Date: October 17, 2011
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Cynthia Avakian, AR
Jesusa Bushong, FIR
Vivian Day, DBI
Shamica Jackson, PUC
Sean McFadden, REC
Esther Reyes, CON

Subject: Personal Services Contracts Approval Request

This report contains nine (9) 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 2011-2012</th>
<th>Total for FY 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>$141,695,462</td>
<td>$795,320</td>
<td>$282,559,676</td>
</tr>
</tbody>
</table>
## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

<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>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4040-11/12</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$7,255,000</td>
<td>Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport’s (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic.</td>
<td>7/1/2012 - 6/30/2018</td>
</tr>
<tr>
<td>4041-11/12</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$124,000,000</td>
<td>The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) improvements. The project will expand the existing boarding area to meet Airport’s passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and interface of Baggage Handling Systems (BHS); heating ventilation and air conditioning (HVAC); Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System (HFS); Passenger Boarding Bridges upgrades; Aircraft Apron Paving; Special Systems room, Tenant Wiring Closets and Backbone Cable System, WiFi infrastructure; new Access Control and Closed-Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership in Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.</td>
<td>10/17/2011 - 10/17/2016</td>
</tr>
<tr>
<td>4042-11/12</td>
<td>09</td>
<td>Controller</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.</td>
<td>11/1/2011 - 10/31/2016</td>
</tr>
<tr>
<td>4043-11/12</td>
<td>19</td>
<td>Building Inspection</td>
<td>Regular</td>
<td>$1,648,962</td>
<td>The Code Enforcement Outreach program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the city of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by setting out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities.</td>
<td>1/1/2012 - 6/30/2017</td>
</tr>
<tr>
<td>PSC No</td>
<td>Dept No.</td>
<td>Dept Name</td>
<td>Approval Type</td>
<td>Contract Amount</td>
<td>Description of Work</td>
<td>Duration</td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>--------------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>4044-11/12</td>
<td>19</td>
<td>Building Inspection</td>
<td>Regular</td>
<td>$4,950,000</td>
<td>The Single Residence Occupancy Program is designed to help stabilize the lives of SRP (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; (3) Community Programs, including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels.</td>
<td>1/1/2012 - 6/30/2017</td>
</tr>
<tr>
<td>4045-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$96,500</td>
<td>The contractor will provide a helicopter and certified pilot to pick up a crew of SPPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.</td>
<td>11/7/2011 - 8/31/2016</td>
</tr>
<tr>
<td>4046-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$350,000</td>
<td>Develop a comprehensive training program for Hetch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation, and Evaluation (ADDIE).</td>
<td>10/1/2011 - 9/30/2013</td>
</tr>
<tr>
<td>4047-11/12</td>
<td>42</td>
<td>Recreation &amp; Park Commission</td>
<td>Regular</td>
<td>$295,000</td>
<td>This PSC is a continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple options, and coordination through the design phase with RPD and DPW staff.</td>
<td>9/25/2011 - 12/31/2012</td>
</tr>
<tr>
<td>4048-11/12</td>
<td>31</td>
<td>Fire Department</td>
<td>Regular</td>
<td>$100,000</td>
<td>The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.</td>
<td>7/1/2011 - 6/30/2015</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $141,695,462
Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

Jesusa Bushong
Fire Department
698 Second Street, #209
San Francisco, CA 94107

Vivian Day
Department of Building Inspection
1660 Mission Street
San Francisco, CA 94103

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

Sean McFadden
Recreation & Park Department
McLaren Lodge
501 Stanyan Street
San Francisco, CA 94117

Esther Reyes
Controller's Office
1 Dr. Carton B. Goodlett Place, Rm 388
San Francisco, CA 94102
# Table of Contents

## PSC Submissions

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
</tr>
</thead>
<tbody>
<tr>
<td>4040-11/12</td>
<td>Airport Commission</td>
<td>1 - 6</td>
</tr>
<tr>
<td>4041-11/12</td>
<td>Airport Commission</td>
<td>7 - 36</td>
</tr>
<tr>
<td>4042-11/12</td>
<td>Controller</td>
<td>37 - 41</td>
</tr>
<tr>
<td>4043-11/12</td>
<td>Building Inspection</td>
<td>42 - 46</td>
</tr>
<tr>
<td>4044-11/12</td>
<td>Building Inspection</td>
<td>47 - 51</td>
</tr>
<tr>
<td>4045-11/12</td>
<td>Public Utilities Commission</td>
<td>52 - 55</td>
</tr>
<tr>
<td>4046-11/12</td>
<td>Public Utilities Commission</td>
<td>56 - 59</td>
</tr>
<tr>
<td>4047-11/12</td>
<td>Recreation &amp; Park</td>
<td>60 - 65</td>
</tr>
<tr>
<td>4048-11/12</td>
<td>Fire Department</td>
<td>66 - 70</td>
</tr>
</tbody>
</table>

**Modifications**

none
PERSONAL SERVICES CONTRACT SUMMARY

DATE: Sept. 21, 2011
DEPARTMENT NAME: AIRPORT COMMISSION
DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:
[ ] INITIAL REQUEST ☑ MODIFICATION

TYPE OF SERVICE: Medical services for travelers, Airport employees, and Airport tenant employees

FUNDING SOURCE: Airport Operating Funds

TOTAL PSC AMOUNT: $7,255,000
TOTAL PSC DURATION: 7/1/12 – 6/30/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport’s (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic.

B. Explain why this service is necessary and the consequences of denial:
The programs offered by this clinic at the Airport benefit the traveling public, Airport employers and employees, and surrounding businesses. Not only will customer service be negatively affected, denial of these services will jeopardize the health and safety of the airport since the Clinic is an integral part of the airport's emergency response team and the airport's injury and illness prevention programs. The Clinic averages approximately 12,000 visits a year.

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 previously provided through a contract, most recently under PSC #4135-05/06.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

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

SEIU Locals 250 and 1021

Signature of person mailing/faxing form

Cynthia P. Andu

Date 8/23/11

IFPTE Local 21

Signature of person mailing/faxing form

Cynthia P. Andu

Date 8/23/11

Teamsters Local 856

Signature of person mailing/faxing form

Cynthia P. Andu

Date 8/23/11

UAPD and MEA

Signature of person mailing/faxing form

Cynthia P. Andu

Date 8/23/11

PSC #4040 - 6/12
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Clinical program management of emergency medicine, urgent care, occupational health, travel medicine, pre-placement exams, and physical therapy services; administrative support including records retention, business/marketing plans, and billing of insurance plans; and wellness education and health promotion activities.

B. Which, if any, civil service class normally performs this work?
1635/36 Health Care Billing Clerk I/II, 1662/63 Patient Accounts Assistant Supervisor / Supervisor, 2110 Medical Records Clerk, 2220 Physician, 2302 Nursing Assistant, 2312 Licensed Vocational Nurse, 2320 Registered Nurse, 2322 Nurse Manager, 2450 Pharmacist, 2548 Occupational Therapist, 2556 Physical Therapist, 2246/48 Assistant Director of Clinical Services I/II, 2467/68/69/70 Diagnostic Imaging Technologist I/II/III/IV.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No; the contractor provides services in a fully-equipped clinic provided by the Airport.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Civil service classifications are applicable. In 1995, SFO entered into a MOU with SF General Hospital and the UC Regents. In 2001, UC cancelled its participation in the MOU.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, there are already civil service classifications to perform this work. Please see answer to 4a above.
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?  
      - Describe the 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 numbers to be trained.  
      [ ] Yes  [x] No
   
   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?  Attached is Airport Commission Resolution #11-0065.  
      [x] Yes  [ ] No
   
   F. Will the proposed work be completed by a contractor that has a current personal  
      services contract with your department?  An RFP has been conducted and the Airport is in  
      the process of contract negotiations.  
      [x] Yes  [ ] No

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

[Cynthia P. Avakian]

__________________________  ____________________________
Signature of Departmental Personal Services Contract Coordinator  Print or Type Name

Cynthia P. Avakian  (650) 821-2014

__________________________  ____________________________
Telephone Number  Address

Airport Commission, Contracts Administration Unit  P.O. Box 8097, San Francisco, CA 94128

PSC FORM 1 (9/96)
AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT NUMBER 9088 FOR THE ADMINISTRATION AND CLINICAL MANAGEMENT OF THE SFO MEDICAL CLINIC AND TO NEGOTIATE WITH THE HIGHEST RANKED PROPOSER.

WHEREAS, the Airport Commission has determined that it is necessary to provide on-site medical services for the Airport Commission staff, traveling public, tenants and the surrounding community; and

WHEREAS, on April 19, 2006, the Airport entered into a contract with Catholic Healthcare West dba St. Mary’s Medical Center (CHW) to provide basic medical services at the Airport which includes urgent care, travel medicine, occupational health and medical monitoring, and emergency and related medical services; and

WHEREAS, on June 30, 2012, the current contract ends with CHW to provide clinical management and administration of the SFO Medical Clinic; and

WHEREAS, the Airport must seek proposals from service providers qualified to provide high-level clinical and administrative services to ensure that the SFO Medical Clinic continues to operate uninterrupted after June 30, 2012; now, therefore, be it

RESOLVED, that this Commission authorizes the issuance of a RFP for Administration and Clinical Management of the SFO Medical Clinic and authorizes staff to conduct negotiations with the highest ranked proposer and, should the staff be unable to successfully conclude negotiations, staff is authorized to commence negotiations with the next highest ranked proposer for an initial three-year term with three one-year renewal options exercisable at the sole discretion of the Commission.

I hereby certify that the foregoing resolution was adopted by the Airport Commission at its meeting of MAR 15 2011.

[Signature]
Secretary
PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2010

DEPARTMENT NAME: AIRPORT COMMISSION

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

TYPE OF REQUEST: [X] MODIFICATION (PSC #4135-05/06)

TYPE OF SERVICE: Medical services for travelers, Airport employees, and Airport tenant employees

FUNDING SOURCE: Airport Operating Funds

Original PSC Amount: $4,020,000  Original PSC Duration: 7/1/06 – 6/30/12

Proposed Modification: $2,090,000

Mod. (#1) Duration: 7/1/08 – 6/30/12

TOTAL PSC AMOUNT: $6,110,000  TOTAL PSC DURATION: 7/1/06 – 6/30/12

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Travel Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic. This request is to increase the original PSC which is needed to cover increased cost of living expenses and wages as a result of labor agreements, unexpected conditions, e.g., downturn in business from surrounding employers resulting in a revenue shortfall, reduction in air passengers visiting the Medical Clinic, and reimbursement for relocation costs associated with moving the Medical Clinic from Terminal 2 (because of renovation in that area) to the International Terminal.

B. Explain why this service is necessary and the consequences of denial:
The programs offered by this clinic at the Airport benefit the traveling public, Airport employers and employees, and surrounding businesses. Not only will customer service be negatively affected, denial of these services will jeopardize the health and safety of the airport since the Clinic is an integral part of the airport's emergency response team and the airport's injury and illness prevention programs. The Clinic has provided over 14,000 visits a year

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 previously provided through a contract, most recently under PSC #4135-05/06.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

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

SEIU Locals 250 and 1021
Union Name
Cynthia P. Avakian
Signature of person mailing/faxing form
3/9/2010
Date

IFPTE Local 21
Union Name
Cynthia P. Avakian
Signature of person mailing/faxing form
3/9/2010
Date

Teamsters Local 856
Union Name
Cynthia P. Avakian
Signature of person mailing/faxing form
3/9/2010
Date

UAPD and MEA
Union Name
Cynthia P. Avakian
Signature of person mailing/faxing form
3/9/2010
Date

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4135-05/06
STAFF ANALYSIS/RECOMMENDATION: Approved 4/5/2010
CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

   **A.** Specify required skills and/or expertise:
   Clinical program management of travel medicine, occupational health, urgent care, and physical therapy services; administrative support including records retention, business / marketing plans, and billing of insurance plans; and provision of medical malpractice insurance, as well as wellness education and health promotion activities.

   **B.** Which, if any, civil service class normally performs this work?
   1635/36 Health Care Billing Clerk I/II, 1662/63 Patient Accounts Assistant Supervisor / Supervisor, 2110 Medical Records Clerk, 2220 Physician, 2244 Health Center Director, 2302 Nursing Assistant, 2312 Licensed Vocational Nurse, 2320 Registered Nurse, 2322 Nurse Manager, 2493 Associate Radiologic Technologist, 2548 Occupational Therapist, 2556 Physical Therapist.

   **C.** Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   No; the contractor provides services in a fully-equipped clinic provided by the Airport.

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

   **A.** Explain why civil service classes are not applicable:
   Civil service classifications are applicable, however, the Department of Public Health declined to manage the SFO Medical Clinic or provide the services. In 1995, SFO had entered into a MOU with SF General Hospital and the UC Regents. UC cancelled its participation in the MOU in 2001 (see attached March 6, 2001 Resolution #01-0075).

   **B.** Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, there are already civil service classifications to perform this work. Please see answer to 4a above.

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?
   [X] Yes
   - Describe the 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 numbers 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? Attached is Airport Commission Resolution #09-0065.
   [X] Yes [ ] No

   **F.** Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP was conducted in 2006 and Catholic Healthcare West, through St. Mary’s Medical Center, was awarded the contract.
   [X] Yes [ ] No

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

[Signature]

Cynthia P. Avakian
Print or Type Name
(650) 821-2014
Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 16, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ___)

TYPE OF REQUEST: ☑ INITIAL REQUEST

TYPE OF SERVICE: Design-Build Services for Terminal 3, Boarding Area E Improvements

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: $124,000,000

PSC DURATION: 10/17/2011 to 10/17/2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) Improvements. The Project will expand the existing boarding area to meet Airport’s passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions shell space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and interface of Baggage Handling Systems (BHS); heating ventilation and air conditioning (HVAC), Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; Static and Dynamic Signage; Hydrant Fuel System (HFS); Passenger Boarding Bridges upgrades; Aircraft Apron Paving; Special Systems rooms, Tenant Wiring Closets and Backbone Cable System, WIFI infrastructure; new Access Control and Closed-Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership in Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade many facilities and renovate passenger terminals, boarding areas, TSA security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. The Terminal 3, BAE is temporarily closed for the development of this project which is complex and time-sensitive. The Airport Commission has determined that for the most benefit to the Airport, this project is to employ the design-build project delivery method. Denial will cause project delays, which will affect customer service, delay the implementation of security measures, and result in lost revenues.

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? It is possible if there continues to be a need for such services at the Airport.

PSC 4041 - W/12

PSC FORM 1 (9/96)
2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

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

   July 21, 2011
   Date

RFP sent to: IFPTE, Local 21 on August 25, 2011
Union Name Date

Signature

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

PSC # 4041 - 11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

   A. Specify required skills and/or expertise: Design-build experience on airport terminals, boarding areas, Passenger Boarding Bridges (PBB), Baggage Handling Systems (BHS), airport security, Concessions Program Development and Information Technology (IT) is essential for this project. A design-build contractor must provide architectural, engineering and construction skills with specific expertise in airport terminal and boarding area renovation as well as cost and schedule control expertise. Specialized expertise includes skills, knowledge and experience in Airport operations, Airport special systems, and Airport terminal testing and commissioning experience. These skills will ensure the timely design, development and accurate construction of the Boarding Area E with minimal delay and loss of revenue.

   B. Which, if any, civil service class normally performs this work? The existing architectural (5268) and engineering (5201-5241) classifications exist but do not have the Project required expertise and specialized skills related to airport terminal and boarding area design and construction. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted 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: The existing architectural (5268) and engineering (5201-5241) classifications exist but do not have the Project required expertise and specialized skills related to airport terminal and boarding area design and construction. The Airport will use experienced City staff integrated with the Consultant staff to provide the required services: City Project and Construction Managers, IT specialists, landside/airfield operations, maintenance, and City utility infrastructure specialists with the appropriate expertise in designing Airport terminal development and renovation projects will assist in the contracted work (classes 1052, 1054, 5207, 5211, 6318). We have an existing Memorandum of Understanding (MOU) with DPW (see attached) which is currently providing one DPW Architectural Associate I (5265) and a Senior Building Inspector (6333) to work in...
this project. On the job exposure to project related tasks, software and processes will provide City staff the experience that will benefit them in future projects.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of Airport terminal and boarding area projects as these do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

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?
      
      • Describe the 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 numbers to be trained.
   
   C. Are there legal mandates requiring the use of contractual services? [X] Yes [ ] 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? Attached please find Airport Commission Resolutions #10-0004, #10-0156.
   
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP/Q is being conducted and the result of that process is not known at this time.

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

[Signature]

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PSC FORM 1 (9/96)
MEMORANDUM OF UNDERSTANDING
BETWEEN THE AIRPORT COMMISSION
AND
THE GENERAL SERVICES AGENCY - DEPARTMENT OF PUBLIC WORKS

TERMINAL 3, BOARDING AREA E REFURBISHMENT PROJECT

This memorandum of understanding ("MOU") is entered into as of February 1, 2011 by and between John L. Martin, Airport Director, of the San Francisco Airport Commission ("Airport") and Amy Brown, acting City Administrator for the City and County of San Francisco's Department of Public Works ("DPW"), to memorialize the agreement between the Airport and DPW which outlines the parameters under which the parties will cooperate to provide the services listed below. This MOU expires on June 30, 2012.

This MOU is made in recognition of the requirements of (1) the Federal Aviation Administration's ("FAA") Final Policy and Procedures Concerning the Use of Airport Revenue ("Diversion Policy"), and (2) the 1981 Settlement Agreement between the City, the Airport and the major airlines serving San Francisco International Airport.

Consistent with the above-mentioned goals, legal and contractual requirements, the Airport and DPW agree as follows:

SERVICES TO BE PROVIDED:

DPW will make available an Architectural Associate I and a Senior Building Inspector (the "Assigned Personnel") to work full-time at the Airport on the Terminal 3, Boarding Area E Refurbishment Project (the "Project"). The Assigned Personnel will assist the Airport Project Manager in the administration of project activities for the Project, including procurement and administration of contracts for design, construction, and construction management services; assistance in stakeholder input and reviews; assistance in overseeing the preparation of design and construction documents; and assistance with on-site construction inspection. Although working at the Airport, the Assigned Personnel will retain their offices downtown and will continue to receive support from DPW downtown as well as from the Airport.

CAPITAL PROJECT BUDGET MOU AMOUNT: $708,000.

The Project is an Airport capital project that is included in the five-year Capital plan. Funding for this MOU will be charged to Contract 8974, which is FAMIS Project CAC057. The Project will replace or upgrade components and systems that are obsolete or at the end of their useful life in Terminal 3, Boarding Area E. The Project is a limited renovation, the scope of which has been determined to meet the anticipated near-term Airport/airline needs, based on priorities and cost constraints. This is a design-build project.
BILLING PROCEDURES:

- All billing under this Memorandum of Understanding shall be provided in accordance with the attached Interdepartmental Billing Procedures and shall include all documentation itemized under the documentation verifying actual costs of direct services section above.

- No payments will be made without a signed MOU and documentation verifying the actual cost of direct services.

BILLING DISPUTES:

- If DPW has a billing dispute with the Airport, it must attempt to resolve it with the responsible Airport Manager. If the parties are unable to reach agreement, the dispute should be resolved with the Airport’s Finance Director. If an agreement still cannot be reached, DPW and the Airport Finance Director will meet with the Deputy Controller to finally resolve the matter.

- It is further agreed that DPW will charge the Airport for direct services provided to the Airport in accordance with this MOU. This shall include the documented full cost of services including salaries, fringe benefits and non-labor direct costs.

This MOU has been entered into in triplicate on the date(s) below.

John L. Martin  
Airport Director  

Date

Edward D. Reiskin  
Director  
Department of Public Works  

Date

Amy Brown  
Acting City Administrator  
General Services Agency  

Date
INTERDEPARTMENTAL BILLING PROCEDURES

July 1, 2005

The Airport, Mayor and Controller wish to confirm procedures demonstrating compliance with the provisions of the 1981 Settlement Agreement that govern payments by the Airport for services rendered by various departments of the City ("Performing Departments"). Under the 1981 Settlement Agreement, the Airport’s annual service payments fully compensate the City for all the indirect services provided by the City to the Airport. These interdepartmental billing procedures apply to additional payments the Airport makes to the City for direct services, which are allowed by the 1981 Settlement Agreement. These procedures are designed to ensure that, in addition to making the annual service payments, the Airport pays only for direct services and, as provided by the Settlement Agreement, that the Airport’s additional payments are justified by the City’s actual, verifiable and reasonable costs of providing direct services to the Airport.

REQUESTING AND BUDGETING DIRECT SERVICES.

Each year, when developing its annual operating budget, the Airport staff responsible for managing direct services provided to the Airport by a Performing Department shall reasonably determine, based on past service and future need, what direct services the Airport will request and then negotiate the resulting budget with a Performing Department representative. Airport staff should not request or accept direct services from any City department that has not been designated by the Airport Director or City Attorney as a direct service provider.

MOU’s/Written Agreements

The Airport will make payments to any Performing Department in accordance with a written MOU approved by both departments. The MOU shall contain written guidelines for the Performing Department and Airport managers that:

- describe the scope of the direct services requested by the Airport;
- establish a budget for the direct services requested by the Airport;
- describe the allowable expenses that are subject to reimbursement; and
- identify the documentation the Performing Department will submit to verify its actual costs of providing the requested direct services.¹

¹ Whenever possible, the required documentation must include the classification number(s) of Performing Department staff providing the services, the amounts of time spent on designated tasks and the hourly rates (covering salary and benefits) for each staff member providing services and documentation of any associated costs.
variance or question, the Airport Manager will contact the Performing Department manager to obtain clarification and/or additional supporting documentation.

If the documentation provided by the Performing Department is sufficient, the Manager will approve the billing and send the billing and documentation to Accounting.

Accounting will perform a final review of the documentation that supports the billing, approve the billing in the FAMIS “approval path” if the supporting documentation is sufficient and file the supporting documentation. Billings with sufficient documentation will be paid to the Performing Department.

Direct Charge Departments

The Budget Manager in Airport Finance is responsible for review and approval of Police and Fire billings. Airport staff will audit bi-weekly Police and Fire Department time sheets against labor distribution reports (“LDR’s”) and review any variances with the respective departments. The Controller’s Office or Police and Fire Departments will forward copies of LDR reports to Airport staff. Due to the number of Police staff assigned to the Airport, the staff audit will be based on a 10% random sample size. Operations Division staff will review any billings by these departments for non-personnel costs to ensure that they comply with applicable MOU’s and are adequately justified. The Controller’s Office and the Police and Fire Departments will adjust direct charges where billing discrepancies are found and verified after review with the billing departments. Any discrepancies will be adjusted as soon as possible after they have been verified, but no later than the close of the fiscal year in question.
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 10-0004

AUTHORIZATION TO ISSUE A REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR CONTRACT 8974.A – BOARDING AREA E REFURBISHMENT

WHEREAS, at the completion of Terminal 2, American Airlines will be relocated to the new facility from Boarding Area E (BAE), which provides an opportunity for the Airport to renovate the boarding area before airlines are relocated into BAE; and

WHEREAS, Staff performed a condition assessment of BAE and determined that significant improvements to the infrastructure, systems and architecture are necessary prior to airlines occupying the facility; and

WHEREAS, a list of proposed improvements and corresponding preliminary estimates were reviewed by Airport and airline stakeholders; and

WHEREAS, the proposed BAE refurbishment scope is focused primarily on essential building improvements in order to minimize costs; and

WHEREAS, other proposed BAE airside improvements and baggage-handling-system improvements are to be performed under separate design/integration, and construction contracts; and

WHEREAS, the total budget for the project is $22.5M, with a budget of $15M for this Contract 8974.A Boarding Area E Refurbishment, and the total construction schedule is ten months; and

WHEREAS, a design-build program is appropriate in order to achieve anticipated cost savings and time efficiencies; and

WHEREAS, the work involves technical, computerized systems impacting the Airport’s and Airlines’ security systems, it is in the public’s best interest to consider qualifications as part of the final selection process; and

WHEREAS, following Commission authorization, Staff will issue an RFP to the shortlisted firms and rank the proposals based on the quality of the proposals and the cost structure, and return to the Commission with a recommendation to award a contract to the highest ranked proposer; now, therefore be it

RESOLVED, that Staff will convene a selection committee to review the design-build contractors’ qualifications, conduct interviews, and develop a shortlist of prequalified firms to be presented to the Commission with a recommendation to approve the shortlist and authorize an RFP; and, be it further

RESOLVED, that the Commission authorizes the Director to issue a Request for Qualifications For Contract 8974.A – Boarding Area E Refurbishment.

I hereby certify that the foregoing resolution was adopted by the Airport Commission

at its meeting of JAN 12 2010

[Signature]
Secretary

0015
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0156

APPROVE THE SHORTLIST OF PREQUALIFIED DESIGN-BUILD FIRMS AND AUTHORIZE THE DIRECTOR TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT 8974.A, BOARDING AREA E REFURBISHMENT

WHEREAS, on January 12, 2010, by Resolution No. 10-0004, the Commission authorized the Director to issue a Request for Qualifications (RFQ) for Contract 8974.A, Boarding Area E Refurbishment; and

WHEREAS, on April 1, 2010, the Airport received ten Statements of Qualifications (SOQ’s); and

WHEREAS, the Airport convened a four-member selection panel to review and score the SOQ’s in accordance with the criteria stated in the RFQ; and

WHEREAS, the RFQ stipulated that following the evaluation of the SOQ’s, up to five Respondents receiving the highest scores would be invited to submit a proposal; and

WHEREAS, the five Respondents receiving the highest scores are Hensel Phelps Construction Company, Turner Construction Company, Hunt Construction Group, Inc., Walsh Construction Company, and Swinerton Builders; and

WHEREAS, the revised total budget for Contract 8974.A, Boarding Area E Refurbishment is $22,000,000, and the total construction schedule is ten months; and

WHEREAS, Staff will work with the HRC staff to develop the LBE subcontractor participation goals for this contract, and will seek to improve upon LBE as well as non-LBE San Francisco-based firm participation; now, therefore be it

RESOLVED, that the Commission approves the shortlist of pre-qualified design-build firms, consisting of Hensel Phelps Construction Company, Turner Construction Company, Hunt Construction Group, Inc., Walsh Construction Company, and Swinerton Builders; and authorizes the Director to issue a Request for Proposals for Contract 8974.A, Boarding Area E Refurbishment.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of APR 20 2010

[Signature]
Secretary
Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements
Cynthia Avakian

to:
DHR-PSCCoordinator
09/23/2011 01:51 PM
Cc: 
Judi Mosqueda, Claudia Luquin
Hide Details
From: Cynthia Avakian <Cynthia.Avakian@flysfo.com>

To: DHR-PSCCoordinator <DHR-PSCCoordinator@sfgov.org>
Cc: Judi Mosqueda <Judi.Mosqueda@flysfo.com>, Claudia Luquin <Claudia.Luquin@flysfo.com>

7 Attachments

10-0156.pdf

Maria,

Attached are the documents for SFO Design-Build Services for Terminal 3, Boarding Area E Improvements for the October 17th Civil Service Commission meeting. If there is not time for the posting report, could we submit this with the omit posting since the Airport would like this on the October 17th agenda. Please let me know if you have any questions.

Thanks,
Cynthia Avakian  
Contracts Administration Unit  
Phone: (650) 821-2014

______________________________

From: Cynthia Avakian  
Sent: Thursday, August 25, 2011 12:46 PM  
To: 'Larry Wong'  
Cc: 'Joe Brenner'; 'Ging Louie'; Judi Mosqueda; Claudia Luquin; Geri Rayca  
Subject: RE: Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements

Larry,

Here is the link for the RFP for SFO’s Design-Build Services for Terminal 3, Boarding Area E Improvements which is posted at: http://mission.sfgov.org/OCABidPublication/BidDetail.aspx?K=4659. Proposals are due September 30, 2011. 
Please let me know if you have any questions about this request.

Thanks,

Cynthia  
Phone: (650) 821-2014

From: Cynthia Avakian  
Sent: Thursday, July 21, 2011 6:37 PM  
To: 'Larry Wong'  
Cc: Joe Brenner; Ging Louie; Judi Mosqueda; Claudia Luquin; Geri Rayca  
Subject: Dept 27 - SFO Design-Build Services for Terminal 3, Boarding Area E Improvements

Larry,

Attached is the PSC for SFO Design-Build Services for Terminal 3, Boarding Area E Improvements. We will send you the notice of the RFP as soon as it is posted.

Please let me know if you have further questions. Thanks,

Cynthia Avakian  
Contracts Administration Unit  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128  
E-mail: cynthia.avakian@flysfo.com  
Phone: (650)-821-2014, Fax: (650) 821-2011
SECTION 01010
SUMMARY OF WORK

PART 1 GENERAL

1.01 SUMMARY

A. This Document includes summary of work including:

- Work covered by Design-Build Contract
- Bid items
- Work under other contracts
- Future Work
- Work sequence
- Cooperation of Design-builder and coordination with other work
- Maintenance
- Occupancy requirements
- Reference Standards
- Products ordered in advance
- Commission furnished products

B. Related Sections

- Section 01041: Work Coordination
- Section 01310: Work Schedules and Reports
- Section 01800: Maintenance

1.02 SCOPE OF WORK

The following Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the Terminal 3, Boarding Area E Refurbishment Project. All Contract requirements shall flow down to all subconsultants and/or subcontractors. This scope of work includes, by reference hereto, Appendices A through ___???, as may be amended, included in the Request for Proposal documents.

A. SCOPE DESCRIPTIONS

Provide complete Design-Build (DB) services for each scope description area unless otherwise noted.

1. Perimeter Airport Operations Area (AOA) Construction Fence: No design work. Take over maintenance of current gated main entrance at Courtyard No. 3 and of current AOA compliant construction fence around the outer perimeter of Boarding Area E aircraft parking positions and on Terminal 3 roof. Provide a security guard throughout design-build work at the Courtyard No. 3 gate from 7:00 am through 4:30 pm on weekdays. Escort all over-height and over-size loads from Airfield Checkpoints to AOA Airfield Safety Officer controlled gates. Remove all fencing and gates from site upon completion of Boarding Area E work, and complete all work necessary to provide AOA compliance after fencing is removed.
2. Lease of Construction Trailers: No design work. Upon Commission award, prepare to take over leases of three construction trailers currently on site. Prepare to begin leasing on agreed to Notice to Proceed date. Have trailers and all associated trailer conduit and utilities removed upon completion of Boarding Area E work.

3. Aircraft Apron Pavement Repair: Design and construction of apron panel pavement repairs for areas affected by new building foundations or passenger boarding bridge foundations. Accommodate paving or apron repairs contracted to Airport pavement repair contractor; pavement, protection and underground utilities engineering for non-design-build pavement repairs will be provided by Airport Design and Construction (D&C) Civil Engineering.

4. Passenger Boarding Bridges (PBB's) with New Structural Foundations and Aircraft Support System Modifications: Provide foundation design, construction, and interface coordination. Any Design-Build (DB) terminal changes and associated passenger boarding bridge location changes will require revised aircraft parking plans, PBB’s, structural foundations, and aircraft support systems engineering. Revised aircraft parking plans and PBB plans and specifications will be provided by Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. Coordination between Contract 8974.B DB and Contract 8974.1 is required. The general construction scope included in Airport Contract 8974.B is as follows:

a. Incorporate Airport's desired gate renumbering plan in all design documents.

b. Demolish and dispose of existing PBBs at Gates 60, 62 A, 62B, 66, 67, 65, 63 and 61 (current numbering system) and after Boarding Area E has been activated, demolish and dispose of Gate 68 (see 4.c below). Demolish existing foundations to 4'-0" under existing apron elevation.

c. Refurbish and upgrade PBBs at renumbered Gates 61, 62, and 63A. Details of refurbishing are found on Contract 8974.1 construction documents.

d. Furnish and install new PBBs at renumbered Gates 60, 63B, 64, and 65. Details of new PBBs are found on Contract 8974.1 construction documents.

e. Relocate in two phases PBBs currently located at Terminal 1 (T1): In the first phase, while Boarding Area E is closed during construction, relocate PBB from Gate 34 of T1 to renumbered Gate 66, and relocate PBB from Gate 33 of T1 to renumbered Gate 67. After Boarding Area E is opened for business, relocate PBB from Gate 35 of T1 to current Gate 68. Gate 68 must remain operational until Boarding Area E is opened, therefore demolition of existing PBB at Gate 68 and foundation and fixed bridge portion of PBB work cannot be performed during Boarding Area E work is completed, unless coordinated otherwise with Airlines.

f. Provide a new PBB door at terminal face and a new fixed section bridge leading to a new Gate 62 (old 62B) hold room; all PBBs will have their exclusive access controlled door at the terminal face.
g. Reinstall on PBB’s Airport supplied point-of-use Pre-Conditioned Air (PCAir) units, all necessary power and telecommunications, potable water systems and cabinets, bag slides. Relocate units from storage located elsewhere on Airport. Activate all systems.

h. Provide 400Hz ground power connections to terminal 400Hz source. Furnish and install line drop compensators. Activate.

i. Provide new pile supported PBB column foundations.

j. Provide new fixed section bridges and necessary pile supported foundations as necessary with new terminal design.

5. **Hydrant Fuel System Modifications:** Provide construction only. Hydrant fuel system engineering will be provided by Airport D&C Civil Engineering if DB Terminal design changes require revised aircraft parking and passenger boarding bridge changes. Hydrant fuel pit locations required to accommodate any revised aircraft parking will be provided by Airport and requires DB support and coordination. Hazardous soil conditions, if any, will be abated by the Contractor. Furthermore, the existing fuel hydrant system is currently being repaired and upgraded separately by the airlines to meet the acceptance requirements of SFO Fuel LLC. DB required modifications to hydrant fuel pits are in addition to these anticipated Airline repairs. The Airlines fuel system repair contractor may require concurrent access to the site.

6. **Baggage Handling System with In-line EDS and Basement Ventilation System Modifications:** Provide construction and interface coordination only. The engineering for the baggage handling system (BHS) with in-line explosives detection system (EDS), programmable logic controls (PLC), and basement ventilation system modifications will be provided by Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. The general construction scope included in Airport Contract 8974.Bis as follows:

a. Replace existing plow merge equipment upstream of the in-line EDS matrix, with reconfigured conveyors and two high speed diverters for the purpose of load balancing between four existing CTX9000 EDS machines. Load balancing will increase capacity and reliability.

b. Provide a new cleared bag purge line. The existing cleared bag line, downstream of the EDS matrix, delivers bags to three flat plate bag makeup units and is a single point of failure. A new purge line will operate in the event that the clear line faults, and will deliver all bags to one of three makeup units without sortation. Airlines will hand sort bags. Independent connector lines may be added between makeup units.

c. Provide an upgrade to the existing automatic tag reader (ATR) to increase the read rate. The number of laser arrays will be increased or the ATR will be replaced.

d. Provide PLC and motor controls equipment. Engineering and PLC programming is provided under Contract 8974.1. Provide equipment adjustments and modifications to
integrate control logic and tracking improvements in close collaboration with the Airport's Contract 8974.1 consultant.

c. Provide modifications to the existing basement ventilation equipment and ductwork in conflict with the new BHS modifications.

d. Provide maintenance related repairs to the BHS. An allowance will be carried for repairs to be performed by BHS subcontractor as directed by Airport and overseen by 8974.1 Resident Engineer.

g. ADD $12M in scope items here if approved.

7. Selective Demolition of Public and Tenant Interior Improvements: Provide selective and/or complete demolition of existing retail and food concessions; airline ticket offices; airline lounge; airline bag service offices; and public spaces necessary to achieve approved future design.

8. Gate Hold Rooms, Airline and Concession Tenants Leasehold Spaces, Amenities Areas, and Public Spaces Additional Area, Reconfiguration and Partitioning: Provide all architectural and building infrastructure design for reconfigured areas as required and approved by Airport. Areas include concourse level and ramp level areas of Boarding Area E, as well as areas on the Arrivals and Departures levels of Terminal 3 adjacent to Boarding Area E. Construct as approved.

Allowable new floor area permitted is limited to under 20,000 square feet for this project; this project and an adjacent project is Categorically Exempt from CEQA regulations and approvals under §15332 (Class 32) of CEQA Guidelines if both projects combined do not exceed 30,000 square feet.

9. LEED Compliance: The refurbishment scope will require the final design of the Boarding Area E (concourse and ramp level areas) to obtain an overall Leadership in Energy and Environmental Design (LEED) certification of GOLD. All new materials and equipment used inside and outside of Boarding Area E shall meet LEED certification standards, all mechanical equipment shall be commissioned by LEED certified professional.

10. HVAC, Plumbing, Fire Protection, Power, Telecommunications, Metering, and Lighting Modifications: The general scope included in Airport Contract 8974.B is as follows:

a. Design and construction of systems providing make-up air, chilled and hot water at the first floor/ramp level airline leasehold shell spaces for tenant provided package air conditioning units. Provide complete heating and cooling system for third party tenant spaces, concession storage areas, and common restrooms on ramp level including all necessary VAVs and reheat coils.

b. Design and construction of new second floor/concourse level HVAC equipment, chilled and hot water piping, and ductwork, and air-handling units. Provide make-up air, chilled and hot water to second floor airline and concession leaseholds shell spaces for tenant
provided package air conditioning units. Provide complete heating and cooling system for all public areas, including hold rooms, restrooms, and food courts.

c. Provide all electrical, telecommunications, water, sewer, rainwater plumbing, fire sprinkler, and other utility repairs and modifications as necessary to accommodate any modified floor plans, seismic bracing, foundation, etc.

d. Provide all utilities extensions to all tenant leaseholds.

e. Provide all electrical metering for each Airline or concession leaseholds and each individual concession storage area.

f. Provide accessible water distribution closets with tenant water metering.

g. Provide new or modify existing fire protection system piping and equipment to accommodate modified floor plans and tenant shell spaces.

h. Provide new or modify existing electrical load centers, main switchgear and electrical panels to increase capacity and to allow for partitioning. Provide electrical metering panels for multiple airlines, including separate meters for each PBB; and concessions tenants. Provide power distribution and outlets for revised public spaces including hold rooms.

i. Provide 400Hz ground power motor generators and associated electrical room. Ground power capacity should be sufficient for intended Airline plane fleet mix.

j. Provide new energy efficient lighting at all 1st/ramp and 2nd/concourse level public and Airport back of house areas, third party tenant spaces, and restrooms including motion and/or light sensors and timers.

11. Life Safety, Fire Alarm, Visual and Audible Paging System Modifications: The general scope included in Airport Contract 8974.Bis as follows:

a. Provide a professional analysis of life safety, emergency egress, and other building code requirements, in accordance with Airport Building Inspection and Code Enforcement and the City Fire Marshal requirements. Provide building improvements as necessary to meet requirements.

b. Provide new or modified existing fire alarm control panels, annunciation devices and exit signs required by the City Fire Marshal, and to accommodate modified floor plans and tenant improvements.

c. Remove existing Halon fire protection systems at main switchgear rooms and Terminal 3 Special Systems Rooms (SSRs).

d. Provide an extension of the Airport visual paging system, typically combined with common use flight information displays.
e. Provide an audible Airport paging and announcement system throughout the public spaces integrated with Airport-wide paging system; including the capability for individual ticket agent Gate announcements.

12. **Ramp Level Trash and Recycling Room:**

   a. Ramp level room containing trash compactor with 20 CY roll-off debris box, three 5 CY recycling bins, and cooking oil recycling tank.

   b. Room have interior access from new three stop elevator, and AOA access for trash and recycling bin removal.

   c. Include access controlled biometrics doors at interior and exterior doors which are interlocking.

13. **Elevators:**

   a. Provide complete renovation of existing oversize luggage elevator EL.331 and cab including new controls, certifications and cab interiors for two existing airline ticket office service elevators, including improvements necessary for code compliance.

   b. Provide cab finishes and ADA compliance renovation of public elevator EL 312.

   c. Provide new three stop elevator in Boarding Area E at approximately mid-pier.

   d. Upon completion all elevators shall be equipped with CCTV cameras, all necessary safety and emergency communications apparatus, and be linked to the Airport’s elevator and mechanical equipment monitoring system.

14. **Ramp Level Tenant Storage Area:** Design and construction of chain-link walled tenant storage areas accessible from new mid-pier elevator location.

15. **Ramp Level Common Use Men’s and Women’s Restrooms.** Design and construction of large and small pairs of ADA compliant Men’s and Women’s restrooms on the airfield ramp level. Include common plumbing utility chase behind wet walls. Tie into existing Boarding Area E sanitary sewer systems.

16. **Basement Level Common Use Men’s and Women’s Restrooms.** Construction of ADA compliant Men’s and Women’s restrooms on the basement level. The Airport’s Architecture and Engineering Departments will design these restrooms.

17. **New Public Space Floor and Ceiling Interior Finishes:** Provide new lay in acoustic tile ceiling to replace existing concealed spline ceiling; paint existing walls and soffits; provide stainless steel or equal base; stainless steel corner guards; epoxy terrazzo concourse floor; and carpeted hold rooms. Casework for ticket counters and hold rooms are provided by the airlines.
18. New Ramp and Concourse Level Airline and Concessions Shell Spaces and Utilities: Provide demising walls, and tenant utility extensions in accordance with the Airport's technical standards, including domestic water, sewer, conditioned or make-up air, chilled water, fire protection, electrical power, and fire alarm. Relocation of existing base building utilities is to be anticipated to accommodate new leaseholds. Provide early access for the tenant’s construction improvements to support activation concurrently with the base building.

19. Complete build-out of Ramp Level Third Party Leaseholds: Provide turn-key spaces for ramp level tenants as directed complete with power, HVAC, telecommunications, fire protection, and lighting, floor, wall and ceiling finishes.

20. Relocation of existing Restaurants: If necessary due to approved design, demolition two existing restaurants and relocate as directed with all necessary utilities and metering. All restaurants shall now have in-line grease separators accessible from the ramp level.

21. Expanded and Remodeled Restrooms: We will be using recently opened Terminal 2's level of quality as our restroom quality standard.

22. Refurbished Ticket Counter Area: Provide all architectural and building infrastructure design for reconfigured areas as required and approved by Airport. Provide demising walls, and tenant utility extensions, including fire protection, metered electrical power, and fire alarm. Construct as approved. Areas may include reduced ticket counter areas and reconfiguring for ticket counter level restaurant concession. Flight Information Displays (FIDs) as required to be included.

23. Refurbished Ticket Counter Offices (TCO): Demolition of existing TCO spaces, repartitioning of pre-security TCO spaces and post-security concession tenant spaces, with build out of new TCO shell spaces. Provide demising walls and tenant utility extensions, including metered domestic water, sewer, conditioned or make-up air, chilled water, fire protection, metered electrical power, and fire alarm.

24. Refurbished Baggage Claim Area: Provide all architectural and building infrastructure design for reconfigured baggage claim area as required and approved by Airport. Provide fire protection, metered electrical power, and fire alarm, carousels, ceilings, architectural finishes, Baggage Information Displays (BIDs) and Flight Information Displays (FIDs) as required.

25. Refurbished Baggage Service Offices (BSO): Demolition of existing BSO spaces and build out of new BSO shell spaces. Provide demising walls, and tenant utility extensions including metered domestic water, sewer, conditioned or make-up air, chilled water, fire protection, metered electrical power, and fire alarm.

27. **New Doors and Hardware:** Provide new Airport doors and hardware in accordance with Airport technical standards, and coordinated with the access control system and emergency egress requirements. Provide temporary construction and permanent cylinder locks, and keys to the Airport's specifications.

28. **New Hold Room Furniture and Counters:** Provide new hold room seating, fixed side tables with charging outlets, lounge type seating, and work counters with charging outlets. Calculate quantities based on aircraft fleet mix, and anticipate a detailed selection process with Airport management involvement. We will be using recently opened Terminal 2's level of quality as our furniture quality standard.

29. **New Art Commission and Exhibits Infrastructure:** The City requires that a percentage of the construction cost be set aside for art developed independently by the Art Commission. Terrazzo flooring in the concourse is one portion of artwork designated for this project. Provide artwork coordination and integration with current and future artists with the building design. The Airport Museum will provide an exhibits program. Provide display cases and/or other exhibits infrastructure.

30. **Passenger Amenities Including a Children's Play Area:** Provide passenger amenities, including public telephones, Airport courtesy telephones, information desks, trash and recycle containers, hotel information board, vending machine locations etc. Provide a unique children's play area.

31. **Hazardous Materials:** Terminal 3 was built pre-1982 and is suspected to contain asbestos and lead paint. Provide allowance in budget for Terminal 3 area hazardous materials abatement. Boarding Area E has been surveyed and demolition and abatement has removed most hazardous materials. A report will be available after the current limited abatement is completed. Lead based primer is suspected to be present on structural steel throughout Boarding Area E and Terminal 3.

32. **Structural Design Requirements:** See Section B.2 Design Requirements below.

33. **Building Envelope Drawings/GIS Standards/Geospatial Coordinates:**
   
a. Spatial and geographic information must be developed and delivered to the Airport Project Manager as required by the Airport Asset Management GIS Administrator, in accordance with the FAA Advisory Circular (AC) 150/5300-18. Acceptable file formats are 1) ESRI (SHP) and/or 2) AutoCAD 2010 (DWG) supplemented with attribute (object) data.
   
b. All spatial and geographic information must be delivered in the NAD83 datum utilizing survey control as referenced in FAA AC 150/5300-18.

34. **New Static and Dynamic Signage:** Provide static signage and infrastructure for way finding, Airport promotions, and concessions, in coordination with Airport requirements. Provide dynamic signage for Airport announcements and services. Coordinate the architectural design with Clear Channel, the Airport's advertising signage vendor.
35. **Airport Main Special Systems Room and Equipment Modifications:** The general scope included in Airport Contract 8974.B is as follows:

- a. Provide improvements to the existing Airport main special systems room T300, located on the arrivals level of Terminal 3, including new computer room air conditioning, FM200 fire suppression system, and UPS. Provide a new tenant wiring closet adjacent to room T300 for connectivity to Boarding Area E airline tenant special systems. Boarding Area E airline tenants will provide proprietary communications rooms, backbone wiring, and distribution for voice and data.

- b. Provide voice and data utilities to retail and food concessions, and courtesy telephones.

36. **New Special Systems Rooms, Tenant Wiring Closets and redundant Backbone Cable System:** The general scope included in Airport Contract 8974.B is as follows:

- a. Provide two or three new special systems rooms at Boarding Area E Level 1, including new computer room air conditioning, FM200 fire suppression system, UPS, and adjacent wiring closets. Provide racks, switches, and cross connects. Provide early access to special systems rooms and tenant wiring closets.

- b. Provide redundant backbone fiber optic cabling system connecting the Airport network to each special systems room.

- c. Provide an independent testing and commissioning specialist consultant to achieve acceptance and activation to the satisfaction of the Airport Information Technology department.

37. **New Airport WIFI Infrastructure:** Provide 1st floor and ramp WIFI wiring and infrastructure. The public space WIFI wiring and infrastructure will be provided by an Airport vendor under separate contract.

38. **New Common Use Flight Information Display System:** The general scope included in Airport Contract 8974.B is as follows:

- a. Provide mounting infrastructure, electrical power, CPU’s and flat screen monitors to extend the Airport wide common use Flight Information Display System (FIDS). The common use FIDS scope also includes common use gate information system (GIDS), baggage claim carousel information system (BIDS), and ticket counter back wall information system (CIDS). The existing common use ARINC FIDS head-in servers are located at the International Terminal. The FIDS system connectivity is provided through the Airport WIFI vendor under separate contract.

- b. Provide radio communications equipment and mounting infrastructure.

39. **New Access Control and CCTV systems:** The general scope included in Airport Contract 8974.B is as follows:

- a. Provide biometric and card swipe access control system infrastructure and hardware in accordance with the Airport design standards for AOA and back of house access. The Airport’s proprietary access control system is by Lenel.
b. Provide fixed and pan/tilt/zoom internet protocol CCTV and recording equipment and infrastructure in accordance with Airport design standards. Tie-ins are to be made in Terminal 2.

40. Cable TV

41. Cell Phone Carrier Coordination of Installations: Accommodation of carrier conduit, coordination with carriers

ITT Scope of Work:
1. Special System Rooms (SSR) and Tenant Wiring Closets (TWC)
   a. Upgrade two existing SSRs (Room Numbers T300P and T310P), located in the basement level. Work includes
      • rearranging and replacement of racks
      • Upgrade HVAC equipment
      • New FM200 and pre-action Fire Protection
      • New UPS for Communication equipment
      • Conduit system to accommodate the fiber backbone system
      • If needed: build TWC adjacent to the existing SSR
      • Upgrade/install grounding. If there are active equipments (except for SONET) to be installed in these rooms
      • New Avaya Voice System, Sonet expansion and Data Cabinet for the new ASR9000 distribution Switch.
      • Access Control and CCTV at doors to SSR
   b. New SSRs and TWCs on First Floor Level. Work includes:
      • Rooms to meet ITT’s architectural, mechanical, fire detection, fire protection, electrical and security requirements as described in ITT document
      • The placement of SSRs/TWCs shall satisfy ITT requirement of maximum horizontal cabling not to exceed 250 ft from SSR/TWC to outlet/device. If feasible, the distance between SSRs should also be within 250 ft.
      • SSR which house active components will require telecommunication grounding busbar which extends to all walls of the SSR.

2. Communication Pathway
   a. Conduit system to follow ITT and airport’s established design guidelines
   b. Conduit system to cover all interior and exterior of BAE, also include backbone cabling to SSR T040P at International Terminal G and SSR T205P at Terminal 2
   c. For retail, concession and tenant storage spaces conduits will be provided to facilitate users’ voice and data communication needs

3. Communication Backbone Cabling
   a. Redundant path hybrid fiber and copper cabling between each of the two existing, basement SSRs to each of the new SSR
b. Redundant path hybrid fiber cabling between each of the two existing, basement SSRs to SSR T040P at International Terminal G and SSR T205P at Terminal 2

c. High strand count fiber and high pair count copper will be utilized

4. Horizontal Cabling
   a. Except for CCTV and unless noted otherwise, Cat 6 UTP copper will be used
   b. The horizontal cabling length not to exceed 250 ft.

1) System equipments requirement
2) Systemwide integration and testing

____________________________________________________________________________________

CATV Requirement:
The CATV shall utilize Direct TV solution, a system which is supplied by B2B.

1.03 DESIGN REQUIREMENTS

The following design requirements shall be included in the lump sum design services cost of the Design-builders cost proposal submitted with this proposal and shall not be performed by any future design-build trade subcontractors, unless noted. The design requirements shall be used as a general guide and is not intended to be a complete list of all required design requirements required by the Design-builder team to complete the design of this Project:

1. ARCHITECTURAL DESIGN MANAGEMENT – Owner Responsibilities

   a. The Airport will provide original hand drafted construction documents to the Design-builder. Also provided will be ACAD drawings of digitized floor plans and sections based on the hand drafted documents and based on a laser scan of the building. However, the Design-builder shall verify existing conditions in order to prepare accurate design documents.

   b. The Airport will assemble “Quick Response Teams” (QRT’s) with the Terminal 3 / Boarding Area E stakeholders to further establish the Airport’s programming and design requirements prior to the Contract notice to proceed. Notes from these meetings will be provided to the Design-builder after Contract award. The QRT’s will reconvene to answer any Design-builders’ questions and provide clarifications.

2. DESIGN BUILDER REQUIREMENTS

   a. Refer to A. SCOPE DESCRIPTIONS above and Appendix A to this Section 01010 for the Design-builder requirements.

   b. “Quick Response Teams” (QRT’s) with the Terminal 3 / Boarding Area E stakeholders will reconvene with Design-Builders to further establish the Airport’s programming and design requirements after Contract notice to proceed; the QRT’s will reconvene to answer any Design-builders’ questions and provide clarifications. For the purpose of estimating the design effort, the Design-Builders shall develop a programming narrative for all disciplines.
3. DESIGN BUILDER STRUCTURAL REQUIREMENTS

a. General: Structural Reports, Drawings and Calculations shall be prepared under the direction of, and signed and sealed by, a qualified Registered Professional Civil or Structural Engineer in the State of California. All drawings and calculations will be subject to Airport Building Official review.

b. Deliverables: Prepare a Structural Assessment Report of the existing boarding area that evaluates the existing structure project specified Structural Requirements. The Structural Assessment Report should address all structural items and include analysis of the following:
   i. Foundations and Capacity
   ii. Primary Vertical Load Structure System
   iii. Roof & Floor System Capacity
   iv. Horizontal Resisting System for both Wind and Seismic Loads
   v. Anchorage Connections of all non-structural and structural elements

c. The Structural Assessment Report should be submitted with appropriate level of calculations, drawings and details to support the analysis, and provide recommendations that are required to bring the existing structure into conformance with the project specified Structural Requirements. The report should be prepared as part of the Schematic Phase.

d. Prepare Structural Calculations. Specifications & Drawings that is appropriate for each phase of the design, including Schematic, Design Development and Construction Documents.

e. One hundred percent (100%) Structural Construction Documents will be submitted to the Airports Building Department for review and are to include all supporting calculations and analysis. The drawings, calculations and specifications are to be signed by a qualified Registered Professional Civil or Structural Engineer in the State of California

f. Structural Design Requirements:
   i. Boarding Area E shall be structurally designed and constructed in conformance with the latest edition of the California Building Code as adopted by the Airport at the time of permit submittal.
   
   ii. The existing vertical and horizontal structure combined with any new structure that is added to the project shall be analyzed, and if required, be upgraded to conform to the California Building Code adopted by the Airport at the time of permit submittal.

   iii. The Structural Design Criteria shall be as follows:

   iv. The following design live loads shall be used as a minimum:
      (1) Floors: 100 Pounds per Square Foot (PSF) (non-reducible)
      (2) Roof: 20 PSF
      (3) Elevator Lobbies: 100 PSF (non-reducible)
v. The following superimposed dead load shall be added to the actual dead load as a minimum:
(1) Ceilings: Pounds per Square Foot 10 PSF
(2) Roofs: Pounds per Square Foot 10 PSF

vi. The following shall be the basis for the seismic design:
(1) Seismic Importance Factor: I = 1.25
(2) Seismic Coefficients are to be as required by Approved Geotech report for the project and the current California Building Code as adopted by the Airport at the time of permit submittal.

vii. The following shall be the basis for the wind design:
(1) Wind Speed: 3 second gust wind speed at 85mph
(2) Exposure: Exposure D
(3) Wind Importance Factor: I = 1.15

viii. Foundations:
(1) A Geotechnical investigation of the site was performed by the Airport. The recommendations and data from this investigation will be made available to the Contractor. The recommendations within the report shall form the basis of design for the foundations.

(2) Facility designs shall account for both total and differential settlements in the design of all elements including the superstructure, mechanical, electrical, and architectural appurtenances. Ground tier headroom shall be increased sufficiently to account for long term settlements.

(3) Foundation designs shall provide protection against potentially corrosive substances in the soil at the project site. Provisions shall be made to protect reinforcement, concrete, and metal embedment’s if potentially corrosive conditions exist.

(4) Any slab-on-grade shall be structurally supported as recommended in the Geotechnical report for this project.

4. GOVERNING AUTHORITIES, OVERSIGHT, CONDITIONS, AND DESIGN-BUILDER RESPONSIBILITIES

a. San Francisco International Airport Building Official

i. The term “Airport Building Official” shall mean the individual the Airport designates to act in the capacity as the “Building Official” as defined by the California Building Code; he or she shall be the final interpreter of any code issues that may arise in the course of the Work. As defined below, the Airport Building Official will be responsible for reviewing and confirming that work is performed according to the required codes.

b. Airport Review and Approval
i) "Code Compliance Review" when used in this contract means the Airport Building Official’s review to determine that the design of the Project meets all applicable code requirements.

iii) "Scope Compliance Review" when used in this contract means the Airport Project Manager's review of the design to determine that it meets the requirements of the contract documents in all ways other than the code compliance review.

iv) The Project’s design phases and construction bid packages are subject to the Airport’s reviews and approvals as outlined in this RFP. Once the Airport has approved the designs for the Project, any item within such approved design that the Design and Integration Consultant desires to change must be specifically identified in an independent design change notice (DCN). DCNs shall not be incorporated into the design or Project until the Airport has expressly authorized the change in writing.

c. Applicable Codes, Rules, and Regulations

i) It is the Design‐builder’s and its design professionals’ responsibility to design the Project in compliance with applicable requirements of State laws, codes, rules, regulations, ordinances, and standards, including, but not limited to, those outlined below. The Design‐builder shall have copies available of all applicable codes and regulations for ready reference.

1) California Building Standards Code, Title 24, California Code of Regulations (CCR)
2) Airport Tenant Improvement Guide (TIG)
3) Air Quality Management District regulations, if applicable
4) Americans with Disabilities Act (ADA), Title II, ADA Accessibility Guidelines for Buildings and Facilities (ADAAQ)
5) Local Building Codes. The Airport is not subject to local city jurisdictions’ building codes nor is it required to obtain building permits from local city jurisdictions for construction on real estate owned or controlled by the Airport.
6) The Airport Building Official, who is responsible for code compliance reviews, will issue the building permit.
7) The California Occupational Safety and Health Act and all other Applicable Code Requirements relating to safety.
8) The Airport Fire Marshal must review and approve the design work for each identified Project.
9) TSA Planning Guidelines and Design Standards (PGDS)

ii) The Project shall be designed and constructed in accordance with the minimum requirements of all applicable codes and ordinances, and the technical requirements contained herein. The California Building Code and the Airport Tenant Improvement Guide, current additions, are the basis for the design for the Project. All other referenced codes and ordinances must be adhered to. The latest edition of the referenced codes shall be followed. In the event of a conflict, the more stringent code shall prevail.
iii) The Design-builder will be responsible for securing approval of the design for the Project from the Airport, including generating the necessary documentation. The final design shall comply with all conditions of approval established during Airport reviews.

iv) The Design-builder shall be responsible for TSA PGDS compliance, TSA Pre-ISAT approval and ISAT certification if required by the project scope.

v) Energy Analysis Requirements: The Design-builders shall design the Project in accordance with Energy Analysis Requirements and shall prepare an energy analysis of the Project. The Design-builder shall submit specific certification to the Airport as required by the California Code of Regulations, Title 24, Part 6 - California Energy Efficiency Standards.

d. Regulatory Approvals

i) The Design-builder shall be responsible for obtaining reviews and approvals by applicable regulatory agencies as stipulated by the design-build Contract for the Project except as noted below. The Design-builder will coordinate with the Airport Project Manager prior to commencing review and approval with regulatory agencies. Meetings may also be required of the Design-builder with agencies from which the Airport is responsible to obtain permits or approvals.

ii) As this project is occurring on developed land and will serve the same purpose as the existing facilities, the Terminal 3, Boarding Area E Refurbishment Project is Categorically Exempt from CEQA regulations and approvals under §15332 (Class 32) of CEQA Guidelines.

c. Examination of the Site

Prior to submitting a Proposal for the Terminal 3, Boarding Area E Refurbishment Project, the Design-builder and the Design-builders' design professionals shall:

a. Visit the Project site to become familiar with existing site conditions, including the site location and size, and utility capacities.

b. Visit all relevant areas of the existing buildings that will require alteration.

d. General Requirements

a. Preparation of the design for this Project shall be the responsibility of the successful Design-builder, who shall become the Engineer of Record. The Design-builder shall confirm the adequacy of the Airport's design requirements specified. If the Design-builder believes that any of the design requirements specified are inconsistent, unclear, inadequate for the function required, or in conflict with other requirements, the Design-builder shall notify the Airport immediately. The Design-builder shall be responsible for gathering any additional data that is not included in these RFP documents but is required to complete the design and construction of this Project.

b. The Design-builder shall document the design of the Project by preparing design drawings, construction drawings, construction specifications, design calculations,
analyses, and reports in sufficient detail to fully describe the design and obtain required approvals from the Airport and appropriate Regulatory Agencies. Design analyses and calculations shall clearly demonstrate that the design meets or exceeds Airport performance requirements or are required by applicable codes.

c. CADD drawings shall be provided in AutoCAD R2004 or more recent version, and corresponding pen files and image files, or other computer drawing and drafting software approved by the Commission.

d. Each construction document shall have a title, unique alphanumeric identifier, and revision number and date. All drawings, specifications, calculations, analyses, and reports documenting and supporting the design shall be stamped and signed by design professionals registered in the State of California, and in the discipline to which the document pertains.

e. Written Airport and appropriate Regulatory Agencies approval of the design must be received by the Design-builder before construction can proceed. If changes to the design are made after written Airport approval is received by the Design-builder, such changes must be approved in writing by the Airport prior to construction of the elements affected by the changes.

f. Deviations from the design requirements, drawings, and specifications are not allowed without prior written approval by the Airport.

g. The Design-builder shall perform its services in accordance with the professional standard of care applicable to the design and construction of Projects of similar size and complexity in the San Francisco Bay Area.

Building Classification

Terminal 3 and Boarding Area E, including the Concourse will be classified as an A2 occupancy building. The type of construction will be Type I Fire Resistive.

h. Permits and Fees

The Design-builder shall obtain and pay for all permits required for the Project. The Airport building permit fee will be waived. The Design-builder shall be responsible for providing all utility services used during construction at the site, and for obtaining and paying for all permits incidental to the Work or made necessary by the Design-builder’s operations.

1.04 BID ITEMS – NOT USED

1.05 WORK UNDER OTHER CONTRACTS

Airport Contract 8974.1 Professional Design & Integration Services for Terminal 3 Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements. The general construction scope included in Airport Contract 8974.A

1.06 FUTURE WORK – NOT USED
1.07 WORK SEQUENCE

Construct Work in stages and at times to accommodate Airport and Airline operation requirements during the construction period; coordinate construction schedule and operations with Project Manager.

1.08 COOPERATION OF DESIGN-BUILDER AND COORDINATION WITH OTHER WORK

A. Should construction work, or work of any other nature, be underway by other forces or by other contractors within or adjacent to the limits of the Work the Design-builder shall cooperate, schedule and coordinate with all such other contractors or forces to the end that any delay or hindrance to their work will be avoided. Design-builder shall cooperate, schedule and coordinate with such other contractors and forces as required by Document 00700 (General Conditions).

B. Commission reserves the right to perform other or additional work, within or adjacent to the limits of the work specified, at any time by the use of other forces. The Design-builder shall coordinate with the Commission and any Commission forces, or other forces, engaged by the Commission, as required by Document 00700 (General Conditions).

A. Limit use of premises for Work and for construction operations to allow for:

1. Airport, airlines and TSA operation.
2. Work by other contractors and tenants.

B. Coordinate use of premises and access to site with other contractors, utilities, and Commission forces, as required by Document 00700 (General Conditions). Project Manager has final authority over coordination, use of premises, and access to site.

C. Cooperate with Commission, Airlines, Tenants, and their contractors who may occupy and begin work on site and inside building prior to completion of Work of this Design-Build Contract.

D. Cooperate with contractors for other area work, not included in Design-Build Contract, but which may take place during construction period.

1.09 MAINTENANCE

A. Maintain systems and equipment as required by Section 01800 (Maintenance).

The Design-builder shall be responsible to maintain all equipment and programming installed under this contract during the period between beneficial use and final acceptance after completion of the punch list and certification.

1.10 ACCEPTANCE REQUIREMENTS

A. Prior to date of Final Acceptance of the Work by Commission, all necessary repairs or renewals in Work or part thereof so used, not due to ordinary wear and tear, but due to defective materials or workmanship or to operations of Design-builder, shall be made at expense of Design-builder, as required in Document 00700 (General Conditions).
B. Use by Commission of Work or part thereof as contemplated by this section shall in no case be construed as constituting acceptance of Work or any part thereof. Such use shall neither relieve Design-builder of any responsibilities under Design-build Contract, nor act as waiver by Commission of any of the conditions thereof.

C. Commission may specify in the Design-Build Contract Documents that portions of the Work, including electrical and mechanical systems or separate structures, shall be substantially completed on milestone dates prior to substantial completion of all of the Work. Design-builder shall notify Project Manager in writing when Design-builder considers any such part of the Work ready for its intended use and substantially complete.

1.11 TRAINING

The Design-builder shall provide training to the Airport and airline operators and maintainers of equipment and software furnished and installed under this contract. The Design-builder shall submit a training plan to the Airport for approval. In the case of training provided by a manufacturer, this should be included in the specification at the time of procurement.

PART 2 PRODUCTS

2.01 REFERENCE STANDARDS

For products specified by association or trade standards, comply with requirements of standard, except where more rigid requirements are specified or are required by applicable codes.

2.02 PRODUCTS ORDERED IN ADVANCE – NOT USED

2.03 COMMISSION FURNISHED PRODUCTS – NOT USED

PART 3 EXECUTION

Not used

PART 4 APPENDICES

(Note: These Appendices are included as Appendices A and B in the Request for Proposals and will be added to this Section 01010 at time of Contract award.)

Appendix A: SCOPE OF WORK: DESIGN BUILDER

Appendix B: SCOPE OF WORK: DESIGN REQUIREMENTS

END OF SECTION
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/11

DEPARTMENT NAME: Controller DEPARTMENT NUMBER 09

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

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

TYPE OF SERVICE: City Services Auditor Consulting Services

FUNDING SOURCE: Annual Appropriation

PSC AMOUNT: $3,000,000 PSC DURATION: November 1, 2011 – October 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller’s Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

B. Explain why this service is necessary and the consequences of denial:
Proposition C, passed by the City’s voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. With this funded role, the Controller’s Office is responsible for monitoring the level and effectiveness of services rendered by the City to its residents, comparing them to those of other jurisdictions, and establishing best practices/performance benchmarks. The Controller’s Office is mandated to increase the production of independent management and performance audits and performance reviews, review street and park maintenance standards, review citywide standards for contracting processes, and administer a whistleblower hotline and website for employee and citizen complaints (City Charter Appendix F: Authority and Duties of City Services Auditor).

Per Section F1 (112) of Appendix F, “the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies.” (italics for emphasis)

While the City Services Auditor is exempt from Civil Service Commission review, it is important to comply with City contracting rules and regulations in order to demonstrate transparency and accountability of City Services Auditor activities.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
These services were provided through PSC#4073-05/06 approved on 2/8/06 for $1,600,000 and amended on 4/20/07 and on 7/8/09 for a final amount of $7,500,000.

D. Will the contract(s) be renewed: The individual audit, analytical and technical assistance consulting and training services are not intended to be ongoing or long-term in nature.

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 1021
MEA

Signature of person mailing/faxing form

Date 8-22-11

Date 8-22-11

Date 8-22-11

RFP sent to published on website at www.sfcontroller.org/solicitations

Union Name

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

PSC# 4042 - 11/12

STAFF ANALYSIS/RECOMMENDATION: AUG 28 2011

CIVIL SERVICE COMMISSION ACTION: 0937

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex
governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and
approaches, and client references. Such services may include: financial, performance, and management auditing services;
organizational and programmatic assessment and technical assistance services; establishing and implementing comparative
jurisdictional performance benchmarking and best practices; and governmental auditing, finance, and accounting skills and standards
training.

   B. Which, if any, civil service class normally performs this work?
      Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale,
scope and required expertise based on numerous factors including policymaker and department head requests and needs identified
on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0931 Manager III, 0933
Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III - Project Manager, 1822
Administrative Analyst, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative
Analyst II. It is expected that services would result in cross training and knowledge transfer.

   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:
      Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice
      analyses, and training services to improve City department performance.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. These services are short-term, intermittent, and specialized in nature.

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.

      In some cases, there may be cross training and knowledge transfer for the job classes identified above.

   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

      Yes, in some instances, depending on vendor selection.

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

______________________________
Signature of Departmental Personal Services Contract Coordinator

Esther Reyes
Print or Type Name

(415) 554-7819
Telephone Number

City Hall, Room 388
San Francisco, CA 94102
Address
Attached for your review is a PSC Summary for City Services Auditor Consulting Services.

Please let me know if you have any questions.

Regards,

PSC Civil Service Auditor 2011.PDF

Rachel Cukierman
(415)554-5391
This document: Confirmed
(reduced sample and details below)
Document size: 8.5"x11"

FAX Transmission

TO: 8SEIU Local 1021

FROM: Rachel Guklerman, Contracts and Operations Analyst

Office of the Controller
Room 388
City Hall - 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-6694

Phone 415-554-5391
Fax Number 415-554-7672

DATE 8/22/11

□ Original to follow in mail

REMARKS: □ Urgent □ For your review □ Reply ASAP □ Please comment

Total Pages Scanned: 4
Total Pages Confirmed: 4

<table>
<thead>
<tr>
<th>No.</th>
<th>Job</th>
<th>Remote Station</th>
<th>Start Time</th>
<th>Duration</th>
<th>Pages</th>
<th>Line</th>
<th>Mode</th>
<th>Job Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>630</td>
<td>4154316241</td>
<td>01:33:09 p.m. 08-22-2011</td>
<td>00:01:01</td>
<td>4/4</td>
<td>1</td>
<td>EC</td>
<td>HS</td>
<td>CP28800</td>
</tr>
</tbody>
</table>

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

Date/Time 08-22-2011 01:36:16 p.m. Transmit Header Text
Local ID 1 14155547672 Local Name 1 CITY AND COUNTY CON CSA.
Local ID 2

This document: Confirmed
(reduced sample and details below)
Document size: 8.5" x 11"

FAX Transmission

TO: MEA

FROM: Rachel Cukierman, Contracts and Operations Analyst
Office of the Controller Room 388
City Hall – 1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4094

Phone 415-554-6391
Fax Number 415-554-7672

DATE 8/23/11

NUMBER OF PAGES (including cover) 4

☐ Original to follow in mail

REMARKS: ☒ Urgent ☐ For your review ☐ Reply ASAP ☐ Please comment

Total Pages Scanned: 4 Total Pages Confirmed: 4

<table>
<thead>
<tr>
<th>No.</th>
<th>Job</th>
<th>Remote Station</th>
<th>Start Time</th>
<th>Duration</th>
<th>Pages</th>
<th>Line</th>
<th>Mode</th>
<th>Job Type</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>631</td>
<td>415 989 7077</td>
<td>01:33:39 p.m. 08-22-2011</td>
<td>00:01:00</td>
<td>4/4</td>
<td>1</td>
<td>EC</td>
<td>HS</td>
<td>CP31200</td>
</tr>
</tbody>
</table>

Abbreviations:
HS: Host send
HR: Host receive
WS: Waiting send
PL: Polled local
PR: Polled remote
MS: Mailbox save
MP: Mailbox print
CP: Completed
FA: Fail
TU: Terminated by user
TS: Terminated by system
G3: Group 3
RP: Report
EC: Error Correct
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 17, 2011

DEPARTMENT NAME: BUILDING INSPECTION

DEPARTMENT NUMBER 19

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

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

TYPE OF SERVICE: Code Enforcement Outreach

FUNDING SOURCE: Non-General Fund (2S-BIF-ANP)

PSC AMOUNT: $1,648,962 PSC DURATION: 01/01/2012 – 06/30/2017

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
The Code Enforcement Outreach Program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the City of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by setting out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities.

B. Explain why this service is necessary and the consequences of denial:
Generally, individuals in substandard housing are fearful of contacting a governmental agency directly for code enforcement services, particularly if English is a second language. Community based outreach is essential to bringing code enforcement to the segment of the population at the greatest risk of being impacted by hazardous conditions caused by dilapidated housing. In addition, communication between tenants and landlord can be difficult. Contractors in a community based setting will mentor proper building maintenance; assist in resolving access issues and other landlord/tenant disputes that delay timely code enforcement. Disapproval of this successful service will prevent residents from accessing City services; therefore, denying them of their rights to a livable housing conditions.

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 approved under PSC lks 4111-03/04 & 4103-02/03.

D. Will the contract(s) be renewed:
Yes, if the work is satisfactory and the need arises, the contract may be extended.

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 08/17/11

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on Date

Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4043 - 11/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

0042

SEP 21 2011

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Language skills in Vietnamese, Russian, Spanish, Cantonese, Mandarin, Toishana. Requires community-based expertise and expertise in counseling, mediating, educating, and providing translation services for residential building occupants and property owners associated with abatement of substandard housing conditions as defined by San Francisco Housing Code.
   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. Facilities are community based (i.e., Tenderloin, South of market, Chinatown, Mission)

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Current classifications 6270 Housing Inspector and 6272 Senior Housing Inspector enforce the provisions of the San Francisco housing, building, electrical, plumbing, fire, planning, health and other codes as they relate to the condition, structure, occupancy, use and maintenance of the city's housing stock; inspect apartment houses, residential and tourist hotels, motels, housing projects, dormitories, mobile vehicle parks, residential care homes and condominiums; identify and eliminate life hazards and various code violations resulting from owner or tenant negligence or other causes; investigate complaints regarding housing conditions, illegal occupancy, safety and related sanitation conditions; determine proper enforcement agency for complaint referral; enforce security ordinance, smoke and heat detector ordinance and residential hotel conversion ordinance. However, these positions do not and cannot provide community-based counseling or mediation services regarding landlord/tenant disputes associated with code enforcement outreach as the City needs to stay impartial in order to act as code enforcer.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. This is a less than full-time position requiring community-based specialized knowledge and abilities. Creating a new class for this service would be impractical.

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]
Vivian L. Day
Print or Type Name

415-558-6131
Telephone Number

1660 Mission Street
San Francisco, CA 94103
Address
Hi Maria,

Please find attached two (2) PSC summaries sent to Local 21 as well as e-mail proofs and responses provided to the union. This submission is for the meeting on Oct. 17th. Thank you.

Local 21 Questions - CEOP.docx  Local 21 questions-SRO.docx

Sarah Luu  
Department of Building Inspection  
Finance Services  
1660 Mission St, San Francisco, CA 94103  
Tel (415) 558-6324  
Fax (415) 558-6207  
sarah.luu@sfgov.org

----- Forwarded by Sarah Luu/DBI/SFGOV on 09/21/2011 08:58 AM -----

From: L21PSC Review <L21PSCReview@lfpte21.org>
To: "Sarah.Luu@sfgov.org" <Sarah.Luu@sfgov.org>
Cc: Sharon Jenkins <sjenkins@lfpte21.org>, Ging Louie <glouie@lfpte21.org>, Joe Brenner <jbrenner@lfpte21.org>, Larry Wong <lwong@lfpte21.org>
Date: 08/29/2011 02:54 PM
Subject: RE: PSC-Code Enforcement Outreach -- $1.648 million

Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more details concerning the fund source? Where is it coming from this Non-Genera Fund (2S-BIF-ANP)?
2. What are the primary required skills or expertise? Is it language, community base, or counseling and mediation?
3. What does community based mean? Does the organization need to have office within the affected communities?
4. Why can't the tenants/residents take their issue to the City's Rent Stabilization Board? (Your statement indicating that 6270 and 6272 positions do not and cannot provide counseling or mediation services regardin landlord/tenant disputes.
5. If there is an existing code non-compliance issues; do you need these services?
6. If there is no existing code non-compliance issues; do you need these services when Rent Board can handle disputes?

Larry Wong  
Local #21

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
Sent: Wednesday, August 17, 2011 11:18 AM
To: L21PSC Review
Cc: Sharon Jenkins
Subject: PSC Summaries - Dept of Bldg Inspection
For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you

1. Code Enforcement Outreach
2. Single Room Occupancy Collaborative

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207

sarah.luu@sfgov.org Code Enforcement Outreach.pdf
----- Forwarded by Sarah Luu/DBI/SFGOV on 09/21/2011 08:58 AM -----

From: L21PSC Review <L21PSCReview@ilp21.org>
To: "Sarah.Luu@sfgov.org" <Sarah.Luu@sfgov.org>
Cc: Sharon Jenkins <sharon.jenkins@ilp21.org>, Ging Louie <ging.louie@ilp21.org>, Joe Brenner <joe.brenner@ilp21.org>, Larry Wong <lwong@ilp21.org>
Date: 08/29/2011 03:05 PM
Subject: PSC-DBI Single Room Occupancy -- $4.95 million

Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more detail concerning the funding source. Where is it coming from this Non-General Fund (25-BIF-ANP)?

2. How is the issue being handle at this time by any City agency?

3. How did DBI arrived at this being a need?

4. What are the primary required skills or expertise? Is it health and environmental inspection for healthy and safety living environment? Is it being located within the community? What prior experience does this organizations needs?

5. Doesn't Human Services Agency (HSA) have social workers who handles this already since they provide the vouchers for SRO?

6. Shouldn't this be the lead agency to handle SRO issues regarding assessment, housing retention plan, general advocacy, referral and housing counseling?

After your responses, Local #21 may wish to meet and confer on this PSC.

Larry Wong
Local #21 PSC Coordinator

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
Sent: Wednesday, August 17, 2011 11:18 AM
To: L21PSC Review
Cc: Sharon Jenkins
Subject: PSC Summaries - Dept of Bldg Inspection
For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you

1. Code Enforcement Outreach
2. Single Room Occupancy Collaborative

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207

sarah.luu@sfgov.org Single Room Occupancy Program[1].pdf
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 17, 2011

DEPARTMENT NAME: BUILDING INSPECTION

DEPARTMENT NUMBER 19

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

TYPE OF SERVICE: Single Room Occupancy (SRO) Collaborative Program

FUNDING SOURCE: Non-General Fund (2S-BIF-ANP)

PSC AMOUNT: $4,950,000 PSC DURATION: 01/01/2012 - 06/30/2017

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The Single Residence Occupancy Program is designed to help stabilize the lives of SRO (Single Room Occupancy) tenants and improve the living conditions and safety. The Program consists of (1) outreach in SRO, (2) individual tenant stabilization including but not limited to needs assessment, housing retention plan, general advocacy, tenant meetings, referral and housing counseling; (3) Community Programs including, but are not limited to, fire prevention workshops, tenant rights and leadership development training meetings. The target population is very low-income, elderly, and disabled SRO tenants who are at risk of homelessness because of a lack of support services and because of the unsafe and unhealthy conditions in the SRO hotels.

   B. Explain why this service is necessary and the consequences of denial:
   Generally, individuals in substandard housing are fearful of contacting a governmental agency directly for health and safety conditions in SRO, particularly if English is a second language. Community based outreach is essential to bringing code enforcement to the segment of the population at the greatest risk of being impacted by hazardous conditions caused by dilapidated housing. In addition, communication between tenants and landlord can be difficult. Contractors in a community based setting will mentor proper building maintenance; assist in resolving access issues and other landlord/tenant disputes that delay timely code enforcement. Disapproval of this successful service will prevent residents from accessing City services; therefore, denying them of their rights to a livable housing conditions.

   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 approved under PSC#2000-03/04 for the Department of Public Health. This is the first request for DBI.

   D. Will the contract(s) be renewed:
   Yes, if funding is available.

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

   Local 21
   Signature of person mailing/faxing form 8/17/11
   Date

   ____________
   Signature of person mailing/faxing form
   Date

   RFP sent to __________________, on __________________, on
   Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SEP 31 2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

0047

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      SRO Collaboratives are non-profit organizations that work with SRO residents to help maintain a healthy and safe living
      environment. The organizations work with building owners and city agencies on behalf of tenants to ensure that code violations and
      other building concerns are addressed and corrected. Each collaborative has a neighborhood, cultural, and language specific
      approach to assisting tenants which includes but not limited to experience in fire prevention and tenant stabilization, knowledge of
      SRO emergency preparedness and response and proven track record in the provision of housing counseling services.

   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:
      Due to the timeline and comprehensive nature of the services, which will be provided under this program, civil service classifications
      are not applicable. In addition, clients or potential clients that will be served by the program will respond to and utilize the services
      if the program is administered by familiar and trusted community-based organizations.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. This is a less than full-time position requiring community--based specialized knowledge and abilities. Creating a new class for
      this service would be impractical.

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?
      Yes
      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?
      Yes

   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?
      Yes

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

Signature of Departmental Personal Services Contract Coordinator

Vivian L. Day
Print or Type Name

415-558-6131
Telephone Number

1880 Mission Street
San Francisco, CA 94103
Address
Hi Maria,

Please find attached two (2) PSC summaries sent to Local 21 as well as e-mail proofs and responses provided to the union. This submission is for the meeting on Oct. 17th. Thank you.

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207
sarah.luu@sfgov.org
----- Forwarded by Sarah Luu/DBI/SFGOV on 09/21/2011 08:58 AM -----  

From: L21PSC Review <L21PSCReview@ilpeta21.org>
To: "Sarah.Luu@sfgov.org" <Sarah.Luu@sfgov.org>
Cc: Sharon Jenkins <sjenkins@ilpeta21.org>, Ging Louie <glouie@ilpeta21.org>, Joe Brenner <jebrenner@ilpeta21.org>, Larry Wong <lwong@ilpeta21.org>
Date: 08/23/2011 02:54 PM
Subject: RE: PSC-Code Enforcement Outreach -- $1.648 million

Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more details concerning the fund source? Where is it coming from this Non-Generla Fund (25-BIF-ANP)?
2. What are the primary required skills or expertise? Is it language, community base, or counseling and mediation?
3. What does community based mean? Does the organization need to have office within the affected communities?
4. Why can't the tenants/residents take their issue to the City's Rent Stabilization Board? (Your statement indicating that 6270 and 6272 positions do not and cannot provide counseling or mediation services regardin landlord/tenant disputes.
5. If there is an existing code non-compliance issues; do you need these services?
6. If there is no existing code non-compliance issues; do you need these services when Rent Board can handle disputes?

Larry Wong
Local #21

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
Sent: Wednesday, August 17, 2011 11:18 AM
To: L21PSC Review
Cc: Sharon Jenkins
Subject: PSC Summaries - Dept of Bldg Inspection
Hi Sarah,

Local #21 has a few questions regarding this PSC.

1. Please provide more detail concerning the funding source. Where is it coming from this Non-General Fund (25-BIF-ANP)?

2. How is the issue being handle at this time by any City agency?

3. How did DBI arrived at this being a need?

4. What are the primary required skills or expertise? Is it health and environmental inspection for healthy and safety living environment? Is it being located within the community? What prior experience does this organizations needs?

5. Doesn't Human Services Agency (HSA) have social workers who handles this already since they provide the vouchers for SRO?

6. Shouldn't this be the lead agency to handle SRO issues regarding assessment, housing retention plan, general advocacy, referral and housing counseling?

After your responses, Local #21 may wish to meet and confer on this PSC.

Larry Wong
Local #21 PSC Coordinator

From: Sarah.Luu@sfgov.org [Sarah.Luu@sfgov.org]
Sent: Wednesday, August 17, 2011 11:18 AM
To: L21PSC Review
Cc: Sharon Jenkins
Subject: PSC Summaries - Dept of Bldg Inspection
For your review, please find attached two (2) PSC summaries that the Department of Building Inspection will be presenting to the Civil Services Commission on October 17, 2011. Thank you
   1. Code Enforcement Outreach
   2. Single Room Occupancy Collaborative

Sarah Luu
Department of Building Inspection
Finance Services
1660 Mission St, San Francisco, CA 94103
Tel (415) 558-6324
Fax (415) 558-6207

sarah.luu@sfgov.org Single Room Occupancy Program[1].pdf
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)

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: Helicopter Transport and Aerial Surveying Services (CS-217)

FUNDING SOURCE: Hetch Hetchy Operating Funds

PSC AMOUNT: $96,500  PSC DURATION: 11/07/2011 to 08/31/2016

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
The contractor will provide a helicopter and certified pilot to pick up a crew of SFPUC employees from Moccasin, California and transport them on an aerial inspection patrol of the City's power transmission lines and high voltage towers. The transmission lines originate at powerhouses on the Tuolumne River in the Sierra Foothills and terminate in Hayward, California. The inspection flight will take place once a year over the next five years.

B. Explain why this service is necessary and the consequences of denial:
The SFPUC generates electricity from power houses located on the Tuolumne River and Cherry Creek in Tuolumne County. This location, known as Early Intake, is on the western slopes of the Sierra Nevada Mountains, west of Yosemite Valley. High voltage support towers carry transmission lines from the powerhouses West over the Sierra Foothills and across the Central Valley to Newark, California just South of San Francisco. SFPUC line crews are required to patrol and inspect the support towers yearly, looking for lightning strikes or damage to the tower members, insulators and other tower hardware. Without these patrols, SFPUC cannot detect and identify critical components (ie insulators and busines) and overall damage to the transmission towers, all of which are integral in delivering Power to the Grid.

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 last provided through a one – time Purchase Order (#POUH1000045).

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):

L1021/L21/MEA
Union Name

Shamica Jackson
Signature of person mailing/faxing form

09/12/2011 (30-day Union Notice)
09/21/2011 (to DHR)

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40/5-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT  0052

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The service requires appropriately trained and qualified helicopter pilot licensed by the Federal
      Aviation Administration (FAA) to conduct Part 135 flight operations at low altitude in elevations up to
      6,000 feet above sea level.
   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. A helicopter of the appropriate make and model and all safety equipment necessary for use by
      City Employees while being transported

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      No Civil Service Classes exist that provide these services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      It would not be practical for a new civil service class to perform this work as it is economically
      infeasible. The cost of procuring equipment, hiring and training qualified flight personnel, and
      providing funding for management and support services for a helicopter operation is extremely cost
      prohibitive.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?  
      Yes  
   B. Will the contractor train City and County employees?
      Yes  
      • 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  
   D. Are there federal or state grant requirements regarding the use of contractual services?
      Yes  
   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?
      Yes  

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

D. SCOTT  6058  PSC FORM 1 (9/96)
CS-217 PSC TO DHR 09212011.pdf

file://C:\Documents and Settings\administrator\Local\Settings\Temp\notes87944B\~web77... 9/23/2011
1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-217, Helicopter Transport and Aerial Surveying Services, initial request for $96,500**.

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 30-day period was waived by L21 and MEA.**

4. For **October 17, 2011 Commission Meeting** at 2:00 PM, City Hall Room 400.

---

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
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/09/2011

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: ☑ REGULAR (Omit Posting ________)

☑ INITIAL REQUEST

☐ MODIFICATION (PSC# ____________)

TYPE OF SERVICE: Consulting Services for Power Regulatory Compliance Training

FUNDING SOURCE: HHWP R&R, CUH976

PSC AMOUNT: $350,000

PSC DURATION: 10/01/2011 to 09/30/2013

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Develop a comprehensive training program for Hatch Hetchy Water and Power (HHWP) Control Room Operations System Operators to meet North American Electric Reliability Corporation (NERC) PER-002 and PER-005 regulatory requirements. Consultant will work with HHWP staff to implement a Systematic Approach to Training (SAT) process that will ensure the validity and reliability of the operator training program. The approach will utilize the following five phase SAT model: Analysis, Design, Development, Implementation and Evaluation (ADDIE).

   B. Explain why this service is necessary and the consequences of denial:
      HHWP was required to become registered as a Transmission Owner and Transmission Operator with NERC on July 15, 2011. To become compliant and avoid financial penalties, HHWP must develop a comprehensive training program for the powerhouse operators. Penalties vary from $1,000 to $1,000,000 per day.

   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 not necessary in the past, this is a new regulatory requirement.

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

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

   L21
   Union Name

   Signature of person mailing/faxing form

   08/10/2011
   Date

   David E. Scott

   ____________________________

   Signature of person mailing/faxing form

   ____________________________

   Date

   RFP sent to ____________________________, on ____________________________, Date ____________________________

   Signature

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

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC# 4054-011/12

   AUG 10 2011

   STAFF ANALYSIS/RECOMMENDATION:

   CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Power regulatory compliance. Must have experience implementing a training program using a Systematic Approach to Training (SAT) process for PER-002 and PER-005. In addition, must have tools available for the client to track training for auditing with NERC and Western Electricity Coordinating Council Inc. (WECC).

   B. Which, if any, civil service class normally performs this work? 5602 (Utility Specialist) with NERC certification. HHWP has this classification and the position will be updating the program, once developed, as new regulatory requirements are put in place.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The contractor will provide a tracking/audit compliance tool for the City to monitor the system operator training program per the WECC/NERC requirements. Tool capability to include job task list, learning objectives and training materials, training records, evidence of an annual training program evaluation, upload capability to NERC and audit/compliance tracking for WECC/NERC on-site audit.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: HHWP has insufficient resources to perform the gap analysis and develop the initial program to meet the requirements. HHWP more than likely has sufficient staffing for maintaining the program once it is established.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. Not applicable

i. 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?

   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]

David E. Scott
Print or Type Name

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

Signature of Departmental Personal Services Contract Coordinator

415-554-4672
Telephone Number
CS-220, PSC Summary Form (Initial Request)
Scott, David E

to:
08/09/2011 11:44 AM
Hide Details
From: "Scott, David E" <DEScott@sfwater.org> Sort List...

To: "Birrer, Joe" <Joe.Birrer@flysf.com>, "Byrne, Ed" <Ed.Byrne@sfport.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" <CIsen@sfwater.org>, "Koleini, Amir" <Amir.Koleini@flysf.com>, "Lee, Tedman C" <clee@sfwater.org>, "Rivera, Patrick" <Patrick.Rivera@sfdpw.org>, "Wang, Jane" <Jane.Wang@sfnta.com>, "Baker, Deborah" <Deborah.Baker@sfgov.org>, "DHR-PSCCoordinator" <DHR-PSCCoordinator@sfgov.org>, "Domingo, Kofo" <KDomingo@sfwater.org>, "Jackson, Prentiss" <PJackson@sfwater.org>, "Jackson, Shamica" <SJackson@sfwater.org>, "Kyaun, Florence" <FKyaun@sfwater.org>, "Lee, Tedman C" <clee@sfwater.org>, "McGee, Bonita" <BMcGee@sfwater.org>, "Yun, Pauson" <PYun@sfwater.org>, "rebecca@sfmea.com" <rebecca@sfmea.com>, "Bowman Bailey, Laura" <LBailey@sfwater.org>, <kbyrne@ifpte21.org>, <kcarte@ifpte21.org>, <sjenkins@ifpte21.org>, <L21PSCReview@ifpte21.org>, <glouie@ifpte21.org>, <Margot.Reed@sei1021.org>, <pattie.tamura@sei1021.org>, <joe.tanner@sei1021.org>, <ed.warshauer@sei1021.org>, <lwong@ifpte21.org>

2 Attachments

image001.jpg  CS-202 PSC Summary Form to DHR - 08_10_2011.pdf
1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-220, Consulting Services for Power Regulatory Compliance Training, initial request for $350,000.

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

3. Thirty-day Union notification required? If no, please explain. Yes

Thank you,

David E. Scott, Senior Contract Analyst
Office: (415) 551-4672
descott@sfwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/25/2011

DEPARTMENT NAME: Recreation and Park Department

DEPARTMENT NUMBER: 42

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Architectural and Engineering Planning Services – Mission Dolores Park

FUNDING SOURCE: 2008 Clean and Safe Parks General Obligation Bond


Modification Amount

Total Amount $295,000 Total PSC Duration: 09/25/2011-12/31/12

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   This PSC is continuation of the project providing planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RFP and DPW staff.

   B. Explain why this service is necessary and the consequences of denial:
   This project has required significantly more community interaction than originally planned resulting in additional level of effort from the planning team. This additional effort has resulted in a stronger project. This work is a necessary part of the voter approved implementation of the 2008 Clean and Safe Parks Bond.

   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):
   PSC #4047-10/11 was approved November 1, 2010. Due to an administrative oversight, the original PSC was allowed to lapse. This is a continuing effort for a project that has required far more community interaction and planning than originally considered needed.

   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):

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

   RFP sent to ________ on ________

   Signature

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC# 4047-11/12

   STAFF ANALYSIS/RECOMMENDATION:

   CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Architecture and Engineering services include Civil, Landscape, Structural, Mechanical, Architectural, and cost estimating services.

   B. Which, if any, civil service class normally performs this work?
   A combination of 5203 Asst Engineer, 5207 Associate Engineer, 5211 Senior Architect/Landscape Architect/Engineer, 5212 Principal Architect/Engineer.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   *Due to the complexity, sense of public urgency, and anticipated high turnout for a series of 4-6 public meetings for this project, we propose an integrated team approach in which RPD contracts with a consultant team for schematic design/planning and with DPW for design, bidding, and construction management. For schematic design, RPD proposes including a DPW Architect/Landscape Architect in an advisory to ensure a seamless transition from planning to design.*

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

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

   B. 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?
   **✓**

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

Signature of Departmental Personal Services Contract Coordinator

Sean McFadden

Print or Type Name

831 2779

Telephone Number

mclaren lodge 501 stanyan st

SF, CA 94117

Address
OK. Looks like we are good to go. Let me know if you have any questions.

Thanks.

Sean

--- Forwarded by Sean McFadden/RPD/SFGOV on 09/28/2011 02:33 PM ---

From: Larry Wong <lwong@lipte21.org>
To: "Sean.McFadden@sfgov.org" <Sean.McFadden@sfgov.org>
Cc: Joe Brenner <jebrenner@lipte21.org>, Ging Louie <glouie@lipte21.org>, Larry Wong <lwong@lipte21.org>, L21PSC Review <L21PSCReview@lipte21.org>
Date: 09/28/2011 01:58 PM
Subject: PSC-RecPark Architectural Engineering Service - Mission Dolores - Add $254,377

Sean,

Local #21 has no objections to this PSC which is an extension to an expired PSC which needs to be issued to completed the project.

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

From: L21PSC Review
Sent: Wednesday, September 28, 2011 10:49 AM
To: Sean.McFadden@sfgov.org; Ging Louie
Cc: Ging Louie; Joe Brenner; Larry Wong
Subject: RE: PSC Notification

Hi Sean,

Could sent a copy of the Contract for the existing consultant? We like to confirm the work scope contracted for.

Thanks.

Larry Wong
L21 PSC Reviewer

From: Sean.McFadden@sfgov.org [Sean.McFadden@sfgov.org]
Sent: Monday, September 26, 2011 3:27 PM
To: Ging Louie
Cc: L21PSC Review
Subject: PSC Notification
Hi Ging:

So a little hiccup on my end with regard to the recently submitted modification for the PSC for Architectural and Engineering Planning Services - Mission Dolores Park. It turns out (due to my administrative oversight) that I allowed the approval to lapse. Therefore, I will need to re-submit as an initial PSC per instruction from DHR. Obviously, that makes the process a little awkward and for that I apologize. It would be great if you could facilitate an expedited review and if you are so inclined, a favorable review/response for this PSC by Local 21. If I am able to receive documentation of Local 21 support in writing by the 28th, then we will be able to put it on the agenda for the October 17 meeting.

Thanks for your help. Let me know if you have any questions.

Sean

Save the earth—don’t print this email

Go green

Sean McFadden
Recreation and Park Department
Purchasing/Contract Administration
501 Stanyan Street
San Francisco, CA 94117
(415) 831-2779; Facsimile (415) 668-3330
Sean.McFadden@sfgov.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 9/28/2010

DEPARTMENT NAME: Recreation and Parks Department

DEPARTMENT NUMBER 42

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

TYPE OF REQUEST: ☑ INITIAL REQUEST

TYPE OF SERVICE: Architectural and Engineering Planning Services – Mission Dolores Park

FUNDING SOURCE: 2008 Clean and Safe Parks General Obligation Bond

Original Amount: $ 205,000

Modification Amount $ 0

Total Amount $ 205,000

PSC Duration: 10/1/2010 – 4/1/2011

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

To provide planning, schematic design, and community design meeting facilitation and outreach for Mission Dolores Park. This work will include cost estimating, multiple design options, and coordination through the design phase with RPD and DPW staff.

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

This work is a necessary part of the voter approved implementation of the 2008 Clean and Safe Parks Bond.

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):

In the past services have been generally provided in an either DPW or outside consultant scenario. This is an attempt to blend both sectors by using an integrated team approach with DPW providing design, bidding, and construction management and the consultant providing schematic design and planning.

D. Will the contract(s) be renewed: No. This is only for the planning phase of Mission Dolores Park.

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

Local 21

Union Name

Signature of person mailing/faxing form

Date 9/28/10

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40047 - 10/11

STAFF ANALYSIS/RECOMMENDATION: COPY

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Architecture and Engineering services include Civil, Landscape, Structural, Mechanical, Architectural, and cost estimating services.
   
   B. Which, if any, civil service class normally performs this work?
      A combination of 5203 Asst Engineer, 5207 Associate Engineer, 5211 Senior Architect/Landscape Architect/Engineer, 5212 Principal Architect/Engineer.
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      Due to the complexity, sense of public urgency, and anticipated high turnout for a series of 4-6 public meetings for this project, we propose an integrated team approach in which RPD contracts with a consultant team for schematic design/planning and with DPW for design, bidding, and construction management. For schematic design, RPD proposes including a DPW Architect/Landscape Architect in advisory to ensure a seamless transition from planning to design.
   
   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.
      Yes [ ] No [x]
   
   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?
      Yes [x] No [ ]
   
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      Yes [x] No [ ]

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

[Signature]

Sean McFadden
Print or Type Name

415. 531. 2777
Telephone Number

McLaren Lodge
501 Stryan St. SF CA 94117
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/30/11

DEPARTMENT NAME: Fire
DEPARTMENT NUMBER: 31

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

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

TYPE OF SERVICE: Toxicology Analysis & Reporting and MRO services

FUNDING SOURCE: Department Budget

PSC AMOUNT: $100,000
PSC DURATION: July 1, 2011 to June 30, 2015

1. DESCRIPTION OF WORK
A. Concise description of proposed work: The selected contractor will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medical Review Officer interpretation of test results.

B. Explain why this service is necessary and the consequences of denial: The SFFD maintains a zero tolerance for on-duty drug or alcohol use or impairment. Intoxicated or Influenced members could pose a threat to the public welfare (vehicle crashes with Fire Engines or Ladder Trucks, incorrect medication administration). The Drug & Alcohol Screening program would not be able to continue without toxicology analysis.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service was provided in the past by the Office of the Medical Examiner (Dr. Nikolas Lemos). The work was authorized by inter-departmental Work Order.

D. Will the contract(s) be renewed: If services are satisfactory, yes.

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

Prof & Tech Eng
Local 21

Jesusa Bushong
Signature of person mailing/faxing form
8/30/11

RFP sent to
Union Name
on
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# HH04-8 - 11/1/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Physician MRO, board certified in toxicology preferred, certified as MRO mandatory. Laboratory capable of taking and processing saliva tests and urine tests. Equipment sensitive enough to analyze specimens according to SFFD criteria. Mechanism for notifying SFFD of results in confidential manner. Staff and equipment capable of processing samples in time frame as specified by SFFD. Ability to handle ebb-and-flow of hiring testing. Mechanism for twenty-four hour acceptance of samples and processing of requests.
   B. Which, if any, civil service class normally performs this work? 2456 Assistant Toxicologist I, 2457 Assistant Toxicologist II and 2458 Forensic Toxicologist
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. City does not possess toxicology laboratory facilities outside of the M.E.'s offices.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: The civil service classifications are applicable, except that they work only in the Medical Examiner's office. CCSF does not have forensic toxicology laboratories licensed to perform employee drug & alcohol screening outside of the M.E.'s office. After June 30, 2009, the M.E.'s office will no longer be providing that service.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. It would not be financially viable as the city would need to create a new toxicology laboratory and mandate a city-wide Drug and Alcohol Screening and testing program.

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]

Jesusa Bushong
Print or Type Name

415 558 3615
Telephone Number

698 Second Street, # 209
San Francisco, CA 94107
Address

PSC FORM 1 (9/96)
To whom it may concern:

Please review the attached PSC summary requesting continuing Toxicology Analysis and Medical Review Officer results interpretation for the San Francisco Fire Department. These services are critical and necessary to the ongoing implementation of the Department's Drug and Alcohol Screening Policy. The Department was previously approved for two years from 2009-2011 for this very service. However, since we failed to renew/extend the contract prior to expiration, we are required to present the PSC as a new request to the Civil Service Commission.

Thank you for your feedback.

Jesusa Bushong
Departmental Personnel Officer
Fire Human Resources
(415) 558-3615 - Voice
(415) 558-3463 - Fax

ToxicologyAnalysisPSC2.doc
Hi Maria,

Is this sufficient to get the PSC calendared for the third Monday in October CSC meeting? Please advise.

Thank you.

Jesusa

---- Forwarded by Jesusa Bushong/SFFD/SFGOV on 09/28/2011 03:01 PM -----

Larry Wong

To: "Andy.Zanoff@sfgov.org" <Andy.Zanoff@sfgov.org>
cc: Joe Brenner <jbrenner@ifpte21.org>, Alexander Tonisson <atonisson@ifpte21.org>, Kim Carter <kmc Carter@ifpte21.org>, "Jesusa.Bushong@SFGOV.ORG" <Jesusa.Bushong@SFGOV.ORG>, Larry Wong <lwong@ifpte21.org>

09/28/2011 1:01:57 PM Subject: RE: Toxicology Contract

This is to confirm that Local #21 has no objections to this PSC.

However, that said; Local #21 have seen similar request from SFMTA for Drug and Alcohol Screening and Testing.
In the future, Local #21 will push for recertification of the Office of Medical Examiner and the consolidation of all drug and alcohol testing.

Local #21 will be looking forward to SFFD for their support in the OME and bring the work inhouse.

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

From: Andy.Zanoff@sfgov.org [Andy.Zanoff@sfgov.org]
Sent: Wednesday, September 28, 2011 1:45 PM
To: Larry Wong
Cc: Joe Brenner; Alexander Tonisson; Kim Carter; Jesusa.Bushong@SFGOV.ORG
Subject: Toxicology Contract

Mister Wong,

I spoke with Alex Tonisson yesterday about this contract. He advised me that he had no problem with us contracting of the service and he understands all of the details behind the need to contract the services.

This contract was secured through competitive RFP two years ago. Your organization not only agreed to the contract at that time, but your representatives stood in support of the contract with me at the
Civil Service Commission when it was presented. We have not changed the work or scope, merely exercising one of two extension options built into the original contract.

Please advise.

AZ

Andy Zanoff, Captain
Administration Division
San Francisco Fire Department
698 Second Street, # 211-A
San Francisco, CA 94107
415.558.3646 (office)
415.558.3687 (FAX)