Date: June 30, 2012
To: The Honorable Civil Service Commission
From: Micki Callahan
Human Resources Director

Subject: Personal Services Contracts Year End Totals

This is to report the year end totals of Expedited and Regular 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 in FY2010-2011 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 Regular PSCs, those submissions of over $50,000, 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.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources for FY2010-2011:

<table>
<thead>
<tr>
<th>Year End Total Expedited Approvals FY 2011-12</th>
<th>Total for FY 2011-2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,523,432</td>
<td>$811,782,882</td>
</tr>
</tbody>
</table>

One South Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 • (415) 557-4800 • www.sfdhr.org
Date: July 16, 2012

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Parveen Boparai, MTA
Jesusa Bushong, FIR
Gordon Choy, DPW
Thomas DiSanto, CPC
Shamica Jackson, PUC
Rebekah Krell, ART
William Lee, DEM
Brent Lewis, HRD

Subject: Personal Services Contracts Approval Request

This report contains eight (8) 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 2012-2013</th>
<th>Total for FY 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29,248,719</td>
<td>0</td>
<td>$39,197,719</td>
</tr>
</tbody>
</table>
### POSTING FOR
7/16/2012

**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>4004-12/13</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$330,000</td>
<td>Eight Writer Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops, compile, design and edit publications of youth writing, and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.</td>
<td>9/1/2012 - 6/30/2013</td>
</tr>
<tr>
<td>4005-12/13</td>
<td>77</td>
<td>Emergency Management</td>
<td>Regular</td>
<td>$585,000</td>
<td>This project will 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAAUSD) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.</td>
<td>7/15/2012 - 1/1/2014</td>
</tr>
<tr>
<td>4006-12/13</td>
<td>31</td>
<td>Fire Department</td>
<td>Regular</td>
<td>$258,719</td>
<td>The Fire Department currently owns a FireTrainer T-1000 Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, checking/checking/verifying/calibrating/adjusting and/or fixing of the product's various pilot lights, batteries, valves, sensors, lines, blowers, wires, filters, batteries and cabinet housing. Additionaly, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.</td>
<td>7/1/2012 - 6/30/2015</td>
</tr>
<tr>
<td>4007-12/13</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$5,000,000</td>
<td>The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoglan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task at will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required test, measurement are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.</td>
<td>7/1/2012 - 12/31/2012</td>
</tr>
<tr>
<td>4008-12/13</td>
<td>29</td>
<td>City Planning</td>
<td>Regular</td>
<td>$75,000</td>
<td>The SF Public Utilities Commission applied for and received a grant from the US Environmental Protection Agency in September 2010 to develop the Civic Center Sustainable District Plan that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. $75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character-defining features that contribute to the significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research.</td>
<td>7/20/2012 - 12/31/2013</td>
</tr>
</tbody>
</table>
### POSTING FOR
7/16/2012

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>4009-12/13</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$14,000,000</td>
<td>Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandums, specifications, permit amendments and revisions and other documents to support the SIPUC permit compliance and watershed management activities.</td>
<td>9/1/2012 - 8/31/2026</td>
</tr>
<tr>
<td>4010-12/13</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$4,500,000</td>
<td>Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed $1,500,000.</td>
<td>10/1/2012 - 12/31/2017</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $24,748,719
### POSTING FOR
7/16/2012

**PROPOSED PERSONAL SERVICES CONTRACTS**

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4185-06/07</td>
<td>33</td>
<td>Human Resources</td>
<td>Regular</td>
<td>$4,500,000</td>
<td>$9,000,000</td>
<td>The San Francisco Health Plan (&quot;SFHP&quot;) administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Local 790, 535, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide healthcare services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.</td>
<td>8/1/2007 - 6/30/2014</td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $4,500,000
Parveen Boparai
Municipal Transportation Agency
1 South Van Ness 4th Floor
San Francisco, CA 94103

Jesusa Bushong
Fire Department
698 2nd Street, Rm 209
San Francisco, CA 94107

Gordon Choy
Department of Public Works
875 Stevenson St, Rm 420
San Francisco, CA 94103

Thomas DiSanto
City Planning
1650 Mission Street, Ste. 400
San Francisco, CA 94103

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

Rebekah Kreil
Art Commission
25 Van Ness, Suite 345
San Francisco, CA 94102

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

Brent Lewis
Department of Human Resources
1 South Van Ness, 4th Floor
San Francisco, CA 94103
<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
</tr>
</thead>
<tbody>
<tr>
<td>4004-12/13</td>
<td>Art Commission</td>
<td>1</td>
</tr>
<tr>
<td>4005-12/13</td>
<td>Emergency Management</td>
<td>7</td>
</tr>
<tr>
<td>4006-12/13</td>
<td>Fire Department</td>
<td>10</td>
</tr>
<tr>
<td>4007-12/13</td>
<td>Municipal Transportation Agency</td>
<td>14</td>
</tr>
<tr>
<td>4008-12/13</td>
<td>City Planning</td>
<td>22</td>
</tr>
<tr>
<td>4009-12/13</td>
<td>Public Utilities Commission</td>
<td>27</td>
</tr>
<tr>
<td>4010-12/13</td>
<td>Public Works</td>
<td>35</td>
</tr>
</tbody>
</table>

**Modifications**

| 4185-06/07 | Human Resources                     | 45    |
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/21/12

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER: 28

TYPE OF APPROVAL: EXPEDITED X REGULAR (OMIT POSTING ___)

TYPE OF REQUEST: CONTINUING ANNUAL

x INITIAL REQUEST MODIFICATION (PSC# ___)

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library; National Endowment for the Arts; California Arts Council

PSC AMOUNT: $330,000

PSC DURATION: 9/1/12-6/30/13

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.

   B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, National Endowment for the Arts, and California Arts Council has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,800 youth-in-need in San Francisco since 1994, would be eliminated.

   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): From 1994 to 2011, WritersCorps Artists-in-Residence (previously titled “WritersCorps Teachers”) have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city’s youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4020-11/12

   D. Will the contract(s) be renewed? Yes, depending on continued funding.

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 5/21/2012

   Local 1021
   Union Name ____________________________
   Signature of person mailing / faxing form ____________________________
   Date 5/21/2012

RFP sent to ____________________________ on ____________________________

Signature of person mailing / faxing form ____________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4004-12/13

STAFF ANALYSIS/RECOMMENDATION: Received 5/21/12

CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports, and to edit and proofread manuscripts for publication. Artists-in-Residence must able to represent the City in public forums.

   B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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

   B. Will the contractor train City and County employees?
      - Describe training and indicate approximate number of hours. X
      - 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? 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]

Rebekah Krell
Print or Type Name

252-46-65
Telephone Number

25 Van Ness Ave, Suite 345
San Francisco, CA 94102
Address
Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

Melissa Hung | Program Manager
WritersCorps | San Francisco Arts Commission
25 Van Ness Ave, Ste 345 | San Francisco CA 94102
415.252.4655 | 415.252.2595 (f)
Attached please find the Personal Services Contract Summary for WritersCorps Artists-in-Residence.

--
Melissa Hung | Program Manager
WritersCorps | San Francisco Arts Commission
25 Van Ness Ave, Ste 345 | San Francisco CA 94102
415.252.4655 | 415.252.2595 (f)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/20/11
DEPARTMENT NAME: Arts Commission
DEPARTMENT NUMBER: 28

TYPE OF APPROVAL: EXPEDITED  X REGULAR (OMIT POSTING ___)

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

TYPE OF SERVICE: WritersCorps Artists-in-Residence

FUNDING SOURCE: Department of Children, Youth and their Families; San Francisco Public Library; National Endowment for the Arts
PSC AMOUNT: $315,000

PSC DURATION: 9/1/11-6/30/12

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Eight WritersCorps Artists-in-Residence will conduct creative writing classes with youth in need at up to 14 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach and mentor targeted youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for ten months from September to June.
   B. Explain why this service is necessary and the consequences of denial: Funding from DCYF, San Francisco Public Library, and National Endowment for the Arts has been allocated to the WritersCorps program to provide youth-in-need opportunities to acquire essential skills in writing, self expression and public speaking. The consequences of denial would be that essential literary arts programming, which has served over 17,000 youth-in-need in San Francisco since 1994, would be eliminated.
   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): From 1994 to 2010, WritersCorps Artists-in-Residence (previously titled “WritersCorps Teachers”) have been performing community service for the Arts Commission, funded in part by AmeriCorps, the National Endowment for the Arts, the Arts Commission, the Department of Children, Youth and their Families, the Youth Arts Fund, and private foundations. In 1998 the S.F Board of Supervisors and the Community Arts and Education program of the San Francisco Arts Commission adopted the WritersCorps program to serve the city’s youth-in-need by contracting qualified Artists-in-Residence to teach and mentor youth-in-need. Previous approval number for this service: PSC# No 4028-10/11
   D. Will the contract(s) be renewed: Yes, depending on continued funding.

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 6/20/11
   Local 1021
   Union Name ____________________________
   Signature of person mailing / faxing form ____________________________
   Date 6/20/11

RFP sent to ____________________________ on ____________________________ 

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4028-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: Artists-in-Residence are required to have a minimum of two years teaching creative writing and/or language arts to youth from diverse cultural backgrounds; one year of community service; a masters-level degree (or equivalent experience) in multicultural contemporary literature; and they must provide evidence of literary accomplishment. Artists-in-Residence must demonstrate ability to organize events, to write reports and to edit and proofread manuscripts for publication. Artists-in-Residence must able to represent the City in public forums.

   B. Which, if any, civil service class normally performs this work? There are no classifications that possess this level and type of expertise.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Due to the teaching and artistic skills required, these positions are most appropriately filled by independent contractors.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. This contract requires highly specialized skills, for a period shorter than one year.

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 training and indicate approximate number of hours.  X
      - 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?  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

Kan Hun  252-4604
Print or Type Name  Telephone Number

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

DATE: 5/11/2012

DEPARTMENT NAME: Emergency Management

DEPARTMENT NUMBER: 77

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

□ CONTINUING  □ ANNUAL

TYPE OF REQUEST:

□ INITIAL REQUEST  □ MODIFICATION (PSC#______)

TYPE OF SERVICE: Regional Medical Surge Planning Project

FUNDING SOURCE: Homeland Security Grant Funding – Urban Areas Security Initiative

PSC AMOUNT: $585,000 (budgeted)  PSC DURATION: 7/15/12 – 1/1/14

1. DESCRIPTION OF WORK:
   A. Concise description of proposed work: This project will 1) assess the state of medical surge planning and patient tracking efforts in the Bay Area UASI (BAUASI) region and provide technical assistance to counties; and 2) develop a final report including a gap analysis regarding regional medical surge planning, a feasibility assessment related to patient tracking, and a road map for next steps.

   B. Explain why this service is necessary and the consequences of denial: The BAUASI identified regional medical surge planning as a priority under the goal: “enhance medical, public health, and mass care preparedness” under the FT10 UASI grant. Medical surge and patient tracking was identified as lacking in a regional capability assessment; without improvement the region will be at a serious disadvantage providing medical care in an emergency. Additionally, if this project is not completed within the required timeline, the funding will be returned to the state (partially or fully).

   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): There has not been a project undertaken that is identical to this one. Related projects have been managed through the Bay Area UASI office by selecting a vendor through CCSP’s RFP process.

   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 5/11/12

   MEA
   Union Name
   Signature of person mailing / faxing form
   Date 5/11/12

   RFP sent to _____________________________ on _____________________________
   Union Name
   Date
   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4000S - 12/13

STAFF ANALYSIS/RECOMMENDATION: Received 5/11/12

CIVIL SERVICE COMMISSION ACTION: PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: This project requires experience in health/medical-related emergency preparedness, familiarity with the UASI program, and knowledge of the BAUASI region. This will be a team effort, done by a firm with a satisfactory level of financial support, equipment, staffing, and organization.
   B. Which, if any, civil service class normally performs this work? 1) Principal Analyst II (#1825); 2) Performance Analyst III - Project Manager (#1830); 3) Manager III (#0931); 4) Manager IV (#0932)
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: The firm chosen for this project will provide a team of individuals who will utilize office space and equipment that is supplied and supported by the contractor.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: Existing staff would a) not have the required experience, needing significant training, or b) the time for a project of this magnitude. Also, the duration of the project is deemed limited or short-term.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. Project manager and analyst positions exist.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   6. Will the contractor directly supervise City and County employees?  
      Yes ☐ No ☐
   7. 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.
      Yes ☐ No ☐
   8. Are there legal mandates requiring the use of contractual services?  
      Yes ☐ No ☐
   9. Are there federal or state grant requirements regarding the use of contractual services?  
      Yes ☐ No ☐
   10. Has a board or commission determined that contracting is the most effective way to provide this service?  
      Yes ☐ No ☐
   11. 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

William Lee 558-3866
Print or Type Name Telephone Number

Dept of Emergency Mgmt. – Div. of Emerg. Services
1011 Turk St.; SF, CA 94102
Address
Here is the attachment. Sorry.

Hello – Attached is a PSC Form 1 for Regional Medical Surge Planning. Please let me know if you have any questions.

Mikyung Kim-Molina
Bay Area UASI
10 Lombard Street, Suite 250
San Francisco, CA  94111
(415) 705-8521 (phone)
(415) 705-8510 (fax)
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/14/12

DEPARTMENT NAME: Fire

DEPARTMENT NUMBER 31

TYPE OF APPROVAL: [x] REGULAR (OMIT POSTING _____)

[ ] EXPEDITED

[ ] CONTINUING

[ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST

[ ] MODIFICATION (PSC# _________)

TYPE OF SERVICE: FireTrainer® T-1000 Fire Simulator Maintenance

FUNDING SOURCE: Department Budget

PSC AMOUNT: $258,719

PSC DURATION: July 1, 2012 through June 30, 2015.

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Fire Department currently owns a FireTrainer® T-1000 Fire Training Simulator, which is used at the Division of Training for conducting live fire simulations to recruits and uniformed members. Based on the manufacturer's preventive maintenance tasks outlined in the product's service manual, the contract will be for quarterly inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the product's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing. Additionally, if any of the product's elements listed above were to break down and need repair or replacement, the contract includes corrective maintenance at a pre-set hourly rate for labor plus the cost of parts.

B. Explain why this service is necessary and the consequences of denial: The FireTrainer® T-1000 Fire Training Simulator is a copyrighted piece of equipment, which operates using proprietary and unique technology. Thus, only the manufacturer can maintain, upgrade, repair, and/or replace the product and its parts at this time. As in any piece of equipment, preventive maintenance is important for the proper and safe operation of the equipment, as well as to prolong the useful life of the product. Because of the exclusive rights on the equipment and its parts, no outside vendor can legally or effectively perform any service on the product at this time. Moreover, any service performed by a contractor outside of the manufacturer, if attempted, would void all service agreements and warranties on the product. If this service contract is denied, the Fire Department will not be able to keep up the functionality of the FireTrainer® T-1000 Fire Training Simulator. The equipment would eventually malfunction and break down, which would result in fiscal loss (i.e., wasted purchase price, loss of use) and possible injuries to users during any failure that occurs at the time of the drill.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): The service was provided in the past by the manufacturer of the device. The most recent PSC# was 4160-08/09.

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

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

Prof & Tech Eng
Local 21

Union Name

via email

Signature of person mailing/faxing form 5-14-12

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to __________________________, on __________________________, on __________________________

Union Name

Date

Signature

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

PSC# 4006-12/13

STAFF ANALYSIS/RECOMMENDATION: 0010

Received 6/19/12

PSC FORM 1 (9/96)
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: The skills and expertise required are those necessary to perform inspections, cleaning, checking/verifying, calibrating/adjusting and/or flushing of the copyrighted FireTrainer® T-1000 Fire Training Simulator's various pilot lights, burners, valves, sensors, fans, blowers, wires, filters, batteries and cabinet housing.

   B. Which, if any, civil service class normally performs this work? The Department does not believe that a particular Civil Service class exists that could effectively and safely perform the maintenance, service and repair of the proprietary FireTrainer® T-1000 Fire Training Simulator. Moreover, the exclusive rights on the product does not legally allow outside vendors to perform any service on the equipment.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes, the contractor will provide all equipment for preventive and corrective maintenance services for the FireTrainer® T-1000 Fire Training Simulator. If the equipment needs to be removed from the Fire Department in order to perform a service covered in the agreement, then the contractor will also provide the facility for the equipment to allow completion of such service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: The Department does not believe that a particular Civil Service class exists that could effectively and safely perform the maintenance, service and repair of the proprietary FireTrainer® T-1000 Fire Training Simulator. Moreover, the exclusive rights on the product does not legally allow outside vendors to perform any service on the equipment.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. It is not practical to adopt a new civil service classification because of the unique, proprietary technology involved in the preventive and corrective maintenance of the FireTrainer® T-1000 Fire Training Simulator. Moreover, because the equipment and its parts are copyrighted, the manufacturer would void all agreements and warranties should entities other than its own personnel work on the FireTrainer® T-1000 Fire Training Simulator in any way.

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

________________________
Signature of Departmental Personal Services Contract Coordinator

Jesusa Bushong
Print or Type Name

415 558 3615
Telephone Number

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

PSC FORM 1 (9/96)
Bushong, Jesusa

From: Bushong, Jesusa
Sent: Monday, May 14, 2012 2:35 PM
To: 'L21PSCReview@ifpte21.org'
Cc: Corso, Mark
Subject: Personal Services Contract Notification
Attachments: 20120514143057484.pdf

To whom it may concern:

In accordance with DHR policies and procedures regarding the Personal Services Contract (PSC) approval process, attached for your review and comment is the Fire Department’s proposed PSC for the repair and maintenance of our Fire Simulator program. The 30-day time period of this notice ends on June 15, 2012. At that time, we will proceed with submitting the attached PSC to DHR for processing with Civil Service.

If you have any questions or comments regarding the proposed service, please contact Mark Corso, Chief Financial Officer, at 558-3417.

Thank you.

Jesusu Bushong
San Francisco Fire Department
Human Resources Division
(415) 558-3615
Delivery to these recipients or distribution lists is complete, but delivery notification was not sent by the destination:

L21PSCReview@ifpte21.org

Subject: Personal Services Contract Notification
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 17, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency
DEPARTMENT NUMBER # 68

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

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

TYPE OF SERVICE: Engineering and Technical Support for Vehicle Rehabilitation and Procurement Projects

FUNDING SOURCE: Federal Transit Administration, San Francisco's Prop-K Funds, and Bridge Toll Funds

PSC AMOUNT: $5,000,000.00 PSC DURATION: July 1, 2012 - December 31, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant will provide specialized engineering and technical support during the rehabilitation of the existing Neoplan fleet and the upcoming procurement for the diesel-hybrid coaches and the electric trolley coaches. Their task will include detailed and structural analysis of the new coaches; quality control and resident inspection at the production facilities; reviewing test plans, quality control and inspection procedures; ensuring all required tests, measurements are satisfactorily performed and documented prior to coach delivery; provide independent price and cost analysis per Federal Transit Administration (FTA) guidelines; provide independent audits for pre-award and post-delivery of FTA's Buy America requirements.

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

This service is necessary to ensure that the coaches being rehabilitated or built are according to original equipment manufacturer (OEM) specifications and San Francisco Transportation Agency's (SFMTA) requirements. Resident inspectors at the production plants are necessary to ensure that all required tests, measurements and quality control checkpoints are performed and documented to the satisfaction of SFMTA. The consultants will provide the FTA requirements for independent audits and cost analysis for FTA-funded projects. Denial of this request may affect the finished quality of the rehabilitated coaches and the new diesel hybrid and electric trolley buses, and SFMTA will not be able to provide the independent audits and cost analysis required by the FTA.

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 service contracts have been provided in the past through PSC # 4009-05/06 approved July 18, 2005 for the procurement of the hybrid diesel coaches and PSC #4059-11/12 approved on December 7, 2011 for rehabilitation of various systems on motor coaches.

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):

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved
5 - 11 - 12
Recert 5/11/12
CMR

PSC FORM 1 (9/06)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience, expertise and knowledge in: instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines in a manufacturing plant; knowledge of diesel-hybrid technology and electric trolley coaches; knowledge of Federal Motor Vehicle Safety Standards; knowledge of various electric and mechanical systems in transit vehicles.

B. Which, if any, civil service class normally performs this work?

There are no civil service classifications that normally perform this type of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are not applicable because the City/SFMTA does not design, build, and manufacture transit vehicles.

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

No because the City/SFMTA does not design and build transit vehicles.

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

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

B. Will the contractor train City and County employees? ( ) (X )

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

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

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

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

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

[Signature]
Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai 415-701-5377
Print or Type Name Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103
Address

0015
City and County of San Francisco Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: October 7, 2011

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER: 68

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

( ) CONTINUING ( ) ANNUAL

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

TYPE OF SERVICE: REHABILITATION OF SYSTEMS ON MOTOR COACHES

FUNDING SOURCE: Federal Transit Authority (FTA) and San Francisco’s Prop-K Funds

PSC AMOUNT: $22,000,000.00 PSC DURATION: January 1, 2012 - January 31, 2016

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The scope of this project is to rehabilitate various systems on 80 to 80 standard (40’’) Neoplan motor coaches. The Contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipment required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.

B. Explain why this service is necessary and the consequences of denial:
The proper functioning of the systems listed above is critical to provide reliable service. Replacing and rehabilitating these systems will bring the coaches into a state of good repair, thereby increasing vehicle reliability and improving service levels. This project will reduce unscheduled maintenance and repair costs that would impact SFMTA’s operating budget. Denial of this project would result in loss of funding from the Federal Transit Authority and Proposition K Funding and would negatively impact SFMTA’s operating budget.

Denial of this request will have a negative impact on the condition and service reliability of the diesel motor coach fleet and also on SFMTA’s operating budget due to increase overtime work and unbudgeted parts purchase.

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 service contract has been provided in the past through Personal Services Contract # 4020-09/10.

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):

_______ IFPTE Local 21 Signature of person mailing / faxing form Date

Union Name

_______ IAM Local 1414 Signature of person mailing / faxing form Date

Union Name

_______ TWU Local 250A (7410) Signature of person mailing / faxing form Date

Union Name

RFP sent to on Date Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE SFMTA Approved

PSC# 4059 - 11/12

10-7-11

STAFF ANALYSIS/RECOMMENDATION: PSC FORM 1 (08/08)

CIVIL SERVICE COMMISSION ACTION:

0016
City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
A. Specify required skills and/or expertise:
The skills and expertise required to perform this work include removing and replacing major vehicle components such as engines, transmissions, radiators, brakes, doors and air supply systems. Additionally, the rehabilitation of major systems like the engine or transmission requires that the mechanics performing this work be certified by the Original Equipment Manufacturer (OEM) and that OEM approved tools and parts be used in order to support the warranty provided by the OEM manufacturer.

B. Which, if any, civil service class normally performs this work?
Classifications such as 5203 Assistant Engineer, 6207 Associate Engineer, 5211 Senior Engineer, 7381 Automotive Mechanics, 7313 Automotive Machinist, 7410 Automotive Service Worker, 7228 Automotive Transit Shop Supervisor I, 7249 Automotive Mechanic Supervisor I, 7382 Automotive Mechanic Assistant Supervisor, 7340 Maintenance Controller, 7241 Sr. Maintenance Controller, 7254, Automotive Machinist Supervisor I, 7309 Car And Auto Painter, and 7322 Automotive Body And Fender Worker Assistant Supervisor.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The Contractor will use their facility for all project work. Additionally, the contractor will have all of the major system rehabilitation work done at certified OEM repair shops with OEM parts, tools and certified mechanics which will enable the contractor to support the warranty requirements of the SFMTA contract. SFMTA does not have the requisite facility space, certified mechanics or tools to stage a motor coach rehabilitation project of this scale in-house.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
A. Explain why civil service classes are not applicable:
The Civil Service classes listed above in (3) (B) specialize in the maintenance of these vehicles, not in the rehabilitation of the motor coaches. Due to the scale of the project, as well as the urgency to rehabilitate this fleet, there is a need to outsource this work in order to complete the project in a timely fashion by certified technicians. In addition, the scope of work described exceeds the availability of in-house resources, facility space, stocked parts and materials needed to the work on an assembly-line production levels. The City purchasing system is not designed for a production type work such as this project and therefore cannot provide the parts in a timely manner. Potential contractors have the capacity to do the rehabilitation work on a much larger scale, in a more timely fashion, and on an assembly-line production level.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Civil service classes exists to perform some of this work, but as explained above, this project focus is on rehabilitation of the motor coaches and the scope of the project exceeds available resources and facilities.

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

A. Will the contractor directly supervise City and County employees? ( ) (x)
B. Will the contractor train City and County employees? ( ) (x)
C. Are there legal mandates requiring the use of contractual services? ( ) (x)
D. Are there federal or state grant requirements regarding the use of Contractual services? ( ) (x)
E. Has a board or commission determined that contracting is the most effective way to provide this service? (x) ( )
   The approval of the SFMTA Board and the Board of Supervisors will be acquired prior to awarding the Contract.
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

Parveen Boparai

Print or Type Name

(415) 701-5377

Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Avenue, 7th Floor, San Francisco, CA 94103

Address

0017
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05-12-05

DEPARTMENT NAME: MUNICIPAL TRANSPORTATION AGENCY  DEPARTMENT NUMBER: 35

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

( )CONTINUING  ( )ANNUAL

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

TYPE OF SERVICE: Procurement of Hybrid Diesel Electric Vehicles

FUNDING SOURCE: Combination of Federal Transit Administration (FTA), Prop K and Bridge Toll Funds

PSC AMOUNT: $2,500,000.00  PSC DURATION: 05/01/05-12/31/09

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The Consultant will provide specialized engineering, quality control and project management services for the implementation and completion of various vehicle procurement projects including procurement of 56 new technology hybrid diesel electric buses. The consultant will provide competent professional staff and services with specialties in hybrid technology either by direct assignment of its own personnel or through sub-consultants.

   B. Explain why this service is necessary and the consequences of denial:
      This service is necessary because the diesel electric vehicles are heavy duty urban passenger transport buses whose prime mover will be a combination of a diesel engine and the traction motor. Muni is purchasing the diesel electric hybrid vehicles to further reduce the emission levels of its fleet of buses. It is important to have engineering consultant support this project because the hybrid bus technology is a new and very specialized technology. The skill and experience needed for this project is not yet available within the engineering staff of MUNI. Denial of this request will diminish our capability to purchase good, reliable bus for the citizens of San Francisco.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      The most recent consultant services contract for similar services was approved by CSC, PSC# 4098-03/04 approved 4/9/04 for Trolley Bus Procurement project no. CS-114.

   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):

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

   Union Name  
   Signature of person mailing / faxing form  
   Date

   RFP sent to IEFTE Local 21, on 11/15/04 & 05/05/05  
   Union Name  
   Date  
   ELSON HAO  
   Signature

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

PSC# 4009-05/06  MTR Approved  
STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:  
PB 5/12/05  

PSC FORM 1 (9/98)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      
      Specialized knowledge of the electric-diesel hybrid bus technology.

   B. Which, if any, civil service class normally performs this work?
      
      Civil service classifications 5241 Engineer and 5207 Associate Engineer may be utilized but are unable to perform the full scope of work. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector classification.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      
      5241 Engineer and 5207 Associate Engineer classes may perform this type of work. However, the hybrid electric-diesel technology is a relatively new technology and currently we do not have the experience and expertise available within the City engineering pool. This job has been performed by consultant since the City does not have a vehicle manufacturing inspector classification.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      
      No, this job is temporary and it is not practical to adopt a new civil service class to perform this work.

5. **ADDITIONAL INFORMATION** (if "yes", attach explanation)
   
   Yes | No
   ----|----
   A. Will the contractor directly supervise City and County employees? | ( ) (x)
   B. Will the contractor train City and County employees? | ( ) (x)
   C. Are there legal mandates requiring the use of contractual services? | ( ) (x)
   D. Are there federal or state grant requirements regarding the use of contractual services? | ( ) (x)
   E. Has a board or commission determined that contracting is the most effective way to provide this service? (see attached resolution) Resolution No. 04-148, Approved by MTA Board on October 19, 2004. | (x) ( )
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | ( ) (x)

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

[Signature]

Parveen Boparai, Sr. Personnel Analyst

Signature of Departmental Personal Services Contract Coordinator

PARVEEN BOPARAI
554-4160

Print or Type Name

MUNICIPAL TRANSPORTATION AGENCY-HUMAN RESOURCES

401 VANE SS, ROOM 320, S.F., CA 94102

Address
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 04-149

WHEREAS, In accordance with Muni's Zero Emission 2020 Plan previously presented to the MTA Board, Muni is in the process of procuring alternative fuel buses; and,

WHEREAS, Consulting expertise is needed to assist Muni's current team of engineers in their efforts to purchase hybrid-electric buses and determine the feasibility of purchasing 30-foot battery powered transit buses; and,

WHEREAS, Muni Fleet Engineering staff has prepared a Request for Proposals (RFP) for consultant services from qualified firms with specialized experience in the area of rolling stock manufacturing, production, trade and new technology integration; and,

WHEREAS, The consultant will provide technical engineering, quality assurance and project management services for the procurement of 40-foot diesel electric hybrid vehicles; and,

WHEREAS, The consultant will provide technical engineering to evaluate the responses to a Request for Information on 30-foot battery propulsion vehicles and compare such vehicles to diesel electric hybrid vehicles; and,

WHEREAS, The consultant will assist Muni with preparation of the RFP, and provide technical engineering, quality assurance and project management services for the procurement of 30-foot vehicles (propulsion system yet undecided) and integration of the vehicles into revenue service; now, therefore, be it

RESOLVED, That the Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to issue a Request for Proposals, and negotiate a contract for engineering and project management consulting services in support of Muni's Alternative Fuel Bus Procurement Program.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of OCT 19 2004.

[Signature]
Secretary, Municipal Transportation Agency Board
For your info.

Cynthia Hamada
Senior Personnel Analyst
SFMTA Employee and Labor Relations
415.701.5381 office - 415.701.5397 fax

Scan Date: 05.17.2012 10:39:09 (-0400)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 5/21/2012 updated on 6/21/12

DEPARTMENT NAME: Planning Department

DEPARTMENT NUMBER 29

TYPE OF APPROVAL: ☑ EXPEDITED ☒ REGULAR ☐ CONTINUING ☐ ANNUAL

(Omit Posting ________ )

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

TYPE OF SERVICE: Civic Center Historic District Cultural Landscape Survey

FUNDING SOURCE: Federal Grant

PSC AMOUNT: $75,000

PSC DURATION: 7/20/2012 – 12/31/2013

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The San Francisco Public Utilities Commission (SFPUC) applied for and was awarded a grant from the United States Environmental Protection Agency (EPA) in September 2010 to develop the Civic Center Sustainable District Plan (Plan) that will evaluate opportunities for sustainable management of water, wastewater, stormwater and energy resources within the District (Continued on attachment.)
   
   B. Explain why this service is necessary and the consequences of denial:
      A background document and a cultural landscape survey are necessary in order to balance the goals of the Civic Center Sustainable Plan and to recognize and preserve the historic and cultural significance of the District. Denial would result in delay in the completion and the implementation of the Civic Center sustainable Plan, which is part of the City’s sustainable realm plan.
   
   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 would normally be provided by a trained, qualified expert in the field of historic architecture.

   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):

   IFPTE Local 21
   Original notice 5/24/12
   Union Name
   Signature of person mailing/faxing form
   Date

   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to
   Union Name, on Date
   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4008-12/13

STAFF ANALYSIS/RECOMMENDATION: Original received 6/20/12

CIVIL SERVICE COMMISSION ACTION: Revision received 6/21/12

0022
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Required skills include expertise in architectural history, art history, and historic preservation. Experience in research and writing, or caching in American architectural history or restoration architecture or substantial contribution through research and publication. Contractors’ employees must meet Professional Qualifications Standards (Continued on attachment.)

   B. Which, if any, civil service class normally performs this work?
   These services could be provided by a portion of 5293 Planner IV and 5120 Architectural Administrator who possesses the requisite skills, training and experience.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Contractor will provide the services at their work site using their own standard office equipment (computer, etc.).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
   The City’s civil service classifications do not cover the expertise and specific skills to prepare the background document and the cultural landscape survey. Consultant must meet the minimum professional qualification standards from the Secretary of the Interior Standards for the Treatment of Historic Properties.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, given that these services are required only for a one-time consultation to the Planning Department, it would not be feasible to attempt to create a civil service class for this purpose, or add this as a specialty to an existing class.

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

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

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

   D. Are there federal or state grant requirements regarding the use of contractual services?
      The USEPA requires recipients of their grants to conduct fair competitive bidding process and the local business enterprise subcontracting goal is not applicable to this contract.
      [x] Yes  [ ] 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

Thomas DiSanto  415.575.9113
Print or Type Name  Telephone Number

1650 Mission Street, Suite 400
San Francisco, CA 94103
Address
DATE:  5/21/2012
DEPARTMENT NAME:  PLANNING DEPARTMENT
DEPARTMENT NUMBER:  29
TYPE OF SERVICE:  Civic Center Historic District Cultural Landscape Survey

1A. Concise description of proposed work: (Continued):
and develop projects and strategies that will result in measurable reductions in water, wastewater and power demands over time. $75,000 was budgeted for the Planning Department to develop background documentation and a cultural landscape survey of the Civic Center Historic District. The existing designation materials do not fully document the important landscape features that, together with the buildings, comprise the character of the District. The documentation is intended to update and consolidate all background information regarding the District into one information source and identify all character-defining features that contribute to its significance. The consultant will provide a matrix outlining survey findings, and prepare a single document based on a review of all previous documentation and primary research on the Civic Center Historic District.

3A. Specify required skills and/or expertise (Continued):
Hi,

Attached is the updated PSC summary for the Civic Center Historic District Cultural Landscape survey. Please note that the term is changed to 7/20/12 - 12/31/13. Also, the Sections 1A and 4A have been updated.

Please kindly let me know if you have any questions.

(See attached file: Civic Center Historic District Cultural Landscape Survey PSC summary updated on June 21 12.pdf)

Regards,
Lisa Chau
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
Tel: 415 575 9042
Fax: 415 558 6409
E-mail: Lisa.Chau@sfgov.org
Hi,

Attached is the Civic Center Historic district Cultural Landscape survey PSC summary, the amount is $75,000 and the duration is from 5/21/12 to 12/31/13. Please kindly let me know if you have any questions about it.

(See attached file: Civic Center Historic district Cultural Landscape survey PSC summary.pdf)

Regards,
Lisa Chau
San Francisco Planning Department
1650 Mission Street, Suite 400
San Francisco, CA 94103
Tel: 415 575 9042
Fax: 415 558 6409
E-mail: Lisa.Chau@sfgov.org
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 04/25/2012 (30-day Notice)
06/19/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☑️ REGULAR (OMIT POSTING ________ )

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

TYPE OF SERVICE: Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services (CS-211)

FUNDING SOURCE: Bond funding between 2012 and 2016 and Operational funding from 2016 to 2026

PSC AMOUNT: $14,000,000 PSC DURATION: 09/01/2012 to 08/31/2026 (14 years)

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Contractor to provide staff, equipment and services to complete environmental monitoring, surveys, and studies; perform field work including sample collection, and resource protection and management tasks; perform and develop tools for data collection, storage, and analysis; and lead research and assessments necessary to prepare reports, designs, figures and maps, studies, technical memorandum, specifications, permit amendments and revisions and other documents to support the SFPUC permit compliance and watershed management activities.

   B. Explain why this service is necessary and the consequences of denial:
      Contractor will supplement full-time staff during peak field and report preparation efforts and with technical expertise and training not required on full time basis. If the contract is denied, the SFPUC would not be able to meet its permit requirements without annual hiring and firing of seasonal workers and technical experts.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
      This service was not required before the Water System Improvement Program. The SFPUC is adding 4 to 6 full time staff to fulfill these new required services. The requested contract professional services to meet regulatory agency requirements stipulated during the permitting of the Water System Improvement Plan (WSIP) projects.

   D. Will the contract(s) be renewed: Duration of 14 years was selected to fulfill the permit requirements and eliminate the need to renew a contract for WSIP permit compliance activities. See attachment A.

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

L21/L39

Shamica Jackson

Signature of person mailing/faxing form 04/25/2012 (30-day Notice) 06/19/2012 (to DHR)

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# H009 - 12/13 STAFF ANALYSIS/RECOMMENDATION: Received by 19/12

CIVIL SERVICE COMMISSION ACTION:

P. YUN 0527
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Botanist, biologist, geologist, geotechnical engineers, hydrologist, graphical information specialists, editors, restoration scientists and engineers, planners, toxicologists, and appropriate scientists and engineers.
   B. Which, if any, civil service class normally performs this work?
      Local 21 - 1052, 1054, 1804, 1806, 2403, 2456, 2457, 2458, 2481, 2482, 2483, 2484, 2485, 5216, 5272, 5274, 5277, 5278, 5291, 5298, 5299, 5310, 5312, 5314, 5320, 5330, 5601, 5602, 5620, 5640, 5642, 5644
      Local 39 - 5148
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes, contractor may install measuring devices (flow meters, piezometers, soil moisture probes), monitoring devices (cameras, wells, traps) and experimental habitat (artificial nests, roosts, burrows).

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      SFPUC is hiring 4 to 6 positions to accomplish this work. Additional seasonal labor is needed to perform the work at the correct time of the year and specific professionals are needed to accomplish discrete portions of the work.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      Civil service classes already exist. Contractor is requested to supplement the new staff for episodic work.

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?  
      ☒  ☐  
   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 of Departmental Personal Services Contract Coordinator  
Shamica Jackson  
Print or Type Name  Telephone Number  
1155 Market Street, 9th Floor  
San Francisco, CA 94103  
Address

P. YUN 0028  
PSC FORM 1 (9/96)
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CSSA Oakes
LCOE Oakes
Boat Ramp
Upper San Niceo Creek
Skyline Boulevard
Sherwood Pond
San Andreas Welland
Homestead Pond
Adobe Quilty Creek
Adobe Quilty Creek
BHR Sites

Peninsula

CRP
Colleges
MIT
SABER
SWTP

WISP Project Sites

Sheep Camp Creek
Artroyo 2
Goldfish Pond
San Armando Creek

Construction

Alamedas
Thanks Kim!

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

Confirmed. It is ok to move forward.

Sent from my iPhone

On Jun 19, 2012, at 12:09 PM, "Jackson, Shamica" <sjackson@sfwater.org> wrote:

Hi Kim,

I hope all is well. Please confirm that this PSC is O.K. to move forward to submit to DHR. I need to submit this either today or tomorrow for the 7/16/2012 Commission Meeting.

Thanks,
Shamica
Hi Shamica,

We met with L21 on Wednesday and they have no problems with this PSC. We need to get this on the CSC agenda for the July 16th meeting (Deadline to CAB is June 13th). I'm cc'ing David because if this PSC does get on the July 16th meeting, he will need to attend the meeting with Greg Lyman since I will still be out on vacation. Thanks.

Pauson

From: Jackson, Shamica [SJackson@sfwater.org]
Sent: Wednesday, April 25, 2012 5:18 PM
To: Isen, Carol; DHR-PSCCoordinator; Degrafinried, Alaric; L21PSC Review; Ging Louie; Joe Brenner; Larry Wong; Domingo, Kofo; Jackson, Shamica; chris@lugo-local39.org; PJackson@sfwater.org
Cc: Lyman, Greg
Subject: 30 DAY NOTICE PRIOR TO DHR: CS-211 draft PSC to Unions for review

To All Interested Parties,

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.

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

Please consider the environment before printing this email

<CS-211 Draft PSC Form to Unions 04252012.DOC>
From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Tuesday, June 19, 2012 5:21 PM
To: Bowman, Lora; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kolo; Jackson, Prentiss; Jackson, Shamica; Jenkins, Sharon; Jones, LaWan; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie; Warshauer, Ed; Wong, Larry; Yun, Pauson; Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; Elwin, Harvey; How, Kathryn; Isen, Carol; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Degrafinried, Alaric; grojo@local39.org
Subject: CS-211, PSC Summary Form (Initial Request)
Attachments: CS-211 PSC Form to DHR 06192012.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

1. For **Engineering Resources Committee**: Attached for your review is the PSC1, Summary Form for CS-211, Professional Ecological, Botanical, Wildlife Hydrological, Geotechnical & Technical Services, initial request for $14,000,000 and duration to **August 31, 2026**.

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. SFPUC met with Local 21 and they have no objections to this PSC moving forward.**

4. For **July 16, 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

鞍山Please consider the environment before printing this email

*Effective July 16, 2012, the SFPUC Contract Administration Bureau will be moving to our new headquarters.*  
*Please send all future mail correspondence to our new address:*

SFPUC Contract Administration Bureau  
525 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102
PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 7, 2012

DEPARTMENT NAME: PUBLIC WORKS

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________

TYPE OF REQUEST:
☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ______

TYPE OF SERVICE: Mechanical/Electrical Engineering Services on an As-Needed Basis

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: $4,500,000.00 (3 @ $1,500,000 each) PSC DURATION: 10/1/2012 to 12/31/2017

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:

   Consultants will perform highly specialized mechanical and electrical engineering tasks that include surge analysis, constructability analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, power system reliability studies, construction support, peer review validation, and other consultation work. Projects and facilities may include sewage and water treatment plants; pump stations; compressed natural gas (CNG) filling systems; heating, ventilation, and air conditioning (HVAC) systems; emergency generator systems; and emergency services during power outages or rolling blackouts. The Department of Public Works (DPW) intends to award up to three (3) as-needed contracts each not to exceed $1,500,000.

   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 mechanical and electrical 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 delays that would increase construction costs. DPW’s responsiveness could also be negatively impacted for the mitigation of emergencies such as power outages, rolling blackouts, sewage flooding, water supply service, and fire prevention that affect public health and safety.

   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 Mechanical Engineering Services under PSC#4199-06/07 approved on August 6, 2007; and As-Needed Electrical Engineering Services under PSC#4129-09/09 approved on April 6, 2009. However, this is the first time the services will be solicited through a single contract for As-Needed Mechanical-Electrical Engineering Services.

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

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

   Local 21
   Union Name
   Signature of person mailing/faxing form
   6/11/12 Date
   RFP sent to Local 21, on Date
   Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 - 12/13

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Received 6/11/12
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Requires licensed mechanical and electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as contract documents, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.

   B. Which, if any, civil service class normally performs this work?
   Engineering Classification which normally performs this work include Mechanical and Electrical disciplines for: 5203 Assistant Engineer; 5207 Associate Engineer; 5241 Engineer; and 5211 Senior Engineer.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. The Contractor would provide testing equipment for specific tasks.

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.

   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.

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]

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

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

Attached is the PSC Summary Form for Mechanical/Electrical 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 Caronto, 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
Local #21 has no objections to this PSC.
Local #21 waives the 30-day requirement.

Larry Wong
L21 PSC Reviewer

From: Caranto, Severino [Severino.Caranto@sfdpw.org]
Sent: Wednesday, June 20, 2012 9:18 AM
To: L21PSC Review
Cc: Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman
Subject: RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - $4.5M-5 years

Larry,

Please see attached revised memo regarding the subject PSC. We would appreciate it if you can quickly review this and send us your approval to waive the 30-day waiting period today. This would allow us to include this PSC in the July 16 CSC meeting.

Thanks again for your support

Jun Caranto
(415) 558-4595

-----Original Message-----
From: L21PSC Review [mailto:L21PSCReview@ifpte21.org]
Sent: Tuesday, June 19, 2012 4:34 PM
To: Caranto, Severino
Cc: Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman
Subject: RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - $4.5M-5 years

Hi Severino,

After a quick review of both the DPW letter and the PSC, L21 would like the DPW letter be to tailor more to the AsNeeded Civil Engineering Services than as proposed for the AsNeeded Geotech Services. The reason is that the AsNeeded DPW Mechanical/Electrical Services has more variety similar to the AsNeeded Civil Engineering while the AsNeeded Geotech is very focus.

Sorry for the confusion, however, if you can provide the letter similar to the AsNeeded Civil Engineering Service by Thursday, we can quickly review it and give our support and waive the 30-days Friday morning.
From: Caranto, Severino [Severino.Caranto@sfdpw.org]
Sent: Monday, June 18, 2012 10:52 AM
To: L21PSC Review
Cc: Choy, Gordon; Kim, Sung; Carlos, Carina; Rivera, Patrick; Chan, Norman
Subject: RE: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - $4.5M-5 years

Hi Larry,

Please see attached memo from DPW regarding the subject PSC.

Thank you for your quick review and support of this PSC.

Jun

Severino (Jun) Caranto, Jr., PE | Manager
Contract Preparation & Project Controls Section S.F. Department of Public Works
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102
tel: 415.558.4595 email: severino.caranto@sfdpw.org

From: L21PSC Review [mailto:L21PSCReview@lifpte21.org]
Sent: Friday, June 15, 2012 12:07 PM
To: Carlos, Carina
Cc: Caranto, Severino; Choy, Gordon; Kim, Sung
Subject: FW: PSC-DPW Mechanical/Electrical Engineering Services AsNeeded Services - $4.5M-5 years

Hi Carina,

L#21 will have no objections if we received a letter similar to the Geotech As-Needed Services.

Larry Wong
21 PSC Reviewer

From: Carlos, Carina [Carina.Carlos@sfdpw.org]
Sent: Monday, June 11, 2012 8:54 AM
To: Ging Louie; L21PSC Review
Cc: Caranto, Severino; Choy, Gordon; Kim, Sung
Subject: PSC for Mechanical/Electrical Engineering Services Good morning,

Attached is the PSC Summary Form for Mechanical/Electrical 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
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 11, 2007

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER: 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _____)

☐ EXPEDITED  ☐ CONTINUING  ☐ ANNUAL

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

TYPE OF SERVICE: As-Needed Mechanical Engineering Services

FUNDING SOURCE: Inter-departmental Work Orders

PSC AMOUNT: $2,000,000 (3 @ $1,000,000 each)  PSC DURATION: 10/1/2007 to 10/1/2012

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Consultants will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (QA/QC) peer reviews, value engineering, and consultation. The types of mechanical facilities and tasks may include sewage and water treatment plants, pump stations, compressed natural gas (CNG) filling systems, and related facilities, heating, ventilation, and air conditioning (HVAC) systems, emergency generator systems and auxiliary water supply (AWSS) systems, and other mechanical related work.
The Department of Public Works (DPW) intends to award three (3) contracts, each not to exceed $1,000,000.

B. Explain why this service is necessary and the consequences of denial:
Services are on an as-needed basis to assist DPW on difficult or unique projects that require specialized 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 cause delays that may result in additional cost to the City; and could also negatively impact DPW's ability to quickly respond to emergencies such as sewage flooding, intermittent water supply service, fire prevention, and power outages that affect public health and safety.

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):

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
7/11/2007

Local 21

Union Name
Signature of person mailing/faxing form
Date

RFP sent to Local 21, on When available

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SC# 4499 - 06/07
TAFF ANALYSIS/RECOMMENDATION:

IV. SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   
   *Licensed mechanical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices such as plan, specification, and cost preparation, field investigation, constructability analysis, peer reviews, reports and studies; and have the ability to provide service to the City on short notice.*

   B. Which, if any, civil service class normally performs this work?
   *Civil Service classifications 5256, Mechanical Engineer; 5241, Engineer; 5211, Senior Engineer; 5207, Associate Engineer; 5203, Assistant Engineer; 5201, Junior Engineer; 5366, Engineering Associate II; 5346, Mechanical Engineering Associate I; 5344, Mechanical Engineering Assistant; 5342, Mechanical Engineering Assistant I.*

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   *Yes. Consultants may provide testing equipment for specific tasks.*

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 to perform the work. Consultants will only be used to meet abrupt scheduling demands that exceed City resources or expertise, and during the occurrence of emergency events.*

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   *No. Civil Service classes already exist. These services are on an as-needed basis to augment City staff during peak workload periods, or for projects that require specialized expertise and knowledge.*

5. **ADDITIONAL INFORMATION** (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      
   B. Will the contractor train City and County employees?
      - Describe the training and indicate approximate number of hours.
      - Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
      
   C. Are there legal mandates requiring the use of contractual services?
      
   D. Are there federal or state grant requirements regarding the use of contractual services?
      
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *Unknown. An RFP will be processed to select the 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  
(415) 554-6230  
875 Stevenson Street, Room 420  
San Francisco, CA 94103

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

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 4, 2009

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER: 90

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

CHOICE OF REQUEST:  ☑ INITIAL REQUEST  ☐ MODIFICATION (PSC# ___________)

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

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: $3,000,000.00  PSC DURATION: July 31, 2009 to October 31, 2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Consultants will perform highly specialized electrical engineering tasks that include constructability analysis, power system reliability studies, construction support, peer review validation, reports, and consultation for various types of public works projects. Additionally, consultants will provide services and recommendations during emergency events, such as power outages, rolling blackouts, etc. The Department of Public Works (DPW) intends to award three (3) as-needed contracts worth $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 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 delays that would increase construction costs. DPW's responsiveness could also be negatively impacted during the mitigation of emergencies such as power outages and rolling blackouts.
   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 Electrical Engineering Services under PSC# 4075-05/06, approved on February 6, 2006.
   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  Signature of person mailing/faxing form  3/4/09
Union Name  Date

Union Name  Signature of person mailing/faxing form

RFP sent to Union Name, on Date Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4129-08/09

STAFF ANALYSIS/RECOMMENDATION: – COPY –

CIVIL SERVICE COMMISSION ACTION:

0643
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:

   Requires licensed electrical engineers with expertise and familiarity with public works projects; expertise in current engineering and construction practices, such as plan, specification, and cost estimate preparation, field investigation, constructability analysis, peer reviews, reports and studies, and the ability to provide professional services to the City on short notice, such as during mitigation of power outage emergencies or rolling blackouts.

   B. Which, if any, civil service class normally performs this work?

   Engineering classifications which normally perform this work include: 5203 Assistant Engineer (Electrical); 5207 Associate Engineer (Electrical); 5241 Engineer (Electrical); and 5211 Senior Engineer (Electrical).

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

   Yes. The Contractor would provide testing equipment for specific tasks.

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

   Some Civil Service classes are not able to do the more specialized work on difficult or unique projects that require expertise beyond the capabilities of existing staff. However, City staff will be utilized when feasible. Consultants will only be contacted to meet abrupt scheduling demands, when the workload exceeds department resources, when projects require specialized expertise, or during the occurrence of emergency events.

   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 power outages and rolling blackouts.

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

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   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?

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

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

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

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**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
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/15/2012

DEPARTMENT NAME: Department of Human Resources  DEPARTMENT NUMBER 33

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _____)

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4185-06/07)

TYPE OF SERVICE: Healthcare coverage administration services

FUNDING SOURCE: MOU Reserve

Original Amount: $4,500,000  PSC DURATION: 8/1/2007-6/30/2010

Mod. Amount #1 $0  PSC DURATION: 7/1/2010-6/30/2011

Mod. Amount #2 $0  PSC DURATION: 7/1/2011-6/30/2012

Mod. Amount #3 $4,500,000  PSC DURATION: 7/1/2012-6/30/2014

PSC AMOUNT: $9,000,000  PSC DURATION: 8/1/2007-6/30/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      The San Francisco Health Plan ("SFHP") administers healthcare coverage to eligible temporary exempt as-needed City employees who are members of SEIU Local 1021, formerly Locals 790, 536, UHW. This modification allows the City to exercise the 2-year contract extension to continue to provide health care services that include preventive care, hospitalization, vision services, emergency care, prescription drugs, etc.
      B. Explain why this service is necessary and the consequences of denial: SFHP was selected by the As-needed Health Benefits Committee, comprised of City and SEIU representatives to provide health benefit services per the current collective bargaining agreement with SEIU Local 1021. The contract was subsequently approved by the Board of Supervisors 7/31/07 under Ordinance #176-07 (see attached.) Denial of this modification will prevent the City from continuing to meet its obligation to provide the healthcare benefits to eligible City employees.
      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 the services currently provided by SFHP, awarded under PSC# 4185-06/07, approved 7/2/2007.
   D. Will the contract(s) be renewed:
      Uncertain. Renewal will depend upon the ability of the City to perform this work in the future and the success of the contract

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

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

   MEA
   Union Name
   Signature of person mailing/faxing form
   Date

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

   RFP sent to __________ Union Name __________, on __________ Date __________

   Signature

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

PSC # 4185-06/07

0845

FOR DEPARTMENT OF HUMAN RESOURCES USE

Received 06/15/12

PSC FORM 1 (9/96)
City and County of San Francisco
Department of Human Resources

PSC# 4i 85 - 06/01

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
A. Specify required skills and/or expertise:
Healthcare plan administration, including information technology for membership data, marketing and communication skills, customer service, financial administration, and coordination of benefits. Healthcare service delivery, including general medical, pharmaceutical, behavioral health services, ophthalmology, optometry, etc.

B. Which, if any, civil service class normally performs this work? Because healthcare delivery will be done by City employees, those classifications are not listed. Based on the HSS model, health plan administration would require the following Civil Service classes to perform the work: 1210 Benefits Analyst; 1813 Sr. Benefits Analyst; 1052, IS Business Analyst; 1053, Sr. IS Business Analyst; 1404, Clerk; 1406, Sr. Clerk; 1454 Executive Secretary III; 1632 Sr. Account Clerk; 1652 Sr. Accountant; 1654 Principal Accountant; 0922 Manager; 0932 Manager II; and 0931 Manager III.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
A. Explain why civil service classes are not applicable: Civil Service Classes are applicable and will continue to provide the bulk of the services provided under this contract. Except for vision services and some emergency care, healthcare delivery will be performed by Civil Service classes in the Dept. of Public Health. The health plan administration portion of the contract would normally be performed by Civil Service classes in the Health Service System ("HSS"). However, as this plan covers employees who are not eligible to become members of HSS according to the City Charter and Administrative Code, HSS employees cannot perform this work at this time.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Civil Service classes already exist and do perform much of this work, which include sharing some administrative duties with the San Francisco Health Plan that are employee eligibility determinations, enrollment, communications and premium payments. It is unnecessary to adopt new Civil Service classes. Except for vision services and some emergency care, healthcare delivery will be performed by Civil Service classes in the Dept. of Public Health. Discussions are on-going with HSS for future administration of the plan.

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? San Francisco Health Plan  [☐ 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  415-557-4944

PSC FORM 1 (9/96)
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<td></td>
<td>San Francisco, CA 94103</td>
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</table>
Hello,

Attached is a revised PSC Modification request from DHR for healthcare coverage administrative services from the SF Health Plan.

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

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Hi,

Attached is a Regular PSC request from DHR for healthcare coverage administrative services from the SF Health Plan.

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