Date: April 15, 2013
To: The Honorable Civil Service Commission
Through: Micki Callahan
Human Resources Director
From: Merrick Pascual, ECN
Shamica Jackson, PUC
Kendall Gary, DT
Karen Roye, CSS
Rebekah Krell, ART
Gordon Choy, DPW

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>$24,808,500</td>
<td>$2,415,588</td>
<td>$711,557,479</td>
</tr>
</tbody>
</table>
## PROPOSED PERSONAL SERVICES CONTRACTS - Regular

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4105-12/13</td>
<td>21</td>
<td>Business, Economic Development</td>
<td>Regular</td>
<td>$350,000</td>
<td>The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.</td>
<td>4/16/2013 _ 6/30/2015</td>
</tr>
<tr>
<td>4106-12/13</td>
<td>21</td>
<td>Business, Economic Development</td>
<td>Regular</td>
<td>$820,000</td>
<td>The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantees/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department's management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor's Office of Housing and their grantees for several years.</td>
<td>4/16/2013 _ 2/31/2017</td>
</tr>
<tr>
<td>4107-12/13</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$8,000,000</td>
<td>The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.</td>
<td>5/20/2013 _ 12/31/2021</td>
</tr>
<tr>
<td>4108-12/13</td>
<td>75</td>
<td>Dept.of Technology</td>
<td>Regular</td>
<td>$8,000,000</td>
<td>Contractor will provide services to monitor and administer Avaya telephones switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultant support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.</td>
<td>7/1/2013 _ 6/30/2017</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $17,170,000
# PROPOSED PERSONAL SERVICES CONTRACTS

## MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3062-11/12</td>
<td>17</td>
<td>Child Support Services</td>
<td>Continuing</td>
<td>$28,500</td>
<td>$57,000</td>
<td>Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgement and child support orders.</td>
<td>5/1/2012 - 5/31/2014</td>
</tr>
<tr>
<td>3066-10/11</td>
<td>17</td>
<td>Child Support Services</td>
<td>Continuing</td>
<td>$10,000</td>
<td>$60,000</td>
<td>Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each service address provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.</td>
<td>6/1/2011 - 11/30/2013</td>
</tr>
<tr>
<td>4062-10/11</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$4,000,000</td>
<td>$9,000,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project. There are four stations with multiple public art projects at each station.</td>
<td>11/1/2010 - 12/31/2020</td>
</tr>
<tr>
<td>4075-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,600,000</td>
<td>$9,600,000</td>
<td>Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as-needed contracts of $800,000 each, and intends to award six (6) additional contracts of $600,000 each for five (5) years.</td>
<td>1/4/2010 - 12/31/2019</td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $7,638,500
Merrick Pascual
Economic & Workforce Development
1 South Van Ness, 5th Floor
San Francisco, CA 94102
(415) 701-4811

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., Flr. 8
San Francisco, CA 94102
(415) 554-0727

Kendall Gary
Department of Technology
1 South Van Ness, 2nd Flr
San Francisco, CA 94103
(415) 581-4066

Karen Roye
Department of Child Support Services
617 Mission Street
San Francisco, CA 94105
(415) 356-2919

Rebekah Krell
Arts Commission
25 Van Ness, Suite 345
San Francisco, CA 94102
(415) 252-4665

Gordon Choy
Department of Public Works
875 Stevenson St, Rm 420
San Francisco, CA 94103
(415) 554-6230
Table of Contents
PSC Submissions

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
</tr>
</thead>
<tbody>
<tr>
<td>4105-12/13</td>
<td>Economic &amp; Workforce Development</td>
<td>1</td>
</tr>
<tr>
<td>4106-12/13</td>
<td>Economic &amp; Workforce Development</td>
<td>7</td>
</tr>
<tr>
<td>4107-12/13</td>
<td>Public Utilities Commission</td>
<td>13</td>
</tr>
<tr>
<td>4108-12/13</td>
<td>Technology</td>
<td>17</td>
</tr>
</tbody>
</table>

Modifications

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Page#</th>
</tr>
</thead>
<tbody>
<tr>
<td>3062-11/12</td>
<td>Child Support Services</td>
<td>26</td>
</tr>
<tr>
<td>3066-10/11</td>
<td>Child Support Services</td>
<td>34</td>
</tr>
<tr>
<td>4062-10/11</td>
<td>Arts Commission</td>
<td>44</td>
</tr>
<tr>
<td>4075-09/10</td>
<td>Public Works</td>
<td>62</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/14/2013  
DEPARTMENT NAME: Department of Economic and Workforce Development  
DEPARTMENT NUMBER 21

TYPE OF APPROVAL:  Checkbox for EXPEDITED  EMPTY  Checkbox for REGULAR (OMIT POSTING  EMPTY)

TYPE OF REQUEST:  Checkbox for INITIAL REQUEST  EMPTY  Checkbox for MODIFICATION (PSC#  EMPTY)

TYPE OF SERVICE: Professional Consulting Services-Capacity Building and Planning

FUNDING SOURCE: Department of Labor Workforce Innovation Partnership Grant supplemented with City general funds

PSC AMOUNT: $350,000  PSC DURATION: 4/16/2013-6/30/2015

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The consultants will provide planning and staffing support to develop and implement workforce service innovation pilots using an agile innovation process with a focus on user-centered design. They will develop a workforce services innovation framework and the actionable steps to implement new innovations. They will also develop manuals for workforce innovation methodology, including a guide for innovation implementation, an innovation primer and best practices. Lastly, they will hold annual meetings of a learning network to present grant progress and results for feedback and dissemination.

   B. Explain why this service is necessary and the consequences of denial:
   A recent grant from the Department of Labor requires OEWD to plan and implement innovations for the public workforce system. The solicitation for grant applications (SGA) document required that all applicants include a plan for the work described above in part A and details concerning experience of staff/contractor in completing similar work. The proposal was evaluated and awarded based on the plan and partners detailed in the proposal. This request is to approve contracting with the named non-profit partners. If the service is denied, OEWD will not be able to meet OOE contract obligations.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   N/A This is a new program with specific Federal requirements

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

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

   MEA  
   Union Name  
   Signature of person mailing/faxing form  
   2/14/13  

   IFPTE Local 21  
   Union Name  
   Signature of person mailing/faxing form  
   2/14/13

FOR DEPARTMENT OF HUMAN RESOURCES USE

# 4105-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved  
3/30/2013

CIVIL SERVICE COMMISSION ACTION:
CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Extensive experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience with innovation planning, developing workforce innovations, capacity building initiatives; design planning, internal programmatic controls; high level of program experience; and significant high-level experience in assessing and addressing system challenges. In depth knowledge of legal requirements of federal workforce legislation to ensure compliance at all levels of service.
   B. Which, if any, civil service class normally performs this work?
      0923 – Manager II,
      0922 – Manager I
      1824 – Principal Administrative Analyst
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The project is targeted and short term and contributes to fulfilling our requirements for a time-limited grant. Ongoing work and follow-up can be supported by current OEWD staff.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, because this project is short-term.

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

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

Signature of Departmental Personal Services Contract Coordinator:

Merrick Pascual
Print or Type Name

415-701-4811
Telephone Number

1 South Van Ness, Ave 6th Floor
San Francisco, CA 94103
Address
Union Notification(s)

♦ MEA
♦ Local 21
Attachment: Kris Damala's message

Attached is a PSC summary for review. Should you have any questions or concerns, please don't hesitate to contact me.

Thanks,
Kris

Kris Damala
Director, Performance and Contract Services
City and County of San Francisco
Office of Economic and Workforce Development
Email: Kris.Damala@sf.gov
Phone: 415-701-4870

Transmission Report

Date/Time: 02-14-2013 09:17:12 a.m.
Local ID: 4155812317
Transmit Header Text: SF CITY & COUNTY

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

Facsimile Transmittal

To: MEA
Fax: 415-989-7077

From: Kris Damala
Date: 2/14/13

Re: PSC Summary for review

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

Message:

Attached is a PSC summary for review. Should you have any questions or concerns, please don't hesitate to contact me.

Thanks,
Kris

Kris Damala
Director, Performance and Contract Services
City and County of San Francisco
Office of Economic and Workforce Development
Email: Kris.Damala@sf.gov
Phone: 415-701-4870

Total Pages Scanned: 3
Total Pages Confirmed: 3

Abbreviations:
HS: Host send
HR: Host receive
WS: Water send
PL: Pooled local
PR: Pooled remote
MS: Mailbox save
MP: Mailbox print
RP: Report
FP: Fax Forward
CP: Completed
FA: Fail
TU: Terminated by user
EC: Error Correct
TS: Terminated by system
G3: Group 3
EC: Error Correct
Thanks Kristen and Emylene for taking the time to talk with me today about this PSC. Now that I understand the full scope of the work you are looking to get done, I do not have any objections at this time.

Best,

Kim

Kim Carter
IFPTE Local 21, AFL-CIO
415-864-2100 x127
415-864-2166 Fax
www.ifpте21.org

Find Local 21 on Facebook!
I'm on Twitter: @unionladybug

This e-mail message and any attachments contain confidential information that is legally privileged and intended solely for the use of the addressee(s) named above. If you are not the intended recipient(s), or person responsible for delivering it to the intended recipient(s), you are hereby notified that any review, disclosure, copying, distribution or use of any of the information contained herein is strictly prohibited. If you have received this confidential communication in error, please contact the sender by reply e-mail and permanently delete the original transmission and any attachments without reading or saving in any manner.
Good Morning,

Attached please find a PSC summary for review. If you need any additional information concerning this request, please don’t hesitate to contact me.

Thanks
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org
City and County of San Francisco
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 15, 2013

DEPARTMENT NAME: Economic and Workforce Development (OEWD)  

DEPARTMENT NUMBER: 21

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING)

☑ INITIAL REQUEST

☑ MODIFICATION (PSC#)

TYPE OF SERVICE: Web based invoicing and financial tracking system for OEWD grantees

FUNDING SOURCE: General Fund and Federal Grant Funds (Workforce Investment Act)

PSC AMOUNT: $820,000  

PSC DURATION: April 16, 2013 -- December 31, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The workforce division of OEWD manages a grant portfolio consisting of approximately 100 contract and grant agreements for 70 agencies annually across ten Federal, State and local fund sources. The process by which these agreements are negotiated, created, and tracked through their expiration is a very labor intensive process for both the City and the grantee/contractors involving repeated data entry into multiple spreadsheets, intensive paper-based process steps, and lengthy reconciliation processes. After an extensive review of current business processes and identification of areas where efficiency and accuracy can be increased dramatically, OEWD has come to the conclusion that a technology solution is needed. The division is requesting approval to purchase a subscription to a customizable web portal and fully supported database to support the department’s management of the grant negotiation, agreement creation, invoicing and financial reporting processes. The resource the division would like to acquire a subscription that has been successfully utilized by the Mayor’s Office of Housing and their grantees for several years.

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

As the division continues to apply for additional funding through various sources that complement current programs and reduce the burden to the City’s general fund the need for a less error prone tracking system has become critical. Inaccurate tracking of grantee expenditures by either our contractors or the division presents a whole host of compliance related issues which could jeopardize new and continued funding from any or all of the fund sources currently utilized by the department.

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

This service is not currently being provided. Currently OEWD staff receives grantee invoices in paper format and mentors data into various internal excel workbooks. With the implementation of this new database, the division’s grant coordinators will be able to focus more time on technical assistance with grantees.

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

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

IPFPE Local 21

Union Name

Signature of person mailing/faxing form

2/15/13

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to , on

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 41106-12/13

STAFF ANALYSIS/RECOMMENDATION: Approved W/ 3/29/2013

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Extensive experience developing and implementing systems of a similar nature in the public sector. Program must have well developed reporting and analysis tools to be able to report on expenditures of various fund and sub-fund levels, track individual grantee budgets and reimbursement requests, and generate documents using a flexible platform where the system administrator can adjust templates easily.
   B. Which, if any, civil service class normally performs this work?
      1053 IS Business Analyst - Senior
      1063 IS Program Analyst - Senior
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The department does not have any employees with the expertise to develop the needed resource. DTIS was approached about performing similar work twice and the department has consistently been told there were not resources to develop specialized web-based tools and that such projects were outside the scope of that department's work. This project is highly specialized and would best be performed by an organization that has extensive experience with similar projects as noted in 3 A above.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Development of a new like service would be temporary in nature. The organization the department would like to contract with already has a tool developed that is being successfully used in other City departments. Because the department would be purchasing a subscription to an existing tool, minimal one-time customization costs, and no maintenance, or hosting costs would be incurred.

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.
      Contractor will train OFWD staff (2 – 1823; 1 – 0922) on use and administration of the system
   C. Are there legal mandates requiring the use of contractual services?
     Yes [ ] No [ ]
   D. Are there federal or state grant requirements regarding the use of contractual services?
     Yes [ ] No [ ]
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
     Yes [ ] No [ ]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes [ ] No [ ]

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator
Merrick Pascual
Print or Type Name
415-701-4811
Telephone Number
1 South Van Ness Ave
San Francisco, CA 94103
Address
Union Notification(s)
♦ Local 21
Good Afternoon,

Attached please find a PSC summary for review. I've also provided an email from Marco Bruno at DT confirming that the request is outside the scope of services that they can provide to us. If you need any additional information concerning this request, please don't hesitate to contact me.

Thanks
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sf.gov
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org
Email from Marco Bruno
2/15/2013

- Confirming that Department of Technology (DT) cannot assist with the scope of work that the Office of Economic and Workforce Development is seeking for.
Kristine,

as mentioned in the past, DT provides a web content management solution to easily publish information online.

The problem you described is best solved by specialized Grant management solutions similar to the subscription service you are considering. Grant management solutions are not part of the services we offer so this is not an area where we can assist. Feel free to give me a call anytime if you have any other questions.

have a great day
marco
581-3972

From: Damalas, Kristine
Sent: Friday, February 15, 2013 9:41 AM
To: Bruno, Marco
Subject: Question about web based database work

Good Morning Marco,

As our department has looked at implementing new technology solutions over the last 2 years, you’ve been incredibly helpful with helping us understand what is and isn’t within the realm of DT’s work. We have gotten most of our outreach and programmatic stuff in place – now it’s time to concentrate on shoring up some of our administrative processes. I’ve been looking at a few vendors to provide a better solution to our current paper-based invoicing system for our grantees and have consulted with DCYF and MOH around the systems they use. We’ve grown to the point that grantees mailing us documents that we need to transcribe into excel and constantly reconcile is just not sustainable anymore. Our plan is to start by customizing the financial data pieces (invoice entry, reporting, analysis, business flow for approvals, etc) and then we may branch into the program/client pieces that are available. Attached is the proposal we’d like to go with (also the system that MOH currently uses).

I need to make a request to the Civil Service commission for approval to contract out for a subscription service but wanted to check in with you first and make sure that we don’t have City resources to build what we’re in need of.

Thanks!
-Kris

Kris Damalas
Contracts and Performance Director
City and County of San Francisco
Office of Economic and Workforce Development
Email: kristine.damalas@sfgov.org
NEW Ph: 415-701-4870
Website: www.workforcedevelopmentsf.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/19/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _________)

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

TYPE OF SERVICE: As-Needed Communication Services and Support, Wastewater Enterprise (CS-291)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) W

PSC AMOUNT: $8,000,000

PSC DURATION: 05/20/2013 - 12/31/2021

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
   The list of qualified as-needed firms will provide creative, innovative and engaging communication tools and services to support the communication needs of the Sewer System Improvement Program, a 20-year, multi-billion dollar citywide investment upgrading our aging sewer infrastructure. The SSIP will ensure San Francisco has a reliable and seismically safe sewer system now and for generations to come.

B. Explain why this service is necessary and the consequences of denial:
   The upgrade of our aging and seismically vulnerable sewer system is essential to protecting the health of San Francisco residents and businesses as well as the environment. The list of firms will provide a myriad of services that will ensure we effectively communicate and receive support for this important long-term investment in our system.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   This service has not been provided in the past.

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

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

   L16/L1021/L21/L200
   Union Name

Shamica Jackson
Signature of person mailing/faxing form
01/18/2013

Date

For Department of Human Resources Use

PSC# 41/07 - 12/13

Staff Analysis/Recommendation: Approved W 3/31/2013

Civil Service Commission Action:

K. Domingo

PSC Form 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      These firms will need to be experts in the following field: strategic communications content and collateral
development, planning and implementation, media production, graphics design, innovative engagement strategies
and implementation, participatory planning, public marketing campaigns, advertisement, grassroots/constituency
based services, and social media and online engagement development and implementation.
   B. Which, if any, civil service class normally performs this work?
      Media Production series, Graphic series, and Public Relations series. 1767 Media Programming Specialist, 1773
Media Training Specialist, 1764 Mail and Reproduction Service Supervisor, 1777 Media/Security Systems series,
5408 Coordinator Of Citizen Involvement, and 3374 Volunteer/Outreach Coordinator.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The firms will augment the work of City staff ONLY when additional support is needed to adequately inform,
educate and engage San Franciscans about this Program. Qualified firms will provide as-needed services for
limited periods of time.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, it would not be practical to adopt a new civil service class because the services these firms will provide are on
an as-needed basis, with a limited duration. The services requested will not result in full-time work. The use for
the services will vary based on need.

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]

Shamien Jackson
Signature of Departmental Personal Services Contract Coordinator
415-554-0727
Telephone Number
525 Golden Gate Avenue
San Francisco, CA 94102
Address

K. DOMINGO

PSC FORM 1 (9/96)
Union Notification(s)
♦ Local 16
♦ Local 1021
♦ Local 21
♦ Local 200
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 30/60 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
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
voice: 415-554-0727
tax: 415-554-3225
e-mail:sjackson@sfwater.org

Please consider the environment before printing this email
PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 6, 2013

DEPARTMENT NAME: Department of Technology  DEPARTMENT NUMBER: 75

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ___________ )

☑ INITIAL REQUEST  ☐ MODIFICATION (PSC# ___________ )

TYPE OF REQUEST: Voic Network Management

FUNDING SOURCE: General Fund

| Original Amount: $8,000,000 | PSC Duration: 7/1/13-6/30/17 |
| Modification Amount: $0 | PSC Duration: 7/1/13-6/30/17 |
| Total Amount: $8,000,000 | Total PSC Duration: 7/1/13-6/30/17 |

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Contractor will provide services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.

   B. Explain why this service is necessary and the consequences of denial:
   This service is necessary to ensure reliable telephone services with properly operating equipment to conduct business throughout City government. Not having an existing contract in place for this service would jeopardize the City's ability to protect and maintain the reliability of the City's voice network by providing efficient and organized network design and administration.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   This service was provided by contract under PSC 4041-08/09.

   D. Will the contract(s) be renewed: Yes, the contract will be renewed as required for an additional one-year period.

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

   L21 by e-mail
   Jolie Gines
   Signature of person mailing/faxing form
   February 6, 2013

   IBEW Local 6 by e-mail
   Jolie Gines
   Signature of person mailing/faxing form
   February 6, 2013

   RFP sent to
   Union Name, on
   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4408-12/13
STAFF ANALYSIS/RECOMMENDATION: Approved 7/1/13

CIVIL SERVICE COMMISSION ACTION:

0017

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Expert knowledge of the Avaya equipment and software that are part of the City's telecom network.
   B. Which, if any, civil service class normally performs this work?
      None.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The two telecom-related Civil Service Classes are 7132 Telecom Supervisor and 7275 Telecom Technician Supervisor. They cannot perform this service because the equipment is proprietary and problem resolution can only be performed by the manufacturer.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.

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

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

Signature: [Signature]
Date: 2/6/13

Kendall Gary
Print or Type Name
415 581 4066
Telephone Number
One South Van Ness Ave., 2nd Flr
San Francisco, CA 94103
Address
Union Notification(s)
♦ Local 21
♦ Local 6
Kevin and Ging,

Please start your 30 Day review of the Personal Services Summary for DT to issue an RFP for Voice Network Management Services.

Please advise if you require additional information and if you have any further questions.

Your attention is very much appreciated.

Thank You,
Jolie

Jolie Gines
City and County of San Francisco
Department of Technology
Contract Administration
One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103

415 581 3974
415 581 3970 FAX
Prior Notice of Civil Service Commission Action – Expired
PSC #4041-08/09
August 19, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4025-09/10 THROUGH 4029-09/10; 4055-05/06; 4004-07/08; 4041-08/09 AND 4019-08/09.

At its meeting of August 17, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

(1) Adopt the Human Resources Director's report on PSC #4028-09/10 on the condition that the General Services Administration meet and/or share the information gathered from the car sharing services program with TWU Local 250A and Auto Machinists Local 1414 to evaluate the effectiveness of the program on a quarterly basis. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrono dissents.) Continue to the meeting of September 21, 2009. (Three (3) votes are needed for Commission action.)

(2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Vivian Day, Department of Building Inspection
Jacqui Hale, Department of Public Health
Jessica Huey, Department of Human Resources
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Joan Lubamersky, General Services Agency
Sheila Maxwell, Department of Technology
Brigette Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron
# RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

## MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

<table>
<thead>
<tr>
<th>PSC No.</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Increase Amount</th>
<th>New Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4029-09/10</td>
<td>81</td>
<td>Public Health</td>
<td>Modification</td>
<td>$21,000</td>
<td>$70,000</td>
<td>Will provide clinical plastic and reconstructive surgery for residents of Laguna Honda Hospital, approximately 18 hours per month. Modification of original PSC is for an enhanced package of services.</td>
<td>30-Jun-10</td>
</tr>
<tr>
<td>4055-05/06</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Modification</td>
<td>$3,900,000</td>
<td>$15,900,000</td>
<td>Will consists of engineering and design services for a 3,000 ft. 96&quot; diameter pipeline, crossing the Calaveras Fault and a 18,200 ft. long 10 ft. diameter tunnel.</td>
<td>30-Jun-14</td>
</tr>
<tr>
<td>4004-07/08</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Modification</td>
<td>$16,300,000</td>
<td>$83,500,000</td>
<td>Will provide civil, structural, electrical, mechanical engineering and other specialized engineering needed to complete utility engineering projects.</td>
<td>30-Sep-14</td>
</tr>
<tr>
<td>4041-08/09</td>
<td>75</td>
<td>Dept. of Technology</td>
<td>Modification</td>
<td>$0</td>
<td>$3,188,986</td>
<td>Will provide monitoring and administration of all Avaya telephone switches and telecom networks in use by City departments.</td>
<td>31-Aug-10</td>
</tr>
<tr>
<td>4019-08/09</td>
<td>70</td>
<td>GSA - Animal Care &amp; Control</td>
<td>Modification</td>
<td>$74,000</td>
<td>$158,000</td>
<td>Will provide after-hours, weekend and holiday emergency veterinary services on an as-needed basis.</td>
<td>30-Jun-10</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 7-23-09
DEPARTMENT NAME: Department of Technology
DEPARTMENT NUMBER: 75

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

TYPE OF REQUEST: [X] MODIFICATION (PSC #4041-08/09)

TYPE OF SERVICE: Voice Network Management

FUNDING SOURCE: General Fund

Original PSC Amount: $2,681,284 Duration: August 31, 2008 to August 31, 2009
1st Modification: $507,682 Duration: August 31, 2008 to August 31, 2009
2nd Modification: $0 Duration: August 31, 2009 to August 31, 2010
Total PSC Amount: $3,188,966 Duration: August 31, 2008 to August 31, 2010

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This modification is for an extension of time only for the continuation of services to monitor and administer Avaya telephone switches and telecom networks used by all City departments. These 24x7 services include: (1) Network fault management support; (2) Product management performance analysis; (3) PBX traffic and system analysis; (4) Network administration, engineering and consultation support; (5) Network routing software design and administration support; (6) Network translation implementation, and (7) System management.

B. Explain why this service is necessary and the consequence of denial: This service is necessary to ensure reliable telephone services throughout City government. An extension of the duration for these services is needed to allow the department to complete a competitive solicitation for a new contract.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service has been provided by a contractor under the current PSC #4041-08/09.

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 procedure):

[ ] IFPTE Local 21
[ ] SEIU L1021

Signature of person mailing/faxing form
Date
Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4041-08/09
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Expert knowledge of the Avaya equipment and computer software that are part of the City’s telecom network.

   B. Which, if any, civil service class normally performs this work? **None**.

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      The two telecom-related civil service classes are 7132 – Telecom Supervisor and 7275 – Telecom Technician Supervisor. Neither class can perform this service because: (1) the services are provided by a large number of Avaya employees, each with varying roles and responsibilities on the City contract for a relatively small number of hours per year, (2) proprietary equipment problem resolution can only be performed by Avaya, (3) some Avaya consultation is based on Avaya’s experience with their installations for other customers.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. **Adopting a new civil service class to perform this type of work would not be practical for the City. The technical focus is too narrow to justify a new class and the nature of the work does not lend itself to full-time employees.**

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

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

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

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Sheila Maxwell  581-4088
Print or Type Name  Telephone Number

1 South Van Ness, 2nd Floor
San Francisco, CA 94103
Address
PERSONAL SERVICES CONTRACT SUMMARY

DEPARTMENT NAME: Child Support Services

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

TYPE OF REQUEST:
☐ INITIAL REQUEST
☒ MODIFICATION (PSC# 3062-11/12)

TYPE OF SERVICE:
Genetic Testing

FUNDING SOURCE:
Special revenue fund (2S CSS ANP—state and federal source)

PSC Amount: $28,500.00  PSC Duration: 5/1/2012 - 4/30/2013

Mod1 Amount: $0.00  Mod1 Duration: 5/1/2013 - 5/31/2013

Mod2 Amount: $28,500.00  Mod2 Duration: 6/1/2013 - 5/31/2014

Total Amount: $57,000.00  Total Duration: 5/1/2012 - 5/31/2014

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgments and child support orders.

B. Explain why the service is necessary and the consequences of denial:
The Child Support Enforcement program relies on genetic testing to establish or exclude paternity in court of law. Genetic Testing is used, for example, when a child's biological parent denies he is the child's biological father, or in a case in which paternity is otherwise in question. In addition, defendants are entitled by law to free genetic testing to establish paternity in most cases. Without this industry practice, the department will be unable to legally establish parentage for families in many instances, recoup public assistance, and fail the federal performance measures in paternity establishment and collections.

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 department has used a competitive bid process for the current contract.

D. Will the contract(s) be renewed:
It may be possible if the State of California does not provide a contractual vehicle for these services.

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

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

RFP sent to See above, on
Union Name
Date
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

S# 3062-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved M 3/17/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Contactor meets or exceeds the Parentage Testing Standards of the American Association of Blood Banks (AABB) and California law. All contractor specimen collectors are certified phlebotomists. Furthermore, the contractor has the capability of collecting specimens throughout the United States and adhering to the legal requirements of chain of custody necessary to protect the integrity of the specimen and uphold results in court.
   B. Which, if any, civil service class normally performs this work?
   While civil service classes 2402, 2403, and 2416 may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. The contractor will bring supplies and safe guard equipment to successful draw specimen and return to lab for proper testing.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   Laboratory Technician I or II (2402 or 2416) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents. Genetic Testing also requires laboratory tests and reports that are used as evidence in the court of law. The civil service classes nor the city and county have the capacity to perform the laboratory services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No, it would not be practical to adopt a new civil service class to provide this service.

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

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

[Signature of Departmental Personal Services Contract Coordinator]

Karen M. Roye  (415) 356-2919
Print or Type Name  Telephone Number

Dept. of Child Support Services  
617 Mission St., S.F., CA 94105  
Address

PSC FORM 1 (9/96)
Union Notification(s)
  ♦ Local 1021
  ♦ Local 21
Hi SEIU Local 1021 and IFPTB Local 21:

The San Francisco Department of Child Support Services (SF DCSS) is requesting the second modification on the exiting professional services contract for genetic testing services.

PSC Original Amount: $28,500  PSC Original Duration: 5/1/2012 through 4/30/2013
Modification #1: $0  Modification #1: 5/1/2013 through 5/31/2013
Modification #2: $28,500  Modification #2: 6/1/2013 through 5/31/2014

Please review the enclosed Personal Services Contract Summary. Should you have any comments or questions, please contact me at (415) 356-2850 or email me at faye.chin@sfgov.org.

Thank you for your attention to this matter.

Sincerely,

Faye Chin
San Francisco Department of Child Support Services
Finance Division
617 Mission Street
San Francisco, CA 94105
Tel: 415-356-2850
Fax: 415-356-2971
Prior Administrative Approval of PSC – Mod1
and Prior DHR Approved - Original
PSC #3062-11/12
MEMORANDUM

DATE: May 22, 2012

TO: PSC Contract Coordinator
Department of Human Resource (Dept. 33)

FROM: Karen Roye, PSC Coordinator
Department of Child Support Services (Dept. 17)

RE: Request for Administrative Approval of PSC Modification

PSC No. 3062-11/12 : Approval Date: February 6, 2012

Description of Services: Contractor performs as needed sample collection and genetic parenage testing when requested by the San Francisco Department of Child Support Services. Specimen collection will be conducted in a medically acceptable fashion utilizing techniques that minimize same degradation, contamination, and volume insufficiencies according to AABB standards. For each parenage test performed, Contractor shall provide an accurate, reliable, and legally admissible certified and notarized written parenage testing report within 10 calendar days from the date the last specimen is collected.

Original Approved Amount: $28,500
1st Modification Amount: $0
Total Amount: $28,500

Original Approved Duration: 5.1.12 - 4.30.13
1st Modified Duration: 5.1.13 - 5.31.13
Total Duration as Modified: 5.1.12 - 5.31.13

Reason for Modification: DCSS is in the Request for Proposals process for the new genetic testing contract. One of the bidding vendors finally meets the 12B compliant requirement and is awarded the contract. DCSS would like to postpone the contract term originally approved to be started one month late to properly reflect the 1-year full contract term.

Attachments: PSC approval for 3062-11/12

DHR Action:
☑ Approved

Approval Date: 5/22/12

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

DEPARTMENT NAME: Child Support Services
DEPARTMENT NUMBER 17

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

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

TYPE OF SERVICE: Genetic Testing

FUNDING SOURCE: Special revenue fund (2S CSS ANP—state and federal source)

PSC AMOUNT: $28,500.00 PSC DURATION: 5/1/2012 through 4/30/2013

1. DESCRIPTION OF WORK
   
   A. Concise description of proposed work:
   Contractor will provide genetic testing services used to establish or exclude paternity, which is required to establish paternity judgments and child support orders.
   
   B. Explain why this service is necessary and the consequences of denial:
   The Child Support Enforcement program relies on genetic testing to establish or exclude paternity in court of law. Genetic Testing is used, for example, when a child’s biological parent denies he is the child’s biological father, or in a case in which paternity is otherwise in question. In addition, defendants are entitled by law to free genetic testing to establish paternity in most cases. Without this industry practice, the department will be unable to legally establish parentage for families in many instances, recoup public assistance, and fail the federal performance measures in paternity establishment and collections.
   
   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 department has used a competitive bid process for the current contract; PSC # 2043-10/11
   
   D. Will the contract(s) be renewed: It may be possible if the State of California does not provide a contractual vehicle for these services.

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 2/1/12

IFPTE Local 21
Union Name
Signature of person mailing/faxing form
Date 2/1/12

RFP sent to See above, on Not applicable
Union Name Date
Signature

PSC # 2043 - 11/12

Roval Date: 2/6/12

By: Micki Callahan, Human Resources Director

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:
   A. Specify required skills and/or expertise:
      Contractor meets or exceeds the Parentage Testing Standards of the American Association of Blood Banks (AABB) and California law. All contractor specimen collectors are certified phlebotomists. Furthermore, the contractor has the capability of collecting specimens throughout the United States and adhering to the legal requirements of chain of custody necessary to protect the integrity of the specimens and uphold results in court.
      B. Which, if any, civil service class normally performs this work?
         While Clinical Laboratory Technologists (2444) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The contractor will bring supplies and safe guard equipment to successful draw specimen and return to lab for proper testing.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Clinical Laboratory Technologists (2444) may perform similar work, they are not trained in the chain of custody or have the capability to collect specimens outside of the county, which is frequently required to search for the biological parents. Genetic Testing also requires laboratory tests and reports that are used as evidence in the court of law. The civil service classes not the city and county have the capacity to perform the laboratory services.
      B. Would it be practical to adopt a new civil service class to perform this work? Explain.
         No it would not be practical to adopt a new civil service class to provide this service.

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Karen M. Royo
Print or Type Name
(415) 355-2919 Telephone Number

Dept. of Child Support Services
617 Mission St., S.F., CA 94105 Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 19, 2013
DEPARTMENT NAME: Department of Child Support Services
DEPARTMENT NUMBER: 17

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

TYPE OF REQUEST: [ ] INITIAL REQUEST  [ ] MODIFICATION (PSC #) 3066-10/11

TYPE OF SERVICE: Legal Processing Services: Tracking, Filing, Service of Summons, Research

FUNDING SOURCE: Special Revenue Fund (2S CSS ANP - State and Federal Source)

| PSC Amount: | $24,500.00 | PSC Duration: | 6/01/2011 - 5/31/2012 |
| Mod1 Amount: | $25,500.00 | Mod1 Duration: | 6/01/2012 - 5/31/2013 |
| Mod2 Amount: | $10,000.00 | Mod2 Duration: | 6/01/2013 - 11/30/2013 |
| Total Amount: | $60,000.00 | Total Duration: | 6/01/2011 - 11/30/2013 |

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Please see the attachment for detail.
   B. Explain why this service is necessary and the consequence of denial: Please see the attachment for detail.
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil. Please see the attachment for detail.
   D. Will the contract(s) be renewed? No. After the second modification of the contract, the Department will work on a Request For Proposal (RFP) process and set up a new contract.

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

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

[ ] DA Investigators
   Union Name
   Signature of person mailing/faxing form
   Date

[ ] Deputy Sheriff Assn
   Union Name
   Signature of person mailing/faxing form
   Date

[ ] Municipal ExecAssn
   Union Name
   Signature of person mailing/faxing form
   Date

RFP sent to See above, on Not applicable
Union Name
Date
Signature

--------------------------------------------------------------------------------
FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 3066-10/11
STAFF ANALYSIS/RECOMMENDATION: Approval
CIVIL SERVICE COMMISSION ACTION: 3/27/2013

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The successful contractor must be capable of serving legal documents in the 9 bay area counties, and statewide, if
      necessary, in the manner prescribed by the law, to parties involved in child support actions initiated by the Department.

   B. Which, if any, civil service class normally performs this work?
      Job classes 8142, 8143, 8147, 8148, 8302, 8304, 8306

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      While the Sheriff will only make one attempt, the contractor will make 3 attempts to serve the defendant in person. The
      contractor needs a non-uniform image and must be able to project the image of not being part of the criminal justice
      system. In addition, the Legal Process Server must often work outside the City & County of San Francisco.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, it would not be practical to adopt a new civil service class to provide this service for all the reasons explained above.

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 numbers to be trained.
   C. Are there legal mandates requiring the use of contractual services? [ ] Yes [ ] No
   D. Are there federal or state grant requirements regarding the use of contractual services? [ ] Yes [ ] No
   E. Has a board or commission determined that contracting is the most effective way
      to provide this service? [ ] Yes [ ] No
   F. Will the proposed work be completed by a contractor that has a current personal services
      contract with your department? [ ] Yes [ ] No

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE
DEPARTMENT HEAD: __________________________
Signature of Departmental Personal Services Contract Coordinator

Karen M. Roye, Director
Print or Type Name
415-366-2919
Telephone Number

Department of Child Support Services
617 Mission St., SF, CA 94105
Address

PSC FORM 1 (9/96)
Additional Attachment(s)

◊ Section 1. Description of Work

   1A. Concise description of proposed work

   1B. Explain why this service is necessary and the consequence of denial

   1C. Explain how this service has been provided in the past
SECTION 1: DESCRIPTION OF WORK

A. Concise description of proposed work:
Contractor will provide legal service of process for the City and County of San Francisco Department of Child Support Services. Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. The Contractor is required to make a minimum of three (3) service attempts at each of the addresses provided in the service packet unless the document is either served or the address for service is verified as invalid prior to the third attempt. All services must be according to California Law and San Francisco County Local Court Rules. This legal service of process is the only mean to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law.

B. Explain why this service is necessary and the consequence of denial:
A lack of a process server will have a tremendous impact on the Department's legal practices as well as the day-to-day operation with the courts. The parents and children that we serve in San Francisco will also be impacted if we do not secure a process server in time.

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 department has been going through the RFP for this contract. The original approved PSC number is 3066-10/11 for $24,500 from June 1, 2011 to May 31, 2012. The first modification is to increase the original contract amount by $25,500 and extend the term from June 1, 2012 to May 31, 2013. This is the second modification to increase the last approved contract amount by $10,000 and extend the term from June 1, 2013 to November 30, 2013. The second modification will provide the Department sufficient time to work on new RFP.
Union Notification(s)
	♦ Local 1021
	♦ DA Investigators
	♦ Deputy Sheriff Association
	♦ MEA
Good Afternoon, Unions:

The San Francisco Department of Child Support Services (SF DCSS) is requesting the second modification on the exiting professional services contract for legal processing services.

PSC Original Amount: $24,500  
PSC Original Duration: 6/1/2011 through 5/31/2012

Modification #1: $25,500  
Modification #1: 6/1/2012 through 5/31/2013

Modification #2: $10,000  
Modification #2: 6/1/2013 through 11/30/2013

Please review the enclosed Personal Services Contract Summary. Should you have any comments or questions, please contact me at (415) 356-2850 or email me at faye.chin@sfgov.org.

Thank you for your attention to this matter.

Sincerely,

Faye Chin
San Francisco Department of Child Support Services
Finance Division
617 Mission Street
San Francisco, CA 94105
Tel: 415-356-2850
Fax: 415-356-2971
Prior Administrative Approval of PSC – Mod1
and Prior DHR Approved - Original
PSC #3066-10-11
MEMORANDUM

DATE: March 29, 2012

TO: PSC Contract Coordinator
Department of Human Resource (Dept. 33)

FROM: Karen Roye, PSC Coordinator
Department of Child Support Services (Dept. 17)

RE: Request for Administrative Approval of PSC Modification

PSC No. 3066-10/11

Approval Date: March 22, 2011

Description of Services: Contractor performs personal service of legal documents to the clients when requested by the San Francisco Department of Child Support Services. The contractor will make a minimum of three diligent service attempts at each of the addresses provided by DCSS according to California Law and San Francisco County Local Court Rules. The Proof of Service for the Summons and Complaint/Petition shall be returned to the DCSS within five days after service, and shall comply with Section 417.10 of the Code of Civil Procedure and Section 22360 of the Business and Professions Code.

Original Approved Amount (1st Year): $24,500
Modification Amount (2nd Year): $25,500
Total Amount (2 Years): $50,000

Original Approved Duration: 6.1.11 – 5.31.12
Modified Duration: 6.1.12 – 5.31.13
Total Duration as Modified: 6.1.11 – 5.31.13

Reason for Modification: DCSS is satisfied with the services provided by Attorneys Diversified Services. Also, the extension of the contract term and amount is within DCSS' FY 12-13 budget.

Attachment: copy of existing contract

DHR Action: Approved

Approval Date: 4/4/12

By: Miki Callahan, Human Resources Director
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 16, 2011

DEPARTMENT NAME: Child Support Services

DEPARTMENT NUMBER: #17

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

[ ] CONTINUING [ ] ANNUAL

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

TYPE OF SERVICE: Legal Processing services: tracking, filing, service of summons, research

FUNDING SOURCE: Special Revenue Fund: 2S CSS ANP (State and Federal)

PSC AMOUNT: $24,500 PSC DURATION: June 1, 2011 through May 31, 2012

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Contractor will provide legal service of process for the City & County of San Francisco Department of Child Support Services.
   B. Explain why this service is necessary and the consequences of denial: Service of Process is a legally required component of the legal services offered by the Child Support Enforcement Program. The enforcement program requires the Department to legally establish parentage and support, recover public assistance funds and enforce child support orders. Many legal documents must be personally served on the parties. Many times it is the only means to assure a non-custodial parent's appearance in court and reasonable collection of funds as required by the letter of the law. The State of California intends to hold a competitive selection. In the interim, the Department of Child Support Services needs to issue a contract for as-needed services until such time that a State-wide contract is available. Once State-wide services are available, the Department will be required to participate in State-wide (driven) services as a condition of state and federal funding.
   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 Department has used a CCSF compliant vendor.
   D. Will the contract(s) be renewed: If the State does not provide a contractual vehicle for these services, it may be necessary to solicit such services in the future.

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

   SBIU Local 1021
   Union Name
   Signature of person mailing/faxing form
   Date

   Local 419 DA Investigators
   Union Name
   Signature of person mailing/faxing form
   Date

   Local 498 Deputy Sheriff Assoc
   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to [See above] on Date Signature

**************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE
MAR 11 2011

PSC# 3066 - 10/11
Approval Date: 3/22/11

By: Micki Callahan, Human Resources Director

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: The successful contractor must be capable of serving legal
documents in the 9 Bay Area counties, and statewide, if necessary, in the manner prescribed by the law, to
parties involved in child support actions initiated by the Department.

   B. Which, if any, civil service class normally performs this work? 8142, 8143, 8147, 8148, 8302, 8304, 8306

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: While the Sheriff will only make one attempt, the
contractor will make 3 attempts to serve the defendant in person. The contractor needs a non-uniform image
and must be able to project the image of not being part of the criminal justice system. In addition, the Legal
Process Server must often work outside the City & County of San Francisco. When a State-wide contract
becomes available, funding for this service will cease to exist.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, it would not be
practical to adopt a new civil service class to provide this service for all the reasons explained above.

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:

Karen M. Roye  (415) 356-2919
Print or Type Name  Telephone Number
Dept. of Child Support Services
617 Mission St., SF, CA 94105
Address

Signature of Departmental Personal Services Contract Coordinator

FSC FORM 1 (9/96)
PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 7, 2013

DEPARTMENT NAME: Arts Commission

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

TYPE OF REQUEST: [x] MODIFICATION (PSC# 4062-10/11)

TYPE OF SERVICE: Design, Fabricate, Transport and Install artworks at the Central Subway Stations and Platform

FUNDING SOURCE: Central Subway Art Enrichment Funds (Federal Transportation Administration “New Starts” Funding)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC Amount</td>
<td>$5,000,000.00</td>
<td>11/01/2010 - 12/31/2020</td>
</tr>
<tr>
<td>PSC Mod#1 Amount</td>
<td>$4,000,000.00</td>
<td>No Change</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$9,000,000.00</td>
<td>11/01/2010 - 12/31/2020</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway project, a new City transit capital improvement project. There are four stations with multiple public art projects at each station.

   B. Explain why this service is necessary and the consequences of denial:
   City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway project.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   Civil Service Commission approved for the initial request of $5,000,000 for art enrichment contracts associated with the Central Subway on January 3, 2011 (4062-10/11). Since then additional opportunities and funding for public art have been identified as part of this project for which we are currently seeking approval. Additionally, the Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

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

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

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

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

   RFP sent to NA, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4062-10/11
STAFF ANALYSIS/RECOMMENDATION: Approved 3/27/2013

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for the Central Subway Stations and Platform. These artists must have their designs approved by the Arts Commission as required by City Charter.
      B. Which, if any, civil service class normally performs this work?
         None. Artists and Fine Art Fabricators are not a Civil Service Classification.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for Fine Art Transport and the City will not assume liability for damage to artwork sustained during transoortation.
      B. Would it be practical to adopt a new civil service class to perform this work? Explain.
         No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

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

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

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

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

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

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

Signature of Departmental Personal Services Contract Coordinator

REBEKAH KRELL
Print or Type Name

252-4665
Telephone Number

25 VANNESS AVE. SUITE 345
SAN FRANCISCO, CA 94102
Address
Union Notification(s)
♦ Local 1021
♦ Local 21
Dear Local 1021 and 21 Representatives,

Attached is a PSC request to increase the amount on a previously approved PSC for Central Subway art enrichment. If you have any questions, please feel free to contact me.

Sincerely,
Jennifer Lovvorn
Senior Project Manager
Civic Art Collection and Public Art Program
San Francisco Arts Commission
25 Van Ness Avenue, Suite 345
San Francisco, CA 94102
T: 415-252-4637 F: 415-252-2595
sfartscommission.org

e-Newsletter | Twitter | Facebook | YouTube | Flickr
Prior Notice of Civil Service Commission Action – Original
and Prior DHR Approved - Original

PSC #4062-10/11
January 6, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4062-10/11
AND 4143-07/08.

At its meeting of January 3, 2011 the Civil Service Commission had for its
consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the
department files as you will need it in the future as proof of Civil
Service Commission approval. Please share it with everyone
responsible for follow-up.

It was the decision of the Commission to:

(1) Adopt the report, Approve request for PSC #4062-10/11. Notify the

(2) Adopt the report, Approve request for PSC #4143-07/08 on the
condition that the Public Utilities Commission consult with IFFTE
Local 21 to review Departmental Project Advisory procedures and
report back to the Commission in six (6) months on the progress.
Notify the Office of the Controller and the Office of Contract
Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
    Marie de Vera, Department of Human Resources.
    Kan Hui, Art Commission
    Shamica Jackson, Public Utilities Commission
    Naomi Kelly, Office of Contract Administration
    Florence Kyanu, Public Utilities Commission
    Ben Rosenfield, Controller
    Marie Ryan, Department of Human Resources
    Commission File
    Chron
<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4062-10/11</td>
<td>23</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$5,000,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and consult during installation of artworks in a variety of media for the Central Subway Project, a new city transit capital improvement project.</td>
<td>11/1/2010 - 12/31/2020</td>
</tr>
</tbody>
</table>
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

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

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _________)

□ EXPEDITED

□ CONTINUING

□ ANNUAL

TYPE OF REQUEST:

☑ INITIAL REQUEST

□ MODIFICATION (PSC# _________)

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

FUNDING SOURCE: Central Subway art enrichment funds

PSC AMOUNT: $5,000,000.00

PSC DURATION: 11/1/2010 to 12/31/2020

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

City Administrative code section 3.190 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the SFMTA from complying with this ordinance as required for the Central Subway Project.

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

The most recent Civil Service approval was for design, fabrication, transport and installation of artwork for the new General Hospital facility under PSC #4050-0009 on February 2, 2009.

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

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

Local 1021

Local 21

Signature of person mailing/faxing form

Signature of person mailing/faxing form

December 16, 2010

December 16, 2010

RFP sent to 1021 + 21, on 11/2/10

Received sent 12/11/10

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/06)
City and County of San Francisco

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Central Subway stations and platform. These artists must have their designs approved by the Arts Commission as required by City Charter.
   B. Which, if any, civil service class normally performs this work?
      None. Artists and fine art fabricators are not a Civil Service classification.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      There is not Civil Service classification for fine artists. Contractors must be professional artists who have been selected by an independent selection panel and approved by the Arts Commission as being appropriate for the unique requirements of this project. Civil Service cannot transport artwork because classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artwork sustained during transportation.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Each project is unique and requires different skills, as determined by an independent panel. It is in the city's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Kan Htun 252-4604

Print or Type Name Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 941102

Address

PSC FORM 1 (9/96)
Prior Notice of Civil Service Commission Action – Similar
PSC #4022-12/13
PSC #4104-10/11
NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4019-12/13 THROUGH 4026-12/13; 4066-11/12; 3061-11/12; 4070-10/11 AND 4095-09/10.

At its meeting of September 17, 2012 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

The Commission:
(1) Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.
(2) Withdrew PSC #4025-12/13 at the request of the Recreation and Parks Department. Notified the Office of the Controller and the Office of Contract Administration.
(3) Withdrew PSC #3061-11/12 at the request of the Public Utilities Commission. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
(4) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

SANDRA ENG
Acting Executive Officer

Attachment
c: Cynthia Avakian, Airport Commission
Faheem Bepari, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Leah Dang, Department of Human Resources
Marie de Vera, Department of Human Resources
Jaci Fong, Office of Contract Administration
Alicia John-Baptiste, Planning Department
Rebekah Knell, Art Commission
Sean McFadden, Recreation & Park Department
Besa Rosefield, Controller
Commission File
Chron
<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>4019-12/13</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$150,000,000</td>
<td>Design and construction services necessary for the Design-Build Terminal 3 (T3) Improvement Projects. The Civil Service Commission has previously approved PSC #4166-09/10 for the construction management portion of this project.</td>
<td>10/1/2012 - 10/1/2016</td>
</tr>
<tr>
<td>4020-12/13</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$35,000,000</td>
<td>This request is for design-build services for a contractor with specialty design experience at airports to provide the design and construction for the West Field Cargo Development Project. The Commission has previously approved PSC 4078-1/1/12 on February 6, 2012 for construction management services for this project.</td>
<td>9/17/2012 - 12/31/2014</td>
</tr>
<tr>
<td>4021-12/13</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>The Airport has determined that it is necessary to acquire an enterprise-wide system where contract information is effectively maintained in one repository for timely consumption, decision making and reporting; thereby, streamlining communications and productivity throughout the contract management life cycle. The system to be provided by the successful proposer shall address all business requirements, including capability to: (1) Enable input, maintenance and tracking of contract information for Airport contracts across the contract management life cycle, (2) Accommodate concurrent usage by different user groups with appropriate access levels to allow for Contract/Project Managers, senior level management, Contracts staff, Accounting and other stakeholders to utilize the system, (3) Create and manage alerts and notifications to streamline communications, (4) Search, filter and query on specific contract data, (5) Develop outputs and reports that can optimize management, certification and compliance of contracts, (6) Develop workflows/checklists that can aid in the review and approvals of contract processes, and (7) Integrate with other defined systems including data imports and outputs in specified formats to avoid data duplication and redundant processes.</td>
<td>10/1/2012 - 9/30/2013</td>
</tr>
<tr>
<td>4022-12/13</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$110,000</td>
<td>Contracts for two artists to design, fabricate, transport and install artworks for the Soma West Improvement Projects.</td>
<td>8/8/2012 - 12/31/2014</td>
</tr>
</tbody>
</table>
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 8, 2012

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

TYPE OF APPROVAL: ☑ EXPEDITED  ☒ REGULAR  (OMIT POSTING _________ )

☐ CONTINUING  ☐ ANNUAL

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

TYPE OF SERVICE: Design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: $110,000  PSC DURATION: August 8, 2012 – December 31, 2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
      Contracts for two artists to design, fabricate, transport and install artworks for the SoMA West Improvement Projects.

   B. Explain why this service is necessary and the consequences of denial:
      City Administrative code section 3.19 requires that 2% of the construction budget of capital improvement projects be spent on art enrichment. Denial would prohibit the inclusion of an art enrichment opportunity.

   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):
      A recent Civil Service approval was for design, fabrication and installation for an artwork at 17th and Folsom Park under PSC# 3004-12/13 on July 30, 2012.

   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):

   SEIU
   Union Name
   Signature of person mailing/faxing form
   9/18/12 Date

   LOCAL 21
   Union Name
   Signature of person mailing/faxing form
   9/18/12 Date

   RFP sent to N/A on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# ____________________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
DESCRIPTION OF REQUIRED SKILLS/EXPERTISE:
A. Specify required skills and/or expertise:
Contractors must be the professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks for the SoMA West Improvement Projects. These artists must have their design approved by the Arts Commission as required by City Charter.
B. Which, if any, civil service class normally performs this work?
None. Artist is not a Civil Service Classification.
C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
A. Explain why civil service classes are not applicable:
There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by and independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transportation classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.
B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. Each art enrichment project is unique and requires different skills, as determined by an independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media and artists represented.

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Tel: 415-554-6665

25 Van Ness Ave, Suite 345
San Francisco, CA 94102

PSC FORM 1 (9/96)
Tuesday, May 17, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION


At its meeting of May 16, 2011, the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

1. Postpone PSC #4106-10/11 to the meeting of June 6, 2011, by mutual agreement of the Department of Public Works and IFPTE Local 21.

2. Adopt the report. Approve request for proposed personal services on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Micki Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Jacquie Hale, Department of Public Health
Kan Hian, Arts Commission
Naomi Kelly, Office of Contract Administration
Ben Rosenfield, Controller
Marla Ryan, Department of Human Resources
Commission File
Chron
<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>4104-10/11</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$2,624,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.</td>
<td>5/1/2011 - 6/1/2015</td>
</tr>
<tr>
<td>4105-10/11</td>
<td>81</td>
<td>Public Health</td>
<td>Regular</td>
<td>$5,200,000</td>
<td>Intermittent, as-needed pharmacist and pharmacy technician registry services for use during unusually high patient activity, workload peaks or low staffing levels of Civil Service employees due to unscheduled staff absences or shortages.</td>
<td>1/1/2011 - 12/31/2013</td>
</tr>
<tr>
<td>4106-10/11</td>
<td>99</td>
<td>Public Works</td>
<td>Regular</td>
<td>$100,000</td>
<td>The Furniture Fixtures &amp; Equipment (FF&amp;E) Asset Management Consultant (AMC) shall participate with the Executive Architect and the Bureau of Architecture in the development and maintenance of the furniture program and create a base building database for the Public Safety Building (PSB) that accurately catalogs FF&amp;E and related systems required for preparing a solicitation to the prospective vendor(s) of these systems. The AMC shall be responsible for ensuring that all furniture specified shall be completely installed by the manufacturer and/or vendors selected through a separate RFQ process.</td>
<td>3/1/2011 - 12/31/2013</td>
</tr>
</tbody>
</table>

Total Amount - Regular: $8,924,000
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 3-15-2011

DEPARTMENT NAME: Arts Commission

DEPARTMENT NUMBER 28

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _______)

☑ CONTINUING □ ANNUAL

TYPE OF REQUEST:

☑ INITIAL REQUEST □ MODIFICATION (PSC# ________)

TYPE OF SERVICE: Design, fabricate, transport and install artworks at the Public Safety Building.

FUNDING SOURCE: Art Enrichment

PSC AMOUNT: $2,654,000

PSC DURATION: 5-1-2011 through 8-1-2015

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Contracts for multiple artists to design, fabricate, transport and install artworks in a variety of media for the Public Safety Building as part of the capital projects for the new building.

   B. Explain why this service is necessary and the consequences of denial:
   City Administrative code section 9.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the Police and Fire Departments from complying with this ordinance. This work is being funded under art enrichment funds generated from the construction of the new Public Safety Building capital improvement projects.

   C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   The most recent Civil Service approval was for design, fabrication and installation of artwork for the General Hospital Acute Care Unit projects under PSC# 4090-08/09 on FEBRUARY 2, 2009.

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

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

   Local 1021
   Union Name
   Signature of person mailing/faxing form 3-15-2011 Date

   Local 21
   Union Name
   Signature of person mailing/faxing form 3-15-2011 Date

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

******************************************************************************************************************
FOR DEPARTMENT OF HUMAN RESOURCES USE 3-15-2011

PSC# 4104 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

IVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE.
   A. Specify required skills and/or expertise:
      Contractors must be the professional fine artists who are selected by Independent selection panels and approved by the Arts Commission to enter into contracts to design, fabricate, transport and install artworks at the Public Safety Building. These artists must have their design approved by the Arts Commission as required by City Charter.
   
   B. Which, if any, civil service class normally performs this work?
      None. Artist is not a Civil Service classification.

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      There is no Civil Service classification for fine artists. Contractors must be the professional fine artists who have been selected by an Independent selection panel and judged by the Arts Commission as being appropriate for the unique requirements of this site. Civil Service cannot perform transportation because transport classification 7355 is not insured for fine art transport and the city will not assume liability for damage to artworks sustained during transportation.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. Yes. No. Each project is unique and requires different skills, as determined by an Independent selection panel. It is in the City's interest to develop an art collection that is diverse in style, media, and artists represented.

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

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

Signature of Departmental Personal Services Contract Coordinator

Kan Huhn 202-4904
Print or Type Name Telephone Number

25 Van Ness Ave, Suite 240
San Francisco, CA 941102

Address
City and County of San Francisco  

Department of Human Resources  

PERSONAL SERVICES CONTRACT SUMMARY  

DATE:  March 19, 2013  

DEPARTMENT NAME:  Public Works  

DEPARTMENT NUMBER 90  

TYPE OF APPROVAL:  ☑ REGULAR  

(OMIT POSTING ________ )  

TYPE OF REQUEST:  ☑ MODIFICATION (PSC# 4075-09/10)  

TYPE OF SERVICE:  As-needed Environmental Consulting & Planning Services  

FUNDING SOURCE:  Individual project funding via interdepartmental work orders  

| Original Amount | $4,800,000 | PSC Duration: | 01/04/2010 – 12/30/2016 |  
| Modification #1 Amount | $1,200,000 | PSC Mod #1 Duration: | No change |  
| Modification #2 Amount | $3,000,000 | PSC Mod #2 Duration: | 12/31/2016 – 12/31/2019 |  
| Total Amount | $9,000,000 | Total PSC Duration: | 01/04/2010 – 12/31/2019 |  

1. DESCRIPTION OF WORK  

A. Concise description of proposed work:  

Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects, to negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) had previously awarded six (6) as-needed contracts at $800,000 each, and intends to award six (6) additional contracts of $800,000 each for five (5) years.  

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

These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations; completion of public work projects and delays in responding may compromise the health and safety of City employees and residents.  

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 modification of PSC# 4075-09/10, approved January 4, 2010, which provided services through 6 As-needed contracts. A new solicitation is required to award more work, because the previous contracts can only issue work within the first 3 years, with the remaining 2 years used to complete projects in progress, PSC# 4075-09/10 cannot be terminated. Therefore we are modifying this PSC to allow for additional 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  

Date  

RFP sent to _________, on _________ Date  

Signature  

FOR DEPARTMENT OF HUMAN RESOURCES USE  

PSC# 4075-09/10  

STAFF ANALYSIS/RECOMMENDATION:  Approved  

CIVIL SERVICE COMMISSION ACTION:  

0862  

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required is the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws, the ability to negotiate with these agencies.

   B. Which, if any, civil service class normally performs this work?
      Civil Service classifications 5520 – Regulatory Specialists may be able to perform some of the work. This PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, environmental testing laboratories, driller, drill rigs, archeologist, architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City's current capabilities of staff and equipment.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Civil Service classifications already exist to perform some aspects of the work. However it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc for this as needed work. The work is project funded.

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? Ordinance No. 253-86, Maher Ordinance", and No.357-97, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations. [ ] Yes [ ] No

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown. An RFP is in process to select the new consultants.

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103
Address

0063

PSC FORM 1/9/96
Union Notification(s)

Local 21
Good Morning,

Attached are documents related to Modification #2 to PSC# 4075-09/10 for As-needed Environmental Consulting and Planning Services.

The attached documents are as follows:

1. PDF of PSC modification 2 dated 3/19/2013
2. Word version of PSC modification 2 dated 3/19/2013
3. PDF of PSC#4075-09/10, dated 12/2/2009
4. PDF of PSC#4075-09/10 mod 1, administratively approved 3/19/2013
5. PDF of Ordinance 253.86, Maher Ordinance

Local 21 is copied on this email. However, it is our understanding that PSC modifications do not follow the 30-day advance union notification requirement.

Please kindly confirm if this submission is on track for the April 15th CSC meeting.

Thank you!

Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA  94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org
Additional Attachment

- Ordinance 253.86 - Hazardous Waste – Analyzing Soil (Maher)
- Ordinance 286.99 - Hazardous Materials Abatement Work (Sec. 6.63)
Hazardous Waste

Analyzing Soil for Hazardous Waste

Analyzing soil for hazardous waste by Department of Public Works regulations: The Hazardous Waste Program staff continue to review and process the reports required in the Analyzing the Soil for Hazardous Waste Ordinance (M430) and oversee activities in the City.

These regulations are established pursuant to ordinance no. 258-86 adopted the Board of Supervisors of the City and county of San Francisco to serve as general guidelines for preparing site history and soil analysis reports and for building permit applicants affected by the San Francisco Public Works Municipal Code, article 20.

Procedure For Soil Analysis Report

The application shall submit a soil sampling and analysis report to the Director of Public Works and the Director of Public Health. Pursuant to Public Works Municipal Code, article 22A soil sampling shall be under the direction of a professional Geologist, Civil Engineer, or Engineering Geologist, who is experienced in the field of soils engineering. Soil sample analyses shall be conducted by a certified laboratory in accordance with methods for analyzing samples for the California Department of Public Health Services or the State water resources control Board and the San Francisco Bay Regional Water Quality Control Board.

The person directing the soil sampling and analyses shall prepare the soil analysis report which must include:

- the information specified in Department of Public Works Article 20 and Public Works Municipal Code, article 22A.
- a statement that the result of the sampling program is in the judgment representative of the proposed excavation site conditions.

If the Director of Public Health determines that the soil analysis report does not meet the requirements of Public Works Municipal Code, article 20, the Director shall notify the applicant in writing within 20 days of receipt of the report and indicate the reasons the report is unsatisfactory. The Director will also send a copy of the notification to the Director of Public Works.

Procedure For Building Permit Applicants:

Applicants for building permits for sites located within the area described in San Francisco Planning Code, article 10, sec 1001 (a) - preservation of historical architectural and aesthetic landmarks shall be required to sign a:

- receipt form that the applicant has received the informational notice provided by the Department of Public Works (DPW) and
- that the application, being incomplete, has been rejected pending receipt of written notification from the Director of Public Health that the applicant has complied with the requirements of Public Works Municipal Code, article 20.

Permit applications for sites located within the above specified areas will not be rejected provided:

1. The permit application states that less than 50 cubic yards of soil will be disturbed, or
2. The applicant establishes that the site has been continuously used as Residential Zoned Residential Under the City Planning Code since 1921 and has been in residential use since 1921.
3. A letter from the Department of City Planning will satisfy this requirement.

For all other sites, a site history and soil analysis report is required to be sent to Department of Public Works (DPW) and Department of Public Health (DPH).

If hazardous wastes are not present on the site per the soil analysis report, DPW will certify DPW and the applicant in writing. DPW will accept the soil analysis report after receipt of such report from the applicant. If the soil analysis report indicates that hazardous wastes are present for which there are no quantitative federal or state standards:

1. The applicant shall make a written request to the application federal or state agency (ies) for a written determination as to whether a site remediation plan is required.
2. The applicant shall submit a copy of this request to the Director of Public Works and the Director of Public Health, indicating the date the request was made.

DPW will accept the building permit application as complete for purposes of meeting the requirements of Public Works Municipal Code, article 20. Upon the receipt of the following:

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Director of Public Health that the applicable state or federal agency (ies) has determined that no site remediation plan (SRP) is required, or
3. Written notification from the Director of Public Health that the applicant submitted a SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accordance with Public Works Municipal Code, section 1005 that remediation measures have been completed in compliance with the SMP.

Upon approval of the SMP by the applicable state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.

If the state or federal agency (ies) does not make a determination as to whether a SMP is necessary within 6 months from the date the application seeks a determination from the applicable agency, or has not approved or disapproved the SMP within 12 months from the date the...
applicant submitted the plan, DPW shall notify the City Attorney.
If the soil analysis report indicates that hazardous wastes are present in the soil at levels exceeding qualitative federal or state minimum standards, DPW will accept the building permit application as complete for purposes of meeting the requirements of Public Works Municipal Code, article 2 upon receipt of the following:

1. Written notification from the Director of Public Health that the applicant has complied with the site history and soil analysis reporting requirements, and
2. Written notification from the Department of Public Health that the applicant submitted an SMP to the appropriate state or federal agency (ies), completed the SMP and certified in accord with San Francisco Planning Code, article 10, Sec.1004 that mitigation measures have been completed in compliance with the SMP.

Upon approval of the SMP by the applicant state or federal agency (ies), DPW may issue any permits necessary for the applicant to carry out the SMP.
If the state or federal agency (ies) has not approved or disapproved the SMP within months from the date the applicant submitted the plan, DPW shall notify the city Attorney as specified in Public Works Municipal Code section 16644(b).

The seller or the seller's agent involved in the sale or exchange of any real property within the City and County of San Francisco shall provide a copy of ordinance 283-86 to the buyer or buyers and shall obtain a written receipt from the buyer or buyers acknowledging receipt of a copy of the ordinance. Copies of the ordinance are available from Bureau Building Inspection, Room 101, 450 McAllister Street, San Francisco. Call 541-102 or calling (415) 550-3001.

Permit warning stamp San Francisco Public Works Municipal Code, article 20(sec.1012) will affixed to the reverse side of the permit at the time issuance.

All building permits issued by the Central Permit Bureau shall bear the following printed warning:
Pursuant to Article 20 of Chapter 10, Part II of the San Francisco Municipal Code (Public Works Code), certain building permits may be issued only after the permittee analyzes the soil for the presence of hazardous wastes and, where applicable, certifies that it has completed site mitigation. No officer, employee, or agency of the City conducted the soil sampling and analyses, recommended site mitigation measures, conducted the site mitigation or checked or verified the reports submitted or work performed for accuracy, reliability or adherence to protocols. Issuing this permit, neither the City nor any of its officers or employees make any representation that the soil on or about the soil is free from the presence of hazardous wastes. Nor does the City's implementation of this process relieve any person from their duties and responsibilities relating to hazardous waste contamination under state and federal law. Neither soil analysis pursuant to Article 20 of the Public Works Code nor the issuance of this permit is intended to alter, extinguish, or transfer these responsibilities.

SEC. 5.63. HAZARDOUS MATERIALS ABATEMENT WORK.

When the Director of Public Works (the "Director") determines: (1) that hazardous materials on public property must be expeditiously abated (the "work"); and (2) that there is inadequate time to advertise and competitively bid the work in accordance with this Chapter, then the work may be performed in accordance with the following procedures:

(A) The Department of Public Works shall advertise for and receive proposals from hazardous materials abatement contractors, which proposals shall address the qualifications of the contractors to perform the abatement work. The proposals shall be evaluated according to the requirements of this Chapter and Chapters 12B, 12C and 12D.A, relevant to professional services contracts.

(B) The Department of Public Works shall select a sufficient number of qualified contractors to perform the amount of hazardous materials abatement work anticipated to be required in the upcoming one or more years and enter into master agreements on an "if- and-as-needed" basis with those contractors. Each master agreement shall state the maximum total dollar value of work each contractor is authorized to perform during the contract period.

(C) The Department shall seek price quotations for performance of the work from at least three of the contractors with master agreements. The contract for the work will be awarded to the contractor submitting the lowest quotation, except as otherwise provided herein. The Department shall keep a record of such quotations and a register of all awards made thereunder. In the event that the Department is unable to obtain three quotations, the Director shall base the award on the quotation or quotations received. If the Director believes that the public interest would best be served by accepting other than the lowest quotation, he or she is hereby authorized to accept the quotation that in his or her discretion will best serve the public interest. The Director may reject any and all quotations and request new quotations. (Added by Ord. 286-99, File No. 991645, App. 11/5/99)

Disclaimer:
This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality. American Legal Publishing Corporation provides these documents for informational purposes only. These documents should not be relied upon as the definitive authority for local legislation. Additionally, the formatting and pagination of the posted documents varies from the formatting and pagination of the official copy. The official printed copy of a Code of Ordinances should be consulted prior to any action being taken.

For further information regarding the official version of any of this Code of Ordinances or other documents posted on this site, please contact the Municipality directly or contact American Legal Publishing toll-free at 800-445-5588.

© 2002 American Legal Publishing Corporation
technical@amlegal.com
1.800.445.5588.

Explanation of PSC Quick Turn-Around Request

- Mod #1 - Administrative Approval dated 3/19/2013
- Mod #2 – Modification Request dated 3/19/2013
Dang, Leorah

From: Ellenburg, Rochelle <Rochelle.Ellenburg@sfdpw.org>
Sent: Thursday, March 21, 2013 11:38 AM
To: Dang, Leorah
Cc: Choy, Gordon; Kim, Sung; Lim, Michelle; Carlos, Carina
Subject: Mod Request 2 for PSC 4075-09/10

Hello Leora,

I received your voicemail message this morning.

The reason for the quick turn-around time between mod 1 and mod 2 to PSC 4075-09/10 is because mod #1 was a modification to the existing contracts under the PSC. The amount changed was within the threshold amount so administrative approval was sought. These contracts are for 5 years, however, all work must be issued within the first 3 years of the contract. So mod 1 was working within this approaching deadline to ensure sufficient funds were available before work could be issued while also within the first 3 years.

Mod #2 was for an entirely new RFP with a new pool of contracts. This increase in the amount and the term is for the new set of contracts to be awarded under a new RFP. A policy was recently instated stating that these pools of as-needed contracts must be submitted as modifications to existing/current PSCs rather than a new PSC. Mod 2 is for a new set of contracts but is seeking coverage under the existing/current PSC. Because Mod #2 will require approval by the commission, we submitted mod 2 by the March 20th DHR deadline for the April 15th meeting.

Let me know if you have additional questions.

Thank you,

Rochelle Ellenburg

DPW | Department of Public Works
Contract Administration
1155 Market Street, 4th Floor
San Francisco, CA 94103
Tel: (415) 554-5424
E-Mail: Rochelle.Ellenburg@sfdpw.org
Prior Administrative Approval of PSC – Mod1
PSC #4075-09/10
MEMORANDUM

March 14, 2013

TO: Personal Services Contract Coordinator
Department of Human Resources

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

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

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

Following is the Information about the PSC modification:

PSC No. 4075-09/10 Approved on: 1/4/2010

Description: Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports.

<table>
<thead>
<tr>
<th>Original Approved Amount</th>
<th>Modification Amount</th>
<th>Original Approved Duration</th>
<th>Modification of Duration</th>
<th>Total Modified Amount</th>
<th>Total Modified Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,800,000.00</td>
<td>$1,200,000.00</td>
<td>1/4/2010 - 12/30/2016</td>
<td>No change</td>
<td>$6,000,000.00</td>
<td>1/4/2010 - 12/30/2016</td>
</tr>
</tbody>
</table>

Reason for the modification: Need more dollar capacity to complete major environmental planning and design work such as the ESER Bond projects, Mission Bay Loop, and the Forensic Service Building.

Attachment: Copy of Approved PSC Summary

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

Cc: Contract Manager
Tammy Wong, GSA Human Resources

DHR ACTION: [ ] Approved

Approval Date: 3/19/2013

By: Michael Callahan, Human Resources Director
January 7, 2010

* NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4075-09/10 THROUGH 4080-09/10; 4028-07/08; 4097-08/09 AND 4021-07/08.

At its meeting of January 4, 2010 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.

It was the decision of the Commission to:

(1) Amend and approve PSC #4097-08/09 with the increase amount to $749,900 with the new amount of $1,320,000.

(2) Amend and approve PSC #4021-07/08 as reduced to $156,000 with the new amount of $546,000 and duration of 2011.

(4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment:

Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Sheila Arceo, District Attorney's Office
Elaine Forbes, Printing Department
Shanica Jackson, Public Utilities Commission
Florence Kyna, Public Utilities Commission
Joan Lubamersky, General Services Agency
Mary Ng, Department of Human Resources
Commission File
Chron
## POSTING FOR
1/4/2010

**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>4075-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$4,800,000</td>
<td>Perform as-needed environmental assessments and planning studies to assist in the completion of agency improvement projects; negotiate with regulatory agencies, and prepare environmental risk assessments and planning reports. DPW intends to award six contracts of $800,000 each for five years.</td>
<td>12/30/2016</td>
</tr>
<tr>
<td>4076-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength testing, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for $600,000 each for five years.</td>
<td>12/30/2016</td>
</tr>
<tr>
<td>4077-09/10</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$900,000</td>
<td>Provide advertising, communication, education, outreach and marketing services for the CleanPowerSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the initiative.</td>
<td>12/31/2011</td>
</tr>
<tr>
<td>4078-09/10</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,000,000</td>
<td>Provide as-needed services for microbiological based analytical testing services. Encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQL) are not capable of performing internally, 2) backup testing services for the procedures that the WQL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.</td>
<td>12/31/2013</td>
</tr>
<tr>
<td>4079-09/10</td>
<td>04</td>
<td>District Attorney</td>
<td>Regular</td>
<td>$238,000</td>
<td>Provide services to expand services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.</td>
<td>2/1/2012</td>
</tr>
<tr>
<td>4080-09/10</td>
<td>04</td>
<td>District Attorney</td>
<td>Regular</td>
<td>$243,350</td>
<td>Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and Victim/Witness assistance unit. The contractor will provide community based, culturally &amp; linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system &amp; other forms of outreach, education &amp; support to underserved LEP victims of domestic violence.</td>
<td>8/31/2011</td>
</tr>
</tbody>
</table>
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 2, 2009

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 Environmental Consulting & Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: $4,800,000  PSC DURATION: 1/4/2010 - 12/30/2016

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies; and prepare environmental, risk assessments and planning reports. The Department of Public Works (DPW) intends to award six (6) contracts of $800,000 each for five (5) years.

   B. Explain why this service is necessary and the consequences of denial:
   These specialized services and expertise are necessary because DPW does not currently possess it. DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human health risk, ecological risk, and environmental planning posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW's inability to comply with mandatory regulations, complete public work projects and delays may compromise the health and safety of City employees and residents.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   Previous contracts for As-Needed Environmental Consulting Services were awarded under PSC# 4016-06/07, approved August 7, 2006. Previous As-Needed Environmental Planning Services were awarded under PSC# 4024-06/07, approved August 21, 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
   Union Name
   Signature of person mailing/faxing form
   12/3/2009
   Date

   ________
   Union Name
   Signature of person mailing/faxing form
   Date.

   RFP sent to Local 21 on Date

   Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _______________________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Consultants must have a multi-disciplined staff of professionals that have specialized expertise in environmental planning, environmental site characterization and compliance issues; air and water quality issues; hazardous materials and hazardous waste sampling, treatment and disposal; archeological, biological, habitat studies, morphology studies, and toxicology capabilities. Also required are the ability to perform human and eco-risk data assessments; environmental site assessments; familiarity with regulatory agencies and its laws and ability to negotiate with these agencies.

   B. Which, if any, civil service class normally performs this work?
      Civil Service classifications 5620 – Regulatory Specialist and Planner from classification 5277 series may be able to perform some of the work. However, this PSC is for services that are beyond what City personnel provide, and does not duplicate services provided by the City.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. Consultants will be required to provide their own specialized staff to address environmental and toxicological human health risk assessment capabilities to properly characterize and evaluate contaminated or hazardous waste, as well as environmental testing laboratories, driller, drill rigs, archeologist and architectural historians.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      Civil Service classifications are applicable and where possible, they will be utilized to perform some aspects of the work. The services of these contracts will be performed on an if and as-needed basis and will be utilized when Civil Service employees cannot perform the work because of their inability to respond, or lack of expertise to perform the work. The broad scope of environmental services also tends to exceed City’s current capabilities of staff and equipment.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain:
      No. Civil Service classifications already exist to perform some aspects of the work. However, it is not cost effective to maintain environmental testing laboratories, driller, drill rigs, etc. for this as-needed work. The work is project funded.

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? Through approval of previous as-needed contracts (SEE 1.0), Ordinance No. 253-86, Maher Ordinance", and No.257-97, Contracting for Hazardous Materials Abatement, was passed by the Board of Supervisors to comply with these situations.
      Yes ☑  No ☐

   F. Will the proposed work be completed by a contractor that has a current personal services
      contract with your department? Unknown. An RFP is in process to select the new consultants.

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

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

Date: December 3, 2009

Number of pages including cover sheet: 3

To:
Manager
Local 21

From:
Gordon Choy
Division Manager

Phone (415) 864-2166
Fax Phone (415) 864-2166

Please see the attached PSC form.

In Compliance with Local 21's MOU and the Civil Service Commission's Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. An RFP will be sent to you at a later date when this office has received a copy from the Contract Manager.

The Contract Manager is Stanley DeSouza, and he may be reached at (415) 554-8369 for any additional questions.

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

DATE: July 12, 2006

APARTMENT NAME: PUBLIC WORKS

TYPE OF APPROVAL: ☑ REGULAR

TYPE OF REQUEST: ☑ INITIAL REQUEST

TYPE OF SERVICE: As-needed Environmental Consulting Services

FUNDING SOURCE: Project funding via Interdepartmental Work Orders

PSC AMOUNT: $4,200,000

PSC DURATION: 9/1/06 through 9/30/11

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Consultant will perform as-needed environmental assessments and studies that may be required to assist in the completion of capital improvement projects; assist the City to negotiate with regulatory agencies; prepare risk assessments and management reports as they relate to hazardous incidences. The Department of Public Works (DPW) intends to award six (6) contracts of $700,000 each for five (5) years.

B. Explain why this service is necessary and the consequences of denial:
These specialized services are necessary because DPW must respond to immediate situations to rapidly review and prepare specialized reports that assess human and ecological risks posed by contaminants in soils, groundwater, air and hazardous building materials. Denial of these services may result in DPW’s inability to comply with mandatory regulations; and delays in responding may compromise the health and safety of City employees and residents.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
Previous contracts were awarded to Aeolus-Northgate Environmental, JV, Agua Tierra Associates, Fugro West, Inc., Baseline Environmental, URS Corporation Americas, and Geomatics, Inc., through PSC#4072-02/03, approved December 16, 2002.

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

July 13, 2006

Date

Local 21

Union Name

Signature of person mailing/faxing form

Date

RFP sent to

Local 21

Union Name

When available

Signature

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4016-06/07

STAFF ANALYSIS/RECOMMENDATION: Approved

CIVIL SERVICE COMMISSION ACTION:

0079

PSC FORM 1 (9/96)
6.62. JOB ORDER CONTRACTS.

The job order contracting system ("JOC") provides for an indefinite quantity contract with a predefined set of bid items that are assigned on a periodic or task order basis for the performance of public work maintenance, repair and minor construction projects. The department heads authorized to execute contracts for public work projects are authorized to utilize JOC according to the procedures set forth below.

A. Each JOC contract is to be advertised for competitive bids in accordance with the procedures set forth in this Chapter and awarded to the responsible bidder who submits the lowest responsive bid.

B. The Advertisement For Bids shall include unit prices and detailed technical specifications for each construction task contemplated to be performed under the JOC contract. Each task item shall include direct costs for material, equipment and labor. Construction tasks shall be grouped by trade.

C. The Advertisement For Bids for a JOC contract shall contain the City’s estimate regarding the percentage of work under the JOC contract that will be performed by each trade. The Human Rights Commission shall set goals for MBE/WBE subcontractor participation in accordance with Administrative Code Chapter 12D.A. Calculation of whether a contractor’s bid has met the goals will be based on the City’s estimate of the amount of work that will be performed by each trade.

D. Contractor’s bid shall identify by trade group which tasks will be performed by contractor and which tasks will be performed under subcontract. Contractor shall identify in its bid all subcontractors to be utilized, including the subcontractors’ name, business tax registration certificate number, license number and the location of the place of business of each subcontractor. Contractor agrees that it is qualified for and will perform with its own forces work of all trades for which a subcontractor is not listed in the bid. This paragraph supercedes the listing requirements of section 6.21(J). Substitutions of JOC subcontractors shall be in accordance with California Public Contract Code section 4107. Penalties set forth in Administrative Code sections 6.22 and 6.80 shall apply to JOC contracts for violation of this section.

E. Contractors submitting bids on the JOC contract shall state in their bids an adjustment on a percentage basis either increasing or decreasing the unit prices for all construction tasks set forth in the bid documents. There may be a single adjustment factor that applies to all tasks. For example, an adjustment factor of 25% below the unit prices stated in the bid documents would be bid as .75. All of the contractor’s profit, overhead and indirect costs shall be included in the adjusted unit prices.

F. The Advertisement For Bids and the contract specifications shall contain a maximum dollar amount of the JOC contract, which maximum amount shall not exceed three million dollars. The cumulative modifications to a JOC contract shall result in a contract sum not to exceed one hundred fifty percent of the original contract amount.

G. JOC contracts shall provide for an expiration term of not more than three years, including all modifications.

H. Projects will be assigned under the JOC contract on a work order basis at the sole discretion of the department head concerned.

6.63. HAZARDOUS MATERIALS ABATEMENT WORK.

When the Director of Public Works (the "Director") determines: (1) that hazardous materials on public property must be expeditiously abated (the "work"); and (2) that there is inadequate time to advertise and competitively bid the work in accordance with this Chapter, then the work may be performed in accordance with the following procedures:

A. The Department of Public Works shall advertise for and receive proposals from hazardous materials abatement contractors, which proposals shall address the qualifications of the contractors to perform the abatement work. The proposals shall be
evaluated according to the requirements of this Chapter and Chapters 12B, 12C and 12D.A, relevant to professional services contracts.

B. The Department of Public Works shall select a sufficient number of qualified contractors to perform the amount of hazardous materials abatement work anticipated to be required in the upcoming one or more years and enter into master agreements on an "if- and as-needed" basis with those contractors. Each master agreement shall state the maximum total dollar value of work each contractor is authorized to perform during the contract period.

C. The Department shall seek price quotations for performance of the work from at least three of the contractors with master agreements. The contract for the work will be awarded to the contractor submitting the lowest quotation, except as otherwise provided herein. The Department shall keep a record of such quotations and a register of all awards made thereunder. In the event that the Department is unable to obtain three quotations, the Director shall base the award on the quotation or quotations received. If the Director believes that the public interest would best be served by accepting other than the lowest quotation, he or she is hereby authorized to accept the quotation that in his or her discretion will best serve the public interest. The Director may reject any and all quotations and request new quotations.

6.64. AS-NEEDED CONTRACTS.
A department head authorized to execute public work and professional service contracts may issue an Advertisement-For Bids for construction services or a request for proposals or qualifications for professional services on an as-needed basis, with definite or indefinite quantities of work. None of the requirements of this Chapter or Administrative Code Chapters 12B, 12C or 12D.A are waived for as-needed contracts. All as-needed contracts shall provide for a not-to-exceed price and an expiration term of not more than three years, including all modifications. Additionally, the cumulative modifications to an as-needed contract shall result in a contract sum not-to-exceed one hundred fifty-percent of the original contract amount. Before any item of work is commenced under an as-needed contract, the cost of such work must be certified by the Controller as to the availability of funds. The department heads authorized to execute public work and professional service contracts shall report quarterly to the Board of Supervisors regarding the department's use of as-needed contracts and the actual amount of participation of MBE and WBE subcontractors or subconsultants that were listed on prime contractors' bid(s) or proposal(s) to determine whether MBE/WBE subcontracting participation goals are being met on as-needed contracts. Such reports shall be referred to a Board committee for public hearing.

6.65. CONTRACTING FOR ELEVATOR, ESCALATOR OR FIRE ALARM SYSTEMS INSPECTION, MAINTENANCE AND REPAIR WORK.
The department heads of departments empowered to contract for public works or improvements are authorized to execute contracts for elevator, escalator or fire alarm service inspection, maintenance and repair work ("special services") in accordance with the following procedures:

A. The competitive bid requirements of this Chapter shall not apply to the procurement of contracts for special services. The department head may negotiate contracts for the service of existing elevators, escalators or fire alarm systems with the manufacturer of the elevators to be serviced or may seek bids for such work. Prior to commencing such negotiations, the department head must first obtain approval of the Mayor or the Mayor's designee or the board or commission, as appropriate.

B. The determination for award of special service contracts shall be based on expertise, quality of work and economical pricing.

C. Special service contracts shall provide for an expiration terms of not more than three years. At the end of the contract period, the department head may elect to renew the contract for a period of not more than two years or to initiate a new procurement process for special services pursuant to this subsection.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 27, 2006

DEPARTMENT NAME: PUBLIC WORKS
DEPARTMENT NUMBER: 90

PE OF APPROVAL: ☑ REGULAR (OMIT POSTING ________ )

CONTINUING
ANNUAL

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

TYPE OF SERVICE: As-Needed Environmental Planning Services

FUNDING SOURCE: Individual Project Funding via Interdepartmental Work Orders

PSC AMOUNT: $3,200,000
PSC DURATION: September 15, 2006 through September 14, 2011

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
Consultants will provide as-needed environmental project planning services prior to California Environmental Quality Act (CEQA) and commencement of construction projects. Consultants will be required to assemble project and planning information into comprehensive reports, to issue requests for and/or perform field surveys, and conduct research and compile existing sources of information. The Department of Public Works (DPW) intends to award four (4) as-needed contracts at $800,000 each. Individual Contract Service Orders (CSO) will define job/task and specific scopes of work.

B. Explain why this service is necessary and the consequences of denial:
Services are necessary for compliance with Federal, State and Local regulatory environmental laws. Denial may result in delays to construction projects and non-compliance with environmental laws and regulations, which may require subsequent mitigation measures for construction.

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 as-needed environmental planning services contracts awarded to Tetra Tech, Inc., Impact Sciences, EDAW, Inc., and The Duffy Company through PSC#4317-00-01, approved February 5, 2001.

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
7-27-2006
Date

Union Name
Signature of person mailing/faxing form
Date

RFP sent to Local 21, on When available

Local Name
Date
Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4024-06/07

STAFF ANALYSIS/RECOMMENDATION: Approved

SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Consultants should have the ability to assemble project and planning information, including research of existing
      information into comprehensive reports; perform field surveys and land use inventories; identify City Planning Code
      uses and evaluate habitats for notable plants and/or animals. Consultants should also have expertise in mitigation
      monitoring for dust, noise and vibration; assessing historic, cultural and archeological resources; and providing surveys of
      urban design, visual quality, inventories of built environment, and assessment of the transport of people through them.
   B. Which, if any, civil service class normally performs this work?
      None. City Planning Classification 52XX series normally review environmental reports prepared by the consultants
      being solicited for these services.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. Consultants may provide specialized field research and monitoring equipment which are not cost-effective for the
      City to purchase and maintain.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      As noted in response to question 3.B. above, there are currently no Civil Service classifications that actually perform
      these services.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. These services are normally utilized on an as-needed basis and departmental utilization has shown that it would not
      be practical to maintain full-time staffing for unknown or future proposed construction projects.

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

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

__________________________
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

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

PSC FORM 1 (9/96)