.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Civil service classes are not applicable because they do not include all the requisite skills necessary to accomplish the work in a safe, timely and economical manner. Limitations include the geographical location of the services, their intermittent nature, knowledge and skill with trucking and earth moving/bulldozer operations, out of State transportation licensing requirements, and expertise handling biomass materials.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, because this service is non-routine, intermittent in nature and it’s needed only at the water treatment facilities at remote locations.

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]

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
Supplemental Attachment A:

B. Explain why this service is necessary and the consequences of denial:
The change in duration and amount for this modification is needed to allow the San Francisco Public Utilities Commission to bid and award a three (3) year contract with two- one year options to extend for a maximum term of five (5) years. The SVWTP produces approximately 3,000-6,000 tons of sludge per year as a byproduct of treatment process in order to produce 12 - 15 billion gallons of potable drinking water. The sludge is then dried through solar evaporation in eight lagoons. Typically, three lagoons worth of product are hauled away each year. If the lagoons fill, there would be no place to store and dry the sludge and the SFPUC could not reliably produce water at this facility. As the basins fill the likelihood of an overflow to the adjoining creek increases during the rainy season. A spill to Alameda Creek would violate Regional Water Quality Control Board regulations.
Alum and Ferric Sludge Removal, PSC Summary Form

Jackson, Shamica

to:

02/22/2011 04:01 PM

Cc: "Gambon, Paul", "Sladnick, Carolyn"

Hide Details

From: "Jackson, Shamica" <SJackson@sffwater.org> Sort List...

To: <ccarey@oe3.org>, <emiller@teamsters853.org>, "Birrer, Joe" <Joe.Birrer@flysfo.com>, "Byrne, Ed" <Ed.Byrne@sffort.com>, "Chan, Norman" <Norman.Chan@sfdpw.org>, "Divine, Peg" <Peg.Divine@sfdpw.org>, "Elwin, Harvey" <HElwin@sffwater.org>, "How, Kathryn" <KHow@sffwater.org>, "Isen, Carol" <Clisen@sffwater.org>, "Koleini, Amir" <Amir.Koleini@flysfo.com>, "Lee, Tedman C" <tcleee@sffwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfmta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "Bowman, Lora" <lbowman@sffwater.org>, "Brenner, Joe" <jbrenner@ifpte21.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sffwater.org>, "Jackson, Prentiss" <PJackson@sffwater.org>, "Jackson, Shamica" <sjackson@sffwater.org>, "Kyaun, Florence" <Fkyaun@sffwater.org>, "Lee, Tedman C" <tcleee@sffwater.org>, "Louie, Ging" <glouie@ifpte21.org>, "McGee, Bonita" <bmcgee@sffwater.org>, "Morrison, Emily" <Emily.M.Morrison@sfgov.org>, "Reed, Margot" <Margot.Reed@seiui1021.org>, "Scott, David E" <DScott@sffwater.org>, "Tamura, Pattie" <pattie.tamura@seiui1021.org>, "Tanner, Joe" <pattie.tamura@seiui1021.org>, "Wong, Larrry" <lwong@ifpte21.org>, "Yun, Pauson" <PYun@sffwater.org>

Cc: "Gambon, Paul" <pgambon@sffwater.org>, "Sladnick, Carolyn" <CSladnick@sffwater.org>


1 Attachment
1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for Alum and Ferric Chlorite Sludge Handling and Disposal, modification request for $275,000 and duration to April 30, 2016.

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, this is a modification to an existing approved Personal Services Contract.

4. For March 21, 2011 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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
communication@sfwater.org
**MEMORANDUM**

DATE: January 3, 2011  
TO: Maria Ryan, DHR-PSC Coordinator  
Department of Human Resources (Dept. 33)  
FROM: Shamica Jackson, PSC Coordinator  
San Francisco Public Utilities Commission (Dept. # 40)  
RE: Request for Administrative Approval of PSC Modification (less than 50%)  

<table>
<thead>
<tr>
<th>PSC No:</th>
<th>4024-09/10</th>
<th>Approval Date:</th>
<th>August 3, 2009</th>
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<td>Description of Service(s):</td>
<td>Transport and disposal of water filtration by-product (sludge) from the Sunol Valley Water Treatment Plant.</td>
<td></td>
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<td>Original Approved Amount:</td>
<td>$625,000</td>
<td>Original Approved Duration:</td>
<td>8/1/2009 - 7/31/2012</td>
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<td>Modification One Amount:</td>
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<td>Modification One Duration:</td>
<td>8/1/2012-10/31/2013</td>
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<td>$925,000</td>
<td>Total Duration as Modified:</td>
<td>8/1/2009-10/31/2013</td>
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</tbody>
</table>

Reason for the modification:  
To align the PSC and contract amount and duration.  

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

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FOR DEPARTMENT OF HUMAN RESOURCES USE

**DHR ACTION:** [✓] Approved  
Approval Date: 2/4/11  
By: [Signature]  
Micki Callahan, Human Resources Director
Jackson, Shamica

From: Jackson, Shamica
Sent: Thursday, July 09, 2009 3:10 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Brigitte; Scott, David E; Yun, Pauson; 'ccarey@oe3.org'; 'emiller@teamsters853.org'
Subject: Alum and Ferric Sludge Removal, PSC Summary Form
Importance: High
Attachments: Alum Ferric Sludge PSC desedits to DHR 070909.doc

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for Alum and Ferric Sludge Removal, initial request for $625,000.

2. For DHR: We will forward to you for posting upon notification of L21 and other applicable unions.

3. For August 3, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
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
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/01/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR

(OMIT POSTING ________ )

□ EXPEDITED

□ CONTINUING

□ ANNUAL

TYPE OF REQUEST:

☑ INITIAL REQUEST

□ MODIFICATION (PSC# _________ )

TYPE OF SERVICE: Alum and Ferric Chlorite Sludge Handling and Disposal

FUNDING SOURCE: Operating funds

PSC AMOUNT: $625,000

PSC DURATION: 8/1/2009 – 7/31/2012

1. DESCRIPTION OF WORK

   A. Concise description of proposed work:

      Remove, haul and legally dispose/recycle Alum and Ferric Chlorite water treatment residuals (sludge) from the lagoons at the Sunol Valley Water Treatment Plant (SVWTP). The material must be transported off-site to an approved disposal site, currently located in Nevada. The sludge is typically over 50% solids but there may be conditions that require removal of material with less than 50% solids. During the removal activity the contractor shall, as deemed necessary by staff, relocate remaining sludge to neighboring lagoons or turn the material to aid in the drying process.

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

      The SVWTP produces approximately 3,000-6,000 tons of sludge per year as a byproduct of treatment process in order to produce 12 - 15 billion gallons of potable drinking water. The sludge is then dried through solar evaporation in eight lagoons. Typically, three lagoons worth of product are hauled away each year. If the lagoons fill, there would be no place to store and dry the sludge and the SFPUC could not reliably produce water at this facility. As the basins fill the likelihood of an overflow to the adjoining creek increases during the rainy season. A spill to Alameda Creek would violate Regional Water Quality Control Board regulations.

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

      This service has been provided in the past by a commodity contract through the Office of Contract Administration, the most recent being #68391 - Alum and Ferric Chlorite Sludge Removal and Disposal Services.

      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 21
   Local 853
   Local 3

   Union Name

   Signature of person mailing/faxing form

   Date

07/09/2009

******************************************************************************

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:
      Handling biomass waste, safe operation of earth moving and loading equipment, operation of long-haul trucks, transporting material over state lines.
   B. Which, if any, civil service class normally performs this work?
      **7355-Truck Driver, 7328 Operating Engineer Universal**
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The contractor will provide their own earth moving equipment and the trucks to transport the material.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      Civil service classes are not applicable because they do not include all the requisite skills necessary to accomplish the work in a safe, timely and economical manner. Limitations include the geographical location of the services, their intermittent nature, knowledge and skill with trucking and earth moving/bulldozer operations, out of State transportation licensing requirements, and expertise handling biomass materials.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, because this service is non-routine, intermittent in nature and it's needed only at the water treatment facilities at remote locations.

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 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  
Print or Type Name  
415-554-0727  
Telephone Number

1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2011

DEPARTMENT NAME: GSA – Office of Labor Standards Enforcement
DEPARTMENT NUMBER: 70

TYPE OF APPROVAL: □ EXPEDITED  X  REGULAR  (OMIT POSTING _____)

TYPE OF REQUEST: □ INITIAL REQUEST  X MODIFICATION (PSC# 4021-07/08)

TYPE OF SERVICE: Employee outreach and education on San Francisco labor laws

FUNDING SOURCE: General Fund

| Original Amount:          | $380,000 |
| Modification 1 Amount:  | $10,000  |
| Modification 2 Amount:  | $156,000 |
| Modification 3 Amount:  | $35,583  |
| Mod #4 Amount:          | $191,587 |
| Total Amount:           | $773,175.00 |

PSC Duration: November 15, 2007 – November 14, 2009

PSC Duration: November 15, 2009 – January 31, 2010


PSC Duration: February 1, 2011 – April 21, 2012

Total PSC Duration: November 15, 2007 – April 21, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

This contract is to provide culturally appropriate and multi-lingual community outreach to San Franciscans to inform them of their legal rights as workers. This outreach is performed by community-based nonprofit in order to make it more accessible and effective (See 1B, below.) Primary activities are: community outreach program, employee workshops and trainings, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.

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

Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco’s labor laws and/or are afraid to complain to a government agency. Research indicates that minimum wage enforcement that relies exclusively on public agencies is less effective than models that incorporate community-based outreach. The Board of Supervisors, in the Minimum Wage Implementation and Enforcement Ordinance, directed OLSE to “establish a community-based outreach program to conduct education and outreach to employees.” (Admin Code Chap 12R.25). Denial of the modification would result in fewer San Francisco workers, particularly in minority and immigrant communities, being aware of labor laws and regulations. As a result, San Francisco workers would suffer more violations of these basic labor standards.

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). Currently it is provided under contract. Prior to this contract, the City had never undertaken this kind of proactive effort to educate San Francisco workers on the City’s labor laws. (Contract Number 4021-07/08)

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

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

Local 1021
Union Name

Local 21, MEA
Union Name

Signature of person mailing/faxing form

Local Name
Date

Signature

*****************************************************************************

FOR DEPARTMENT OF HUMAN RESOURCES USE

JAN 8 2011

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive knowledge of San Francisco labor laws, including the Minimum Wage Ordinance and the Paid Sick Leave Ordinance; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

   B. Which, if any, civil service class normally performs this work?
      This specific work is not performed. Some classes in the 2900 series (social work related) may perform outreach/counseling and work with target populations. Classes of current staff of OLSE (0932, 2978, 2992, 1823) have extensive knowledge of San Francisco labor laws. OLSE staff coordinates with and advises contractor as needed.

   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:
      Work requires skills and experience beyond those required for existing City classes. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency. Community based organizations can reach those individuals. Civil service classes may not have cultural and language competencies that are essential to perform this work.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government agency; the use of community-based organizations is necessary for this type of work.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes [X] No

   B. Will the contractor train City and County employees?
      Yes [X] 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 number to be trained.

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

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

   E. Has a board or commission determined that contracting is the most effective way to provide this service? Board of Supervisors Admin Code Sec 12R.25
      Yes [X] No

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

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

[Signature]
Joan Lubamerksy
Print or Type Name
415-554-4859
Telephone Number

One Dr. Carlton B. Goodlett Place,
Room 362
San Francisco, CA 94102
Address
Attached is a Form 1 for OLSE, to modify the contract by adding one year and two months and $191,587.

PSC Form 1 - La Raza add $191K to 4.21.12.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
email address: Joan.Lubamersky@sfgov.org
Hello Joe - My list of contacts is out of date. I apologize. I should have sent this PSC Form 1 to you. Please see below, attachment.

Joan

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
Email address: Joan.Lubamersky@sfgov.org

----- Forwarded by Joan Lubamersky/ADMSVC/SFGOV on 01/24/2011 04:55 PM -----

From: Joan Lubamersky/ADMSVC/SFGOV
To: pattie.tamura@seiu1021.org, Margot.Reed@seiu1021.org, cromero@lfpte21.org, staff@sfnca.com
Date: 01/23/2011 07:52 PM
Subject: PSC Form 1 OLSE

Attached is a Form 1 for OLSE, to modify the contract by adding one year and two months and $191,587.

PSC Form 1 La Raza add $151K to 4.21.12.pdf

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General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
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Email address: Joan.Lubamersky@sfgov.org
June 21, 2010 Regular Meeting

MINUTES
Regular Meeting
June 21, 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 E. Dennis Normandy Present
Vice President Donald A. Casper Present
Commissioner Morgan R. Grogan Not Present (Notified absence)
Commissioner Mary Y. Jung Present

President E. Dennis Normandy presided.

APPROVAL OF MINUTES
Regular Meeting of June 7, 2010
Action: Approve as amended. (Vote of 3 to 0)

ANNOUNCEMENTS
The Executive Officer announced that due to the 4th of July Holiday, there will only be one meeting in July which will be held on July 19, 2010.

0209-10-8 Review of request for approval of proposed personal services contract. (Item No. 4)

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<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
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<tbody>
<tr>
<td>4140-09/10</td>
<td>Public Utilities Commission</td>
<td>$95,000</td>
<td>Provide home energy audits and marketing services for energy efficiency and water conservation, utilizing staff members hired through a workforce development program. The goal is to perform a minimum of 250 audits on San Francisco properties in order to assist property owners and residents in conserving water and electricity.</td>
<td>Regular</td>
<td>06/30/11</td>
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May 17, 2010: Postpone PSC #4140-09/10 to the meeting of June 21, 2010 at the request of the Public Utilities Commission.

Speakers: Pauleen Yun, Public Utilities Commission

Action: Adopt the report; Approve request for approval of proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0225-10-8 Review of request for approval of proposed personal services contracts. (Item No. 5)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
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<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
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<tbody>
<tr>
<td>4148-09/10</td>
<td>Public Health</td>
<td>$2,000,000</td>
<td>The contractor (State of California) will coordinate and provide genetic testing services on blood samples taken from newborn babies from San Francisco General Hospital, in accordance with State law.</td>
<td>Regular</td>
<td>06/30/20</td>
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</tbody>
</table>

<p>| 4149-09/10 | Public Health | $1,550,000 | Assistance to and training of Department Information Technology staff in the installation and building of an ambulatory Electronic Medical Record (EMR) system for San Francisco General Hospital and DPH community-based primary care and specialty clinics, Technical support to the Department's IT staff upon live activation of the new system. Please note that the amount shown above is a current best estimate of the value of only the professional services required, not | Regular          | 06/30/15   |</p>
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<tr>
<th>Date</th>
<th>Category</th>
<th>Funding Amount</th>
<th>Description</th>
<th>Status</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>4150-09-10</td>
<td>Public Health</td>
<td>$136,000,000</td>
<td>Culturally-appropriate mental health and substance abuse services for children, youth, and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment, therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.</td>
<td>Regular</td>
<td>06/30/15</td>
</tr>
<tr>
<td>4151-09-10</td>
<td>Public Health</td>
<td>$150,754,766</td>
<td>Contract will provide: mental health outpatient; substance abuse outpatient services; and intensive case management/full-service partnership level-of-care to transitional age youth, adults and older adults. The contract will provide a flexible, integrated, and seamless treatment and care services based on the level and type of needs of clients, and responding to client's change over time.</td>
<td>Regular</td>
<td>06/30/15</td>
</tr>
<tr>
<td>4152-09-10</td>
<td>Public Health</td>
<td>$18,595,931</td>
<td>Contractors will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market/Sanborn/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.)</td>
<td>Regular</td>
<td>06/30/15</td>
</tr>
<tr>
<td>4153-09-10</td>
<td>Public Health</td>
<td>$112,683,205</td>
<td>Contractor will provide services to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Health (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Health alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.</td>
<td>Regular</td>
<td>06/30/15</td>
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<tr>
<td>4154-09-10</td>
<td>Public Health</td>
<td>$111,292,513</td>
<td>Contractor will provide substance abuse residential programs. The program will include a 24/7 comprehensive assessment, case management, counseling, skill building and support services to individuals with substance abuse disorders. The program includes: Ponseny House Perinatal Treatment, Residential Family, Women's Harm Reduction Oversight/Partial Day, Women's HIV, MH, Harm Reduction Transitional Residential, Ryan White PTA, HIV Residential, Adult Residential &amp; Overnight/Partial Day, Women's Social Detoxification, Bed Social Detox, Homeless Specialty, HIV Women's Residential Social Detoxification, Residential Medical Detoxification, MHSRA Dual Diagnosis Residential Treatment, Redwood Center Residential Treatment for High-Utilizers of Multiple Systems, HIV Residential Medical Detoxification and Proposition 36 Residential Treatment.</td>
<td>Regular</td>
<td>06/30/15</td>
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<tr>
<td>4155-09-10</td>
<td>Public Health</td>
<td>$42,988,294</td>
<td>Contractor and partner agencies will work together to provide supportive housing services to homeless adults and transitional age youth with serious mental illness in San Francisco. The housing support services will include comprehensive on-site mental health prevention, primary care, and rehabilitative treatment services to reduce chronic homelessness in San Francisco.</td>
<td>Regular</td>
<td>06/30/15</td>
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<tr>
<td>4156-09-10</td>
<td>Public Health</td>
<td>$57,351,750</td>
<td>Contractors will provide community-based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youth who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employ-ment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive care management-hospital discharge service.</td>
<td>Regular</td>
<td>06/30/15</td>
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<tr>
<td>4157-09-10</td>
<td>Public Health</td>
<td>$17,360,000</td>
<td>Contractors will provide San Francisco General Hospital (SFGH), Laguna Honda Hospital (LHH), DPH's Primary Care clinics and Health At Home program a continuous, reliable source of</td>
<td>Regular</td>
<td>06/30/15</td>
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<tr>
<td>4158-09/10</td>
<td>Public Health</td>
<td>$84,000</td>
<td>Contractor will provide phlebotomy services during the phlebotomy service schedule at Behavioral Health Clinics and laboratory specimen courier services when necessary.</td>
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<tr>
<td>4159-09/10</td>
<td>Public Health</td>
<td>$150,000</td>
<td>Contractor will provide comprehensive vision care services including preventive eye exams, eye care services and diagnostic referrals for patients at the DPH’s Southeast Health Center once a week during the operation from 8 am to 5 pm.</td>
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<td>4160-09/10</td>
<td>Public Health</td>
<td>$29,543,220</td>
<td>The PEI project will provide prevention and early intervention programs designed to prevent the initial onset or worsening of mental illness among children, youth, their families, transitional age youth, adults and older adults who exhibit varying levels of risk of developing mental illness. The project will assist those at risk and train providers to better identify clients early and refer them to services. Programs include School Based Youth Centered Wellness; Screening, Planning and Supportive Services for Incarcerated Youth; Holistic Wellness Prevention in a Community Setting; Early Childhood Mental Health Consultation; Mental Health Consultation for Providers working with Youth at Risk or Involved with the Juvenile Justice System; Older Adult Behavioral Health Screening and Response; Early Intervention and Recovery for Young People with Early Psychosis; Transition Aged Youth Multi Service Center and Peer Outreach and Training.</td>
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<tr>
<td>4161-09/10</td>
<td>Public Health</td>
<td>$10,804,713</td>
<td>Contractors will provide an array of prevention services, programs and projects for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco’s populations, especially in low income neighborhoods. This primary methodologies will be community action and organization, outreach, health education, wellness activities and education, community support/capacity building, and training/technical assistance for contractors, and other services as needed.</td>
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<td>4162-09/10</td>
<td>Public Health</td>
<td>$7,274,562</td>
<td>The WDGT project will develop and maintain a culturally competent mental health workforce through training and technical assistance, mental health career pathway programs and internship programs. The project is community based to diversify the mental health workforce by encouraging consumers and their families to pursue public health careers because they are uniquely qualified. The WDGT project will recruit consumers to public health careers at various levels from entry level certification to licensed and managerial positions. Programs include the Summer Bridge Program, Peer Specialist Mental Health Certificate Program, the Mental Health Certificate Program and Supportive Services for Consumers Enrolled in Public Universities or Private Colleges.</td>
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June 7, 2010: Postpone PSC # 4148-09/10 through 4162-09/10 to the meeting of June 21, 2010.

Speakers:
Jacquie Hale and Sai-Ling Chan-Sew, Department of Public Health and Joe Brenner, IPPTE Local 21 spoke on PSC # 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10 and 4161-09/10.
Joe Brenner, IPPTE Local 21 spoke on PSC # 4155-09/10.
Leisle Doolin, Department of Public Health spoke on PSC # 4157-09/10.
Jacquie Hale and Gloria Wilder, Department of Public Health and Gregory Cross, SEIU Local 1021 spoke on PSC # 4158-09/10.

Action:
1. Adopt the report; Approve request for approval of PSC # 4150-09/10 through 4153-09/10; 4156-09/10; 4160-09/10; and 4161-09/10 on the condition that the Department of Public Health make every reasonable effort to create requisitions for those 2819 Assistant Health Educators laid off in 2009 and other Local 21 represented positions that are subject to reduction or layoff; and that the Department of Public Health report every six (6) months to the Civil Service Commission on its progress in meeting this condition. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

2. Adopt the report; Approve request for approval of PSC # 4155-09/10 on the condition that 1) the Department of Public Health will meet with IPPTE Local 21 to discuss and evaluate whether and to what extent work to be performed in this PSC is work which could be performed by Real Property Managers; 2) if at the conclusion of these discussions, it turns out that work in this PSC is not work which could be performed by Real Property Managers, then the matter is closed; 3) if at the conclusion of these discussions, it turns out that work in this PSC is work which could be performed by Real Property Managers, then the Department of Public...
Review of request for approval of proposed personal services contracts.
(Item No. 6)

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<tbody>
<tr>
<td>4163-09/10</td>
<td>Human Rights Commission</td>
<td>$850,000</td>
<td>The City’s Bonding and Financial Assistance Program (S.F. Admin. Code, Chapter 14B) provides guarantees to private bonding companies and financial institutions to induce those entities to provide bonding and financing to eligible HRCC-certified contractors bidding on City public works and construction contracts. HRCC seeks a contractor to administer this program and provide training and technical assistance to eligible contractors, including bond application assistance and assistance in developing financial statements and pre-bond surety profiles. Additional services include coordinating guarantee requests to the City, and maintaining records on the use and effectiveness of the program.</td>
</tr>
<tr>
<td>4164-09/10</td>
<td>Police</td>
<td>$1,500,000</td>
<td>The Controlled Substances Testing that the SFPD is requesting for contract consists of testing substances seized from suspects during arrests. Evidence must be tested and confirmed as narcotics, as well as weighed in order to determine the types of charges and penalties associated with the possession of the controlled substance. Substances are tested through chemical and scientific processes.</td>
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<tr>
<td>4165-09/10</td>
<td>Police</td>
<td>$2,000,000</td>
<td>The DNA Testing that the SFPD is requesting for contract consists of extracting and testing samples of DNA-containing substances. The substance must be identified, confirmed as a DNA-containing substance, extracted, and DNA strains and markers identified. Substances are tested through chemical and scientific processes. The cases that would be sent out for contract are those that current staffing has been unable to address. This will be an interim solution until new staff are recruited and trained.</td>
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<tr>
<td>4166-09/10</td>
<td>Municipal Transit Agency</td>
<td>$200,000</td>
<td>The contractor will provide support services for the Automatic Passenger Counting (APC) System including system updates, monitoring, and applications development specific to transit. The APC system is a proprietary technology specialized for decision-making in the management of the City’s public transit system. This will require equipment and software maintenance support services in order to realize the performance of the APC System for its design life.</td>
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<tr>
<td>4167-09/10</td>
<td>Public Health</td>
<td>$1,750,000</td>
<td>Provide software programming and implementation support to DPH IT staff for application systems included in the Siemens Medical Services Integration products. The Invision system is the foundation of Patient Registration, Scheduling, Billing and Clinical records for DPH patient care services in Acute Care, Primary Care and Long Term Care. These systems require enhancement and functional expansion periodically due to evolving program needs. It is also anticipated that additional service needs will arise to complete systems requirements for State and Federal patient care reimbursement regulations and direct patient care clinical services. The requested support services will also provide in-depth technical and system training for DPH information technology, clinical and administrative staff for on-going support and utilization of these systems. In addition, the Contractor will also provide Web-based remote data processing capabilities for healthcare data exchange required to link all provider sites and provide integrated clinical, demographic, and financial information across the Community Health Network system of the Department of Public Health. This applies only to the professional services portion of</td>
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<td>4168-09-10</td>
<td>Public Health</td>
<td>$20,000,000</td>
<td>In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy by San Francisco. This ordinance requires DPH to &quot;coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants.&quot; (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health main-tenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: 1) assists in eligibility and enrollment functions; 2) manages participant fee billing and collection; 3) receives utilization data and develops utilization reports; 4) communicates program information to participants; 5) handles external communications and outreach activities; 6) conducts provider network development and communication; 7) ensures reimbursement to non-DPH health care providers in network; 8) manages participation of employers and employees; 9) coordinates chronic care management/health promotion services; 10) oversees customer service, and 11) provides other administrative functions.</td>
</tr>
<tr>
<td>4169-09-10</td>
<td>Public Health</td>
<td>$2,087,410</td>
<td>Contractors will conduct a variety of MHSA Training Institutes in Workforce Development, Education and Training (WDEIT) and Prevention and Early Intervention (PEI) that support and build the capacity of behavioral health clinic staff and programs, consumers in and out of the workplace and their family members. These training activities focus on prevention, intervention, cultural competency, workplace culture, on the collaborative care model and evidence-based practices and assessments. WDEIT Training Projects include Family Support via Family Friendly Practices in the Workplace; Crisis Intervention for Consumers in the Workplace; Integration of and Professional Development of Consumers, Community Violence and Community Based Cultural Sensitivity Trainings. PEI Projects include Older Adult Behavioral Health Screening and Response Project and the Early Intervention and Recovery for Young People with Early Psychosis Project.</td>
</tr>
<tr>
<td>4170-09-10</td>
<td>Public Health</td>
<td>$4,687,228</td>
<td>The work will be performed by at least three contractors, and will include: 1) administrative services for the San Francisco Mental Health Board (under the California Welfare and Institutions Code (each county is required to have a Mental Health Board to provide input from the stakeholders in the community mental health system); 2) advocacy for mental health services clients/consumers, including receipt and investigation of complaints of patients' rights violations, monitoring of mental health facilities for compliance with patients' rights laws regulations and policies, and outreach, education and training for mental health staff and other stakeholders regarding patients' rights; and 3) 24-hour mental health crisis and suicide intervention, telephone triage, counseling, referrals and other services as needed.</td>
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<tr>
<td>4171-09-10</td>
<td>Public Utilities Commission</td>
<td>$100,000</td>
<td>The consultant will gather existing conditions information regarding city-wide cobra head street lights via person to person interviews, they will field survey with a Geographic Positioning System (GPS) unit the locations of all city-wide cobra head street lights, and then they will convert and edit the GPS data into Geographic Information Systems (GIS) format. We estimate that there are 1000+ street lights that need to be located.</td>
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| 4021-07-08 | General Services Agency | Increase Amount $35,588 New Amount $81,588  | 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. Through this modification, OLSE seeks enhanced implementation of the employee outreach and education program on the City's labor laws. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority
WILL develop a list of the Bay Area USAs region’s most important and critical infrastructure assets, identify potential vulnerabilities, perform a customized Risk Analysis on the identified data, and draft a risk assessment report. The modification amends the approved contract to provide for an additional hub-based capabilities assessment and risk analysis for four (4) Bay Area planning hubs.


Joan Lubanserky and Donna Leavitt, General Services Agency spoke on PSC #4021-07/08.

Action: (1) The Commission took no action, without prejudice on PSC #4164-09/10 and is postponed to a meeting following the Board of Supervisors’ Proposition J determination, if needed. (Vote of 3 to 0)

(2) Adopt the report: Approve request for proposed personal services contract #4165-09/10 on the condition that 1) the processing through normal hiring procedures of additional criminalists to perform DNA testing work in the Police Department’s crime lab move forward; 2) the Police Department and IFPTE Local 21 discuss the long range plans for DNA testing in the Police Department’s crime lab; and, 3) both parties report back to the Commission every six (6) months during the term of the DNA testing contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(3) Adopt the report: Approve request for approval of all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

Note: Commissioner Donald A. Casper noted that his reason for voting for approval of PSC #4021-07/08 is because the purpose for which the work will be contracted out justifies its exemption from the civil service provisions of the Charter. However, in his opinion, the Board of Supervisors does not have the authority to exempt by ordinances any work from the civil service provisions of the Charter.

0211-10-5

Rule Amendments to Civil Service Commission Rules applicable to the Uniformed Ranks of the San Francisco Police Department; specifically, Rule 213 – Certification of Eligibles – Police Department. (Item No. 7)

December 7, 2009: Post for Meet and Confer.

March 15, 2010: No disclosure of any or all discussions held in closed session.

April 19, 2010: No disclosure of any or all discussions held in closed session.

June 7, 2010: Postpone to the meeting of June 21, 2010 at the request of the Department of Human Resources.

Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
John Kraus, Department of Human Resources

Action: Continue to the meeting of July 19, 2010, preceded by a closed session Special Meeting. (Vote of 3 to 0)

0214-10-3

Consideration of Reduction of Salary of Member, Board of Supervisors pursuant to Charter Section 2.100 and Salaries of Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer, and Sheriff) pursuant to Charter Section A8.400-1 for Fiscal Year 2010-11. (Item No. 8)


Speakers: Anita Sanchez, Executive Officer, Civil Service Commission
Micki Callahan, Human Resources Director
Mary Hao, Department of Human Resources

Action: Adopt the Department of Human Resources – Employee Relations Director report, Overview of Fiscal Year 2010-11 Labor Concessions; Use the corrected weighted average of 4.62% in wage concessions made by employee organizations; Reduce 4.62% the salaries for Member, Board of Supervisors and Elected Officials (Mayor, City Attorney, District Attorney, Public Defender, Assessor-Recorder, Treasurer and Sheriff) for Fiscal Year 2010-11 covering the period July 1, 2010 to June 30, 2011; and, Transmit to the Controller (Vote of 3 to 0)
Report on changing the minimum qualifications from three years to one year served as a permanent Q-60 Lieutenant in the San Francisco Police Department, in the Proposed Amendment to the Class Specification for Q-80 Captain, Police Department. (Item No. 9)

May 17, 2010: Directed the Executive Officer to place on the Agenda of the next meeting and requested DHR and SFPD staff to provide a briefing.

June 7, 2010: Continue to the meeting of June 21, 2010 with a written report to be submitted by the Department of Human Resources.

Action: Postpone to the meeting of July 19, 2010 at the request of the Department of Human Resources. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 12)
None.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 13)

President E. Dennis Normandy requested that the Executive Officer prepare resolutions thanking Commissioner Joy A. Boatwright and preceding President Morgan R. Gorrono for their service to the Commission.

He further requested that we standardize the Agenda format for our meetings to include public comment as a matter of standard course and that comment will be on matters within the jurisdiction of the Commission but not on the Agenda for that day's meeting.

President Normandy directed the Executive Officer to make sure that unless specifically directed by a Commissioner that public testimony be limited to three minutes and the time be put into effect and that any subsequent comments after the three minute period be limited to one minute. Upon any specific request by a Commissioner, that time may be extended.

He also suggested that when the public comes before the Commission to request that an item be severed on the Ratification Agenda, some justification be given for the record.

Paul Zarefsky, Deputy City Attorney suggested that there be an Agenda Item at a future meeting that covers all of these items as an update on the Commission's meeting procedures.

ADJOURNMENT (Item No. 14)
4:59 p.m.
Ordinance (1) amending Chapter 129 of the San Francisco Administrative Code.

The ordinance amends the San Francisco Administrative Code to raise the minimum wage to $15 per hour effective January 1, 2020, and to increase it by $1 per hour annually until it reaches $18 per hour effective January 1, 2024.

The minimum wage applies to all employees, including those who work less than 40 hours per week. The ordinance also includes provisions for tipped workers and those employed in the hospitality industry.

The ordinance was passed by the San Francisco Board of Supervisors on December 11, 2018, and signed by the Mayor of San Francisco on December 17, 2018.

The ordinance is effective January 1, 2020, and applies to all employers in San Francisco.

The ordinance was authored by Supervisor Vallie Brown and co-authored by Supervisor Scott Wiener and Supervisor Matt Haney.

The ordinance was supported by a coalition of labor unions, community organizations, and other supporters of workers' rights.

The ordinance was opposed by some business owners who argued that it would increase costs and make it more difficult to compete with businesses in other cities.

The ordinance was signed into law by Mayor London Breed on December 17, 2018.

The ordinance includes a provision for an annual adjustment to the minimum wage based on changes in the Consumer Price Index (CPI).
employers have benefited from early enforcement intervention by OLSE and have avoided
larger financial liability that would have accumulated over a more extended period of time.

(i) OLSE has found that it is common that individuals and businesses deal in cash
and use other schemes to conceal the actual hours worked and the true wage liability,
robbing employees not only of wages, but also other benefits including disability and
unemployment insurance. By doing this they gain unfair competitive advantage over
businesses that comply with the law and force law-violating businesses and people to pay
higher taxes.

(ii) Minimum wage enforcement at OLSE is currently staffed by three 2002 Contract
Compliance Officer 1s (one Spanish bilingual and one Cantonese / Mandarin bilingual), one
14-46 Secretary II (Cantonese bilingual), and one 2070 Contract Compliance Officer II who
supervises enforcement of the MWO as well as the Minimum Compensation Ordinance
(MCO) and Health Care Accountability Ordinance (HCAO). OLSE has shifted resources
from enforcement of the MCO / HCAO to enforcement of the MWO. Before OLSE began to
implement the MWO, four 2002 Contract Compliance Officers worked on MCO / HCAO
enforcement; currently OLSE has only one Contract Compliance Officer dedicated to MCO /
HCAO.

(iii) OLSE has found the most common violations to be: underpayment of minimum
wage, often at the State of California rate of $9.75 per hour; failure to pay overtime to
minimum wage workers; payment of a set salary regardless of hours worked, resulting in
hourly pay that is less than the minimum wage; and cash pay and failure to maintain accurate
records of hours worked and wages paid. The City Attorney has filed the first lawsuit to
recover back wages owed under the MWO.

(iv) OLSE has collaborated with the U.S. Department of Labor and the California
Division of Labor Standards Enforcement to implement best practices regarding investigative
strategies and enforcement procedures. OLSE has, however, implemented several practices
that led to successful enforcement that may be less affordable but more effective than
procedures at other agencies. OLSE works to maintain claimants' confidentiality. In the
grandest possible, OLSE reviews the entire payroll of a business before deciding a
claim from an individual worker. Rather than assess penalties and shut down businesses,
OLSE works with business owners to educate them about wages and hour laws and to monitor
changes in their business practices.

(m) The MWO requires OLSE to publish and make available a bulletin announcing the
annually adjusted minimum wage rate and multilingual notice for posting at every
business. OLSE has mailed the bulletin and poster annually (2004, 2005, and 2006) to over
90,000 businesses registered in San Francisco. OLSE maintains a multilingual MWO
telephone hotline and website. Other educational outreach efforts have included posters on
SUNI buses, articles and notices in the major community-based newspapers, notices on
SFOTV, presentations to business organizations, community groups, and community radio.
Every mailing and outreach event results in increased requests for information and additional
claims for back wages.

(n) OLSE recognizes the need to further expand outreach to inform employers of
their obligations and employees of their rights under the ordinance.

(o) OLSE has increased education and community outreach to disseminate the
message that, effective January 1, 2006, all San Francisco businesses are required to pay the
same minimum wage rate of $8.62 per hour. Since posters were mailed to all San Francisco
registered businesses in January, OLSE has responded to hundreds of telephone inquiries
and has experienced substantial increased wage claims activity. It will be difficult for OLSE to
address the additional workload in a timely manner.
Investigating and remediating the violation, the Agency may also order the violating Employer or person to pay to the City a sum of not more than $100 for each day or portion thereof and for each Employee or person as to whom the violation occurred or continued. Such funds shall be allocated to the Agency and shall be used to offset the costs of implementing and enforcing this Chapter. The amounts of such sums and payments authorized or required under this Chapter shall be updated annually for inflation, beginning January 1, 2005, using the inflation rate and procedures set forth in Section 46 of this Chapter. An Employer or other person may report to the Agency in writing any suspected violation of this Chapter. The Agency shall encourage reporting pursuant to this subsection by keeping confidential, to the maximum extent permitted by applicable law, the name and other identifying information of the Employer or person reporting the violation. Provided, however, that with the authorization of such person, the Agency may disclose his name or her name and identifying information as necessary to enforce this Chapter or for other appropriate purposes. 

(e) Civil Enforcement. The Agency, the City Attorney, any person aggrieved by a violation of this Chapter, any entity of which a person is aggrieved by a violation of this Chapter, or any other person or entity acting on behalf of the public as provided for under applicable state law, may bring a civil action in a court of competent jurisdiction against the Employer or other person violating this Chapter and, upon prevailing, shall be entitled to such legal or equitable relief as may be appropriate to remedy the violation including, without limitation, the payment of any back wages unlawfully withheld, the payment of an additional sum as liquidated damages in the amount of $50 to each Employer or person whose rights under this Chapter were violated for each day or portion thereof that the violation occurred or continued, reinstatement in employment and/or injunctive relief, and shall be awarded reasonable attorneys’ fees and costs. Provided, however, that any person or entity enforcing this Chapter on behalf of the public as provided for under applicable state law, shall, upon payment of reasonable attorneys’ fees and costs, be entitled only to equitable, injunctive or restitutionary relief, and reasonable attorneys’ fees and costs.

8(b) Interest. In any administrative or civil action brought for the enforcement of wages under this section, the Agency or any party at the time may be allowed interest on all due and unpaid wages or the rate of interest specified in subdivisions (a) of Section 3997 of the California Civil Code, whichever shall occur from the date that the wages were due and payable to the date the wages are paid in full.

SEC. 1014. MINIMUM-WAGE IMPLEMENTATION AND ENFORCEMENT FEES.

(a) Except as provided in subsection (c) of this Section, there shall be imposed on annual fees upon every employer required to pay the minimum wage imposed under this Chapter to defray the City's costs of implementing and enforcing the Minimum Wage Guidance by the Office of Labor Standards Enforcement ("OLSE") and other City agencies responsive therefor, and for the administrative and collection costs incurred by the Tax Collector in collection of the fees. The 2008-2009 fiscal year (commencing July 1, 2008) shall be the first year for which the annual fee shall be due. The revenues from the fees shall be deposited into the San Francisco Minimum Wage Implementation and Enforcement Fund set forth in Section 10-100-370 of the San Francisco Administrative Code.

(b) The fee imposed under this Section shall be graduated based on the annual amount charged for the Employer's business registration certificate (business license registration fee) under Section 86.1 of the Business and Tax Regulations Code for the same fiscal year. The fee imposed under this Section for an employee that is a newly established business (as defined in Section 86.1 of the Business and Tax Regulations Code) shall not be greater notwithstanding any provisions of the fee for the initial licensure of a business.
Office of Labor Standards Enforcement may assess enforcement costs to cover the reasonable costs incurred in enforcing the administrative penalty, including reasonable attorneys' fees. Enforcement costs shall not count toward the $5,000 annual maximum.

SEC. 128.19.7. VIOLATIONS

(a) In addition to the actions provided for in Section 128.20, the City Attorney may bring a civil action to enjoin any violation of this Chapter. Any person who makes or consents to the making of a false statement or entry with intent to violate this Chapter may be subjected to the penalties provided by this Chapter.

(b) Review of Violations by Public Agency. No person shall be immune from the provisions of this Chapter on the ground that the person is a public agency or that the person made a mistake, mistake, or error of judgment.

(c) Prosecution of Violations. No person, corporation, or association shall be immune from the provisions of this Chapter on the ground that the person is a public agency or that the person made a mistake, mistake, or error of judgment.

(d) Punishment for Violation of Violations. Any person who violates any of the provisions of this Chapter shall be punished by a fine of not more than $5,000, or by imprisonment for not more than 90 days, or by both fines and imprisonment.

SEC. 128.19.8. ADMINISTRATIVE CIVIL ACTION. NOTICE OF VIOLATION

(a) Notice and Opportunity to Cure. The Director of the Office of Labor Standards Enforcement shall issue an administrative citation to any person who is alleged to have violated this Chapter, and shall notify the person of the alleged violation in writing, setting forth the nature of the alleged violation and the amount of the proposed penalty.

(b) Persons Subject to Administrative Citation. Any person who makes or consents to the making of a false statement or entry with intent to violate this Chapter shall be subject to the penalties provided by this Chapter.

(c) Persons Immune from Penalties. No person, corporation, or association shall be immune from the provisions of this Chapter on the ground that the person is a public agency or that the person made a mistake, mistake, or error of judgment.

(d) Prosecution of Violations. No person, corporation, or association shall be immune from the provisions of this Chapter on the ground that the person is a public agency or that the person made a mistake, mistake, or error of judgment.

Each violation shall be subject to the penalty provided by Section 128.19.6.

SEC. 128.19.9. REMEDIES CUMULATIVE

The remedies, penalties, and procedures provided under this Chapter are cumulative and are not intended to be exclusive of any other available remedies, penalties, and procedures.

SEC. 128.19.10. ADMINISTRATIVE PENALTIES AND CITATIONS

(a) Administrative Penalties: Citations. An administrative penalty may be assessed for a violation of this Chapter as specified below. The penalty may be assessed by a person of the Office of Labor Standards Enforcement.

(b) Administrative Penalty Amounts. In addition to all other civil penalties provided by law, the following violations shall be subject to administrative penalties in the amounts set forth below:

VIOLATION

Penalty Amount

Failure to submit payroll records or to retain payroll records for four years
$500.00

Failure to follow the Office of Labor Standards Enforcement order to inspect payroll records
$500.00

Failure to comply with an order of the Director of the Office of Labor Standards Enforcement
$500.00

The penalties assessed shall be increased cumulatively by fifteen percent (15%) for each subsequent violation of the same provision for the same person or entity within a three (3) year period. The maximum penalty amount that may be assessed by administrative citation in a calendar year for each type of violation listed above shall be $3,000. In addition to the penalty amounts listed above, the

b) Collection of Penalties: Special Assessments. The failure of any person to make penalty assessments and to pay such assessments and costs as may be assessed or required by this Chapter may be subjected to the penalties provided for in this Chapter.

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Office of Labor Standards Enforcement may assess enforcement costs to cover the reasonable costs incurred in enforcing the administrative penalty, including reasonable attorneys' fees. Enforcement costs shall not count toward the $5,000 annual maximum.

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Penalty Amount

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The penalties assessed shall be increased cumulatively by fifteen percent (15%) for each subsequent violation of the same provision for the same person or entity within a three (3) year period. The maximum penalty amount that may be assessed by administrative citation in a calendar year for each type of violation listed above shall be $3,000. In addition to the penalty amounts listed above, the

such person or persons are not responsible for the violation. The Director may consider the cost of
correction and the time needed to obtain information, documents, data, or records for
compliance in determining if the specific period of time within which to correct or otherwise
comply with the violation, or
obtain and submit evidence that no violation occurred or such person or persons are not
responsible for the violation.
(b) Issuance of Citation. If the person or persons responsible for the violation fail to
comply with any portion of the notice of violation within the time provided, the Director may
issue an administrative citation in lieu of the violation. The administrative citation shall be
based on a form prescribed by the Office of Labor Standards Enforcement.

SEC. 128.3410. ADMINISTRATIVE CITATION AND NOTICE OF VIOLATION SERVICE.

Service of a notice of violation and an administrative citation under Section 128.3410 may be
accomplished as follows:
(a) The Director or his or her designee may obtain the signature of the person responsible
for the violation to establish personal service of the citation or
(b) The Director or his or her designee shall post the citation at or about the place of
the violation or in a conspicuous place on the premises described in Section 128.3410. Considerations
in posting the citation is not required when personal service to be accomplished or when conspicuous
posting proves a hardship, risk to personal health or safety or is otherwise unreasonable.
(c) The Director or his or her designee shall serve the citation by first class mail, with a declaration of service
under penalty of perjury and

SEC. 128.3420. ADMINISTRATIVE APPEAL.

(a) Period of Time for Appeal. Persons receiving an administrative citation may
appeal it within fifteen (15) days from the date the citation is served. This appeal must be in writing and

must be served in accordance with the rules established by the Office of Labor Standards Enforcement.
(b) Notice. Except as otherwise provided by law, the failure of any person to appeal a
violation within fifteen days after service of the notice of violation, unless that time is extended by
mutual agreement of the parties.
(c) Failure to Appeal. Failure of any person to file an appeal in accordance with the
provisions of this Section or to appear at the hearing shall constitute a failure to exhaust administrative
remedies and is a bar to the person's right to be heard.
(d) Substitutes for the Hearing. No later than five (5) days prior to the hearing, the person
in whose name a citation was issued shall be served with a copy of the administrative
citation, the notice of violation, and the complaint. Any witness who has knowledge of the violation
shall be notified of the hearing.

SEC. 128.3421. ADMINISTRATIVE APPEAL CONTINUES.

(a) A declaration of service shall be made by the person making the administrative
citation, showing the date and manner of service by mail and repeats the name and address of the
person to whom the citation is issued. and

SEC. 128.3430. ADMINISTRATIVE CITATION CONTENTS.

The administrative citation shall contain the following:
(a) A description of the violation;
(b) The date and location of the violation;
(c) A citation to the regulations of state; and

SEC. 128.3431. ADMINISTRATIVE APPEAL.

(a) The appeal shall be heard by the Director or his or her designee. Persons
appealing the citation shall file a written notice of appeal. The Director shall
issue a hearing order within ten (10) days from receipt of the appeal.
(b) The hearing shall be held at a place and time convenient to the parties,
and shall be conducted in accordance with the rules established by the
Secretary of Labor Standards Enforcement.
(c) The hearing officer shall have jurisdiction to hear and determine the
validity of any administrative citation, and shall enter a final order
reconciling any matters in controversy between the parties.

SEC. 128.3450. ADMINISTRATIVE APPEAL.

(a) The appeal shall be heard by the Director or his or her designee. Persons
appealing the citation shall file a written notice of appeal. The Director shall
issue a hearing order within ten (10) days from receipt of the appeal.
(b) The hearing shall be held at a place and time convenient to the parties,
and shall be conducted in accordance with the rules established by the
Secretary of Labor Standards Enforcement.
(c) The hearing officer shall have jurisdiction to hear and determine the
validity of any administrative citation, and shall enter a final order
reconciling any matters in controversy between the parties.
(d) The hearing officer's decision shall be final and conclusive. The
appeal shall be decided by a certified court reporter.

SEC. 128.3460. ADMINISTRATIVE APPEAL.

(a) The appeal shall be heard by the Director or his or her designee. Persons
appealing the citation shall file a written notice of appeal. The Director shall
issue a hearing order within ten (10) days from receipt of the appeal.
(b) The hearing shall be held at a place and time convenient to the parties,
and shall be conducted in accordance with the rules established by the
Secretary of Labor Standards Enforcement.
(c) The hearing officer shall have jurisdiction to hear and determine the
validity of any administrative citation, and shall enter a final order
reconciling any matters in controversy between the parties.
(d) The hearing officer's decision shall be final and conclusive. The
appeal shall be decided by a certified court reporter.
(b) Hearing Officer's Decision. The decision of the hearing officer is final. The hearing officer concludes that the violation charged in the citation did not occur or that the person charged in the citation was not the responsible party, the Office of Labor Standards Enforcement shall refund or cause to be refunded the penalty assessed to the person who deposited such amount. The hearing officer's decision shall be served on the employee by certified mail.

SEC. 119.2422. REGULATIONS.

The Office of Labor Standards Enforcement may promulgate and enforce rules and regulations, and issue determinations and interpretations relating to the administrative penalty and citation system pursuant to Sections 119.4110 through 119.4230, inclusive. The Controller may promulgate and enforce rules and regulations, and issue determinations and interpretations relating to the course of administrative appeals under Section 119.1910. Any rules and regulations promulgated by the Office of Labor Standards Enforcement or Controller shall be approved as to legal form by the City Attorney, and shall be subject to not less than one notice public hearing. The rules and regulations shall become effective 10 days after receipt by the Clerk of the Board of Supervisors, unless the Board of Supervisors by resolution disapprove or modify the regulations. The Board of Supervisors' determination to modify or disapprove a rule or regulation submitted by the Office of Labor Standards Enforcement or Controller shall not invalidate the authority of the Office of Labor Standards Enforcement or Controller to establish the same or similar rule or regulation directing the Board of Supervisors if the Office of Labor Standards Enforcement or Controller determines it is necessary to effectively the purposes of this Chapter.

SEC. 119.2423. JUDICIAL REVIEW.

(a) Procedures. After receipt of the decision of the hearing officer under Section 119.1332, the applicant may file an appeal with the superior court pursuant to California Government Code Sections 119.2410 et seq.

SEC. 119.2423. REPORTS.

The Office of Labor Standards Enforcement shall provide annual reports to the Board of Supervisors on the implementation of the Minimum Wage Ordinance.

Section 3. The San Francisco Administrative Code is hereby amended by adding Section 10-100-370, to read as follows:

SEC. 10-100-370. SAN FRANCISCO MINIMUM WAGE IMPLEMENTATION AND ENFORCEMENT FUND.

(a) Establishment of Fund. The San Francisco Minimum Wage Implementation and Enforcement Fund is established as a trust fund to receive all proceeds from the Minimum Wage Implementation and Enforcement Penalties as described in Chapter 120 of the San Francisco Administrative Code, after deduction from them to cover the costs incurred by the Office of the Treasurer and Tax Collector to collect, account for and disburse the revenues from the fund.

(b) Use of Fund. The fund shall be used solely for the implementation and enforcement of Chapter 120 of the San Francisco Administrative Code, the Minimum Wage Ordinance, as amended from time to time pursuant to Section 119.1332, this chapter, rules and regulations, and any other laws adopted by the Board of Supervisors, the Office of Labor Standards Enforcement or other City agency or entity responsible to administer the Minimum Wage Ordinance; and the administrative and collection costs incurred by the Office of the Treasurer and Tax Collector to collect the fees.

Section 43. The San Francisco Administrative Code is hereby amended by amending Section 2A.23, to read as follows:

SEC. 2A.23. OFFICE OF LABOR STANDARDS ENFORCEMENT.

(a) There is hereby created within the Department of Administrative Services an Office of Labor Standards Enforcement. The Office of Labor Standards Enforcement shall enforce the San Francisco Minimum Wage Ordinance (Chapter 120 of the Administrative Code), Minimum Compensation Ordinance (Chapter 120 of the Administrative Code), Health Care Accountability Ordinance (Chapter 120 of the Administrative Code), Prevailing Wage Ordinance, and shall carry out any additional duties and functions as assigned by the Board or ordinance. The Office of Labor Standards Enforcement may enforce the provisions of the California Labor Code in the extent permitted by state law. The Office of Labor Standards Enforcement may impose penalties and take any and all appropriate actions to enforce the requirements of such provisions, including but not limited to those set forth in San Francisco Administrative Code Chapter 120, to the extent permitted by state law.

(b) The Office shall be administered by the Labor Standards Enforcement Officer, who shall be appointed and shall serve at the pleasure of the Mayor. In appointing the Labor Standards Enforcement Officer, the Mayor shall consider, among other relevant factors, the individual's experience enforcing labor standards, including prevailing wage requirements, and the diversity of San Francisco in the construction industry. The Labor Standards Enforcement Officer shall coordinate his or her activities with federal and state labor standards agencies.

(c) All City departments shall cooperate with the Labor Standards Enforcement. Officer and his or her designees. The Labor Standards Enforcement Officer shall have the authority to subpoena the production of books, papers, records or other items relevant to investigations under the jurisdiction of the Office of Labor Standards Enforcement.
Section 6. GEQA Findings.
The Board of Supervisors finds that the annual fees imposed under this ordinance
upon employers to defray the costs of implementing and enforcing the Minimum Wage
Ordinance are not a project as defined by the California Environmental Quality Act pursuant to
Public Resources Code Section 21080(b)(8)(A). The Board finds that the fees authorized by
San Francisco Administrative Code Sec. 10R.14, as enacted by this ordinance, are for the
purpose of meeting the operating expenses, including employee wage rate and fringe
benefits of the Office of Labor Standard Enforcement or any successor office of the City and
County of San Francisco responsible for implementing and enforcing the Minimum Wage
Ordinance.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By: 
Deputy City Attorney

File No. 060217
I hereby certify that the foregoing Ordinance was FINALLY PASSED on July 18, 2006 by
the Board of Supervisors of the City and
County of San Francisco.

Cheryl L. Young
Clerk of the Board

Date Approved

Mayor Gavin Newsom
PERSONAL SERVICES CONTRACT SUMMARY

DATE:  February 17, 2011 (revised February 24, 2011)

DEPARTMENT NAME:  PUBLIC WORKS  DEPARTMENT NUMBER  90

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

TYPE OF REQUEST:  [ ] INITIAL REQUEST  [X] MODIFICATION (PSC# 4171-07/08)

TYPE OF SERVICE:  General services to provide specialized technical support for the operation and maintenance of the Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE:  Various project fund sources including general fund

Original Amount:  $4,000,000.00  PSC DURATION:  May 8, 2008 through May 21, 2011
Modification Amount  $3,000,000.00  PSC Duration:  May 22, 2011 through May 21, 2016
Total Amount  $7,000,000.00  Total PSC Duration:  May 8, 2008 through May 21, 2016

1. DESCRIPTION OF WORK:

   A. Concise description of proposed work:
      General services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Service provider will prepare specialized Unit Price Books (construction cost catalog) with regional adjustments to costs for competitive bidding, technical specifications, provide JOC management software, training to staff and contractors in the use of a job order contracting system.

   B. Explain why this service is necessary and the consequences of denial:
      The proposed services will improve DPW's responsiveness by streamlining the competitive bidding requirements for small construction projects. Continued implementation of the JOC system will improve DPW's ability to respond to service requests in a timely and cost efficient manner. Denial of this service will result in further delays and escalating costs to such projects.

   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 previously provided via PSC#4171-07/08 on 6/02/2008.

   D. Will the contract(s) be renewed:
      If this contract is authorized, it may be modified to extend the duration for the maximum allowable duration of ten (10) years.

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

   Local 21  Contra Costa for Sung Kim  1/24/11
   Union Name  Signature of person mailing/faxing form  Date

   Union Name  Signature of person mailing/faxing form  Date
   RFP sent to  on
   Union Name  Date  Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4171-07/08
STAFF ANALYSIS/RECOMMENDATION:  FEB 2/4 2011

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

A. Specify required skills and/or expertise:

Service provider must be able to prepare a Unit Price Book (construction cost catalog) containing at least 100,000-180,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; preparation and publication of technical specifications for Divisions 1-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software for management of contracts for construction; provide training to City staff and JOC contractors in the use of the JOC pricing system and management software; all in accordance with the needs and requirements of the Department of Public Works.

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 service provider will provide the City with a construction cost catalog containing at least 100,000 construction unit prices, JOC management software, and access to a nationwide database for similar contracting data and benchmarking purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The Job Order Contracting system is a specialized, alternative project delivery system as provided for by San Francisco Administrative Code 6.62. The JOC system requires specialized expertise and extensive research and maintenance of the construction cost catalog (over 100,000 construction tasks), management software, and database. Existing Civil Service classifications are experienced in the traditional design-bid-build project delivery system. The alternative JOC system is developed for the use by City staff to more effectively manage and deliver smaller projects.

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

No. This is a specialized service requiring expertise, resources, research and development of the construction cost catalog (over 100,000 construction tasks), management software, and database.

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.

20-25 employees, 8 hrs/employee; Civil Service classifications: 5120 Architectural Administrator, 5502, 5504 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5268 (Architect), 5366 (Engineering Associate), 5266, 5265 (Architectural Associates I and II). Training will be on how the JOC task order is developed and used; and how to review JOC task order proposals using the JOC Construction Cost Catalog.

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

Gordon Choy     (415) 554-6230
Print or Type Name Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103

Address
Carlos, Carina

From: Carlos, Carina
Sent: Wednesday, February 16, 2011 9:41 AM
To: Carlos, Carina
Subject: FW: 30 Day Notice for Personal Service Contract Summary
Attachments: PERSONAL SERVICES CONTRACT SUMMARY_1-21-11.docx; Scan001.pdf

From: Kim, Sung
Sent: Monday, January 24, 2011 4:34 PM
To: 'gloule@iftpe21.org'
Cc: Chan, Lourdes; Dorian, Mark; Lim, Michelle
Subject: FW: 30 Day Notice for Personal Service Contract Summary

Re-sending, to correct email address....

From: Kim, Sung
Sent: Monday, January 24, 2011 4:33 PM
To: 'gloule@iftpe21.org'
Cc: Chan, Lourdes; Dorian, Mark; Lim, Michelle
Subject: 30 Day Notice for Personal Service Contract Summary

Hello Ging – please see attached draft PSC summary which will be submitted to DHR in 30 days for approval by the Civil Service Commission. Also attached is a .pdf of previously approved PSC summaries that are referenced in this draft.

I hope this will satisfy our 30 day union notice requirement, please let me know if there are any issues.

Thank you,

Sung

Sung Kim
City & County of San Francisco
Department of Public Works
Division of Contract Administration
(415) 554-6417 ph
(415) 554-6232 fx
sung.kim@sfdpw.org
Meeting Information

Archive Center >> Civil Service Commission >> 2008
back to Civil Service Commission home page

Year: 2008

AMENDED

MINUTES

Regular Meeting

June 2, 2008

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:03 p.m.

ROLL CALL

President Alicia D. Becerra
Present
Vice President Donald A. Casper
Present
Commissioner Morgan R. Gerrold
Present
Commissioner Mary Y. Jung
Present (Left at 5:17 p.m. Missed Item No’s 8,9,10)
Commissioner Yu-Yee Wu
Present

President Alicia D. Becerra presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of May 19, 2008

Action: Approve. (Vote of 5 to 0)

ANNOUNCEMENTS

The Executive Officer announced the omission of PSC #2000-03-04 from the Agenda. This item is postponed to the meeting of June 16, 2008.

0244-09-1

ELECTION OF OFFICERS

(Item No. 5)

Action: Commissioner Donald A. Casper was elected President for the term of office ending May 31, 2009. (Vote of 5 to 0)
Commissioner Morgan R. Gerrold was elected Vice President for the term of office ending May 31, 2009. (Vote of 5 to 0)

0240-08-8

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 Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4160-07/08</td>
<td>Department of Children, Youth &amp; Their Families</td>
<td>$260,000</td>
<td>Will provide assistance to 100 licensed family childcare workers in San Francisco to open Medical Spending Accounts (MSA's) and to manage health care subsidies of up to $155-190 per month per provider depending on eligibility and age.</td>
<td>Regular</td>
<td>06/30/10</td>
</tr>
<tr>
<td>Postponed to 6/16/08</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4161-07/08</td>
<td>Human Resources</td>
<td>$200,000</td>
<td>Will provide a pre-qualified pool of two or more personnel agencies that can provide, on short notice, qualified Claims Adjusters and Claims Assistants on a temporary basis.</td>
<td>Regular</td>
<td>07/01/10</td>
</tr>
<tr>
<td>4162-07/08</td>
<td>Municipal Transportation Agency</td>
<td>$5,535,000</td>
<td>Will provide design and construction of a canopy system over 6 working tracks in SFMTA's Geneva Yard. This canopy will provide weather protection for the most vulnerable cars in SFMTA's historic rail fleet and minimize deterioration.</td>
<td>Regular</td>
<td>05/31/11</td>
</tr>
<tr>
<td>Postponed to 6/16/08</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4163-07/08</td>
<td>Public Utilities Commission</td>
<td>$600,000</td>
<td>Will provide a High Efficiency Toilet (HET) Direct Install Program for Low Income Customers in the retail services area.</td>
<td>Regular</td>
<td>06/30/11</td>
</tr>
<tr>
<td>Date</td>
<td>Division/Department</td>
<td>Amount</td>
<td>Description</td>
<td>Approval Date</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>4164-07/08</td>
<td>Public Utilities Commission</td>
<td>$370,000</td>
<td>Will provide specialized civil engineering and laboratory services to support the Bay Division Pipeline (BDFL) 3 and 4 Upgrade design upgrades at the Hayward Pump.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4165-07/08</td>
<td>OSA/City Administrator/Office of Labor Standards Enforcement</td>
<td>$344,000</td>
<td>Will provide a software license for their proprietary web-based electronic certified payroll reporting system hosted on their secure server.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4166-07/08</td>
<td>Office of Public Finance</td>
<td>$93,600</td>
<td>Will provide financial advisory services for Port of San Francisco. This service will include financial and legal analyses to size, price, and market bonds effectively to achieve the lowest borrowing cost to the City.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4167-07/08</td>
<td>Public Health and CHN</td>
<td>$8,268,640</td>
<td>Will provide pick-up and processing of soiled hospital laundry seven days per week, including holidays, for Laguna Honda Hospital (LHH) and San Francisco General Hospital (SFGH).</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4168-07/08</td>
<td>Public Health</td>
<td>$26,000,000</td>
<td>Will provide third party administration of the new Health Access Program recently renamed Health San Francisco.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4169-07/08</td>
<td>Public Health</td>
<td>$225,000</td>
<td>Will provide technical review and interpretation of soil and ground water assessment reports, determine adequacy of plans for corrective action, evaluate geologic and hydro-geologic data from aquifer tests and soil vapor pilot tests.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4170-07/08</td>
<td>Public Works</td>
<td>$104,725</td>
<td>Will provide set-up of the CMMS database and share the system with the Department of Real Estate (DRE) to manage maintenance services.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4171-07/08</td>
<td>Public Works</td>
<td>$4,000,000</td>
<td>Will provide professional services to assist DPW in administering job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4172-07/08</td>
<td>Public Works</td>
<td>$8,000,000</td>
<td>Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contract includes pre-construction and construction phase services for the Program.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4141-06/07</td>
<td>Environment</td>
<td>Increase Amount</td>
<td>Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4093-03/04</td>
<td>Airport Commission</td>
<td>Increase Amount</td>
<td>Will implement various security systems and facilities for which integration and operational support are required.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4101-07/08</td>
<td>Telecom &amp; Information Services</td>
<td>Increase Amount</td>
<td>Will provide system software and special technical support services for the City’s mainframe.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4062-04/05</td>
<td>Public Health</td>
<td>Increase Amount</td>
<td>Will provide programmatic and information systems support to various programs and related consulting/training.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4046-04/05</td>
<td>Public Health</td>
<td>Increase Amount</td>
<td>Will provide labor, materials, and equipment necessary to package and remove hazardous wastes on an intermittent and as-needed basis from City work sites, and to transport those wastes to permitted disposal facilities.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>4097-05/06</td>
<td>Public Health</td>
<td>Increase Amount</td>
<td>Will provide health insurance to children, the families come from, and young adults ineligible for other publicly funded health insurance programs and enroll them in the San Francisco Healthy Kids insurance program.</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>2000-07/08</td>
<td>Public Health and CHN</td>
<td>Increase Amount</td>
<td>Will provide fiscal and programmatic services for a variety of intermittent and as-needed community health, planning, support and service projects.</td>
<td>Regular</td>
<td></td>
</tr>
</tbody>
</table>

Speakers:
Artina Lim and September Jarrett, Department of Children, Youth and Their Families and Margot Reed, SEIU Local 1021 spoke on PSC #4160-07/08.
Pattson Yuen and Dana Iwaniec, Public Utilities Commission spoke on PSC #4163-07/08.
Jae Majer, Office of Labor Standards and Enforcement spoke on PSC #4165-07/08.
Nadia Seney, Office of Public Finance spoke on PSC #4166-07/08.
Jacque Hole and Tangerine Brigham, Department of Public Health spoke on PSC #4168-07/08.
Jacque Hole and Scott Nakamura, Department of Public Health spoke on PSC #4169-07/08 and 4046-04/05.
Jacque Hole, Department of Public Health spoke on PSC #4200-07/08.
Mark Dorian, Department of Public Works spoke on PSC #4171-07/07/08.
John Thomas, Department of Public Works spoke on PSC #4172-07/07/08.

Action:
(1) Postpone PSC #4160-07/08 to the meeting of June 16, 2008 by mutual agreement of the Department of Children, Youth and Their Families and SEIU Local 1021. (Vote of 5 to 0)
(2) Postpone PSC #4162-07/08 to the meeting of June 16, 2008 at the request of the Municipal Transportation Agency. (Vote of 5 to 0)
(3) Postpone PSC #4101-07/08, PSC #4172-07/08 and PSC #2000-03/04 to the meeting of June 16, 2008. (Vote of 5 to 0)

(4) Adopt the Human Resources Director's report on PSC #4165-07/08 and PSC #4166-07/08 as amended. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

(5) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

0829-06-7 Determination of future employability: permanent appointment of Leo McFadden, Senior Building Inspector (Job Code 6333) Department of Building Inspection. (Item No. 7)

March 17, 2008:
Postpone to the meeting of April 21, 2008 at the request of Stewart Weinberg, Attorney for Leo McFadden.

Note:
Commissioner Casper disclosed that he has been socially acquainted with the appellant's brother and his father in a political campaign in past years. Neither acquaintance would affect his ability to be fair.

President Becerril also disclosed that because of her position on the Board of Appeals as well as the Board of Supervisors, she came into social contact with many of the people from the Department of Building Inspection. None would affect her ability to be fair.

April 21, 2008:
Continue to a meeting when the four Commissioners (Becerril, Casper, Gororno and Jung) are present. The Commission requests that Ken Harrington, Carla Johnson and Amy Lee, former employees of the Department of Building Inspection appear as witnesses.

Speakers:
Jennifer Johnston, Department of Human Resources
Shawn Kelly, City Attorney Senior Investigator
Leo McFadden, Applicant
Stewart Weinberg, Attorney representing appellant
Joe O'Donoghue, Former Head of the Residential Association

Note:
Commissioner Wu stated she was not present at the April 21, 2008 meeting; however, she listened to the tape of the item and reviewed the materials for that meeting.

Action:
No future employment with the City and County of San Francisco. (Vote of 4 to 1; President Alicia Becerril dissents.)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION (Item No. 8)

George Diaz, SEIU Local 1021 expressed his concerns with the Human Services Agency and the examination process for the 2997 Eligibility Worker Supervisor and the 2948 Section Manager positions.

David Williams, SEIU Local 1021 spoke about the current layoffs at Human Service Agency being done to restructure the department because the entire classification (2948) was eliminated.

Sin Yee Poon, SEIU Local 1021 stated that the department circumvents Civil Service Rules and requested the Civil Service Commission to look at how the department is doing business.

Margot Reed, SEIU Local 1021 urged the Commission to look at departments to insure they are using the merit system correctly.

Micki Callahan, Human Resources Director stated that the Department of Human Resources staff would be happy to make a presentation before the Commission on layoffs.

COMMISSIONERS' ANNOUNCEMENTS/REQUESTS (Item No. 9)

Commissioner Gororno requested a report on how the layoffs are being done and who are they going to affect.

Commissioner Becerril also requested a report on layoff implementation including a brief overview.

ADJOURNMENT
5:30 p.m.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 6, 2008

DEPARTMENT NAME: PUBLIC WORKS
DEPARTMENT NUMBER 90

TYPE OF APPROVAL: X REGULAR (OMIT POSTING )

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

TYPE OF SERVICE: Consulting services to continue the operation and maintenance of an existing Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: DPW various project fund sources including general fund

PSC AMOUNT: $4,000,000 PSC DURATION: May 8, 2008 through May 21, 2011

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Professional services to assist DPW in administering a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Consultant will prepare specialized Unit Price Books with regional adjustments to costs for competitive bidding, technical specifications, training to staff and contractors in the use of a job order contracting system.
   B. Explain why this service is necessary and the consequences of denial:
      The proposed services are designed to streamline the contracting process for small construction projects, and will improve DPW's responsiveness by consolidating the competitive bidding requirements for small construction projects. Implementation of the JOC system will improve DPW's ability to respond to service requests in a timely and cost efficient manner. Denial of this service will result in further delays and escalating costs to such projects.
   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 continuation of a new service authorized by PSC#4365-00/01. Consultant has provided the service since the initial authorization. There was no such service prior to PSC#4365-00/01.
   D. Will the contract(s) be renewed:
      Yes, if the department continues to utilize the JOC system.

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

   IFPTE Local 21
   Union Name
   Signature of person mailing/faxing form
   Date

   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to N.A. on N.A.
   Union Name
   Date
   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 411-07-08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Consultant must be able to prepare a Unit Price Book containing at least 100,000-180,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; provide software to manage contracts for construction; all in accordance with the needs and requirements of the Department of Public Works. This PSC does not change the type of work being performed by consultant, which was previously approved by DHR through PSC#4385-00/01.

   B. Which, if any, civil service class normally performs this work?
   None; however CSC classes 5502, 5502 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5266 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate), will utilize the consultant’s system to perform work.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   No, however the consultant, The Gordian Group (TGG), had under PSC#4385-00/01 provided the City with the Construction Cost Catalog and Progen management software, both copyrighted by TGG. TGG will continue to provide both to the City under this PSC.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   The consultant specializes in developing this alternative, specialized contracting system. None of the Civil Service classifications has developed such a program. Specialized expertise and extensive research needed to provide over 100,000 unit prices for construction projects. The program is developed for the use by City staff.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. This is a specialized 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.
      20-25 employees, 8 hrs/employee; Civil Service classifications: 5502, 5504 (Project Managers), 5211 (Senior Engineer/Architect), 5241 (Engineer), 5266 (Architect), 5366(Engineering Associate), 5266 (Architectural Associate). Training will be on how the JOC task order is developed and used.
   C. Are there legal mandates requiring the use of contractual services?  No  X
   D. Are there federal or state grant requirements regarding the use of contractual services?  No  X
   E. Has a board or commission determined that contracting is the most effective way to provide this service?  No  X
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  No  X

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

______________________________
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy  (415) 554-6230
Print or Type Name  Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 2, 2001

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

REVISED

TYPE OF SERVICE: Consulting services to develop and implement a Job Order Contracting (JOC) system for the Department of Public Works (DPW)

FUNDING SOURCE: DPW various project fund sources including general fund.

PSC AMOUNT: $100,000* PSC DURATION: June 1, 2001 through May 31, 2006

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To develop contract documents for a job order contracting (JOC) system as provided for in San Francisco Administrative Code Section 6.62 for use in expediting the design and construction of small and/or urgent projects. Consultant will develop and prepare a specialized Unit Price Book with regional adjustments to costs for competitive bidding.

*The consultant's compensation is 5% from each of the construction contracts that Department of Public Works (DPW) lets. The City's minimum obligation is $2 million in contracts over a 5 year period.

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

The proposed services will improve DPW's responsiveness by consolidating the competitive bidding requirements for small construction projects. Implementation of the JOC system will significantly improve DPW's ability to respond to service requests in a timely and cost efficient manner. Denial of this service will result in further delays and escalating costs to such projects.

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 new service.

D. Will the contract(s) be renewed: Possibly after the initial 5-year term.

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

N/A

Union Name Signature of person mailing/faxing form 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#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

*data/bboa/admin/dpw_svecs/pordian_group_pscs form.doc
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   
   A. Specify required skills and/or expertise:
   
   Consultant must be able to prepare a Unit Price Book containing at least 60,000 – 100,000 unit prices covering material and labor costs for various units of construction; adjustment of those unit costs to current market conditions; prepare and publish technical specifications for Divisions 2-16 describing the materials, performance and installation requirements for each of the construction tasks listed in the Unit Price Book including annual updating as necessary; and, in conjunction with City staff, develop and publish the Contracts and Forms; all in accordance with the needs and requirements of the various City departments.
   
   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:
   
   The consultant specializes in developing this new contracting system. None of the Civil Service classifications have developed such a program.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   
   No. This is a specialized service.

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 number to be trained. 4 – 5 employees, 80 hrs/employee: Civil Service classifications 5270 (Sr. Architect), 5174 (Administrative Engineer), 1824 (Principal Administrative Analyst), 1823 (Sr. Administrative Analyst). Training will be on how the contract is developed, put out for bidding and used.

   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*

[Print or Type Name]

*Gordon Choy*

*(415) 554-6230*

*Telephone Number*

875 Stevenson Street, Room 420