City and County of San Francisco

Date: March 3, 2012

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
Gordon Choy, DPW
Kendall Gary, DT
Shamica Jackson, PUC
William Lee, DEM
Brent Lewis, DHR
Joan Lubamersky, GSA

Subject: Personal Services Contracts Approval Request

This report contains ten (10) 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>$47,296,164</td>
<td>$2,050,603</td>
<td>$500,234,475</td>
</tr>
</tbody>
</table>

*Notes:
- PSC #4003-11/12 for $500,000 for Temporary Parking Restriction Signage was withdrawn by SFMTA on 7/28/11
- PSC #4053-11/12 for $3.4 million for Design for University Mound North Basin Upgrades was withdrawn by PUC on 11/15/11
- PSC #4060-11/12 for $500,000 for Lighting Design Services – Build LED Streetlight Conversion was withdrawn by PUC on 11/21/11
- Modification of PSC #4097-08/09 for $2.2 million for regional water and energy washing machine rebate program was withdrawn on 11/30/11
- PSC #4075-11/12 for $1.5 million for Outreach and Marketing Services Power Enterprise withdrawn by PUC on 1/9/12
### 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>4093-11/12</td>
<td>33</td>
<td>Human Resources</td>
<td>Regular</td>
<td>$12,500,000</td>
<td>Contractor will provide complete workers’ compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.</td>
<td>9/1/2012 - 8/31/2017</td>
</tr>
<tr>
<td>4094-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$2,200,000</td>
<td>The San Francisco Public Utilities Commission (SFPUC) is seeking professional consulting services from vendor with expertise and experience in Sharepoint solutions built upon the Microsoft stack. The Sharepoint environment requires the following features to be established: Develop a design for the infrastructure to meet the long term needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, libraries, etc.); and Assist in creating an enterprise structure and a Governance Group that would lead the SFPUC with its technical resources and develop policies, procedures, and management tools to ensure the solutions remain stable and meets the SFPUC’s needs.</td>
<td>3/5/2012 - 3/5/2014</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $14,700,000
### PROPOSED PERSONAL SERVICES CONTRACTS

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4017-09/10 40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$20,000,000</td>
<td>$29,000,000</td>
<td>As-needed services in the areas of: wastewater; stormwater; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.</td>
<td>11/1/2009</td>
<td>12/31/2017</td>
<td></td>
</tr>
<tr>
<td>4021-07/08 70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$186,588</td>
<td>$959,763</td>
<td>OLSE is exercising an option in our contract to continue implementation of an employee outreach and education program on the City's labor laws. Primary activities are: community outreach programs, employee workshops and training, and counseling and referral services. The program will continue to be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority groups.</td>
<td>1/15/2007</td>
<td>1/31/2013</td>
<td></td>
</tr>
<tr>
<td>4165-07/08 70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$1,037,081</td>
<td>$1,797,781</td>
<td>Under CA Labor Code Section 1776 and SF Admin. Code Section 6.22 (E) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with a vendor to provide a software license (subscription to their services) for their web-based electronic proprietary certified payroll reporting system hosted on their secure server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and City employees on use of the system.</td>
<td>7/1/2008</td>
<td>6/30/2015</td>
<td></td>
</tr>
<tr>
<td>4101-07/08 75</td>
<td>Dept of Technology</td>
<td>Regular</td>
<td>$0</td>
<td>$2,581,599</td>
<td>The contractor provides system software and special technical support services for the City's mainframe in the following areas: operating system (OS) system upgrades and customization; CICS (customer information control system) transaction server migration, Web-to-Host implementation, exploration of USS (Unix System Services) features, and technical system support for FAMS (Financial Accounting Management Information System), the City financial and budgeting system.</td>
<td>12/1/2007</td>
<td>6/30/2015</td>
<td></td>
</tr>
<tr>
<td>4108-08/09 77</td>
<td>Emergency Management</td>
<td>Regular</td>
<td>$1,772,495</td>
<td>$3,947,495</td>
<td>The software known as ECAD, for ES11 Computer Assisted Dispatch, occasionally requires enhancements or modifications to its software that runs the dispatch program for ES11 calls. The modifications/enhancements improve the data collected by or displayed to ES11 call takers and dispatchers. Two examples being 1) The ability to playback the historical movement of selected AVL units during a specific period of time; 2) Ability to send multiple messages to medical units on a call.</td>
<td>3/2/2009</td>
<td>12/31/2014</td>
<td></td>
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**POSTING FOR**

3/5/2012

**PROPOSED PERSONAL SERVICES CONTRACTS**

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
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<tr>
<th>PSC No</th>
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<th>Dept Description</th>
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<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4047-07/08 90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,600,000</td>
<td>$6,298,000</td>
<td>The consultant will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, coastal engineering and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSOs will define job/task specific scopes of work. Two (2) Master Agreements were awarded under the original PSC. DPW intends to award four (4) new Master Agreements under this PSC modification.</td>
<td>1/1/2008 - 1/30/2018</td>
<td></td>
</tr>
<tr>
<td>4085-08/09 90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>$6,500,000</td>
<td>Consultants will perform highly specialized geotechnical engineering tasks that include conducting geological field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and downtesting; and other geotechnical/geological consultation related work. The Department of Public Works (DPW) had previously awarded three (3) as-needed contracts at $1,000,000 each, and intends to award three (3) additional as-needed contracts for $1,000,000 each.</td>
<td>4/15/2009 - 12/31/2017</td>
<td></td>
</tr>
<tr>
<td>4149-07/08 90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>$7,000,000</td>
<td>The Consultant will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, outreach staff, construction management support, field office administrative staff, supplemental construction services and other as-needed services to be determined for various types of engineering work on an as-needed basis. Four (4) contracts for $1,000,000 each were previously awarded under this PSC. The Department of Public Works (DPW) intends to award an additional four (4) Master Agreements, each not-to-exceed $750,000 for these as-needed services.</td>
<td>6/16/2018 - 6/16/2018</td>
<td></td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $32,596,164
Cynthia Avakian
Airport Commission
Contracts Administration Unit
P.O. Box 8907
San Francisco, CA 94128

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

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

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

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102

Brent Lewis
Department of Human Resources
1 South Van Ness, 4th Floor
San Francisco, CA 94103

Joan Lubamersky
General Services Agency
One Dr. Carlton B. Goodlett Place
Room 362
San Francisco, CA 94102
<table>
<thead>
<tr>
<th>PSC#</th>
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<th>Page#</th>
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<tbody>
<tr>
<td>4093-11/12</td>
<td>Human Resources</td>
<td>1 - 7</td>
</tr>
<tr>
<td>4094-11/12</td>
<td>Public Utilities Commission</td>
<td>8 - 12</td>
</tr>
</tbody>
</table>

**Modifications**

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<td>Public Utilities Commission</td>
<td>13 - 22</td>
</tr>
<tr>
<td>4021-07/08</td>
<td>General Services Agency</td>
<td>23 - 26</td>
</tr>
<tr>
<td>4165-07/08</td>
<td>General Services Agency</td>
<td>27 - 31</td>
</tr>
<tr>
<td>4101-07/08</td>
<td>Department of Technology</td>
<td>32 - 35</td>
</tr>
<tr>
<td>4108-08/09</td>
<td>Emergency Management</td>
<td>36 - 42</td>
</tr>
<tr>
<td>4047-07/08</td>
<td>Public Works</td>
<td>43 - 50</td>
</tr>
<tr>
<td>4085-08/09</td>
<td>Public Works</td>
<td>51 - 60</td>
</tr>
<tr>
<td>4149-07/08</td>
<td>Public Works</td>
<td>61 - 65</td>
</tr>
</tbody>
</table>
**PERSONAL SERVICES CONTRACT SUMMARY**

**DATE:** January 5, 2011  
**February 13, 2012 - revised**

**DEPARTMENT NAME:** Department of Human Resources  
**DEPARTMENT NUMBER:** 33

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

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

**TYPE OF SERVICE:** Third Party Administrator for Workers' Compensation Claims Administration

**FUNDING SOURCE:** Administration Budget of Workers' Compensation Section

**PSC AMOUNT:** $12,500,000  
**PSC DURATION:** 09/1/2012 to 8/31/2017

1. **DESCRIPTION OF WORK**
   
   A. Concise description of proposed work:
   
   Contractor will provide complete workers' compensation adjusting services, including investigation and adjudication of claims, date recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.

   B. Explain why this service is necessary and the consequences of denial:
   
   These services are necessary to handle the number of claims generated by City employees that exceed the caseloads that can be processed by the City's claims administration unit. Denial of this service would adversely affect the City's ability to meet benefit requirements of the California Labor Code, and could jeopardize the City's license to self-insure for workers' compensation and would generally undermine the City's ability to control workers' compensation costs.

   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):

   Previous services were provided by Intercare Insurance Services under PSC#4064-04/05, approved 2/25/2005.

   D. Will the contract(s) be renewed:

   Subject to evaluation of contract performance and Department needs.

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**

   - **MEA**
     - **Union Name**
     - **Signature of person mailing/faxing form**
     - **Date**

   RFP sent to  
   - **Union Name**  
   - **Date**  
   - **Signature**

---

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

**PSC#** 4093-11/12  
**STAFF ANALYSIS/RECOMMENDATION:**

**CIVIL SERVICE COMMISSION ACTION:**
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Contractor must have expertise and experience in Workers' Compensation claims processing, adjusting and self-insured administration; and must have professional level staff who are ICA/IEA (or comparable) and SIP.

   B. Which, if any, civil service class normally performs this work?
   Civil Service Classifications that would normally perform this work include: 8141, Workers' Compensation Adjuster; 8165, Workers' Compensation Supervisor; 0932, Workers' Compensation Claims Manager; and 1209, Benefits Technician.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Contractor will maintain an office/storage space sufficient to house its staff and approximately 30,000 files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   Civil Service Classifications are applicable.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. Civil Service Classifications already exist. This service is necessary to supplement City Staff when caseloads exceed staffing capacity; when City Staff do not have adequate expertise and/or experience to process claims in a timely manner; and when claims are filed by staff members of the Workers' Compensation Division. The Third Party Administrator services will also be available should the City experience an emergency or natural disaster that will generate a spike in workers' compensation claims.

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

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

   C. Are there legal mandates requiring the use of contractual services?  
   Yes ☐  No ☑

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Brent Lewis  
Print or Type Name

415-557-4944  
Telephone Number

1 S. Van Ness, 4th Floor  
San Francisco, CA 94103  
Address

PSC FORM 1 (9/96)
Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944

---

Hi,

Prior to the March CSC meeting, I have revised the attached PSC amount (Additional $2.6M) and duration (Additional 1 year).

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944
Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944
Hi Maria,

Attached for Union Review is the PSC Third Party Administrator for Workers' Compensation claims administration.

Thanks,
Brent Lewis
Director of Finance and IT
Department of Human Resources
City and County of San Francisco
(415) 557-4944
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 24, 2005

DEPARTMENT NAME: Department of Human Resources

DEPARTMENT NUMBER: 33

TYPE OF APPROVAL: □ EXPEDITED  ☒ REGULAR (OMIT POSTING □)

□ CONTINUING  □ ANNUAL

TYPE OF REQUEST:  ☒ INITIAL REQUEST  □ MODIFICATION (PSC# ____)

TYPE OF SERVICE: Third party administration of workers’ compensation claims

FUNDING SOURCE: General fund

PSC AMOUNT: $7,000,000

PSC DURATION: 2/1/2005 - 1/31/2008

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Contractor will provide complete workers’ compensation adjusting services, including investigation and adjudication of claims, data recording, payment processing, support of the litigation and rehabilitation processes, case estimate evaluation and preparation of reports.

B. Explain why this service is necessary and the consequences of denial: This service is necessary because the number of claims generated by CCSF employees is significantly greater than what can be handled by the City’s in-house claims administration unit. Denial of these services would result in caseloads far beyond industry standards, would adversely affect the City’s ability to meet benefit requirements of the California Labor Code, would jeopardize the City’s license to self insure for workers’ compensation and would generally undermine the City’s ability to control workers compensation costs.

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 have been provided by a third party administrator (TPA) since 1993. The most recent contract was PSC#4005-04/05.

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

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

IFPTE, Local 21  
Signature of person mailing / faxing form  
Date  1-24-05

SEIU, Local 790  
Signature of person mailing / faxing form  
Date  1-24-05

RFP sent to ____________________________ on ____________________________

Union Name  
Date  
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4064 - 04/05

APPROVED

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Workers’ compensation claims processing, adjusting and self-insured administration.
   B. Which, if any, civil service class normally performs this work? Skilled staff possessing expertise in some aspects of services required includes 8141 Workers’ Compensation Adjuster, 8165 Workers’ Compensation Supervisor I, 8166 Workers’ Compensation Claims Manager, and 1209 Benefits Technician classifications.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Contractor will maintain an office and storage space sufficient to house its staff and approximately 30,000 files.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Based on a longstanding (1993) policy determination, the City has elected to maintain a dual workers’ compensation claims administration function: an in-house claims administration division staffed by City employees, and an external third party administrator (TPA). While appropriate civil service classes exist, the City’s caseload has been administered by both the City and a TPA since 1993. The City plans to form a task force during the term of this contract to review the efficacy of this arrangement.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, appropriate classes exist.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes  ☒  No  ☐
   B. Will the contractor train City and County employees?
      ☐  ☒
      ▪ Describe training and indicate approximate number of hours.
      ▪ Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services?
      ☐  ☒
   D. Are there federal or state grant requirements regarding the use of contractual services?
      ☐  ☒
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      ☐  ☒
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      ☐  ☒

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Kerry K. Ko
44 Gough Street
San Francisco, CA 94103

415-557-4875
Telephone Number

6167
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/16/2011 (30-day Union Notice)  02/01/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission  DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR  (OMIT POSTING _________ )

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

TYPE OF SERVICE: Business Intelligence Solutions on a Consolidated Warehouse using Sharepoint

FUNDING SOURCE: Information Technology Services Operating Budget

PSC AMOUNT: $2,200,000  PSC DURATION: 03/05/2012 to 03/05/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The San Francisco Public Utilities Commission (SFPUC) is seeking professional consulting services from vendor with expertise and experience in Sharepoint solutions built upon the Microsoft stack. The Sharepoint environment requires the following features to be established: Develop a design for the infrastructure to meet the long term needs of the SFPUC; Assist in selecting a core set of tools (workflows, lists, libraries, etc.); and Assist in creating an enterprise structure and a Governance Group that would lead the SFPUC with its technical resources and develop policies, procedures, and management tools to ensure the solutions remain stable and meets the SFPUC’s needs.
   B. Explain why this service is necessary and the consequences of denial:
   The focus of SFPUC is Business Intelligence, Automation of Records Retention and Archiving, Replacing Shared Disk Drives, Replace our “Currents” Intranet, Develop Sharepoint Systems, and Enable Collaboration Websites.
   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 type of service is currently under a City awarded contract that was competitively bid by the Office of Contracts Administration.
   D. Will the contract(s) be renewed: Unknown at this time.

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

   L21  Shamica Jackson  12/16/2011 (30-day Union Notice)  02/01/2012 (to DHR)

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

   4094-11/12

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   Received 2/1/12

   STAFF ANALYSIS/RECOMMENDATION:

   CIVIL SERVICE COMMISSION ACTION:

   A. DEGRAFINRIED
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      See Supplemental Attachment A.
   B. Which, if any, civil service class normally performs this work?
      1042-IS Engineer Journey, 1043-IS Engineer Senior, 1044-IS Engineer Principal
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Civil Service Classes are not applicable because employees in the 1040 series do not have all the skills listed in question 3A. Also, SFPUC employees in the aforementioned class series currently do not have the skills listed in question 3A. SFPUC staff has checked with the Department of Public Works, the Department of Public Health and the Controller’s Office.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, we are looking for specialized skills which do not exist at this time.

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  [ ] 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 class instruction will be provided to internal staff, classes 1042, 1043, 1044, 1053, 1054, 1023 and 1070. There will be approximately 40 hours of classroom training. There will also be mentoring of staff on an ongoing basis, approximately 100 hours. This does not include the overview and informational meetings that will be held.
   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]
Signature of Departmental Personal Services Contract Coordinator

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

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

A. DEGRAFINRIED PSC FORM 1 (9/96)
Supplemental Attachment A:

- Microsoft Certified Information Technology Professional (MCITP)
- Certified Information Systems Security Professional (CISSP)
- Microsoft Certified Professional (MCP)
- Microsoft Certified Technology Specialist (MCTS)
- Microsoft Certified Solution Developer (MCSD)
- Previous Experience Installing Sharepoint Preferably Within a Government Setting
Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Wednesday, February 01, 2012 5:07 PM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman C; Rivera, Patrick; Wang, Jane; Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; Kyaun, Florence; L21PSCReview; Lee, Tedman C; Louie, Ging; McGee, Bonita; Scott, David E; Tamura, Pattie; Warshauer, Ed; Wong, Larry; Yun, Pauson
Cc: Sadler, Oli; Tison, Beth D
Subject: Business Intelligence Solutions on a Consolidated Warehouse using Sharepoint, PSC Summary Form (Initial Request)
Attachments: Business Intelligence PSC Form to DHR 02-01-2012.pdf
Importance: High

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **Business Intelligence Solutions on a Consolidated Warehouse using Sharepoint**, initial request for $2,200,000 and duration to March 5, 2014.

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 expired on January 16, 2012.**

4. For **March 5, 2012 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
Ryan, Maria

From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Friday, December 16, 2011 4:16 PM
To: Jackson, Prentiss; Isen, Carol; DHR-PSCCoordinator, DHR; Degrafinried, Alaric; L21PSCReview; Louie, Ging; Brenner, Joe; Wong, Larry; pcovington@ifpte21.org
Cc: Tison, Beth D; Salmon, Ken; Sadler, Oli; Angel, Rosiana
Subject: 30 DAY NOTICE PRIOR TO DHR: Business Intelligence draft PSC to Unions for review
Attachments: Business Intelligence PSC Form.doc

Importance: High

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

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

Please consider the environment before printing this email
City and County of San Francisco
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 10/27/2011 (30-day Union Notice)
1/12/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission
DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [☑] MODIFICATION (PSC# 4017-09/10)
[ ] INITIAL REQUEST

TYPE OF SERVICE: Wastewater & Stormwater Technical Services

FUNDING SOURCE: SFPUC Wastewater Enterprise, Capital and Operating Budgets

<table>
<thead>
<tr>
<th>Original Amount</th>
<th>$9,000,000 (CS-955)</th>
<th>PSC Duration: 11/01/2009 to 10/31/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mod# Amount</td>
<td>$20,000,000 (CS-203)</td>
<td>Mod. 1 Duration: 3/05/2012 to 12/31/2017</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$29,000,000</td>
<td>Total PSC Duration: 11/01/2009 to 12/31/2017</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   As-needed services in the areas of: wastewater; stormwater; knowledge management; asset management; environmental, hazardous materials, and regulatory compliance; and health and safety.

   B. Explain why this service is necessary and the consequences of denial:
   See Supplemental Attachment A.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   These as-needed services have been provided in the past by SFPUC Contract No. CS-955; PSC No. 4017-09/10.

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

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

   L21
   Union Name

   Shamica Jackson
   Signature of person mailing/faxing form

   10/27/2011 (30-day Union Notice)
   1/12/2012 (to DHR)

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4017-09/10

Received 1/12/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

B. MCGEE
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, geotechnical analysis, water quality analyses, process optimization, and risk assessment.
   B. Which, if any, civil service class normally performs this work?
   See Supplemental Attachment A.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? NO If yes, explain:

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   See Supplemental Attachment A.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services required (wastewater treatment strategy options analyses; storm water infrastructure and low impact analysis; sewer failure analysis and modeling; etc.), state of the industry standards, and the projects' short-term schedules. However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services and the use of available staff at other Departments in the future.

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
   B. Will the contractor train City and County employees?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services?
   D. Are there federal or state grant requirements regarding the use of contractual services?
   E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Contract Advertisement Report for June 23, 2009 Commission Meeting.
   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

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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

B. MCGEE 0814

PSC FORM 1 (9/96)
Supplemental Attachment A:

1. **DESCRIPTION OF WORK**

   B. Explain why this service is necessary and the consequences of denial:
   Federal and State environmental and regulatory agencies require permits, compliance and reporting actions by Wastewater Enterprise for its operations and maintenance activities. The increased frequency of some maintenance activities is due largely to the aging of the wastewater infrastructure and new regulatory requirements. The services to be provided by these contracts include, but are not limited to: environmental and regulatory compliance; wastewater and stormwater sampling; chronic toxicity testing and analyses; staff development, training and certification/licensing; knowledge management; facility useful life and life cycle assessment and analyses; and low impact design (LID) storm water project development & policy development. City staff does not have the specialized knowledge or skills necessary to provide these services. Denial of these proposed contract services may lead to facility unplanned shutdowns and fines from the regulatory agencies and other civil penalties.

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

   B. Which, if any, civil service class normally performs this work?
   The following classes (employed at SFPUC) provide expertise for a portion of the proposed work needed for this project, but cannot provide the highly specialized “state of the industry” expertise required in its entirety: 2484 – Biologist III, 2485-Supv. Biologist, 2488-Supv. Chemist, 5211-Senior Engineer/Architect, 5212-Principal Engineer/Architect, 5602-Utility Specialist, and 6138-Industrial Hygienist. To further maximize the use of existing City staff, SFPUC utilizes specialized expertise (hydrology engineers, mechanical engineers, planners, etc.) from other departments, when staffing is available, through work orders (e.g. – Department of Public Works, City Planning, etc.) to augment existing staff expertise. Wastewater Enterprise has currently budgeted over $4 Million for the 2011-2012 fiscal years for the staffing augmentation from other departments. However, the current workload of staff in these other departments does not always allow for their use by SFPUC and, therefore, these contracts are necessary to complete the time sensitive projects.

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

   A. Explain why civil service classes are not applicable:
   The SFPUC is currently utilizing existing staff and civil service classes in other departments (e.g. – 5211, 5212, etc.) through work orders, when necessary. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services. However, periodically, some tasks require very specific technical expertise (e.g. low impact design; modeling for storm water facilities; toxicity screening for effluent discharges; etc.) that City employees cannot provide; necessitating the use of contracted as-needed services.
1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-203, Wastewater & Stormwater Technical Services, PSC No. 4017-09/10 modification request for $20,000,000 and duration to December 31, 2017.

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

3. Thirty-day Union notification required? If no, please explain. No. This is a modification to an already approved PSC by the Civil Service Commission. Local 21 reviewed this PSC and met with SFPUC staff.

4. For March 5, 2012 Commission Meeting at 2:00 PM, City Hall Room 400.
MEMORANDUM

DATE: December 9, 2011
TO: Maria Ryan, DHR-PSC Coordinator
    Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator
       San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4017-09/10    CSC Approval Date: 07/20/2009 (Original)

Description of Service(s): Specialized and technical as-needed services in the areas of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; health and safety services; specialized technical operation/maintenance services; and Enterprise operations and management services (CS-955).

| Original Approved Amount: $ 9,000,000 | Original Approved Duration: 07/20/2009 to 10/31/2014 |
| Modification One Amount: $ 0 | Modification of Duration: 12/13/2011 to 02/14/2015 |
| Total Amount as Modified: $ 9,000,000 | Total Duration as Modified: 07/20/2009 to 02/14/2015 |

Reason for the modification: This modification will align the approved Civil Service authority with the term in the executed contract.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☑ Approved
Approval Date: 12/12/11

By: Micki Callahan, Human Resources Director
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/17/2009

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING )

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

TYPE OF SERVICE: Specialized and Technical As-Needed Wastewater Services – (CS-955)

FUNDING SOURCE: SFPUC Wastewater Enterprise, Capital and Operating Budgets

PSC AMOUNT: $9,000,000 PSC DURATION: 11/01/2009 to 10/31/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Specialized and technical as-needed services in the areas of wastewater and storm water services; asset management services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; health and safety services; specialized technical operation/maintenance services; and Enterprise operations and management services.

   B. Explain why this service is necessary and the consequences of denial:
   Federal and State Environmental and Regulatory Agencies require reporting and compliance by Wastewater Enterprise for its operations and maintenance activities. The as-needed services to be provided by these contracts include, but are not limited to: environmental and regulatory compliance; hazardous materials and waste management, planning and remediation; wastewater and storm water sampling and testing; regulatory agency liaison services; regulatory permit compliance; preventive and routine operations and maintenance planning for all facilities; wastewater system evaluation and modeling; and worker safety evaluation and compliance. City staff do not have the specialized knowledge or skills necessary to provide these services. Denial of these contracted services will lead to fines from the regulatory agencies and other civil penalties.

   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):
   Specialized and technical as-needed services have been provided in the past by PSC#4002-06/07 (SFPUC contract # CS-825).

   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, L39 and L856
   Union Name
   Shamica Jackson
   Signature of person mailing/faxing form 06/24/2009
   Date

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

PSC#

STAFF ANALYSIS/RECOMMENDATION: - COPY -

CIVIL SERVICE COMMISSION ACTION:
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Specialized and technical skills related to wastewater utility operations and management including specially licensed sanitary engineers, combined sewer systems management and planning expertise, hydrologic modeling, regulatory compliance, specialized laboratory services, geotechnical analysis, water quality analyses, process optimization, risk assessment, sustainability analysis, performance assessment, and health and safety services.
   B. Which, if any, civil service class normally performs this work?
      The following classes (employed at SFPUC) provide expertise for a portion of the proposed work needed for this project, but cannot provide the highly specialized “state of the industry” expertise required in its entirety: 5209-Industrial Engineer, 5212-Principal Engineer, 7373-Senior Stationary Engineer, 2478-Senior Sewage Treatment Chemist, 5602-Utility Specialist, 2464-Senior Microbiologist, and 6139-Senior Industrial Hygienist. To further maximize the use of existing City staff, SFPUC utilizes specialized expertise (hydrology engineers, mechanical engineers, etc.) from other departments, when staffing is available, through work orders (e.g. – Department of Public Works) to augment existing staff expertise. However, the current workload of staff in these other departments does not always allow for their use by SFPUC and, therefore, these contracts are necessary to complete the time sensitive projects.
   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 SFPUC is currently utilizing existing staff and civil service classes in other departments through work orders, when necessary. However, periodically, some tasks require very specific technical expertise (e.g. low impact design for storm water facilities) that City employees cannot provide; necessitating the use of contracted as-needed services. The SFPUC is currently providing training to City staff and will continue to do so in order to deliver some of these services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. It would not be practical to adopt a new civil service class to perform this work due to the highly specialized technical nature of the services required (wastewater treatment strategy options analyses; storm water infrastructure and low impact analysis; sewer failure analysis and modeling; etc.) However, SFPUC will continue to evaluate possible training of City staff to provide these highly technical services in the future.

  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?
        Yes No X
        - Describe the training and indicate approximate number of hours.
        - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
     C. Are there legal mandates requiring the use of contractual services?
        Yes No X
     D. Are there federal or state grant requirements regarding the use of contractual services?
        Yes No X
     E. Has a board or commission determined that contracting is the most effective way to provide this service? SFPUC Contract Advertisement Report for June 23, 2009 Commission Meeting.
        Yes No X
     F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
        Yes No X

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

[Signature]

Shamica Jackson
Print or Type Name

415-554-0727
Telephone Number

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

BONITA 0013

PSC FORM 1 (9/96)
TO: Ann Moller Caen, Commission President
    F. X. Crowley, Commissioner Vice President
    Francesca Vietor, Commissioner
    Juliet Ellis, Commissioner

THRU: Ed Harrington, General Manager
       Harlan Kelly Jr, Assistant General Manager, Infrastructure

FROM: Ivy Fine, Director of Contracts

DATE: June 16, 2009

SUBJECT: Contract Advertisement Report: June 23, 2009 Meeting

PROFESSIONAL SERVICES:

Contract Number and Title: CS-955, Specialized and Technical As-Needed Wastewater Services
Estimated Cost of Services: $9,000,000

Program:
Wastewater Enterprise 5-Year CIP

Proposal Evaluation Process:
The evaluation process will consist of three (3) phases (written proposal, panel interview & overhead & profit schedule). The points allocated for each phase of the evaluation will be fifty (50) points for the written proposal phase, thirty-five (35) points for the oral interview phase, and fifteen (15) points for the overhead & profit schedule, for a total weight of one-hundred (100) points.

Estimated date of advertisement:
July 21, 2009

Description of contract work:
Contract work consists of specialized and technical as-needed services in the areas of wastewater and storm water services; management improvement services; asset management services; specialized technical operation/maintenance services; security, asset control and emergency response services; environmental, hazardous materials and waste, and regulatory compliance services; and health and safety services.

Project Manager:
Maria Jurosek
Jackson, Shamica

From: Jackson, Shamica
Sent: Wednesday, June 24, 2009 3:58 PM
To: 'shatch@local39.org'
Cc: Ng, Mary
Subject: FW: CS-955, PSC Summary Form
Importance: High
Attachments: CS-955 PSC Summary Form to DHR 062409.doc

From: Jackson, Shamica
Sent: Wednesday, June 24, 2009 3:29 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Briggette; Scott, David E; Yun, Pauson; 'kohair@iuoe-local39.org'; 'jlantlier@ibt856.org'
Subject: CS-955, PSC Summary Form
Importance: High

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-955, As-Needed Specialized & Technical Wastewater Services, initial request for $9,000,000.

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

3. For July 20, 2009 Commission Meeting at 2:00 PM, City Hall Room 400.

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

From: Jackson, Shamica
Sent: Wednesday, June 24, 2009 3:29 PM
To: Byrne, Ed; Divine, Peg; Eavis, Ernie; Elwin, Harvey; Isen, Carol; Jindal, Roop; Sadden, Brian; Wang, Jane; Baker, Deborah; Bowman, Lora; 'Brenner, Joe'; 'Chapman, Jet'; 'Delcampo, Frank'; Domingo, Kofo; Jackson, Shamica; Kyaun, Florence; 'Louie, Ging'; McGee, Bonita; Morrison, Emily M.; Ng, Mary; Rockett, Brigette; Scott, David E; Yun, Pauson; 'kohair@luoe-local39.org'; 'Jlanthier@ibt856.org'

Subject: CS-955, PSC Summary Form

Importance: High

Attachments: CS-955 PSC Summary Form to DHR 062409.doc

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for **CS-955, As-Needed Specialized & Technical Wastewater Services, initial request for $9,000,000**.

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

3. For **July 20, 2009** Commission Meeting at 2:00 PM, City Hall Room 400.

Shamica L. Jackson
Commission Agenda Item & Task Order Manager
San Francisco Public Utilities Commission
Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
voice: 415-554-0727
fax: 415-554-3225
email:sjackson@sfwater.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 30, 2012

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

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _______ )

TYPE OF REQUEST: ☑ MODIFICATION (PSC#4021-07/08 )

TYPE OF SERVICE: Employee outreach and education on San Francisco Labor Laws

FUNDING SOURCE: General Fund

| Original Amount: $380,000 | PSC Duration: November 15, 2007 – November 14, 2009 |
| Modification 1 Amount: $10,000 | PSC Duration: November 15, 2009 – January 31, 2010 |
| Modification 5 Amount: $186,587 |

Total Amount $959,763 Total PSC Duration: November 15, 2007 – January 31, 2013

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      OSE is exercising an option in our contract to continue implementation of an employee outreach and education program on the City’s labor laws. The program will be conducted in as many languages as possible with a particular emphasis on disadvantaged and minority communities.

   B. Explain why this service is necessary and the consequences of denial:
      Many low wage San Francisco workers, particularly those from minority and immigrant communities, are unaware of their basic rights under San Francisco’s labor laws and/or afraid to complain to a government agency.
      Research indicates that minimum wage enforcement that relies exclusively on public agencies is less effective than models that incorporate community-based outreach.
      The Board of Supervisors, in the Minimum Wage Implementation and Enforcement Ordinance, directed OSE to “establish a community-based outreach program to conduct education and outreach to employees.” Denial of the contract would mean a greater lack of understanding of these laws by San Franciscans workers, particularly in minority communities. As a result, San Francisco workers would suffer more violations of these basic labor standards.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): (PSC # 4021-07/08)

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

Local 21

MEJ

RFP sent to \underline{Union Name} , on \underline{Date} \underline{Signature}

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4021-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive
      knowledge of San Francisco labor laws, including the Minimum Wage Ordinance and the Paid Sick Leave Ordinance; experience
      with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.
   B. Which, if any, civil service class normally performs this work?
      This work is not normally performed. However, some classes in the 2900 series (social work related) may perform
      outreach/counseling and work with the target populations. Classes of current staff of OLSE (0932, 2978, 2992, 1823) have
      extensive knowledge of San Francisco labor laws. OLSE staff coordinates with and advises contractor as needed.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Work requires skills and experience beyond those required for existing City classes. Additionally, because many
      workers, particularly from minority and immigrant communities, are afraid to complain to a government agency, the use of
      community-based organizations is necessary for this type of work.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Many workers, particularly from minority and immigrant communities, are afraid to complain to a government
      agency; the use of community-based organizations is necessary for this type of work.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes No [X]
   B. Will the contractor train City and County employees?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services? [X]
   D. Are there federal or state grant requirements regarding the use of contractual services? [X]
   E. Has a board or commission determined that contracting is the most effective way to provide this service? [X]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? [X]

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

_____________________________________________________
Signature of Departmental Personal Services Contract Coordinator

Joan Lubamersky
Print or Type Name

415-554-4859
Telephone Number

One Dr. Carlton B. Goodlett Place,
Room 362
San Francisco, CA 94102
To: L21PSCReview@ifp21.org, sjenkins@ifp21.org, L21PSCReview@ifp21.org, staff@sfmta.com
Cc: Larry Griffin/ADMSVC/SFGOV
Bcc: 
Subject: PSC For OLSE, La Raza community outreach
From: Joan Lubamersky/ADMSVC/SFGOV - Monday 01/30/2012 02:33 PM

Please see attached Form 1 for OLSE, La Raza Centro Legal, add $186K and extend one year to 1.31.13.

PSC Form 1 La Raza Jan 2.1.12 - 1.31.13 add $186K.doc
Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org
(b) Hearing Officer’s Decision. The decision of the hearing officer must be in writing. The hearing officer shall determine that the violation alleged in the complaint did not occur or that the person charged in the complaint was not responsible therefor, the Office of Labor Standards Enforcement shall refund the amount claimed in the complaint to the person who filed the complaint.

SEC. 128. ADMINISTRATIVE PENALTIES

The Office of Labor Standards Enforcement may recover expenses and disbursements and reasonable and necessary costs of investigation and prosecution, including costs of administrative appeal under Section 129.2221. Any rules and conditions prescribed by the Office of Labor Standards Enforcement or the Controller shall be enforced as if they were in force in the City and County of San Francisco and shall be subject to the same legal actions and proceedings. The rules and regulations shall become effective for and after the date of the City and County of San Francisco, unless the Board of Supervisors in its discretion shall otherwise determine. The Board of Supervisors shall amend or rescind any rule or regulation established by the Office of Labor Standards Enforcement or the Controller to correct any errors or omissions or to clarify any provisions of the Board of Supervisors of the Office of Labor Standards Enforcement as Controller determines it to be necessary to effectuate the purposes of this Chapter.

SEC. 128.220. JUDICIAL REMEDIES

(a) Procedure. After receipt of the decision of the hearing officer under Section 128.221, the aggrieved party file an appeal with the superior court pursuant to Chapter 5 of Title 10 of the Government Code.

SEC. 128.220. REPORTS

The Office of Labor Standards Enforcement shall make an annual report to the Board of Supervisors on the implementation of the Minimum Wage Ordinance.

Section 3. The San Francisco Administrative Code is hereby amended by adding Sections 128.220-128.221, as follows:

SEC. 128.220. OFFICE OF LABOR STANDARDS ENFORCEMENT

(a) There is hereby created within the Department of Administrative Services an Office of Labor Standards Enforcement. The Office of Labor Standards Enforcement shall enforce the City’s Minimum Wage Ordinance (Chapter 128 of the Administrative Code), Minimum Compensation Ordinance (Chapter 129 of the Administrative Code), Health Care Accountability Ordinance (Chapter 130 of the Administrative Code), Prevailing Wage Ordinance, and shall carry out any additional duties and functions as assigned by Charter or ordinance. The Office of Labor Standards Enforcement may issue subpoenas to any and all full-time employees to enforce the requirements of such ordinances, including but not limited to those set forth in San Francisco Administrative Code Chapter 54, Rules and Regulations for Employment Law.

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

(c) All City departments shall cooperate with the Labor Standards Enforcement Office and its or his designees. The Labor Standards Enforcement Officer shall have the authority to subpoena the production of books, papers, records or other items relevant to investigations under the jurisdiction of the Office of Labor Standards Enforcement.
PERSONAL SERVICES CONTRACT SUMMARY

DATE:  2/7/2012
DEPARTMENT NAME:  Office of Labor Standards Enforcement  DEPARTMENT NUMBER:  70

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

TYPE OF REQUEST:  □ INITIAL REQUEST  ☑ MODIFICATION (PSC # 4165-07/08)

TYPE OF SERVICE:  Payroll Reporting Software and System

FUNDING SOURCE:  Work Order Funds

Original Approved Amount:  $344,000  Original Approved Duration:  7.1.08 – 6.30.10
Modification #1 Amount  $351,700  Modified Duration:  7.1.10 – 6.30.12
Modification #2 Amount:  $65,000
Modification #3 Amount:  $1,037,081  Modified Duration:  6.30.12 – 7.1.15
Total Amount as Modified:  $1,797,781  Total Duration as Modified:  7.1.08 – 6.30.15

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Under CA Labor Code Section 1776 and S.F. Admin. Code Section 6.22(6) all construction contractors working under contracts issued by the City of San Francisco awarding bodies and performing work covered by prevailing wage requirements are required to provide certified payroll records (CPRs) to the City. The Office of Labor Standards Enforcement (OLSE) desires to exercise its option to extend a contract with a vendor to provide a software license (subscription to their services) for their web based electronic proprietary certified payroll reporting system hosted on their secure server. The system verifies pay rates or flags and communicates potential violations. Vendor will provide training to City contractors and City employees on use of the system.
   B. Explain why this service is necessary and the consequence of denial:
   Contractors would not be able to upload their certified payroll records into the system and would need to submit these documents using paper. The aftermath would be reduced compliance, which could result in lower wages to workers and secondarily; a reduction in penalties received by the City.
   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 4165-07/08
   D. Will the contract(s) be renewed?  Unknown

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):
   □  L 21
   Union Name  Signature of person mailing/faxing form  Date
   □
   Union Name  Signature of person mailing/faxing form  Date
   RFP sent to ___________________________, on ___________________________, Signature ___________________________.

FOR DEPARTMENT OF HUMAN RESOURCES USE

R#  4165-07/08
\FF ANALYSIS/RECOMMENDATION:  
SERVICE COMMISSION ACTION:

0027
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The contractor must be proficient in designing web based payroll applications with specific knowledge of the California Labor Code and more specifically prevailing wage law. This is in addition to knowledge of San Francisco's Local Hire Ordinance and Chapter 14B of the SF Administrative Code and how to integrate these laws into a single system. Current knowledge of ongoing system updates necessary to provide training about them.

   B. Which, if any, civil service class normally performs this work?
      For projects advertised for bid prior to 7/1/08 paper CPRs are collected by individuals in classes in the Engineering series, e.g., 5201, 5203, 5207 and 5241. Both paper and electronic CPRs are evaluated by OLSE employees, Class 2978 and 2992, Contract Compliance Officer I and II. For training tasks, Class 2992 Contract Compliance Officer II is the class that would provide training described in IB, below.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? Yes If yes, explain:
      Yes, the contractor will provide and maintain all equipment and facilities necessary to fulfill the contract.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: yellow language below was in LAST form 1. What are current updates for modified contract?
      The contractor was the initial developer of the City's current web based application and has the necessary required skill sets, specifically knowledge of prevailing wage and San Francisco's Local Hire Ordinance and Chapter 14B of the Admin Code, to integrate these laws into a single web based system. Civil Services classes would not have access to the software license. Class 1232 would not have current knowledge of system updates. Recent updates include changes in contractor data input including both an invoicing module to track subcontractor payments and validation of employee residency by craft. Each change allows both EHC and Office of Economic and Workforce Development to better track compliance with Chapters 14B and 6.22G respectively. In addition, the new features eliminate the need for contractor to fill out duplicative forms.

   B. Would it be practical to adopt a new civil service class to perform this work? No Explain.
      All available systems are proprietary and would require a wide range of skills to develop, implement and operate a new system by the City staff.

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?
      X

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

      48 hours formal class training/year to Engineers, Class 5201, 5203, 5207 and 5241, and Contract Compliance Officer I and II, Class 2978 and 2992. Additional and unlimited training will be performed by phone.

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator
Joan Lubamersky 415-554-4859
Print or Type Name Telephone Number

One Carlton Goodlett Pl #362
San Francisco, CA 94102

Address

0628
OFFICE OF THE
CITY ADMINISTRATOR

MEMORANDUM

DATE: September 27, 2010
TO: PSC Contract Coordinator
Department of Human Resources (Dept. 33)
FROM: Joan Lubamersky, PSC Coordinator
Office of the City Administrator (Dept. 70)
RE: Request for Administrative Approval of PSC Modification
(Less than 50%; no change in duration)

PSC No. 4165/07/08 Approval Date: 6.7.10

Description of Services: Software license for a proprietary web-based electronic certified payroll reporting system that verified pay rates or flags and communicates potential violations. Vendor will provide training to City contractor and City employees.

Original Approved Amount: $344,000 Original Approved Duration: 7.1.08 – 6.30.10
Modification #1 Amount: $351,700 Modified Duration: 7.1.10 – 6.30.12
Modification #2 Amount: $65,000
Total Amount as Modified: $760,700 Total Duration as Modified: 7.1.08 – 6.30.12

Reason for Modification: Create additional reports and data download feature.

Attachment: Copy of Approved PSC Summary

DHR ACTION: [√] Approved
Approval Date: 10/7/10
By: Micki Callahan, Human Resources Director

1 Dr. Carlton B. Goodlett Place. City Hall. Room 362. San Francisco. CA. 94102
To: L21PSCReview@ifpte21.org, sjenkins@ifpte21.org,
Cc: 
Bcc: 
Subject: PSC Form 1 Card Key for 555 7th Street $90K 2012
From: Joan Lubamersky/ADMSVC/SFGOV - Tuesday 02/07/2012 01:33 PM

Please see Form 1 attached for a card key security system for 555-7th Street.

Form 1 DRE security card key $90K 2012.pdf

Joan Lubamersky
General Services Agency/City Administrator
City Hall, Room 362
One Carlton Goodlett Place
San Francisco, CA 94102
Phone: 415-554-4859
Fax: 415-554-4849
e mail address: Joan.Lubamersky@sfgov.org
To Local 21:

I've attached an updated version of a PSC Form 1 I recently sent to you. This is for the Elation payroll reporting contract mod.

The only change is a revision of the historical section listing the amounts of previous modifications. The total dollar amount is the same as what was sent to you earlier, and nothing else was changed on the form. We'd listed the dollar amounts of modifications incorrectly in the earlier version.

Please let me know if you should have any questions or desire additional information.

Joan

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

DATE: 2-7-2012
DEPARTMENT NAME: Telecom & Information Services
DEPARTMENT NUMBER: 75

TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _____)

TYPE OF REQUEST: ☐ INITIAL REQUEST ☑ MODIFICATION (PSC# 4101-07/08)

TYPE OF SERVICE: Computer Programming and Testing

FUNDING SOURCE: Interdepartmental work order

| Original PSC Amount: $2,600,000 | Duration: December 1, 2007 - November 30, 2010 |
| 1st Modification: ($98,491) | Duration: June 1, 2008 - November 30, 2010 |
| 2nd Modification: $480,000 | Duration: December 1, 2010 – June 30, 2012 |
| 3rd Modification: $0.00 | Duration: July 1, 2012 – June 30, 2015 |
| Total PSC Amount: $2,981,509 | Duration: December 1, 2007 – June 30, 2015 |

1. DESCRIPTION OF WORK This modification requests approval to extend the duration for the continued use of a proprietary software system that Contractor provides to support critical operations on the City’s mainframe.

   A. Concise description of proposed work: The contractor provides system software and special technical support services for the City’s mainframe in the following areas: operating system (OS) system upgrades and customization; CICS (customer information control system) transaction server migration, Web-to-Host implementation, exploration of UUS (Unix System Services) features, and technical system support for FAMIS (Financial Accounting Management Information System), the City’s financial and budgeting system.

   B. Explain why this service is necessary and the consequence of denial: The mainframe provides computing services to several of the City’s critical processes, financial systems, payroll, business tax, and record management for law enforcement departments. This service is necessary to maintain operating system infrastructure that support these mission critical systems in the mainframe. For justice systems, the public and officer safety measures could be seriously jeopardized if technical problems are not resolved quickly. For the citywide system, serious performance problems can affect all City departments in conducting their normal business operations.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided under an approved City contract; PSC No. 4101-07/08.

   D. Will the contract(s) be renewed? The current terms of the Agreement include three one-year renewal options.

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
   Sheila A Maxwell
   Signature of person mailing/faxing form
   1-12-2012
   Date

   ☐ Union Name
   Signature of person mailing/faxing form
   Date

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

*****************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4101-07/08
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Received 2/8/12

0532

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise: Expert knowledge, experience in the advanced systems programming disciplines, problem analysis and resolution skills, which are essential to support mission critical systems on the mainframe.

   B. Which, if any, civil service class normally performs this work? 1043, Senior IS Engineer; 1044, Principal IS 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:
   No single City employee possess the multiple skill sets and expansive working knowledge needed to support the more than 75 software programs that run on the City’s mainframe. The contractor uses a pool of specialists to support our needs. The contractor is required to have its own data center, which enables it to implement and test system enhancements at its own site, leaving City operations unaffected. Also, this project requires only 40% of one person’s time.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. IS Engineers 1042 through 1044 classes apply.

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

   B. Will the contractor train City and County employees?
      - Describe the training and indicate approximate number of hours.
      - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained.
      - As needed, IS Engineers (1042, 1043, and 1044) if the Department encounters production problems associated with mainframe operations or with the 75 software programs running on it; for period less than 50 hours per year.

   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? (BOS Resol. No. 293-10, Prop J contract).

   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

Kendall Gary
Print or Type Name

581-4066
Telephone Number

1 South Van Ness, 2nd Floor
San Francisco, CA 94103
Address
Maxwell, Sheila

From: Maxwell, Sheila
Sent: Thursday, January 12, 2012 3:41 PM
To: 'Pam Covington'
Subject: PSC Notification, Computer Programming and Testing

PSC Summary attached.

Thank you.

Sheila Maxwell
CCSF Department of Technology
(415) 581-4088
Your message was read on Friday, January 13, 2012 10:22:20 AM (GMT-08:00) Pacific Time (US & Canada).
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 19, 2012

DEPARTMENT NAME: Emergency Management

DEPARTMENT NUMBER  77

TYPE OF APPROVAL: ☒ EXPEDITED ☐ CONTINUING ☐ ANNUAL

(OMIT POSTING ________ )

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4108-08/09)

TYPE OF SERVICE: E911 Computer Assisted Dispatch Services

FUNDING SOURCE: General Fund (1A AGF AAA)

PSC AMOUNT: Original: $1,725,000
Mod#1 $3,973,495
Total: $5,718,495

PSC DURATION: March 2, 2009 to March 1, 2012
March 1, 2012 to December 31, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The software known as ECAD, for E911 Computer Assisted Dispatch, occasionally requires enhancements or modifications to its software that runs the dispatch program for E911 calls. The modifications/enhancements improve the data collected by or displayed to E911 call takers and dispatchers. Two examples being 1) The ability to playback the historical movement of selected AVL units during a specific period of time: 2) Ability to send multiple messages to medical units on a call.

B. Explain why this service is necessary and the consequences of denial:
This proprietary software that occasionally needs to be updated to interface with other software products. Denial of this service may deprive 911 dispatchers, police officers, and fire fighters accessibility to mission critical information needed to perform their duties. See the two examples of enhancements listed in item 1 as examples of improvements that would be denied.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): PSC#4108-08/09.

D. Will the contract(s) be renewed: No – The CAD system will be upgraded, thus, a new agreement is being developed.

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 1/19/2012
Date

SEIU 1021
Union Name
Signature of person mailing/faxing form 1/19/2012
Date

RFP sent to N/A , on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 4108-08/09

TAFF ANALYSIS/RECOMMENDATION:

TVIL SERVICE COMMISSION ACTION:

0036

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Expertise in proprietary application

   B. Which, if any, civil service class normally performs this work?
      A combination of positions equivalent to the 104x series (to provide software engineering expertise and system administration), a 1043 IS Senior Engineer (to provide DB support), and a 1064 IS Principal Programmer Analyst (to provide programming support).

   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:
      A combination of classes 1044 IS Principal Engineer, 1043 IS Senior Engineer and 1064 IS Principal Programmer Analyst is applicable. However, the software is proprietary and the City does not have access to the software's source code.

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

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  No  X

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

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

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

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator

William Lee
Print or Type Name

415 558-3866
Telephone Number

1011 Turk Street
San Francisco, CA 94103
Address

FSC FORM 1 (9/96)
From:       Lee, William
Sent:       Thursday, January 19, 2012 6:11 PM
To:         DHR-PSCCoordinator, DHR
Cc:         Sutton, Mitch; Geddes, Michelle; L21PSCReview@ifpte21.org;
pattie.tamura@seiu1021.org; ed.warshauer@seiu1021.org;
Brook.Demmerle@seiu1021.org
Subject:    PSC Submission (Regular) for Modification to PSC#4108-08/09 [E911 Computer Assisted
Dispatch Services]
Attachments: PSC-Mod_CAD Dispatch Services_01-19-2012.pdf

Dear DHR PSC Coordinator:

On behalf of the Department of Emergency Management, I am submitting the attached PSC modification request (see attached PDF) to #4108-08/09 for E911 Computer Assisted Dispatch Services.

Please note that the appropriate unions have been included as part of this email correspondence.

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

Thank You!

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841
AMENDED
MINUTES
Regular Meeting
March 2, 2009
2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

ROLL CALL
President Donald A. Casper Present
Vice President Morgan R. Griswold Present
Commissioner Joy Y. Boissevain Present
Commissioner Mary Y. Jung Present
Commissioner E. Dennis Normandy Present

President Donald A. Casper presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA
Debi Lerman, San Francisco Human Services Network spoke on the effect of the delay in approving the PSC's submitted by the Human Services Agency.
Halim Ibrahim spoke on Agenda Item #14 and indicated that he was present to speak on the item.

APPROVAL OF MINUTES
Regular Meeting of February 3, 2009
Action: Approve. (Vote of 5 to 0)

Special Meeting of February 23, 2009
Action: Approve. (Vote of 5 to 0)

0024-09-8
Review of request for approval of proposed personal services contracts.
(Item No. 5)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000-08/06</td>
<td>Human Services Agency</td>
<td>$7,500,000</td>
<td>Will provide orientations, induction training, home studies and post-adoption services to the families, and facilitating the matching of adoptive families to San Francisco children in the foster care system.</td>
<td>Continuing</td>
<td>06/30/44</td>
</tr>
<tr>
<td>2001-08/09</td>
<td>Human Services Agency</td>
<td>$65,000,000</td>
<td>Will provide training, respite care, counseling, crisis intervention, childcare and reparation efforts to help maintain foster children in their communities.</td>
<td>Continuing</td>
<td>06/30/44</td>
</tr>
<tr>
<td>2002-08/09</td>
<td>Human Services Agency</td>
<td>$25,500,000</td>
<td>Will provide services to Community-based family resource centers that operate to serve all patients for specific parenting skills, parenting guides, crisis counseling and intervention.</td>
<td>Continuing</td>
<td>06/30/44</td>
</tr>
<tr>
<td>Postpone to March 16, 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003-08/09</td>
<td>Human Services Agency</td>
<td>$160,000,000</td>
<td>Will provide childcare services to low-income and CalWORKs families through partnerships with other state licensed providers in various identified target neighborhoods.</td>
<td>Continuing</td>
<td>06/30/44</td>
</tr>
</tbody>
</table>
Postpone to March 16, 2009

Human Services Agency | $25,415,000 | Will provide outreach, counseling, employment services, vocational training, work readiness, referral and placement services, job retention support, and follow-up to CalWorks and PAES (Personal Assistance for Employment Services) and other low-income individuals. | Continuing | 06/3/14

Human Services Agency | $75,750,000 | Will provide homeless individuals and families with emergency shelter services and meals. Service may include sleeping facilities (bed, bedding and storage space), meal/poverty, laundry facilities and voluntary case management. | Continuing | 06/3/14

Human Services Agency | $14,950,000 | Will provide individuals and families who are homeless or at risk for homelessness with drop-in access to services, shelter, bed/beds and reservations, and rehabs from the streets. | Continuing | 06/3/14

February 2, 2009: Postpone PSC #2000-08/09 through 2009-08-09 to the meeting of March 2, 2009 at the request of SEIU Local 1021.

Speakers:
Alexis Torres, IFPTO Local 21 spoke on PSC #2000-08/09 through 2009-08-09.
Patti Tamao, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08-09.
Margot Reed, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08-09.
Sin Yee Poon, SEIU Local 1021 spoke on PSC #2000-08/09 through 2009-08-09.
Dave Curto, Human Services Agency

Action:
(1) Postpone PSC #2002-08/09, 2003-08/09 and 2005-08/09 to the meeting of March 16, 2009 at the request of SEIU Local 1021. The Commissioner stipulated this will be the last continuance granted. (Vote of 3 to 0)
(2) Adopt the Human Resources Director's report on PSC #2000-08/09, 2001-08/09, 2004-08/09 and 2007-08/09 through 2009-08-09 on the condition that: 1) IFPTO Local 21 and the Human Services Agency meet to discuss their concerns regarding funding options for the transition of work performed by Class 2819 and 2822 Health Educators and Assistant Health Educators back to the City, in conjunction with the Department of Public Health; 2) a written report on the progress submitted to the Civil Service Commission no later than six (6) months (September 7, 2009) and 3) Human Services Agency continue to meet and discuss in good faith with IFPTO Local 21 other classifications, the work of which could possibly be transitioned back to the City. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)
(3) Adopt the Human Resources Director's report on PSC #2000-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 5 to 0)

Review of request for approval of proposed personal services contracts.
(Item No. 6)

<table>
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<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4088-08/09</td>
<td>Municipal Transportation Agency</td>
<td>$99,000</td>
<td>Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.</td>
<td>Regular</td>
<td>03/30/12</td>
</tr>
<tr>
<td>4099-08/09</td>
<td>Municipal Transportation Agency</td>
<td>$250,000</td>
<td>Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.</td>
<td>Regular</td>
<td>11/15/09</td>
</tr>
<tr>
<td>4100-08/09</td>
<td>Municipal Transportation Agency</td>
<td>$9,000,000</td>
<td>Will provide as-needed specialist professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.</td>
<td>Regular</td>
<td>03/01/44</td>
</tr>
<tr>
<td>4101-08/09</td>
<td>Port</td>
<td>$4,590,000</td>
<td>Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.</td>
<td>Regular</td>
<td>06/30/14</td>
</tr>
<tr>
<td>Item</td>
<td>Agency</td>
<td>Amount</td>
<td>Description</td>
<td>Status</td>
<td>Date</td>
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</tr>
<tr>
<td>4102-08/09</td>
<td>Public Utilities Commission</td>
<td>$1,000,000</td>
<td>Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.</td>
<td>Regular</td>
<td>08/03/09</td>
</tr>
<tr>
<td>4103-08/09</td>
<td>Public Utilities Commission</td>
<td>$14,000,000</td>
<td>Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.</td>
<td>Regular</td>
<td>07/31/14</td>
</tr>
<tr>
<td>4104-08/09</td>
<td>Public Utilities Commission</td>
<td>$200,000</td>
<td>Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.</td>
<td>Regular</td>
<td>12/31/10</td>
</tr>
<tr>
<td>4105-08/09</td>
<td>Public Utilities Commission</td>
<td>$3,000,000</td>
<td>Will provide a liquidated demand letter to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper (CPX) program.</td>
<td>Regular</td>
<td>09/04/14</td>
</tr>
<tr>
<td>4106-08/09</td>
<td>Children and Families Commission</td>
<td>$500,000</td>
<td>Will provide materials, training, and support to parents and preschool, classroom staff to create early literacy and family engagement, cognitive and language skills.</td>
<td>Regular</td>
<td>08/01/12</td>
</tr>
<tr>
<td>4107-08/09</td>
<td>OSA-Medical Examiner</td>
<td>$100,000</td>
<td>Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.</td>
<td>Regular</td>
<td>01/01/12</td>
</tr>
<tr>
<td>4108-08/09</td>
<td>Department of Technology</td>
<td>$1,725,000</td>
<td>Will provide enhancements or modifications to its software that runs the dispatch program for 911 calls. The modifications/enhancements improve the data collected by or deployed to 911 call takers and dispatchers.</td>
<td>Regular</td>
<td>03/01/12</td>
</tr>
<tr>
<td>4109-08/09</td>
<td>Department of Technology</td>
<td>$450,000</td>
<td>Will provide as-needed modifications to ICAID with a proprietary software system used to run the Police Message Switch.</td>
<td>Regular</td>
<td>03/01/12</td>
</tr>
<tr>
<td>4110-08/09</td>
<td>Department of Emergency Management</td>
<td>$2,350,000</td>
<td>Will develop four region-wide plans and assist Bay Area counties and cities with developing plans for responding to major disaster events.</td>
<td>Regular</td>
<td>05/31/11</td>
</tr>
<tr>
<td>4111-08/09</td>
<td>Department of Emergency Management</td>
<td>$1,465,000</td>
<td>Will provide assistance to Bay Area counties and cities with developing plans for managing the deployment of volunteers after a major catastrophic event.</td>
<td>Regular</td>
<td>05/31/10</td>
</tr>
<tr>
<td>4112-08/09</td>
<td>Department of Emergency Management</td>
<td>$1,565,000</td>
<td>Will provide assistance to Bay Area counties and cities with developing plans for the disaster care of special needs populations in the event of a major catastrophic event.</td>
<td>Regular</td>
<td>05/31/10</td>
</tr>
<tr>
<td>4113-08/09</td>
<td>Department of Public Health</td>
<td>$22,000,000</td>
<td>Will provide prevention, health, dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco.</td>
<td>Regular</td>
<td>06/20/10</td>
</tr>
<tr>
<td>4126-07/08</td>
<td>Mayor's Office of Policy &amp; Finance</td>
<td>Increase Amount $109,096 New Amount $178,644</td>
<td>Will provide management production of the Mayor's annual budget book. Edit copy provided by budget staff. Work with revenue department in layout and physical production of budget book.</td>
<td>Modification</td>
<td>01/31/11</td>
</tr>
<tr>
<td>4172-07/08</td>
<td>Public Works</td>
<td>Increase Amount $25,000 New Amount $15,000</td>
<td>Will provide construction management services associated with Laguna Honda Hospital Replacement Program. Contains includes pre-construction and construction phase services for the Program.</td>
<td>Modification</td>
<td>12/31/12</td>
</tr>
<tr>
<td>4174-08/09</td>
<td>Public Works</td>
<td>Increase Amount $63,000 New Amount $78,000</td>
<td>Will design, engineer and provide protocol to refurbish the existing window washing equipment system located at 1 South Van Ness.</td>
<td>Modification</td>
<td>05/20/09</td>
</tr>
</tbody>
</table>

**Speakers:**

Jay de los Reyes, Municipal Transportation Agency spoke on PSC 24199-09/09.  
Shanam Farhangi, Municipal Transportation Agency and Norma Nelson, Port spoke on PSC 24100-09/09 and 4101-08/09.  
Bonita McGee and Harvey Elue, Public Utilities Commission spoke on PSC 24102-09/09.  
Pauzon Yun, Public Utilities Commission spoke on PSC 24103-08/09.  
Jean Luhumersky, General Services Agency, Dr. Amy Hart, Chief Medical Examiner and Chris Romero, IFPTE Local 31 spoke on PSC 24104-09/09.  
Meghan Wallace, Mayor’s Office of Public Policy and Finance spoke on PSC 24107-05/09.

**Action:**

1. PSC 4112-08/09 withdrawn at the request of the Department of Emergency Management. (Vote of 5 to 0)
2. Adopt the Human Resources Director's report on PSC 24098-09/09; 4102-08/09; 4105-08/09; 4106-08/09; 4108-08/09 through 4113-08/09; 4126-07/08 and 4124-08/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Garrenno missed vote)
3. Adopt the Human Resources Director’s report on PSC 24199-09/09. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0; Commissioner Boatwright missed vote)
4. Adopt the Human Resources Director’s report on PSC 24107-05/09. Notify the offices of the Controller and the
Hi Maria – sorry for not responding to you sooner, but I was covering for my Director at the Mayor’s Dept. Head meeting.

Here are responses to your questions:

1. **You send me the original PSC form 1 for this PSC. Why is it that DT is not making this submission, and DEM is? Is there any documentation to show this change? Was the Civil Service Commission ever notified?**
   - In FY 2009-2010, as part of a budget consolidation strategy, DT and DEM agreed to a Transfer of Function whereby 12.0 FTEs were transferred from DT to DEM. Along with that transfer, there was also an agreement to migrate the administration of two personal service contracts from DT to DEM. One was tied to Stratus Technologies, Inc. and the other involved this requested modification.
   - The only document that I can show would be budget narratives.
   - No, the CSC was never notified. My apology for that, but I was unaware there was a formal notification process for these types of changes.

2. **The recent submission shows: Original amount: $1.7 million, mod amount: $3.5 million. I’m unclear, is this a request to add $3.5 million more, for a cumulative total of $5.2 million? OR is there a request to add $x more, such that the cumulative total is $3.5 million?**
   - Sorry for not including a total line on the mod form. The mod request is to bring the cumulative total to $3,497,495.

Hope that helps. Please let me know if you have any additional questions.

Will

William T. Lee
Deputy Director of Administration and Support
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
Tel.: 415-558-3866
Fax: 415-558-3841
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 26, 2012

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER: 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

□ EXPEDITED

□ CONTINUING

□ ANNUAL

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4047-07/08)

□ INITIAL REQUEST

TYPE OF SERVICE: As-Needed Sediment Characterization and Coastal Engineering Consultation Services

FUNDING SOURCE: Interdepartmental Work Orders

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<thead>
<tr>
<th>Original Amount:</th>
<th>$2,698,000.00</th>
<th>PSC Duration:</th>
<th>01/01/2008 – 8/30/2014</th>
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<td>PSC Mod Duration:</td>
<td>01/01/2008 – 01/30/2018</td>
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<td>$6,298,000.00</td>
<td>Total Duration:</td>
<td>01/01/2008 – 01/30/2018</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The consultant will provide as-needed environmental, scientific and laboratory consultation services to provide rapid and cost effective resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey, coastal engineering and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. Individual CSOs will define job/task specific scopes of work. Two (2) Master Agreements were awarded under the original PSC. DPW intends to award four (4) new Master Agreements under this PSC modification.
   B. Explain why this service is necessary and the consequences of denial:
   These specialized services are necessary for DPW and other City Departments to comply with Federal, State, and Local regulatory environmental regulations. Denial of these services may result in delays to dredging and construction projects for which dredging project planning and dredge spoil disposal services are required.
   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):
   Similar contractual services were provided through the current As-Needed Sediment Sampling, Characterization and Disposal Consultation Services (under PSC#4047-07/08, approved on 11/5/2007). Three year term to award work for current Master Agreements expires in 2012. Modification of this PSC is required to issue new solicitation to award new contracts as the remaining two years of the current contracts only allow completion of ongoing work.
   D. Will the contract(s) be renewed: Yes. This PSC will be renewed when new solicitation is needed.

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

Michelle Lim

Signature of person mailing/faxing form

1/6/12

Date

RFP sent to Union Name, on

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-07/08

Received 1/26/12

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Consultants must have expertise and experience in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permitting, hydrographic survey methods, benthic studies and reports, and coastal engineering.
   B. Which, if any, civil service class normally performs this work?
      None – The City does not have civil service classes for specialized dredging issues, aquatic and wetland regulations and studies, coastal engineering, hydrographic survey and reporting and City Laboratories are neither equipped nor State accredited to perform specialized sediment, and marine analyses.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      There aren’t any civil service classes to perform these services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on unknown future construction projects.

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? Unknown, an RFP will be in process to select new consultants.

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

Signature of Departmental Personal Services Contract Coordinator
Gordon Choy
Print or Type Name
875 Stevenson Street, Room 420
San Francisco, CA 94103
(415) 554-6230
Tel
Address
MEMORANDUM

August 10, 2011

TO: Personal Services Contract Coordinator
   Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
      Department of Public Works (90)

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission’s approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4047-07/08  Approved on: November 5, 2007

Description: As Needed Sediment Characterization and Coastal Engineering Consultation Services

<table>
<thead>
<tr>
<th>Original Approved Amount</th>
<th>Original Approved Duration</th>
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<tbody>
<tr>
<td>$1,800,000.00</td>
<td>1/1/2008 – 12/30/2012</td>
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<table>
<thead>
<tr>
<th>Modification Amount:</th>
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<tbody>
<tr>
<td>$ 898,000.00</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Modification of Duration</th>
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<tbody>
<tr>
<td>20 Months</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Modified Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,698,000.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Modified Duration:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2008 – 6/30/2014</td>
</tr>
</tbody>
</table>

Reason for the modification: The two (2) Master Agreements awarded under this PSC will be increased by $449,000 and extended by additional two (2) years to complete on-going Contract Service Orders. The following consultants were awarded a Master Agreement: Science Applications International Corporation (SAIC) and Anchor QEA, L.P.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Stanley DeSouza, DPW/PCS-SAR - Contract Manager
    Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [☑] Approved

Approval Date: 8/12/11

By: [Signature]
   Micki Callahan, Human Resources Director
PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 5, 2007

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER: 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ________ )

TYPE OF REQUEST:

TYPE OF SERVICE: As Needed Sediment Sampling, Characterization and Disposal Consultation Services

FUNDING SOURCE: Interdepartmental Work Orders

PSC AMOUNT: $1,800,000. PSC DURATION: 01/01/08 through 12/30/12

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Consultants will provide as-needed environmental, scientific and laboratory consultation services to provide rapid resolution of environmental issues encountered in maintenance dredging, dredge spoil disposal, hydrographic survey and regulatory negotiations. Consultants will review project plans, perform field surveys and sampling activities, perform specialized laboratory analyses, develop reports and assist in regulatory negotiations. The Department of Public Works (DPW) intends to award two (2) master agreements, each at $500,000. Individual contract service orders will define job/task specific scopes of work.
   B. Explain why this service is necessary and the consequences of denial:
      These specialized services are necessary for DPW and other City Departments to comply with Federal, State, and Local regulatory environmental regulations. Denial of these services may result in delays to dredging and construction projects for which dredging project planning and dredge spoil disposal services are required.
   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):
      Past services were provided by contracts awarded to Anchor Environmental CA, LP. and Science Applications International Corporation (SAIC) through PSC#4032-04/05, approved 10/4/2004.
   D. Will the contract(s) be renewed: NO

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

Local 21
Union Name: _______________________________ Signature of person mailing/faxing form _______________________________ Date: 10 - 5 - 2007

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

RFP sent to Local 21 on When available _______________________________ Date: _______________________________ Signature: _______________________________

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4047-07/08

STAFF ANALYSIS/RECOMMENDATION: -COPY-

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Consultants must have expertise in preparing Sampling and Analysis Plans (SAPs); knowledge of Federal State and Local dredging regulations, sediment regulation and analyses, wetland regulations, and dredge spoil disposal guidelines. Consultants must also have experience in regulatory agency negotiations, and permitting, hydrographic survey methods, benthic studies and reports.

   B. Which, if any, civil service class normally performs this work?
   None – The City does not have civil service classes for specialized dredging issues, aquatic and wetland regulations and studies, hydrographic survey and reporting and City Laboratories are neither equipped nor State accredited to perform specialized sediment, and marine analyses.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. They would provide specialized equipment, trained personnel, and monitoring equipment which is not cost effective for the City to purchase and maintain.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   Because there are none.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. It would not be practical to hire full time Civil Service Employees when any work is on an as-needed basis and based on unknown future construction projects.

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? *Unknown, an RFP will be in process to select the consultant.*

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

[Signature]
Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address
Good Afternoon,

Per DHR and CSC conversation with Gordon Choy, we are resubmitting the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services as a modification to the current PSC#4047-07/08. This PSC modification supersedes previously submitted PSC, dated December 21, 2011.

The attached documents are as follows:

1. PDF of PSC modification dated 1/26/2012
2. Word version of PSC modification dated 1/26/2012
3. PDF of PSC#4047-07/08, approved 11/5/2007
4. PDF of PSC#4047-07/08, administratively approved 8/12/2011

Please kindly confirm if this submission is on track for the March 5th CSC meeting.

Thank you!

Michelle Lim
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Ph: (415) 554-6233 | Fax: (415) 554-6232
Michelle.Lim@sfdpw.org

---

Michelle,

The 30-day notice period for this PSC will expire on 2/4/12. I will contact you if I have any questions. Otherwise this submission is on track for the March 5, 2012 CSC meeting.

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

---
Good Morning,

Attached are documents related to the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services. The documents are as follows:

1. PDF of PSC Form 1 dated 12/21/2011
2. Word version of PSC Form 1 dated 12/21/2011
3. PDF of approved PSC#4047-07/08
4. Email notification sent to the union

Thank you,

Michelle

Michelle Lim
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Ph: (415) 554-6233 | Fax: (415) 554-6232
Michelle.Lim@sfdpw.org
Good Morning,

Attached is the PSC for As-Needed Sediment Characterization and Coastal Engineering Consultation Services. The Contract Manager is Stanley DeSouza and he can be reached at (415) 554-8369.

Best Regards,

Michelle

Michelle Lim
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Ph: (415) 554-6233 | Fax: (415) 554-6232
Michelle.Lim@sfdpw.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 26, 2012

DEPARTMENT NAME: PUBLIC WORKS

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _______)

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4085-08/09)

TYPE OF SERVICE: Geotechnical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

| Original Amount: $3,000,000 | PSC Duration: 05/01/2009 – 05/01/2014 |
| Mod #1 Amount: $0 | Mod #1 Duration: 04/15/2009 – 08/01/2014 |
| Mod #2 Amount: $500,000 | Mod #2 Duration: No change |
| Mod #3 Amount: $3,000,000 | Mod #3 Duration: 04/15/2009 – 12/31/2017 |
| Total Amount: $6,500,000 | Total PSC Duration: 05/01/2009 – 12/31/2017 |

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geotechnical/geological consultation related work. The Department of Public Works (DPW) had previously awarded three (3) as-needed contracts at $1,000,000 each, and intends to award three (3) additional as-needed contracts for $1,000,000 each.

   B. Explain why this service is necessary and the consequences of denial:
   Services are needed to assist DPW on difficult or unique projects that require specialized geotechnical / geological engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project relays that would increase construction costs. DPW's responsiveness could also be negatively impacted for the mitigation of emergencies such as landslides or rockfalls.

   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 modification to PSC# 4085-08/09, approved on January 5, 2009, which provided services through 3 As-Needed contracts. A new solicitation is required to award more work, because the previous contracts can only issue work within the first 3 years, with the remaining 2 years used to complete ongoing work.

   D. Will the contract(s) be renewed: Yes. This PSC will be renewed when a new solicitation is needed.

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______________________

   RFP sent to______________________
   Union Name______________________, on______________________,
   Date______________________, Signature______________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4085-08/09
STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

Received 1/26/12

MRK

0031

PSC FORM 1/06/09
DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

3. Specify required skills and/or expertise:
   Requires licensed geotechnical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices; familiarity with the natural geotechnical formation of San Francisco; and the ability to provide service to the City on short notice.

   B. Which, if any, civil service class normally performs this work?
   Civil Services Classifications: 5207 (Associate Engineer) and 5241 (Engineer)

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. The Contractor will provide appropriate field exploration and laboratory testing equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency events. Such workload is expected to be seasonal but unpredictable (e.g., responding to landslide, rockfall or other emergencies at multiple locations).

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those that may occur during landslides or rockfalls.

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

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

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

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

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

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

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

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

DATE: November 24, 2008

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

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

TYPE OF SERVICE: Geotechnical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: $3,000,000.00 (3 @ $1,000,000 each) PSC DURATION: 5/01/2009 – 5/01/2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Consultants will perform highly specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, seismic refraction profiling, and corrosion testing and evaluation; preparing reports for new and existing building/bridge foundations; recommendations for designing foundation systems, excavation support and underpinning systems, retaining wall systems, embankments, and ground improvement such as grouting, deep soil mixing and dewatering; and other geotechnical/geological consultation related work. The Department of Public Works (DPW) intends to award three (3) or more as-needed contracts, each not to exceed $1,000,000.

B. Explain why this service is necessary and the consequences of denial:
Services are needed to assist DPW on difficult or unique projects that require specialized geotechnical / geological engineering expertise beyond the capabilities of existing staff, and to meet scheduling demands when the workload exceeds department resources. Denial of this service could result in failure to meet client department requirements and project restraints that would increase construction costs. DPW’s responsiveness could also be negatively impacted for the mitigation of emergencies such as landslides or rockfalls.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
Services were provided through contracts for As-Needed Geotechnical Engineering Services awarded to Cregan + D’Angelo / AGS, Inc., a Joint Venture, Geotechnical Consultants, Inc., and Metcalf & Eddy, Inc. / Coverall Engineering & Construction, a Joint Venture under PSC#4057-04/05 approved on February 7, 2005.

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

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

Local 21

<table>
<thead>
<tr>
<th>Union Name</th>
<th>Signature of person mailing/faxing form</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✏️ Carina C. Carlos</td>
<td>11/24/08</td>
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Local 21

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

RFP sent to Local 21 on [Date] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4055-08/09

STAFF ANALYSIS/RECOMMENDATION: -COPY-

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Requires licensed geotechnical engineers with expertise and familiarity with public works projects; expertise in current
engineering and construction practices; familiarity with the natural geotechnical formation of San Francisco; and the
ability to provide service to the City on short notice.

   B. Which, if any, civil service class normally performs this work?
      Civil Services Classifications: 5207 (Associate Geotechnical Engineer) and 5241 (Geotechnical Engineer)

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The Contractor will provide appropriate field exploration and laboratory testing equipment.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Civil service classifications are applicable and City staff will be utilized when feasible. Consultants will only be contacted
to meet abrupt scheduling demands when the workload exceeds City resources, or during the occurrence of emergency
events. Such workload is expected to be seasonal but unpredictable (e.g., responding to landslide, rockfall or other
emergencies at multiple locations).

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, Civil Service Classes already exist. The as-needed services are required to augment City staff during peak workload
periods, for those projects that require specialized expertise and knowledge, and emergency situations, such as those
that may occur during landslides or rockfalls.

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address
Ryan, Maria

From: Carlos, Carina <Carina.Carlos@sfdpw.org>
Sent: Thursday, January 26, 2012 2:45 PM
To: DHR-PSCCoordinator, DHR
Cc: Caranto, Severino; Kim, Sung; Choy, Gordon; Wong, Tammy
Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs
Attachments: PSC#4085-0809 Mod #3 - As-Needed Geotechnical Services.PDF; PSC#4085-0809 Mod #3 - As-Needed Geotechnical Services.doc; PSC#4085-0809 approved by CSC 1-05-09.pdf; PSC#4085-0809 Mod #2 approved by DHR 3-23-11.pdf; PSC#4085-0809 Mod #1 approved by DHR 4-10-09.pdf

Good afternoon,

Per the instructions we received regarding Gordon Choy's discussions with DHR and CSC, we are resubmitting the attached PSC as a 3rd modification to the current PSC#4085-08/09. This PSC modification supersedes the previously submitted PSC dated 1/05/2012.

Attached are the following:

1. PSC Modification #3 (in PDF format) dated 1/26/2012
2. PSC Modification #3 (in Word format) dated 1/26/2011
3. Original PSC #4087-08/09 (in PDF format), approved on 1/05/2009
4. PSC Modification #1 (in PDF format), approved by DHR on 4/10/09
5. PSC Modification #2 (in PDF format), approved by DHR on 3/23/2011

Thank you,

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Tel: (415) 554-6416 | Fax: (415) 554-6232
Carina.Carlos@sfdpw.org

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From: DHR-PSCCoordinator, DHR [mailto:dhr-psccoordinator@sfgov.org]
Sent: Thursday, January 12, 2012 5:03 PM
To: Choy, Gordon
Cc: Caranto, Severino; Kim, Sung; Carlos, Carina
Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs

Gordon,

Your submission for As-Needed Geotechnical Engineering Services cannot yet be forwarded to the Civil Service Commission for inclusion in the February 6th meeting. It references PSC#4085-08/09, which is currently active through 8/1/14 (having been modified twice). Your submission is for the same type of work as the referenced PSC. Having spoken to Sandra Eng at Civil Service, we are unclear as to why this is being submitted at this early date for an initial request, instead of modifying the currently active PSC.
Discuss with your project manager and let us know so that we can continue our review for inclusion in the March CSC meeting. I will be out of the office 1/13, returning on 1/23. The DHR-PSCCoordinator email box will be checked.

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

From: Carlos, Carina [mailto:Carina.Carlos@sfdpw.org]  
Sent: Wednesday, January 11, 2012 1:27 PM  
To: Ryan, Maria  
Cc: Caranto, Severino; Choy, Gordon; Kim, Sung  
Subject: FW: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs

Good afternoon Maria,

Local 21 has waived the 30-day review period for the As-Needed Geotechnical Services PSC. Is it possible to include this in the February 6, 2012 CSC meeting?

Thank you.

Carina

Carina C. Carlos  
Department of Public Works  
Contract Administration Division  
875 Stevenson Street, Room 420  
San Francisco, CA 94103  
Tel: (415) 554-6416 | Fax: (415) 554-6232  
Carina.Carlos@sfdpw.org

From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]  
Sent: Wednesday, January 11, 2012 12:59 PM  
To: Caranto, Severino; Ging Louie  
Cc: Choy, Gordon; Rivera, Patrick; Williams, Maurice; Carlos, Carina; Chan, Norman; Joe Brenner; Ging Louie; Larry Wong  
Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs

Local #21 has no objections to this PSC.  
Local #21 wavies the 30-day review period.

Larry Wong  
L21 PSC Reviewer

From: Caranto, Severino [mailto:Severino.Caranto@sfdpw.org]  
Sent: Wednesday, January 11, 2012 12:15 PM  
To: L21PSC Review; Ging Louie  
Cc: Choy, Gordon; Rivera, Patrick; Williams, Maurice; Carlos, Carina; Chan, Norman  
Subject: RE: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs

Hi Larry,

Thank you for your quick review of this PSC. Please see attached memo from DPW confirming the conditions per your email.

Please let me know if you have any questions.

Thanks,
From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Tuesday, January 10, 2012 9:41 AM
To: Carlos, Carina; Ging Louie
Cc: Caranto, Severino; Choy, Gordon
Subject: PSC-DPW As-Needed Geotechnical Engineering Services - $3M/5yrs

Local #21 will have no objections provided DPW place in writing the following:

**DPW will provided six-month report summary for the duration of the contract of all CSO/TSO for each consultant for this PSC to the Union.**

Up receipt of the DPW letter, Local #21 is prepared to waive the 30-day requirement so that this PSC can proceed.

Larry Wong
L21 PSC Reviewer
864-2100 x-225

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Friday, January 06, 2012 9:38 AM
To: Ging Louie; L21PSC Review
Cc: Caranto, Severino; Choy, Gordon
Subject: PSC for Geotechnical Engineering Services

Good morning,

Attached is the PSC Summary Form for Geotechnical Engineering Services on an As-Needed Basis.

An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Tel: (415) 554-6416 | Fax: (415) 554-6232
Carina.Carlos@sfdpw.org
Good morning,

Attached is the PSC Summary Form for Geotechnical Engineering Services on an As-Needed Basis. An RFP will be sent to you at a later date when this office has received a copy.

Should you have any questions, the Contract Manager is Jun Caranto, who is carbon copied in this email and can also be reached at (415) 558-4595.

Carina

Carina C. Carlos
Department of Public Works
Contract Administration Division
875 Stevenson Street, Room 420
San Francisco, CA 94103
Tel: (415) 554-6416 | Fax: (415) 554-6232
Carina.Carlos@sfdpw.org
MEMORANDUM

March 22, 2011

TO: Citywide Personal Services Contract Coordinator
   Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
      Department of Public Works (90)

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission’s approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4085-08/09   Approved on: 1/05/2009

Description:

| Modification 1 Amount: | $0 | Original Approved Duration | 05/01/2009 – 05/01/2014 |
| Modification 2 Amount: | $500,000 | Modification of Duration | 04/15/2009 – 08/01/2014 |
| Total Modified Amount: | $3,500,000 | Total Modified Duration: | 04/15/2009 – 08/01/2014 |

Reason for the modification: Work on some Contract Service Orders issued under this PSC requires some modifications that will exceed the original approved amount.

Attachment: Copy of Approved PSC Summary

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Jun Caranto, BOE - Contract Manager
   Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [X] Approved

Approval Date: 3/23/11

By: [Signature]
   Micki Callahan, Human Resources Director
MEMORANDUM

April 6, 2009

TO: Mary Ng, Citywide Personal Services Contract Coordinator
    Department of Human Resources

FROM: Gordon Choy, PSC Coordinator
      Department of Public Works (90)

SUBJECT: Civil Service Commission PSC Modification Less than 50% of Approved Amount or Time

The Public Works Department is proposing to modify an approved Personal Services Contract Summary (PSC) and is requesting your consideration for an administrative review of the PSC Modification because the proposed modification is less than 50% of the Civil Service Commission’s approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4085-06/09 / Approved on: January 5, 2009

Description: As-Needed Geotechnical Engineering Services

Original Approved Amount: $3,000,000 ✓
Modified Amount: $3,000,000

Original Approved Duration: 05/01/09 – 05/01/14 ✓
Modified Duration: 04/15/09 – 08/01/14

Reason for the modification: The contract negotiation process has started earlier and we would like to stagger the award of the three master contracts about two months apart starting in April 2009.

Thank you for your consideration in issuing an administrative decision on this PSC Modification. Please call me at (415) 554-6230 if there are any questions.

Cc: Jun Caranto, BOE - Contract Manager
   Tammy Wong, GSA Human Resources

Administrative Approval granted for contract modification of less than 50%.

Approval Date: April 10, 2009

By: Micki Callahan, Human Resources Director

*IMPROVING THE QUALITY OF LIFE IN SAN FRANCISCO* We are dedicated individuals committed to teamwork, customer service and continuous improvement in partnership with the community.

Customer Service    Teamwork    Continuous Improvement
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 26, 2012

DEPARTMENT NAME: PUBLIC WORKS

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________)

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4149-07/08)

TYPE OF SERVICE: Multi-Discipline Construction Management Services

FUNDING SOURCE: Individual Project Funding

Original Amount: $4,000,000.00 PSC Duration: 6/16/08 – 6/16/13
Modification Amount: $3,000,000.00 PSC Duration: 6/16/08 – 6/16/18
Total Amount: $7,000,000.00 Total PSC Duration: 6/16/08 – 6/16/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The Consultant will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, supplemental construction services and other as-needed services to be determined for various types of engineering work on an as-needed basis. Four (4) contracts for $1,000,000 each were previously awarded under this PSC. The Department of Public Works (DPW) intends to award an additional four (4) Master Agreements, each not-to-exceed $750,000 for these as-needed services.

B. Explain why this service is necessary and the consequences of denial:
Services are required to augment the workload of the Department of Public Works (DPW) and to provide services to other departments in the City for many emergency jobs and short term/duration projects that sometimes require diverse skill and expertise. Denial would cause delays to construction projects, which may result in additional costs to the City.

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):
Past contractual services were provided through the current As-Needed Multi-Discipline Construction Management Services contracts through PSC #4149-07/08 dated April 21, 2008. Under Admin Code Sec. 6.64, the current contracts cannot be issued new work the last two years of their contract term. We must modify this PSC in order to allow for solicitation for new contracts to perform new work.

D. Will the contract(s) be renewed: Yes. This PSC will be renewed when new solicitation is needed.

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

Rochelle Delavega

Signature of person mailing/faxing form

Date

For Department of Human Resources Use

Received 1/26/12

CIVIL SERVICE COMMISSION ACTION:

0881
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Licensed and/or certified resident engineers, field engineers, construction inspectors, specialty engineers, schedulers, estimators, office engineers, claims specialist, with broad experience in managing construction projects, claims prevention, pre-construction survey/cost estimating, bid evaluation, scheduling analysis, value engineering, project control, and field inspection.

   B. Which, if any, civil service class normally performs this work?
   Resident Engineers are provided by the following Civil Service Classes: Administrative Engineer-5174, Junior Engineer-5201, Associate Engineer-5207, Senior Engineer-5211, Engineer-5241 and Mechanical Engineer-5256. Construction Inspection is provided by the following Classes: Construction inspector-6318, Junior Engineer-5201, and Assistant Engineer-5203.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes, if used in performance of contract and paid for by the City. Specialized field monitoring equipment and/or computer software may be provided.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   Several positions do not exist in Civil Service: Scheduling Engineers, Cost Estimators, Claims Specialists, etc. Where applicable, civil service classifications will be utilized; these contractual services will be used to augment City staff when there are peak loads on City staff's time or emergencies. Projects assigned on short term/duration on a part-time as-needed basis.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, because the work is on an if and as-needed basis. It would be impractical to adopt new classifications without a consistent need for these classifications.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes [ ] No [X]
   B. Will the contractor train City and County employees? Yes [X] No [ ]
   - Describe the training and indicate approximate number of hours. As and if needed training may be provided in Construction Cost Estimating and Scheduling.
   - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. Construction Inspectors and Resident Engineers.

   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 of Departmental Personal Services Contract Coordinator
Gordon Choy
Print or Type Name

554-6230
Telephone Number

875 Stevenson St. #420
San Francisco, CA 94103
Address

0062
Good Afternoon,

Per the discussion between DHR, CSC and Gordon Choy, I am resubmitting this PSC for Multi-Discipline Construction Management Services as a modification to the current MDCM PSC #4149-07/08. This modification supersedes the new MDCM PSC sent to DHR on January 6, 2012. Attached are the following documents related to the PSC modification for MDCM:

1. PDF of PSC Modification Form 1 dated 1/26/12
2. Word version of PSC Modification Form 1 dated 1/26/12
3. PDF of PSC #4149-07/08 approved 4/21/08

Please let me know if this PSC modification is still on track for the March 5, 2012 CSC meeting.

Thank you,

Rochelle Delavega

DPW contract administration
875 stevenson street, room 420
san francisco, ca 94103
tel 415.554.6225
rochelle.delavega@sfdpw.org

From: DHR-PSCCoordinator, DHR [mailto:dhr-psccoordinator@sfgov.org]
Sent: Monday, January 09, 2012 4:23 PM
To: Delavega, Rochelle
Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Chang, Su-Wan; Lim, Michelle
Subject: RE: PSC for Multi-Discipline Construction Management Services

Rochelle,

The 30-day notice period for this PSC will expire on 2/4/12. I will contact you if I have any questions. Otherwise this submission is on track for the March 5, 2012 CSC meeting.

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

From: Delavega, Rochelle [mailto:Rochelle.Delavega@sfdpw.org]
Sent: Friday, January 06, 2012 5:13 PM
To: DHR-PSCCoordinator, DHR  
Cc: Wong, Tammy; Choy, Gordon; DeSouza, Stanley; Chang, Su-Wan; Lim, Michelle  
Subject: PSC for Multi-Discipline Construction Management Services

Good Afternoon,

Attached are the following documents related to the PSC for Multi-Discipline Construction Management Services:

1. PDF of PSC Form 1 dated 12/23/11
2. Word version of PSC Form 1 dated 12/23/11
3. PDF of PSC #4149-07/08 approved 4/21/08
4. Email notification sent to Union

Thank you,

Rochelle Delavega

DPW contract administration
875 Stevenson street, room 420
San Francisco, CA 94103
Tel 415.554.6225
rochelle.delavega@sfdpw.org
Good Morning,

Attached is the edited PSC for Multi-Discipline Construction Management Services, originally sent on January 6, 2012 and revised January 10, 2012. The Contract Manager is Stanley DeSouza, and he can be reached at (415) 554-8369.

Thank you,

Rochelle Delavega
DPW contract administration
875 stevenson street, room 420
san francisco, ca 94103
tel 415.554.6225
rochelle.delavega@sfdpw.org

Good Afternoon,

Attached is the PSC for Multi-Discipline Construction Management Services. The Contract Manager is Stanley DeSouza, and he can be reached at (415) 554-9369.

Thank you,

Rochelle Delavega
DPW contract administration
875 stevenson street, room 420
san francisco, ca 94103
tel 415.554.6225
rochelle.delavega@sfdpw.org