Date: August 5, 2013

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Bree Mawhoret, SHF
Rebekah Krell, ARTS
Stacey Camilo, DPW
Mabel Ng, ETH
Cynthia Avakian, AIR
Shamica Jackson, PUC
Parveen Boparai, MTA

Subject: Personal Services Contracts Approval Request

This report contains nine (9) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on July 1, 1996.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

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

<table>
<thead>
<tr>
<th>Total of this Report</th>
<th>YTD Expedited Approvals FY_2013-2014</th>
<th>Total for FY 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19,064,475</td>
<td>$353,004</td>
<td>$19,417,479</td>
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</table>
## POSTING FOR
08/05/2013

### PROPOSED PERSONAL SERVICES CONTRACTS - Regular

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No.</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4009-13/14</td>
<td>06</td>
<td>Sheriff</td>
<td>Regular</td>
<td>$56,875</td>
<td>Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff’s Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.</td>
<td>1/1/2013 - 1/1/2014</td>
</tr>
<tr>
<td>4010-13/14</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.</td>
<td>7/1/2013 - 6/30/2014</td>
</tr>
<tr>
<td>4011-13/14</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$2,000,000</td>
<td>Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.</td>
<td>9/1/2013 - 2/31/2019</td>
</tr>
</tbody>
</table>

Total Amount - Regular: $5,056,875
### PROPOSED PERSONAL SERVICES CONTRACTS

**MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

<table>
<thead>
<tr>
<th>PSC No</th>
<th>DeptNo</th>
<th>Dept Description</th>
<th>Approval Type</th>
<th>Modified Amount</th>
<th>Cumulative Total</th>
<th>Description of Work</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>4081-09/10 18</td>
<td>Ethics Commission</td>
<td>Regular</td>
<td>$687,000</td>
<td>$957,000</td>
<td>The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendor on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.</td>
<td>10/1/2010</td>
<td>9/30/2018</td>
<td></td>
</tr>
<tr>
<td>4009-11/12 27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$4,000,000</td>
<td>$8,500,000</td>
<td>Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoints.</td>
<td>8/1/2011</td>
<td>8/1/2016</td>
<td></td>
</tr>
<tr>
<td>4092-10/11 40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$2,000,000</td>
<td>$3,500,000</td>
<td>Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.</td>
<td>7/1/2011</td>
<td>10/1/2018</td>
<td></td>
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<tr>
<td>4200-06/07 40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$4,000,000</td>
<td>$8,000,000</td>
<td>Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPC's security and for the Capital Improvement and Repair and Readiness Programs.</td>
<td>10/1/2007</td>
<td>11/1/2016</td>
<td></td>
</tr>
</tbody>
</table>

CCSP: DHR PCSCP Posting

Page 1 of 2

Posting Date:
## PROPOSED PERSONAL SERVICES CONTRACTS
### MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

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<th>Description of Work</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4005-11/12 68</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$0</td>
<td>$6,000,000</td>
<td>The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package which will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.</td>
<td>5/16/2011</td>
<td>8/14/2016</td>
<td></td>
</tr>
<tr>
<td>4095-08/09 90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,320,600</td>
<td>$20,961,198</td>
<td>The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, $168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.</td>
<td>3/26/2009</td>
<td>1/30/2015</td>
<td></td>
</tr>
</tbody>
</table>

**Sum of Modified Amounts:** $14,007,600
Bree Mawhorter
San Francisco Sheriff's Department
One Carlton B. Goodlett Place, Rm. 450
San Francisco, CA 94102
(415) 554-4316

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

Stacey Camillo
Department of Public Works
875 Stevenson St, Rm. 420
San Francisco, CA 94103
(415) 554-4886

Mabel Ng
San Francisco Ethics Commission
25 Van Ness Ave., Ste. 220
San Francisco, CA 94102
(415) 252-3102

Cynthia Avakian
Airport Commission
Contracts Administration Unit
PO Box 8097
San Francisco, CA 94128
(650) 821-2014

Shamica Jackson
Public Utilities Commission
525 Golden Gate Ave., 8th Flr.
San Francisco, CA 94102
(415) 554-0727
David Scott (415) 551-4672

Parveen Boparai
SF Municipal Transportation Agency
1 South Van Ness, 6th Flr.
San Francisco, CA 94103
(415) 701-5377
Table of Contents
PSC Submissions

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<td>1</td>
</tr>
<tr>
<td>4010-13/14</td>
<td>Arts Commission</td>
<td>3</td>
</tr>
<tr>
<td>4011-13/14</td>
<td>Public Works</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<th>Department</th>
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<tbody>
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<td>Ethics Commission</td>
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</tr>
<tr>
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<td>Airport Commission</td>
<td>63</td>
</tr>
<tr>
<td>4092-10/11</td>
<td>Public Utilities Commission</td>
<td>74</td>
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<tr>
<td>4200-06/07</td>
<td>Public Utilities Commission</td>
<td>83</td>
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<tr>
<td>4005-11/12</td>
<td>Municipal Transportation Agency</td>
<td>95</td>
</tr>
<tr>
<td>4095-08/09</td>
<td>Public Works</td>
<td>111</td>
</tr>
</tbody>
</table>
Regular/Continuing/Annual
Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/30/2013
DEPARTMENT NAME: San Francisco Sheriff's Dept
DEPARTMENT NUMBER: 06

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

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

TYPE OF SERVICE: Professional Services – Implementation of Compass software

FUNDING SOURCE: General Fund

PSC AMOUNT: $56,875  PSC DURATION: 1/1/2013-1/1/2014

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFSD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.

   B. Explain why this service is necessary and the consequence of denial:
   This system will be used to assess the needs of all inmates entering the SFSD jail system and to identify the in-jail services required to meet those needs. Compass is used by Adult Probation Department (ADP) to assess the needs of probationers as they exit jail and enter the probation system. Using Compass in SFSD jails will enable the City to provide a better continuum of care and to better track clients as they move from the custody of SFSD to ADP.

   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? The software support will be renewed annually.

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

   ☑ Local 21
   Union Name  L21PSCReview@ifsfe21.org
   Signature of person mailing/faxing form  7/1/2013
   Date

   □ Union Name
   Signature of person mailing/faxing form
   Date

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

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

PSC# 40D9-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved 7/18/2013

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Detailed knowledge of Compass software system and how to customize to meet Department needs. Ability to train staff to use Compass. Ability to diagnose and resolve technical problems related to operation of Compass software.
   B. Which, if any, civil service class normally performs this work?
      None.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The Compass software is a proprietary product of Northpointe Inc. Only Northpointe employees have the required skills and expertise.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The Compass software is a proprietary product of Northpointe Inc. Only Northpointe employees have the required skills and expertise.

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. 14.5 hours
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate numbers to be trained. 22 FTE 8304 Deputy Sheriff's
   C. Are there legal mandates requiring the use of contractual services?
      Yes [x] No [ ]
   D. Are there federal or state grant requirements regarding the use of contractual services?
      Yes [x] No [ ]
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      Yes [x] No [ ]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      Yes [x] No [ ]

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name: [Signature] 554-4316
Telephone Number: 1 Dr. Cann 6 Goodfellow Place
Address: SECA Quinn
Union Notification(s)
♦ Local 21
Please see attached.

Bree

Bree Mawhorter
Deputy Director / CFO
415.554.4316

1 Dr. Carlton B Goodlett Place, 450
San Francisco, CA 94102
City and County of San Francisco  

**PERSONAL SERVICES CONTRACT SUMMARY**

**DATE:**  July 1, 2013  

**DEPARTMENT NAME:**  Arts Commission  
**DEPARTMENT NUMBER:**  28  

**TYPE OF APPROVAL:**  ☑ EXPEDITED  
**REGULAR (OMIT POSTING ____ )**  

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

**TYPE OF SERVICE:**  Design, Fabricate, Transport and Install artworks in association with various Capital Improvement Projects City-wide  

**FUNDING SOURCE:**  Art Enrichment Funds (Construction Bond Funding)  

**PSC AMOUNT:**  $3,000,000  
**PSC DURATION:**  7/1/2013 to 6/30/2014  

**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 following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital 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 new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.  
  - **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 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 | Signature of person mailing/faxing form | 7.2.13 | Date |
| Local 21 | Signature of person mailing/faxing form | 7.2.13 | Date |

| RFP sent to NA, on | Signature |

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

FOR DEPARTMENT OF HUMAN RESOURCES USE  

**PSC# 4010-12/14**  
**STAFF ANALYSIS/RECOMMENDATION:**  Approved [W] 7/18/2013  

**CIVIL SERVICE COMMISSION ACTION:**
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 each of the Capital Improvement Projects. 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 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?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
   C. Are there legal mandates requiring the use of contractual services? Yes No
      X
   D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
      X
   E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes No
      X
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Yes No
      X

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

[Signature]
Rebekah Krell
Print or Type Name
252-4665
Telephone Number
25 Van Ness Ave, Suite 345
San Francisco, CA 94102
Address
Union Notification(s)
♦ Local 1021
♦ Local 21
Pattie Tamura

On Jul 2, 2013, at 4:24 PM, "Lovvorn, Jennifer" <jennifer.lovvorn@sfgov.org> wrote:

> Dear Local 1021 and 21 Representatives, Attached is an Annual PSC
> request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.
> Attached to this request are two examples of previously approved PSCs for similar artwork contracts.
> 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: http://visitor.r20.constantcontact.com/manage/optin/ea?v=001WY2H_3RLHWq4IR0dN5CO_A%3D%3D>
> Twitter: http://www.twitter.com/SFAC>
> Facebook: http://www.facebook.com/#!/sfacpublicart?ref=ts>
> YouTube: http://www.youtube.com/ArtsCommission>
> Flickr: http://www.flickr.com/photos/sfac>
> <CSC_Request_7-2-2013.pdf>
The union has no objection at this time.

Kim Carter
IFPTE Local 21, AFL-CIO
1182 Market Street, Suite 425
San Francisco, CA 94102
415-864-2100 x127
415-864-2166 Fax
www.ifpste21.org

Find Local 21 on Facebook!

---

Hi Kim,
Just wondering if you've had a chance to look at the PSC. (Sorry to bug you.)

Thanks,
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
sfrartscommission.org

e-Newsletter | Twitter | Facebook | YouTube | Flickr

I will review it and get back to you.
Kim Carter  
IFPTE Local 21, AFL-CIO  
1182 Market Street, Suite 425  
San Francisco, CA 94102  
415-864-2100 x127  
415-864-2166 Fax  
www.ifpте21.org

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From: Lovvorn, Jennifer [mailto:jennifer.lovvorn@sfgov.org]  
Sent: Monday, July 08, 2013 3:34 PM  
To: Kim Carter  
Subject: FW: PSC for your review

Dear Kim,
I am contacting you directly to see if Local 21 has any objections or concerns relative to the attached PSC request. I am hoping that I can have this item calendared on the Civil Service Commission agenda soon since it is for this current fiscal year.

The PSC is to place artists under contract to create artworks for the City’s new buildings. Since there are no City classifications for artists, I am hoping that this will be approved.

Feel free to contact me if you have any questions.

Thank you so much for reviewing this.

Regards,  
Jen

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

From: Lovvorn, Jennifer  
Sent: Tuesday, July 02, 2013 4:28 PM  
To: 'Pattie.tamura@selu1021.org'; 'Brook.demmerle@selu1021.org'; 'Tonette.garcia@selu1021.org'; 'Tiya.thlang@selu1021.onmicrosoft.com'; 'David.canham@selu1021.org'; 'Kirsten.clemons@selu1021.org'; 'sharzinn@yahoo.com'; 'JTanner940@aol.com'; 'L21PSCReview@ifpte21.org'  
Cc: DHR-PSCCoordinator, DHR  
Subject: PSC for your review
Dear Local 1021 and 21 Representatives,
Attached is an Annual PSC request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

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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 I Twitter I Facebook I YouTube I Flickr
Dang, Leorah

From: Lovvorn, Jennifer
Sent: Tuesday, July 02, 2013 4:22 PM
To: Pattie.tamura@seiu1021.org; Brook.demmerle@seiu1021.org; Tonette.garcia@seiu1021.org; Tiya.Thilang@seiu1021.onmicrosoft.com; David.canham@seiu1021.org; Kirsten.clemons@seiu1021.org; sharizinn@yahoo.com; JTanner940@aol.com; L21PSCReview@fpte21.org
Cc: DHR-PSCCoordinator, DHR
Subject: PSC for your review
Attachments: CSC_Request_7-2-2013.pdf

Dear Local 1021 and 21 Representatives,
Attached is an Annual PSC request for contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.

Attached to this request are two examples of previously approved PSCs for similar artwork contracts.

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 - Similar
Prior DHR Approved PSC Form 1 – Similar

PSC #4101-10/11

Prior Regular Meeting Minutes of 10/01/2012 – Similar
Copy of PSC Form 1 - Similar

PSC #4022-12/13
May 18, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4104-10/11 THROUGH 4106-10/11; 2006-07/08; AND 4018-09/10.

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

[Signature]

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
   Jacque Hale, Department of Public Health
   Ken Ham, Arts Commission
   Naomi Kelly, Office of Contract Administration
   Ben Rosenfield, Controller
   Maria 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 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 mediums for the Public Safety Building as part of the capital projects for the new building.</td>
<td>3/1/2011 - 6/1/2015</td>
<td></td>
</tr>
<tr>
<td>4105-10/11 81</td>
<td>Public Health</td>
<td>Regular</td>
<td>$6,200,000</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 - 2/28/2013</td>
<td></td>
</tr>
<tr>
<td>4106-10/11 90</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 manufacturers and/or vendors selected through a separate RFQ process.</td>
<td>3/1/2011 - 2/28/2013</td>
<td></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:  ☑ EXPEDITED  ☑ REGULAR (OMIT POSTING _________)

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:  $2,624,000  PSC DURATION:  5-1-2011 through 6-1-2015

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 3.19 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# 4650-08/09 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 ____________________________, on ____________________________
   Union Name ____________________________, Date ____________________________, Signature ____________________________

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

FOR DEPARTMENT OF HUMAN RESOURCES USE  3-15-2011

PSC#  1410 4 - 10 / 11

STAFF ANALYSIS/RECOMMENDATION:

IVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/90)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE.
   A. Specify required skills and/or expertise:
      Contractors must be the professional line 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:
      No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      There is no Civil Service classification for line artists. Contractors must be the professional line 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 transport classification 7858 is not insured for line 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 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)

   A. Will the contractor directly supervise City and County employees?  
      Yes   No  
      
   B. Will the contractor train City and County employees?  
      Yes   No  
      
   C. Describe the training and indicate approximate number of hours.  
      Yes   No  
      
   D. 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  
      
   E. Are there any mandates requiring the use of contractual services?  
      Yes   No  
      
   F. Are there any federal or state grant requirements regarding the use of contractual services?  
      Yes   No  
      
   G. Has a board or commission determined that contracting is the most effective way to provide this service?  
      Yes   No  
      
   H. Will the proposed work be completed by a contractor that has a current personal services contract with your department?  
      Yes   No  
      
THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Signature of Departmental Personal Services Contract Coordinator

Kan Hikun  252-4604  
Print or Type Name  Telephone Number

25 Van Ness Ave, Suite 240  
San Francisco, CA 941102  
Address
MINUTES  
Regular Meeting  
October 1, 2012  
2:00 p.m.  
ROOM 400, CITY HALL  
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER
2:03 p.m.

ROLL CALL
President Kate Favetti Present
Vice President Scott R. Heldfond Present
Commissioner Mary Y. Jung Present
Commissioner E. Dennis Normandy Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY’S AGENDA
None.

APPROVAL OF MINUTES
Special Meeting of September 17, 2012
Action: Adopted. (Vote of 4 to 0)

Regular Meeting of September 17, 2012
Action: Adopted. (Vote of 4 to 0)
HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

The Human Resources Director stated that the Department of Human Resources (DHR) received a draft copy of the State Personnel Board's Audit of DHR and there are a few items that need to be acted on which include rule changes.

She also requested that the Commission re-engage with DHR on the subject of Civil Service Reform.

Also, the report requested by the Commission regarding the standing on the Priority Eligible List established for the former Redevelopment Agency employees will be forthcoming. DHR is in the process of taking requisitions for those positions now. There are some forty people on the list in various classifications.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

The Executive Officer reported that due to the generosity of the Department of Human Resources, new computers are being installed and loaded with Microsoft 2010.

She also stated that she will select a date for the tree planting in memory of Commissioner Donald A. Casper in the near future.

0326-12-8 Review of request for approval of proposed personal services contracts. (Item No. 7)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4022-12/13</td>
<td>Art Commission</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>Regular</td>
<td>12/31/14</td>
</tr>
</tbody>
</table>

September 17, 2012: Continued PSC #4022-12/13 to the meeting of October 1, 2012 in order to notify IFPTE Local 21 of the request for approval.

Speakers: None.

Action: Adopted the report; Approved the request for PSC #4022-12/13. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0345-12-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

<table>
<thead>
<tr>
<th>PSC#</th>
<th>Department</th>
<th>Amount</th>
<th>Type of Service</th>
<th>Type of Approval</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4027-12/13</td>
<td>Airport Commission</td>
<td>$3,000,000</td>
<td>This request is for the services of a design-build contractor with specialty design experience at airports to provide the design and construction for the Plot 2 Employee Parking Lot (&quot;Project&quot;). The Design-Build contractor will perform the design and construction of a new parking lot with the Airport's existing parking control system including site drainage and lighting improvements.</td>
<td>Regular</td>
<td>04/01/13</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  [x] REGULAR (OMIT POSTING _________ )

[ ] CONTINUING  [ ] ANNUAL

TYPE OF REQUEST: [x] 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
   Date

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

   RFP sent to N/A, on Date

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

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      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 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.
         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?
      Yes No
      Describe the training and indicate approximate number of hours.
      Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

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

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

Signature of Departmental Personal Services Contract Coordinator

Print or Type Name

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

Address

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

DATE: 06/05/13

DEPARTMENT NAME: PUBLIC WORKS (DPW)  DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Environmental consulting & planning services for the Better Market Street Project

FUNDING SOURCE: Project funds

PSC AMOUNT: $2,000,000 PSC DURATION: 9/1/2013 - 12/31/2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.

B. Explain why this service is necessary and the consequences of denial:
These specialized services and expertise are necessary because the City does not currently possess all of them. In addition, the work services are needed to provide the mandatory CEQA/NEPA services for the BMS Project. Denial of this request will hamper DPW's effort to comply with City direction and will delay the delivery of this major infrastructure 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):
Specialized Environmental Review Services for major infrastructure projects are routinely provided by consultants who possess unique qualifications. The most recent personal services contract for similar work was approved via PSC# 4093-06/07 on 2/05/2007, for the SF General Hospital Rebuild Program.

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 6/05/13

Union Name ____________________________
Signature of person mailing/faxing form

RFP sent to ____________________________ on Union Name ____________________________
Date ____________________________ Signature ____________________________

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

PSC# 4011-13/14
STAFF ANALYSIS/RECOMMENDATION: Approved MV 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

0020
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      The project requires specialized CEQA/NEPA consultants with expertise in complex, major projects to analyze the environmental impact of the BMS Project. In particular, the consultants need CEQA/NEPA (where NEPA is administered by the US Department of Transportation) expertise to provide aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support the joint CEQA/NEPA analysis.
   B. Which, if any, civil service class normally performs this work?
      None. The Department of City Planning and San Francisco Municipal Transportation Agency has planners (CS classes 5288 Transit Planner II, 5289 Transit Planner III, 5290 Transit Planner IV, 5291 Planner III, 5293 Planner IV, 5298 Planner I, Environmental Review, 5299 Planner IV-Environmental Review, 5520 Regulatory Specialist, 5642 Senior Environmental Specialist, 5644 Principal Environmental Specialist) who, by process, become the editors of the CEQA document, and review the work of the consultants for conformance with CEQA, environmental, and other City requirements. However, the City’s Planners do not generally review NEPA documents. This is done by Caltrans on behalf of the US Department of Transportation. The consultants augment the work of the City’s planners, who do not have specialized expertise required for many of the technical studies.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: Yes. The Consultant will provide facilities, equipment, and computer software for analyses needed for the work.
4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      The broad and specialized scope of the necessary environmental services exceeds the City’s current capabilities of staff and equipment. The work of consultants will also augment the work of the City Planners through the CEQA/NEPA process. The City’s planners who are experienced with the work will review and substantiate that the environmental analysis and processes by the consultants, are in conformance with CEQA/NEPA Guideline requirements.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, the work is highly specialized and project specific. Projects of this type and size requiring this particular work are infrequent so the adoption of a new civil service class to perform this work would be impractical. In addition, the utilization of consultants to prepare the environmental document is consistent with City Planning Department’s policy and procedures (See attached Environmental Review Process Summary.)
5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes No
      [X]
   B. Will the contractor train City and County employees?
      [X]
      • Describe 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? UNKNOWN

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

[Signature]
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

(415) 554-6230
Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103
Address
Section 5. **Additional Information**

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- SF Planning Department
  Environmental Review Process Summary
  Dated: March 17, 2011
Introduction

The California Environmental Quality Act (CEQA) was enacted in 1970 in response to the growing awareness that environmental impacts must be carefully considered in order to avoid unanticipated environmental problems resulting from development or planning efforts. The environmental review process provides decision-makers and the general public with an objective analysis of the immediate and long-range specific and cumulative impacts of a proposed project on its surrounding physical environment. In California, environmental review is two-fold in purpose: to disclose the impacts of a project and to ensure public participation.

Environmental review under CEQA is administered for all departments and agencies of the City and County of San Francisco by the Environmental Planning division of the Planning Department (the Department). Projects subject to CEQA are those actions that have the potential for resulting in a physical change of some magnitude on the environment and that require a discretionary decision by the City, such as public works construction and related activities, developments requiring permits (which in San Francisco are discretionary and thus not exempt from CEQA), use permits, activities supported by assistance from public agencies, enactment and amendment of zoning ordinances, and adoption or amendment of the General Plan or elements thereof. No action to issue permits, allocate funds, or otherwise implement a discretionary project may be taken until environmental review is complete.

Projects requiring analysis in environmental impact reports (EIRs) are generally complex major public or private development proposals, or those projects that could potentially have a significant impact on the physical environment.
Exemption from Environmental Review

The environmental review process begins with a determination by the Department as to whether or not a discretionary action by the City falls within a class of projects that are exempt from environmental evaluation pursuant to CEQA Statutes and Guidelines. Projects that are exempt generally include small-scale new construction or demolition, some changes of use, some additions, and other generally small-scale projects. These projects are enumerated in the Categorical Exemptions from the California Environmental Quality Act, adopted by the San Francisco Planning Commission (the Commission) on August 17, 2000.

Some small projects may be issued environmental exemptions over the counter at the Planning Information Center (PIC), 1660 Mission Street, First Floor, or may be referred to Environmental Planning staff. In the latter case, the project sponsor (private applicant or government agency) submits an Environmental Evaluation (EE) Application to the Environmental Planning intake planner, along with a fee (see Schedule of Application Fees).

If the proposed project involves the major alteration or demolition of a property more than 50 years old, the project sponsor will need to file a Historical Resource Evaluation – Supplemental Information Form with the EE Application so that Department staff can evaluate whether the proposed project would result in impacts on historical resources.

Project sponsors also need to submit a Tree Disclosure Statement with the EE Application. Other materials, such as technical reports, may be required on a case-by-case basis. Refer to Special Studies, below.

Community Plan Exemption

Per Section 15183 of the State CEQA Guidelines, community plan exemptions from CEQA review may be issued for projects within adopted plan areas. These exemptions may be issued for larger projects that would not otherwise be exempt, if they are determined not to create significant impacts beyond those identified in the applicable area plan EIR.

Exemption Timeline

A determination of exemption is generally processed in a minimum of two weeks; however, projects that require historical review or other supplemental data may take two months or longer to process, based on factors such as changes in the proposed project, supplemental data requirements, and staff case load.

Appeal of Exemption

A determination of exemption may be appealed to the Board of Supervisors (the Board). The procedures for filing an appeal of an exemption determination are available from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.
Environmental Review

Please note that some moderate to large projects (e.g., those that create six or more dwelling units and those that create or add 10,000 square feet to a non-commercial building) are required to submit a Preliminary Project Assessment (PPA) Application prior to submitting an EE Application.

ENVIRONMENTAL EVALUATION APPLICATION

For projects not exempt from environmental evaluation, the project sponsor (private applicant or government agency) files a completed EE Application by appointment with the assigned Environmental Planning application intake planner along with a fee based on the construction cost of the proposed project. The Department’s Schedule of Application Fees and contact information for the intake planner are available online at sfpplanning.org, and at the PIC, 1660 Mission Street, First Floor, or by calling (415) 558-6377. The EE Application may be filed prior to or concurrently with the building permit application.

SPECIAL STUDIES

To assist Department staff in the environmental evaluation process, the project sponsor may be required to provide supplemental data or studies to the EE Application intake planner to address potential impacts on soils, transportation, biological resources, wind, hazards, shadows, noise, air quality, or other issue areas. If a shadow study is required, the project sponsor files a Shadow Analysis Application along with a fee (see Schedule of Application Fees), and Department staff prepares a shadow fan analysis. If a transportation study is required for impact analysis, the project sponsor submits two fees: one to the Department and one to the Municipal Transportation Agency (see the Department’s Schedule of Transportation Fees). Fees are generally non-refundable and are in addition to costs paid by the project sponsor for consultant-prepared reports (see Consultants, below).

INITIAL STUDY

After the project sponsor submits a completed EE Application, Department staff prepares an initial study for the proposed project. Projects are evaluated on the basis of the information supplied in the EE Application, any additional information required from the applicant, research, and contact with affected public agencies, citizens groups, and concerned individuals, all by or under the direction of Environmental Planning staff. Initial studies for some large or complex projects may need to be prepared by a consultant rather than by Department staff.

NEGATIVE DECLARATION OR MITIGATED NEGATIVE DECLARATION

If the initial study determines that the proposed project would not have a significant effect on the environment, a preliminary negative declaration (PND) is issued, advertised in a local newspaper, posted at the Department, on its website, and on the subject site, and mailed to various parties as requested.

If the initial study determines that the project would result in significant impacts on the environment, but that such impacts could be reduced to a less-than-significant level through mitigation measures, Environmental Planning staff issues a preliminary mitigated negative declaration (PMND), provided that the project sponsor agrees to implement the mitigation measures.

Appeal of PND or PMND

During the 20 (or 30 if required by CEQA) calendar days after legal advertisement of the PND or PMND issued by the Department, concerned parties may comment on the adequacy of the PND or PMND, request revisions or appeal the determination, and/or request preparation of an EIR. Appeals must be in the form of a letter to the Environmental Review Officer stating the grounds for the appeal and must include an appeal fee (see Schedule of Application Fees). The Commission will decide the appeal at an advertised public hearing. The Commission may (1) sustain the PND or PMND as written, (2) amend the PND or PMND, or (3) require that an EIR be prepared.

If no appeal is filed within 20 or 30 calendar days, any substantive comments related to environmental effects will be incorporated into the final negative declaration (FND) or final mitigated negative declaration (FMND), which is signed by the Environmental Review Officer and issued. Approval decisions may then be made on the project.
Appeal of FND or FMND

FNDs and FMNDs are appealable to the Board. The procedures for filing an appeal of an FND or FMND determination may be obtained from the Clerk of the Board at City Hall, Room 244, or by calling (415) 554-5184.

Negative Declaration Timeline

A minimum timetable for the negative declaration (ND) or mitigated negative declaration (MND) process is about six months; the timetable may be six to twelve months or longer based on factors such as changes in the proposed project, staff case load, supplemental data requirements, whether the document is appealed, and where consultant work is required — quality of work.

ENVIRONMENTAL IMPACT REPORT

Before or during the initial study process, the Department may determine that the project could have a significant effect on the environment and that an EIR is required. The determination that an EIR is required is published in a local newspaper, posted at the Department, at the subject site, and on the splaning.org website, and mailed to various parties.

Administrative Draft EIR

If an EIR is required, the project sponsor must have an administrative draft EIR (ADEIR) prepared by a qualified environmental consultant and submitted to Department staff. Fees for processing the EIR are billed when staff advertises the EIR notice of preparation, and are payable upon submittal of the first ADEIR. This first administrative draft is reviewed by Environmental Planning staff in consultation with other relevant Department staff and public agencies. Two or three revisions of the ADEIR are often required for completion of research and verification of accuracy before the material is ready for publication.

Draft EIR Publication and Public Hearing

When staff determines that the ADEIR is acceptable for publication, the Department assumes authorship, authorizes publication of the draft EIR (DEIR), and advertises in a local newspaper and with on-site posting that the DEIR is available for public review, will be considered by the Commission at a specified public hearing, and what, if any, significant impacts are identified in the DEIR. The public hearing before the Commission occurs at least 30 days after publication of the DEIR. The purpose of the hearing is to receive testimony related to the accuracy and completeness of the DEIR, written comments are also accepted during the review period, which extends at least five days beyond the hearing.

Final EIR Certification

Following the DEIR hearing, a comments and responses document is prepared to respond to all substantive issues raised in the written and oral testimony. The document is distributed to the Commission, commenters, and others as requested. After reviewing the comments and responses document, including any revisions to the DEIR and incorporation into the EIR of any further changes requested by the Commission, the Commission certifies at a public meeting that the final EIR (FEIR) has been completed in accordance with State law, and determines whether the project would or would not have a significant effect on the environment. It is important to note that certification does not approve or disapprove a project, but rather concludes that the EIR complies with CEQA and provides environmental information regarding the proposed project to serve as one of the elements upon which a reasoned decision is based.

If the Commission determines that the proposed project would have a significant effect on the environment, it may approve a project in one of two ways: (1) require changes in the project to reduce or avoid environmental damage if it finds such changes feasible (generally via alternatives and/or mitigation), or (2) find that changes are infeasible and make a statement of overriding considerations. CEQA requires decision-makers to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project would outweigh the unavoidable adverse environmental effects, those adverse effects may be considered "acceptable." The Commission must, in such cases, state in writing the specific reasons to support its action based on the FEIR and/or other information in the record.

Appeal of EIR

The certification of an FEIR is appealable to the Board. Any person or entity that has submitted comments to the Commission or to the Environmental Review Officer may appeal the Commission's certification of the FEIR to the Board within 20 calendar days after that certification. Appeals must be in the form of a letter to the Board stating the grounds of the appeal, with submittal of an appeal fee (see Schedule of Application Fees).
Upon review by the Department, the appeal fee may be reimbursed for neighborhood organizations that have been in existence for a minimum of 24 months. The Board may reject by motion an appeal that fails to state proper grounds for the appeal. The Board must act on valid appeals at an advertised public hearing, which must be scheduled within 30 calendar days after the Commission’s certification of the FEIR, but may in certain circumstances extend such time period up to 90 calendar days from the date of filing the appeal. The Board may affirm or reverse the certification by the Commission by a majority vote. If the Board affirms the Commission’s certification, the FEIR is considered certified on the date upon which the Commission originally certified the FEIR. If the Board reverses the Commission’s certification, the Board must make specific findings and remand the FEIR to the Commission for further action consistent with the Board’s findings. The Commission must take such action as may be required by the Board and consider recertification of the EIR. Only the new or revised portions of the FEIR may then be appealed again to the Board.

EIR Timeline

A minimum timeline for the EIR process is 18 months; the period is variable, however, based on factors such as changes in the proposed project, staff case load, supplemental data requirements, quality of consultant work submitted to the Department, nature and volume of the DEIR comments, and whether the FEIR is appealed.

NOTICES OF EXEMPTION/DETERMINATION

For projects that are exempt from environmental evaluation, the project sponsor may request that a notice of exemption (NOE) be filed after the project is approved. Though not required, the NOE shortens the statute of limitations for legal challenges under CEQA from 180 calendar days to between 30 and 35 calendar days.

A notice of determination (NOD) may be filed upon approval of a project for which an ND, MND, or EIR has been prepared. The filing of an NOD starts a 30-calendar day statute of limitations on court challenges to the approval under CEQA. If no NOD is filed, the statute of limitations is 180 calendar days.

The NOE or NOD must not be filed until after the project is approved but within five working days of project approval. It is possible that several NODs may be needed for one project if the project requires multiple approvals at different times. To file an NOE or NOD, the project sponsor must submit a fee to the County Clerk. A higher fee established by the State Department of Fish and Game is required for filing an NOD for a project that may result in an adverse impact on sensitive species, sensitive habitat, or wildlife migration.

Consultants

The project sponsor may retain or be required to retain environmental consultants to prepare an initial study, ND, MND, EIR, and other environmental documents or studies. The Department has established pools of qualified consultants with expertise in the preparation of environmental, transportation, historical resource, and archeological resource documents. If required for project analysis, the document must be prepared by a consultant who is included in the respective consultant pool. While the project sponsor pays all costs for preparation of the necessary consultant-prepared documents, the Department scopes, monitors, reviews, and approves all work completed by consultants.
For More Information

The following reference materials, applications, and forms are currently available at the Planning Information Center, 1660 Mission Street, First Floor, and on the Department's website, sfplanning.org:

- **Preliminary Project Assessment (PPA) Application** - Must be submitted prior to the EE Application if the project would create six or more dwelling units or create/abate 10,000 square feet to a non-residential building. The PPA process provides project sponsors with early feedback for environmental review and other Department requirements before development applications are filed. This early viewing of the project provides sponsors with early feedback and procedural instructions and also allows staff to coordinate early in the development process.

- **Environmental Evaluation (EE) Application** - May need to be filed to determine whether projects are environmentally exempt or require environmental review.

- **Historical Resources - Supplemental Information Form** - May need to be filed with the EE Application.

- **Categorical Exemptions from the California Environmental Quality Act** - Lists the types of projects that are exempt from environmental evaluation.

- **San Francisco Preservation Bulletin No. 16: CEQA and Historical Resources** - Provides direction and guidance for the environmental evaluation of historic resources.

- **Initial Study Checklist** - Provides a template for the Initial Study, and also serves to scope an EIR by determining which topics require more extensive review and which do not.

- **Shadow Analysis Application** - Determines whether new structures above 40 feet in height would cast shadows on San Francisco Recreation and Parks Department properties.

- **Transportation Impact Analysis Guidelines for Environmental Review** - Aids consultants in preparing transportation impact analyses for NDEs, MNDs, and EIRs.

- **Schedule of Application Fees** - Lists Department fees, including fees for exemptions, initial studies, environmental impact reports, and appeals of environmental determinations. Some fees are based on the construction cost of a proposed project, others are flat fees, and some are based on the cost of time and materials for environmental review processing.

General inquiries regarding environmental review should be directed to Environmental Planning at (415) 575-9025. For information regarding a specific project undergoing environmental review, contact the assigned planner (call the PIF at (415) 558-6377 to request the name and number of the assigned environmental planner).

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FOR OTHER PLANNING INFORMATION: Call or visit the San Francisco Planning Department

Central Reception
1650 Mission Street, Suite 400
San Francisco CA 94103-2479
TEL: 415.558.6378
FAX: 415.558.6409
WEB: http://www.sfplanning.org

Planning Information Center (PIC)
1660 Mission Street, First Floor
San Francisco CA 94103-2479
TEL: 415.558.6377
Planning staff are available by phone and at the PIC counter.
No appointment is necessary.
Union Notification(s)
♦ Local 21
Good afternoon,

Attached are documents related to the PSC for Environmental consulting & planning services for the Better Market Street Project:

1. PSC Summary Form 1 dated 6/05/2013 in PDF format
2. PSC Summary Form 1 dated 6/05/2013 in Word format
3. Environmental Review Process Summary
4. Referenced PSC# 4093-06/07 approved on 2/05/2007
5. CSC Notice of Action for PSC# 4093-06/07

Sandy Ngan has also contacted Ging Louie from Local21 and left him a voicemail regarding the PSC.

Thank you,

Carina Carlos
Contract Analyst

DPW | Department of Public Works
Business Services - Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6416  Fax: (415) 554-6232
E-Mail: Carina.Carlos@sfdpw.org

Please note that DPW Contract Administration's new address above.
Prior Notice of Civil Service Commission Action - Similar
Copy of PSC Form 1 - Similar

PSC #4093-06/07
February 7, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4092-06/07 THROUGH 4097-06/06 AND 4012-05/06.

At its meeting of February 5, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to adopt the Human Resources Director’s report. Notify the offices of the Controller and the Purchaser.

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

Attachment

CIVIL SERVICE COMMISSION

KATE FAVETTI
Executive Officer

c: Parveen Boparai, Municipal Transportation Agency
Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Ed Harrington, Controller
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Department of Emergency Management
Galen Leung, San Francisco International Airport
Jonathan Nelly, Department of Human Resources
Mary Jane Winslow, City Attorney’s Office
Ted Yamasaki, Acting Human Resources Director
Commission File
Chron
# RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>PSC No.</th>
<th>DeptNo</th>
<th>DeptName</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4092-06/07</td>
<td>03</td>
<td>City Attorney's Office</td>
<td>Regular</td>
<td>$750,000.00</td>
<td>Will contract with five qualified firms to provide subpoena preparation, process serving, and document retrieval services. These services involve access and acquisition of confidential documents at the City offices, etc.</td>
<td>01-Mar-09</td>
</tr>
<tr>
<td>4093-06/07</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$800,000.00</td>
<td>Will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act. This project requires consultants that may provide consultation for the duration of the project.</td>
<td>29-Feb-12</td>
</tr>
<tr>
<td>4094-06/07</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$240,000.00</td>
<td>Will provide technical advisory and review services for the New Irvington Tunnel Project in specified fields related to the design and construction of tunnels and associated structures/facilities.</td>
<td>14-Jan-09</td>
</tr>
<tr>
<td>4095-06/07</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$111,000.00</td>
<td>Will provide technical advisory and review services for Harms Tracy Water Treatment Plant (HTWTP) Long Term Improvements Project in specified fields related to the planning and conceptual design of water treatment, etc.</td>
<td>14-Feb-09</td>
</tr>
<tr>
<td>4096-06/07</td>
<td>77</td>
<td>Department of Emergency Management/Division of Emergency Services</td>
<td>Regular</td>
<td>$750,000.00</td>
<td>Will complete a comprehensive risk and capabilities assessment based upon current emergency management standards, state and federal guidelines regarding emergency and disaster preparedness.</td>
<td>15-Feb-08</td>
</tr>
<tr>
<td>4097-06/07</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$525,000.00</td>
<td>Will convert the Airport's only current chiller that uses an ozone-depleting refrigerant to a non-ozone-depleting refrigerant and possible as-needed repair work associated with the conversion.</td>
<td>31-Dec-07</td>
</tr>
</tbody>
</table>
City and County of San Francisco

DEPARTMENT OF HUMAN RESOURCES

PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 21, 2006

DEPARTMENT NAME: PUBLIC WORKS
DEPARTMENT NUMBER: 90

TYPE OF APPROVAL: □ EXPEDITED □ CONTINUING □ ANNUAL

☑ REGULAR (OMIT POSTING ________ )

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

TYPE OF SERVICE: Environmental Review Services for the San Francisco General Hospital Rebuild Program

FUNDING SOURCE: Departmental Work Orders

PSC AMOUNT: $800,000
PSC DURATION: 3/1/2007 through 2/29/2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
Consultants will perform a full range of environmental review services in conformance with provisions of the California Environmental Quality Act (CEQA), CEQA guidelines, and Chapter 31 of the San Francisco Administrative Code pertaining to the preparation and processing of an environmental evaluation for the San Francisco General Hospital (SFGH) Rebuild Program.

B. Explain why this service is necessary and the consequences of denial:
The existing general acute care hospital building does not comply with current California seismic safety requirements established under the 1994 amendment to the Alfred E. Alquist Hospital Seismic Safety Act of 1983 (Senate Bill 1953). It is required that all general acute care patients be relocated from the existing, non-conforming hospital before January 1, 2013. SFGH/the City is obligated to meet this mandate, which establishes the basis for the SFGH Rebuild Program. The environmental review work is a mandatory requirement for a rebuild of this nature.

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):
Environmental Review Services are normally provided by consultants that are awarded a professional services contract selected through the RFP or RFQ process. The department currently has as-needed consultants that were approved by PSC #4024-09/07 but these contracts are of limited use when they must expire with 3 to 5 years of award by ordinance; this project requires consultants that may provide consultation for the duration of the project if the project experiences delays.

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

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

Local 21
Signature of person mailing/faxing form
Date

Local 21
Signature of person mailing/faxing form
Date

RFP sent to Local 21, on To be sent Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# __________

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Requires qualified consultants with expertise in the preparation of environmental impact reports (EIR) and mitigated negative declarations for complex public works projects and encompassing multiple complex environmental issues, and to provide transportation, parking, noise, historic resource/cultural preservation, archaeological, shadow, and wind analysis, and public outreach services.
   B. Which, if any, civil service class normally performs this work?
   None. The Department of City Planning has City Planners who, by process, become the author(s) of the EIR, and review the EIR and the work of the consultants for conformance with CEQA, environmental, and City requirements. The consultants augment the work of the City Planners through this EIR process. For objectivity, third party consultants normally do the preparation of the EIR.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
   Yes. Consultant will provide facilities, equipment, and computer software for noise, shadow, wind and other analysis.

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   The work of consultants will augment the work of the City Planners through this EIR process. The City’s planners who are experienced with environmental review work, do not develop the EIR, but rather, substantiate that the processes and the development of the EIR is in conformance with regulatory requirements. Consultants augment the work of the City’s planners and prepare the EIR. This is consistent with Department of City Planning's policies and procedures.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. This work is project specific. Local projects of this type and size requiring this particular work are infrequent and will not be prudent use of taxpayers' money to adopt a civil service class to perform this work on a continuous basis. Further, the utilization of consultants to prepare the EIR is consistent with the City Planning Department's policy and procedures.

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]
   - 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]
   D. Are there federal or state grant requirements regarding the use of contractual services?
   Yes [x]
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
   Yes [x]
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
   Unknown, a RFQ will select the consultant.

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)
FAX

Date December 27, 2006
Number of pages including cover sheet 3

To: Business Manager
Local 21

From: Gordon Choy
Division Manager

Phone (415) 864-2100
Fax Phone (415) 864-2166

Phone (415) 554-6225
Fax Phone (415) 554-6232

REMARKS

Urgent ✓ For your review Reply ASAP Please comment

Please see attached PSC form.

In compliance with Local 21’s MOU and the Civil Service Commission’s Instructions for Processing Proposed Personal Services Contract Approval Requests, this is your advance notice of the proposed services. A RFQ is being prepared and will be sent to when it received by this office.

Mr. Tony Leung of the Bureau of Architecture will respond to any questions about this PSC. His telephone number is (415) 557-4777.
Modification

Personal Services Contracts
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/4/2013
DEPARTMENT NAME Ethics Commission
DEPARTMENT NUMBER 18

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

TYPE OF REQUEST: ☑ INITIAL REQUEST ☑ MODIFICATION (PSC#4081-09/10)

TYPE OF SERVICE: Electronic Filing System

FUNDING SOURCE: General Fund

PSC AMOUNT: $270,000
MODIFICATION #1 PSC AMOUNT: $687,000
TOTAL PSC AMOUNT: $957,000

PSC DURATION: October 1, 2010 – September 30, 2013
MODIFICATION #1 PSC DURATION: October 1, 2013 – September 30, 2018
TOTAL PSC DURATION: October 1, 2010-September 30, 2018

1. DESCRIPTION OF WORK
A. Concise description of proposed work:
The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records database. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State’s approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State’s certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor’s server infrastructure.

B. Explain why this service is necessary and the consequences of denial:
The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112, California Government Code section §§ 84600 et seq, and Ethics Commission Regulation 2.140(a)-1. The Ethics Commission currently offers an electronic filing system to comply with these laws and regulations by contracting with the only agency vendor solution in the state that produces an electronic filing and management system that is currently certified by the Secretary of State. This system is used by over 30 other local California jurisdictions. Since its initiation, the Ethics Commission has deployed new electronic forms, made significant improvements to ease the accounting process for campaign finance filers, and provided public access to the Commission filing records database of over 59,000 filing records. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Failure to provide an electronic filing system for filers will expose the Ethics Commission to legal jeopardy and cause significant setbacks to the advances in electronic filing made during the existing 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):
The Department of Technology (DT) provided an electronic filing system to the Ethics Commission from 1999-2007. This provided for the electronic submission of one type of FPPC campaign finance form. In 2007 DT terminated support for the system and was unable to provide a cost effective replacement compared to an alternative system currently on the market that was already in use by other jurisdictions statewide, and to build the additional electronic forms and public disclosure services the Ethics Commission required. On August 20, 2007, the Civil Service Commission approved the Ethics Commission request to contract out for an electronic filing system with PSC# 4000-07/08. On February 1, 2010, the Civil Service Commission approved the Ethics Commission request to continue to contract out for an electronic filing system with PSC# 4081-09/10.

D. Will the contract(s) be renewed:
Yes, the contract will need to be renewed. Unless the Secretary of State is capable of providing local jurisdictions with a certified, equivalent system in the future, it is likely that the same vendor will be selected.

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

Local 21
Union Name ___________________________ Signature of person mailing / faxing form ___________________________ Date 6/4/2013

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

RFP sent to ___________________________, on ___________________________, Date ___________________________, Signature __________________________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081-09/10
STAFF ANALYSIS/RECOMMENDATION: Approved [WS] 7/19/2013

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

[Signature]

2013
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Requires knowledge of local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.

   B. Which, if any, civil service class normally performs this work?
      I.T. classes in the 1041-1044 and 1051-1054 series would likely develop and maintain an electronic filing system.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines. In addition, the vendor has over a decade of experience working with the Secretary of State’s electronic format for financial disclosure documents.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      The Ethics Commission believes a new civil service class would be unnecessary for this project.

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 [ ] No
      Initial staff training for new features or forms is provided by the contractor. Further training of other staff, filers, and members of the public will be provided by Ethics Commission staff.

   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? (See Attached Summary of Actions Taken at April 22, 2013 Ethics Commission meeting)
      [x] Yes [ ] No

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      [x] Yes [ ] No
      The Ethics Commission will use the same vendor, Netfile, that provided the service under PSC# 4000-07/08 and PSC# 4081-09/10.

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

Signature of Departmental Personal Services Contract Coordinator

Mabel Ng
Print or Type Name

415-252-3102 Telephone Number

25 Van Ness Avenue, STE 220
San Francisco, CA 94102 Address
Additional Attachment(s)

◊ Section 5. Additional Information

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- SF Ethics Commission
  Press Release
  Summary of Actions Taken at April 22, 2013 Meeting
PRESS RELEASE

Contact:
John St. Croix
(415) 252-3100

For release:
April 23, 2013

SUMMARY OF ACTIONS TAKEN AT APRIL 22, 2013 MEETING

At its regular meeting on April 22, 2013, the San Francisco Ethics Commission took the following actions:

- By a vote of 3-0, granted a waiver to Jonathan Pearlman from the ban on compensated advocacy under San Francisco Campaign and Governmental Conduct Code section 3.224. Mr. Pearlman is a licensed architect who occupies Seat 3, the architectural historian seat, on the Historic Preservation Commission.
- By a vote of 3-0, approved regulations to require signers of electronic campaign finance reports to file a completed Signature Verification Form with the Commission. A regulation adopted by the Commission is effective 60 days after its adoption unless before the expiration of the 60-day period, the Board of Supervisors vetoes the regulation by a two-thirds vote.
- By a vote of 3-0, with respect to a renewed contract with Netfile for professional services, determined that contracting out is the most effective way of providing an electronic filing system that meets the needs of the Ethics Commission, its filers and members of the public.

The next meeting of the Commission will be a special meeting to be held on Thursday, May 30, 2013 in Room 416 City Hall. The special meeting will be held because the Commission’s regular 4th Monday of the month meeting in May 2013 falls on a holiday.

The Ethics Commission, established in November 1993, serves the public, City employees and officials and candidates for public office through education and enforcement of ethics laws. Its duties include: filing and auditing of campaign finance disclosure statements, lobbyist and campaign consultant registration and regulation, administration of the public financing program, whistleblower program, conflict of interest reporting, investigations and enforcement, education and training, advice giving and statistical reporting.
Date: April 12, 2013

To: Members, Ethics Commission

From: John St. Croix, Executive Director
By: Steven Massey, Information Technology Officer

Re: Contracting for the Electronic Filing System

The Commission is nearing the end of a three-year contract with Netfile to provide an electronic filing system for campaign finance, lobbyist, campaign consultant and conflict of interest regulation. This is the second three-year contract the Commission has signed with Netfile. To contract out for professional services, the Commission, as it has done with prior contracts, must seek approval from the Civil Service Commission (CSC). When reviewing a request to contract out for professional services, the CSC takes into consideration whether the Commission has formally determined that contracting out is the most effective way to provide the electronic filing system. Staff is presenting this matter to the Commission for its consideration at this time in order to account for the time it takes for a contract to be approved by all parties in the City.

Staff recommends that the Commission endorse the proposal that contracting out is the most effective way to provide the electronic filing system.

Background

From 1999 through 2007, the Department of Technology (DT) provided an electronic filing system, called the On-line Filing System (OLFS), for campaign committees to file the Fair Political Practices Commission (FPPC) Form 460 with the Commission. The system was costly to maintain because it was only used by San Francisco filers. At the February 12, 2007 meeting, a representative from the DT informed the Commission that the DT would terminate support for the OLFS because the DT could no longer provide support for its software architecture and that building a new system to replace the OLFS would be a prohibitive financial investment.

At the April 9, 2007 meeting, the Commission endorsed staff’s recommendation to contract out for an electronic filing service. On August 20, 2007, the Commission received approval from the CSC to contract out for electronic filing services. On October 31, 2007, the Commission entered into a contractual agreement with Netfile to provide the Commission with an electronic filing system and develop additional services and capabilities.
Netfile delivered on an ambitious deployment schedule to replace the Commission’s previous On-Line Filing System (OLFS). Netfile also invested a significant number of hours and resources at no additional cost to the Commission to meet requests and needs as they arose from staff, filers, and members of the public. The Commission has also invested significant time into building an electronic filing infrastructure with Netfile’s system. By sharing an electronic filing system with other cities and counties in California, the Commission reduced the cost of developing new functionality and maintaining the system software and servers.

At the December 14, 2009 meeting, the Commission endorsed staff’s recommendation to renew the Netfile contract for an additional three-year term. On September 30, 2010, the Commission entered into a new contractual agreement with Netfile to provide existing electronic filing services in addition to new features to be built out over the three-year term.

Netfile continued to deliver on projects for the Commission and accommodated requests from staff to develop new features as needs changed during the course of the contract term. This included building an application programming interface (API) for the public to programmatically access the Commission’s databases, a new campaign finance filing application to accommodate new functionality such as electronic signatures developed in response to Assembly Bill 2452 and other requests from filers. Netfile retains a team of experienced programmers with in-depth knowledge of campaign finance filing requirements and the Secretary of State’s electronic filing format that has been critical to developing these new features.

Netfile is still the only vendor in California that offers a complete electronic filing system solution for agencies that is capable of meeting and that does meet the Commission’s needs. For these reasons, staff recommends that the Commission find that contracting out is the most effective way of providing an electronic filing system. The remainder of this memo provides an update on the Netfile contract and its implementation to date. Staff will be pleased to respond to any questions that Commissioners may have at the April 22, 2013 meeting.

**Contract Update**

During the first two years of current contract, the Commission staff worked with Netfile to make substantial improvements in electronic filing system services. Significant accomplishments include:

- Implemented electronic filing of monthly lobbyist reports and built a web site to access the data;
- Built a new system for lobbyists to register on-line;
- Constructed an application programming interface (API) for the public to directly access the lobbyist data from software application and websites outside the City;
- Added new campaign finance forms in electronic format including FPPC Form 450 and 470;
- Integrated the campaign finance database and lobbyist database with the City’s data.sfgov.org web site, which provides the public with tools to view, sort, and filter data,
download data in a variety of formats, build charts and graphs, and access the data from an API;

- Began development of a public financing component for the campaign finance filing application to be implemented in January 2014 for the November 4, 2014 election. The component will provide a method for campaigns to enter contributions once only, and report them on both public financing forms and FPPC disclosure forms;
- Developed an electronic signature process to implement Assembly Bill 2452;
- Created a new campaign finance filing application that added the following features often requested by users of the system:
  - Single sign-on for treasurers with multiple committees;
  - Streamlined data entry and faster data access, particularly for Form 460 Schedules D and G;
  - Ability to edit previously entered bills, payments, and loans;
  - Advanced transaction filtering;
  - Ability to change cover-page information;
  - Ability to add document notes to be attached to a statement;
  - Page help for every form;
  - Ability to add committee officers and assign signatory permissions; and
  - Easier statement amendment process.
- Added a new fines tracking and revenues reporting component to the Commission’s administrative system; and
- Added single sign-on for SEI electronic filers with multiple positions.

**Decision Point**

Shall the Commission find that contracting out is the most effective way of providing an electronic filing system that meets the needs of the Ethics Commission, its filers and members of the public?
Union Notification(s)
♦ Local 21
Local 21,

Attached, please find a revised PSC Form 1 for a proposed Ethics Commission contract with Netflix. The revised PSC Form 1 has been changed to a “Regular Modification” and provides an explanation for part 5(F).

Steven Massey
Information Technology Officer
CCSF Ethics Commission
25 Van Ness Avenue, Suite 220
San Francisco, CA 94102
(P) 415-252-3108
(F) 415-252-3112
Steven.Massey@sfgov.org
http://www.sfethics.org
June 4, 2013

Dear TPFE Local 21 (L21):

This letter and attached Personal Services Contract Summary (PSC Form 1) dated June 4, 2013, serves as official notice to L21 that the Ethics Commission intends to pursue a renewal of a contract with Westcoast Online Information Systems, Inc., dba Netfile, to further develop and maintain the San Francisco Electronic Filing System (SFEDS). The Ethics Commission plans to submit the PSC Form 1 with the intent of it being reviewed by the Civil Service Commission (CSC).

On August 20, 2007, the CSC reviewed the PSC Form 1 dated August 2, 2007, for the initial three years of system development and maintenance. On February 1, 2010, the CSC reviewed the PSC Form 1 dated December 21, 2009, for the second three years of the system development and maintenance. L21 did not present opposition to the either contract at the CSC meetings when the contracts were reviewed and the CSC granted the Ethics Commission its approvals.

The Ethics Commission has greatly enhanced its technological capabilities over the past six years as a result of this contract. Please see the attached April 12, 2013 memo to the Ethics Commission.

If L21 would like to meet and confer given the above and attached information regarding this matter, please contact Mabel Ng at 415-252-3100. The Ethics Commission would appreciate L21’s attention to this matter such that any issues L21 may have with the contract renewal could be resolved prior to the CSC meeting in which this PSC Form 1 is reviewed and the Ethics Commission staff, filers and members of the public that depend on this system do not suffer any delays or setbacks.

Sincerely,

[Signature]

Mabel Ng
Prior Notice of Civil Service Commission Action - Original - Current
Prior DHR Approved PSC Form 1 – Original – Current

PSC #4081-09/10

Prior Notice of Civil Service Commission Action - Original - Expired
Prior DHR Approved PSC Form 1 – Original - Expired

PSC #4000-07/08
NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-09/10 THROUGH 4090-09/10.

At its meeting of February 1, 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) Withdraw PSC #4084-09/10 at the request of the Department of the Environment.
(2) Continue PSC #4082-09/10 to the meeting of March 1, 2010.
(3) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.
(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

c: Sheila Arscleona, District Attorney’s Office
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacque Hale, Department of Public Health
Kan Htun, Art Commission
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Julian Low, Mayor’s Office
Mabel Ng, Ethics Commission
Mary Ng, Department of Human Resources
Commission File
Chron
## POSTING FOR

2/1/2010

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>4081-09/10</td>
<td>18</td>
<td>Ethics Commission</td>
<td>Regular</td>
<td>$270,000</td>
<td>Services to be provided by an approved contractor on the California Secretary of State's certified list to provide a hosted electronic filing system for filing ethics forms and maintaining filing records databases. Services include web-based filing software, a back-office administration system, a database, and a search engine for on-line public disclosure.</td>
<td>9/30/2013</td>
</tr>
<tr>
<td>4082-09/10</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$17,100,000</td>
<td>Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking &amp; non-parking revenues; repair &amp; maintenance of facilities and revenue control equipment; compliance with insurance &amp; bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial &amp; security.</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>4083-09/10</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$200,000</td>
<td>Provide services for removal, storage, conservation &amp; relocation of artwork at Cayuga Playground. Prior to the renovation of Cayuga Playground and the retrofit of overhead BART tracks, 376 original sculptures &amp; two-dimensional artworks sit throughout the park will be removed, transported, stored and conserved by a fine arts service firm. Upon completion of the park's renovation, the contractor will return conserved artworks to the park and install them on customized bases.</td>
<td>12/31/2012</td>
</tr>
<tr>
<td>4084-09/10</td>
<td>22</td>
<td>Environment</td>
<td>Regular</td>
<td>$250,000</td>
<td>Provide funding to projects that will produce documented reduction of greenhouse gas (GHG) pollution, support local economic development and provide other environmental benefits, including fuel switching from regular diesel to waste grease biodiesel, GHG sequestration through urban forest projects, and GHG destruction. Projects may be proposed by any agency, government, non-profit or for profit. Funding for each project is expected to be around $15,000 over an 18-month period.</td>
<td>12/31/2011</td>
</tr>
<tr>
<td>4085-09/10</td>
<td>04</td>
<td>District Attorney</td>
<td>Regular</td>
<td>$81,840</td>
<td>Provide services for elder abuse victims that includes outreach &amp; support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.</td>
<td>6/30/2012</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 12/21/09

DEPARTMENT NAME: Ethics Commission

DEPARTMENT NUMBER: 18

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING)

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

TYPE OF SERVICE: Electronic Filing System

FUNDING SOURCE: General Fund

PSC AMOUNT: $270,000

PSC DURATION: October 1, 2010 – September 30, 2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of the State’s approval is required for filing systems that submit electronic FPPC forms and the Ethics Commission can only contract with vendors on the Secretary of State’s certified vendor list. The Ethics Commission requires a service that includes a web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor’s server infrastructure.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112, California Government Code section §§ 84600 et seq, and Ethics Commission Regulation 2.140(a)-1. The Ethics Commission currently offers an electronic filing system to comply with these laws and regulations by contracting with the only agency vendor solution in the state that produces an electronic filing and management system that is currently certified by the Secretary of State. This system is used by 19 other local California jurisdictions. Since its initiation, the Ethics Commission has deployed five new electronic forms, made significant improvements to the account number process for campaign finance filers, provided public access to the Commission filing records database of over 31,000 records, and made over 15,500 records viewable on the Internet. In addition, Lobbyists will begin electronic filing in January, 2010 through the existing contract and this system will be the only accepted filing method. By working with other California jurisdictions with similar or the same ethics filing requirements, the Commission significantly reduces the cost of providing electronic filing and management systems by using the same software statewide. Failure to provide an electronic filing system for filers will expose the Ethics Commission to legal jeopardy and cause significant setbacks to the advances in electronic filing made during the existing 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):

The Department of Technology provided an electronic filing system to the Ethics Commission from 1999-2007. This provided for the electronic submission of one type of FPPC campaign finance form. In 2007 DTIS terminated support for the system and was unable to provide a cost effective replacement compared to an alternative system currently on the market that was already in use by other jurisdictions statewide, and to build the additional electronic forms and public disclosure services the Ethics Commission required. On August 20, 2007, the Civil Service Commission approved the Ethics Commission request to contract out for an electronic filing system with PSC# 4000-07/08.

D. Will the contract(s) be renewed?

Yes, the contract will need to be renewed. Unless the Secretary of State is capable of providing local jurisdictions with a certified, equivalent system in the future, it is likely that the same vendor will be selected.

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

12/21/09

RFP sent to

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4081 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

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

1. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Requires knowledge of local and state campaign finance, lobbyist and financial disclosure laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Support technicians would be needed to provide support during business and after hours.
   B. Which, if any, civil service class normally performs this work?
      I.T. classes in the 1041-1044 and 1051-1054 series would likely develop and maintain an electronic filing system.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce as well as off-site backup facilities. The server infrastructure must be able to handle high volumes of traffic during filing deadlines.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      DT has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      The Ethics Commission believes a new civil service class would be unnecessary for this project.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees? [ ] Yes [ ] No
      [ ]
   B. Will the contractor train City and County employees? [ ] Yes [ ] No
      Initial staff training for new features or forms is provided by the contractor. Further training of other staff, filers, and members of the public will be provided by Ethics Commission staff.
   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? (See Attached Summary of Actions Taken at December 14, 2009 Ethics Commission meeting) [ ] 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 Personnel Services Contract Coordinator
Mabel Ng
Print or Type Name
415-232-3102 Telephone Number
25 Van Ness Avenue, STE 220 Address
San Francisco, CA 94102
Transmission Report

Date/Time: 12-21-2009 01:44:50 p.m.
Local ID 1: 415 252 3112
Local ID 2: SF ETHICS COMMISSION
Transmit Header Text: SF ETHICS COMMISSION
Local Name 1: SF ETHICS COMMISSION
Local Name 2:

This document: Confirmed
(reduced sample and details below)
Document size: 8.5"x11"

Ethics Commission

25 Van Ness Ave., Suite 220
San Francisco CA  94102-6053
Phone 252-3160 Fax 252-3112

FAX COVER SHEET

DATE: December 21, 2009
TO: IFFTE Local 21
FROM: San Francisco Ethics Commission

NUMBER OF PAGES FOLLOWING THIS COVER SHEET: 10

MESSAGE:
Attached is a Personal Service Contract Form 1 for the San Francisco Ethics Commission

<table>
<thead>
<tr>
<th>No.</th>
<th>Job</th>
<th>Remote Station</th>
<th>Start Time</th>
<th>Duration</th>
<th>Pages</th>
<th>Line</th>
<th>Mode</th>
<th>Job Type</th>
<th>Results</th>
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<tr>
<td>JT</td>
<td>054</td>
<td>415 864 2166</td>
<td>01:41:42 p.m. 12-21-2009</td>
<td>00:02:25</td>
<td>11/11</td>
<td>1</td>
<td>EC</td>
<td>HS</td>
<td>CP26400</td>
</tr>
</tbody>
</table>

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

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-07/08 THROUGH 4006-07/08; 4084-05/06; 4098-04/05 AND 4051-03/04.

At its meeting of August 20, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: 1) Postpone PSC #4004-07/08 to the meeting of September 4, 2007 at the request of the Public Utilities Commission, and; 2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Connie Chang, Public Utilities Commission
Rion Dugan, Department of Telecommunication & Information Services
Ed Harrington, Controller
James Horan, Acting Human Resources Director
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Emergency Communications Department
Galen Leung, San Francisco International Airport
Jonathan Nelly, Department of Human Resources
Mabel Ng, Ethics Commission
Rob Stengel, Emergency Communications Department
Shawn Wallace, San Francisco Police Department
Commission File
Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>PSC No., DeptNo</th>
<th>DeptName</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000-07/08</td>
<td>Ethics Commission</td>
<td>Regular</td>
<td>$270,000.00</td>
<td>Will provide an electronic filing system service to file ethics forms. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist can campaign reports.</td>
<td>30-Sep-10</td>
</tr>
<tr>
<td>4001-07/08</td>
<td>Environment Department</td>
<td>Regular</td>
<td>$900,000.00</td>
<td>Will provide specialized technical assistance for City departments, multi-family buildings, businesses and institutions to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's waste diversion goals.</td>
<td>30-Sep-11</td>
</tr>
<tr>
<td>4002-07/08</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$3,500,000.00</td>
<td>Will perform a central control operational study, analyze the MTA's requirements for a new radio communications system, make recommendations based on analysis, design a system to meet those requirements and needs.</td>
<td>05-Dec-12</td>
</tr>
<tr>
<td>4003-07/08</td>
<td>Police</td>
<td>Regular</td>
<td>$260,000.00</td>
<td>Will provide independent and objective quality audit of the IT management and organizational structure and assurance services to ensure that SF Police Depart. requirements are met and to mitigate project risks and recommend risk mitigation strategies.</td>
<td>31-Jul-08</td>
</tr>
<tr>
<td>4004-07/08</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$30,200,000.00</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>4005-07/08</td>
<td>Dept. of Telecommunications and Information Services</td>
<td>Regular</td>
<td>$270,000.00</td>
<td>Will provide interpreters by telephone as needed. This service is necessary in circumstances when a City employee who speaks the target language is temporarily unavailable and there's no City employee trained to provide medical interpretation.</td>
<td>31-Dec-07</td>
</tr>
<tr>
<td>4006-07/08</td>
<td>Dept. of Emergency Management</td>
<td>Regular</td>
<td>$2,000,000.00</td>
<td>Will provide emergency mngt. projects aimed at enhancing and expanding the emergency and disaster preparedness of the CCSF. These projects include: Recovery Plan, Mitigation Plan and other related projects as determined by the Dept. of Emergency Mngt.</td>
<td>31-Jul-09</td>
</tr>
</tbody>
</table>
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/2/07

DEPARTMENT NAME: Ethics Commission

DEPARTMENT NUMBER: 18

Y. OF APPROVAL:

☐ EXPEDITED
☒ REGULAR (OMIT POSTING _____)

☐ CONTINUING

☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST

☐ MODIFICATION (PSC#_______)

TYPE OF SERVICE: Electronic Filing System

UNDANDING SOURCE: General Fund

SC AMOUNT: $270,000

PSC DURATION: October 1, 2007 – September 30, 2010

DESCRIPTION OF WORK

A. Concise description of proposed work:

The Ethics Commission will contract with a private vendor to provide an electronic filing system service to file ethics forms. The forms include the Political Practices Commission (PPCC) and local campaign finance forms, statement of economic interests, sunshine declarations, lobbyist and candidate consultant reports. The Secretary of State's approval is required for filing systems that submit electronic PPCC forms and Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. The Ethics Commission will sign on with a vendor that includes a web-based filing software for filers, a back-office administration system, a database, and a search engine for online public disclosure. This new system must be hosted by the vendor's server infrastructure.

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

The Ethics Commission is required by state and local law to provide an electronic filing system. See San Francisco Campaign and Governmental Conduct Code § 1.112 and California Government Code section §§ 84600 et seq. The Ethics Commission currently offers an On-Line Filing System (OLFS) to comply with these laws, but it is only capable of submitting a single PPCC form. The Department of Telecommunications and formation Services (DTIS) built the OLFS and provided support for the system through FY06-07. The DTIS has informed the Ethics Commission that it will no longer support the On-Line Filing System (OLFS) as of FY07-08. The OLFS uses obsolete Lotus application technology at DTIS is no longer capable of supporting it. If the Ethics Commission does not replace the OLFS immediately, the DTIS will require the Ethics Commission to hire private consultants to maintain it and the Ethics Commission will be unable to expand the number of forms that can be completed online. The OLFS has become increasingly unreliable as filer demand increases. The DTIS has recommended to the Ethics Commission to contract with a private vendor to replace the OLFS since the DTIS is incapable of providing a cost effective replacement compared with what can be purchased in the market. Asking the DTIS to build an entirely new system from scratch, with all of the forms the Ethics Commission plans to add to the system, would not provide any added benefit to the City compared to using a certified private vendor's system. Failure to supply a new electronic filing system for filers will expose the Ethics Commission to legal jeopardy and expose advances made in transparent campaign finance reporting and governmental decision making.

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 DTIS built the OLFS in 1999 and has provided support for the system through FY06-07.

D. Will the contract(s) be renewed:

It is possible the contract will need to be renewed; however, the Ethics Commission has not reached a determination on this matter at this time. This decision will likely be based on whether the Secretary of State is capable of providing local jurisdictions with a comparable system in the future and the vendor's performance.

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 8/2/07

Union Name __________________________ Signature of person mailing / faxing form __________________________

RFP sent to __________________________ on __________________________

Union Name __________________________ Signature __________________________

FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved

PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Knowledge of local and state campaign finance and lobbyist laws and regulations, local campaign consultant regulations, and Secretary of State and FPPC regulations and data requirements is required. Programmers, database administrators and server technicians would be needed for the City to independently create an electronic filing system service to match the capabilities of a private service provider. Trainers would be needed to train staff to use the system. Software support technicians would be needed to provide support during business and after hours.
   B. Which, if any, civil service class normally performs this work?
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes. The vendor will use a server infrastructure that the Ethics Commission does not have the resources to reproduce.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      DTIS has informed the Commission that it is not in the practice of competing with viable and cost effective private software solutions. Since private vendors offering these services use proprietary software and their own server infrastructure, development and maintenance is only performed by the vendor. Civil service employees would be unable to provide support for the system.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      The Ethics Commission believes a new civil service class would be unnecessary for this project.

5. ADDITIONAL INFORMATION (if "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees? 
      Yes  No
   B. Will the contractor train City and County employees?
      Yes  No
      The vendor will provide initial staff training on how to use and support the system. The Ethics Commission does not expect to receive more than 5 hours of training. After receiving training, the Ethics Commission staff will train filers how to use the system. The Ethics staff will receive training from the vendor, including clerical and administrative analyses.
   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
      The Ethics Commission determined that contracting is the most effective; both the Mayor and Board of Supervisors have allocated funds for this program.
   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

______________________________
Mabel Ng
Print or Type Name

415-252-3102
Telephone Number

25 Van Ness Avenue, STE 220
San Francisco, CA 94102
Address
DATE: August 2, 2007

TO: Bob Mosco, Executive Director
    Professional & Technical Engineers, Local 21
    Fax: 415-864-2166

FROM: Steven Mosco, Information Technology Officer
      San Francisco Ethics Commission

NUMBER OF PAGES FOLLOWING THIS COVER SHEET: 2

MESSAGE:

Attached is a revised proposed personal services contract summary from the Ethics Commission. Edits were needed to comply with the requirements for submission to Human Resources and the Civil Service Commission. Please disregard the version dated 8/1/2007 and use the version dated 8/2/2007 instead.

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<th>Job</th>
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Abbreviations:
- HS: Host send
- HR: Host receive
- WS: Waiting send
- PL: Polled local
- PR: Polled remote
- MS: Mailbox save
- MP: Mailbox print
- CP: Completed
- FA: Fall
- TU: Terminated by user
- TS: Terminated by system
- G3: Group 3
- RP: Report
- EC: Error Correct
PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 2013
DEPARTMENT NAME: AIRPORT COMMISSION DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: ☑ MODIFICATION No. 1 [PSC #4009-11/12]  ☐ INITIAL REQUEST

TYPE OF SERVICE: Construction Management Services for the Terminal 3 East Improvement Project
FUNDING SOURCE: Airport Capital Funds

ORIGINAL PSC AMOUNT: $4,500,000  ORIGINAL PSC DURATION: 8/1/2011 to 8/1/2016
Proposed Modification: $4,000,000  Proposed Modification: No change
TOTAL PSC AMOUNT: $8,500,000  TOTAL PSC DURATION: 8/1/2011 to 8/1/2016

1. DESCRIPTION OF WORK
   A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.

   B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the airport to upgrade many facilities, renovate passenger terminals, boarding areas and Transportation Security Administration (TSA) security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. The Terminal 3 Improvement Projects will provide facilities that better meet the Airport's operational needs and improve passenger flow thru the security checkpoint. Denial will cause project delays, which will affect customer service, delay the implementation of new security measures, and result in lost revenues.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): These services have been previously provided under PSC #4009-11/12.

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

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

   IFPTE, Local 21
   Union Name
   Cynthia Avakian
   Jul 17 2013 8:37 AM
   Signature of person mailing/faxing form
   May 23, 2013
   Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4009-11/12
STAFF ANALYSIS/RECOMMENDATION: Approved 7/18/2013

LEORAH·DHR
JUL 17 2013
PSC FORM 1 (9/96)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: CM skills with airport design, airline operations and construction experience are essential for this project. Specific expertise in Baggage Handling System (BHS), Passenger Boarding Bridges (PBB), Security, Information Technology (IT), Structural design, Concessions Development Program, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Terminal 3, B/A-F building expansion and security checkpoint expansion and activation to meet TSA’s security requirements and better meet the Airport’s needs.
   B. Which, if any, civil service class normally performs this work? Architectural (5288) and engineering (5201-5241) classes exist but their expertise is not applicable to airports, boarding areas, Concessions Development Programs at airports and TSA security checkpoints. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of TSA’s security checkpoints and airport boarding areas development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, IT support, landside/airport operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5211, 6318).
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of airport’s boarding areas and TSA security checkpoints expansion projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? ☒
   B. Will the contractor train City and County employees?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.
   C. Are there legal mandates requiring the use of contractual services? ☐
   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? No, however, the Airport Commission has approved Resolution #10-0157 for this work.
   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:

Cynthia Avakian
Jul 17 2013 8:37 AM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian (650) 821-2014

Print or Type Name Telephone Number

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

Address
Additional Attachment(s)

◊ Section 5. Additional Information

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

• Airport Commission  
  City and County of San Francisco  
  Resolution No.: 10-0157
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 10-0157

APPROVE SELECTION PANEL’S RECOMMENDATION ESTABLISHING A POOL LIST OF PREQUALIFIED FIRMS FOR PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SUPPORT SERVICES AND AUTHORIZE RFP’S AS REQUIRED TO SUPPORT PROJECTS OF THE AIRPORT’S 5-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, on September 15, 2009, by Resolution No. 09-0223, the Commission approved the issuance of a Request for Qualifications (RFQ) to create a consultant pool list for project management and construction management support services for projects of the Airport’s 5-year CIP; and

WHEREAS, on March 26, 2010, the Airport received fourteen Statements of Qualifications (SOQ’s) and determined that eleven met the minimum qualifications as stated in the RFQ; and

WHEREAS, the RFQ stipulated that following the evaluation of the SOQ’s, up to seven Respondents receiving the highest scores would be placed on the pool list; and

WHEREAS, the Airport convened a three-member selection panel to thoroughly evaluate the SOQ’s of each firm, and rank them for consideration in developing a pool list of prequalified firms to provide the required services; and

WHEREAS, as needs arise for project management support and construction management services for CIP projects, Staff will issue to the Pool List RFP’s for the required services and convene a selection panel to review and score the RFP’s, and return to the Commission with a recommendation to approve the selection of the highest ranked proposer and authorize negotiations; now, therefore be it

RESOLVED, that the Commission hereby approves the Pool List comprised of the following firms:

- The Allen Group, LLC/Cornerstone, A Joint Venture
- URS/ECS, A Joint Venture
- F.E. Jordan/Hill International
- PGH Wong Engineering, Inc.
- EPC/CM West Joint Venture
- AECOM
- PMA/NBA, Joint Venture

and, be it further

RESOLVED, that this Commission hereby approves issuance of Request for Proposals (RFP’s), as required, to the Pool List to provide project management and construction management support services for projects of the Airport’s 5-year Capital Improvement Program.

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

at its meeting of APR 20 2010

[Signature]
Secretary

0066
Union Notification(s)
♦ Local 21
Ging,

Attached is the Airport DRAFT PSC 4009-11/12 Mod 1 SFO Construction Management Services for the Terminal 3 East Improvement Project.

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

Cynthia Avakian  
Contracts Administration Unit  
San Francisco International Airport  
P. O. Box 8097, San Francisco, CA 94128  
E-mail: cynthia.avakian@flysfo.com  
Phone: (650) 821-2014, Fax: (650) 821-2011
Notice of Civil Service Commission Action – Original - Current
DHR-Approved PSC Form 1 – Original - Current
PSC #4009-11/12
August 3, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4009-11/12 THROUGH 4015-11/12; 3076-10/11; 4062-07/08; AND 4260-06/07.

At its meeting of August 1, 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 #’s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission.
2. Adopt the report; Approve request for of all remaining proposed personal service 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: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Marie de Vera, Department of Human Resources
Lavina Holmes-Williams, Port
Shanica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyaun, Public Utilities Commission
Diane Lim, Adult Probation Department
Ben Rosenfield, Controller
Maria Ryan, Department of Human Resources
Commission File
Chron
## 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>
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<tbody>
<tr>
<td>4009-11/12</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$4,500,000</td>
<td>Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA’s passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.</td>
<td>8/1/2011 - 8/1/2016</td>
</tr>
<tr>
<td>4010-11/12</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$7,000,000</td>
<td>Continue to develop SFO’s marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food &amp; beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or leasing advertising space or airline, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget.</td>
<td>9/1/2011 - 8/30/2018</td>
</tr>
<tr>
<td>4011-11/12</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$4,290,000</td>
<td>Create SFO’s strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 754 d) (at <a href="http://www.section508.gov/">http://www.section508.gov/</a>) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach.</td>
<td>9/1/2011 - 6/30/2018</td>
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<tr>
<td>4012-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$200,000</td>
<td>The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 operationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths.</td>
<td>9/1/2011 - 9/1/2014</td>
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<td>4013-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$670,000</td>
<td>The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP’s 166 miles of 230 kV and 115 kV overhead transmission line systems that run from Hatch Hatchy to Newark. Many of the survey areas are in rugged terrain and remote locations.</td>
<td>11/1/2011 - 11/1/2016</td>
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<tr>
<td>4014-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$27,700,000</td>
<td>Work consists of planning and engineering of Wastewater Enterprise’s Central Bayview System drainage basin improvements from Mission Creek to Jailis Creek. Primary scope items include up to 8,000 feet of 20+ foot diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynna PS, microtunnel connections to satellite pump stations and green infrastructures within the basin.</td>
<td>11/1/2011 - 11/1/2020</td>
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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 13, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: [x] REGULAR  [ ] EXPEDITED  [ ] CONTINUING  [ ] ANNUAL

TYPE OF REQUEST: [x] INITIAL REQUEST

TYPE OF SERVICE: Construction Management Services for the Terminal 3 Improvements Project

FUNDING SOURCE: Airport Capital Funds

PSC AMOUNT: $4,500,000  PSC DURATION: 8/1/2011 to 8/1/2016

I. DESCRIPTION OF WORK
A. Concise description of proposed work: Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA’s passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub.

B. Explain why this service is necessary and the consequences of denial: Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the airport to upgrade many facilities, renovate passenger terminals, boarding areas and Transportation Security Administration (TSA) security checkpoints to improve operational efficiency, improve safety/security, and meet forecast demand. The Terminal 3 Improvement Projects will provide facilities that better meet the Airport’s operational needs and improve passenger flow thru the security checkpoint. Denial will cause project delays, which will affect customer service, delay the implementation of new security measures, and result in lost revenues.

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

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

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

IFPTE, Local 21

Union Name

Signature of person mailing/taxing form

Date

June 21, 2011

RFP sent to: IFPTE, Local 21

Union Name

Date

June 21, 2011

Signature

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

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise: CM skills with airport design, airline operations and construction experience are essential for this project. Specific expertise in Baggage Handling System (BHS), Passenger Boarding Bridges (PBB), Security, Information Technology (IT), Structural design, Concessions Development Program, specialized airport operating systems, structural systems, schedule development and analysis, project controls, regulatory compliance, and all other Airport unique commissioning and project controls are required. These skills will ensure the timely development and accurate construction of the Terminal 3, B/A-F building expansion and security checkpoint expansion and activation to meet TSA’s security requirements and better meet the Airport’s needs.
   B. Which, if any, civil service class normally performs this work? Architectural (5268) and engineering (5201-5241) classes exist but their expertise is not applicable to airports, boarding areas, Concessions Development Programs at airports and TSA security checkpoints. City Project Managers with the appropriate expertise in managing Airport asset development and construction including unique special systems commissioning at the Airport will supervise the contracted work.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain: No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable: The existing architectural and engineering classifications do not have the required expertise and specialized skills related to design and construction of TSA’s security checkpoints and airport boarding areas development and construction. The Airport will use experienced Airport project and construction management staff integrated with the consultant staff to provide the required services. The Airport anticipates that some of the work, including project management and construction management, IT support, landside/airfield operations, maintenance and Airport engineering/architectural, will be performed by current Airport staff (classes 1052, 1054, 5207, 5211, 6318). We have an existing Memorandum of Understanding (MOU) with DPW (see attached) that provides one full time DPW Architectural Associate I (5265) and a full time Senior Building Inspector (6333) that the Airport is committed to use for the duration of this project. Prior construction the Airport will consider assigning a City staff person as part of the construction management team in the role of Office Engineer. On the job exposure to project related tasks, software and processes will provide City staff the experience that will benefit them in future projects.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain. As stated above, classifications exist but not with the specialized knowledge of airport requirements; major new construction or remodeling of airport’s boarding areas and TSA security checkpoints expansion projects do not occur frequently enough to justify permanent staffing, with the exception of project management staff.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees? Yes No 
   B. Will the contractor train City and County employees?
      • Describe the training and indicate approximate number of hours.
      • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.
   C. Are there legal mandates requiring the use of contractual services? Yes No
   D. Are there federal or state grant requirements regarding the use of contractual services? Yes No
City and County of San Francisco

Department of Human Resources

E. Has a board or commission determined that contracting is the most effective way
to provide this service?  Attached is Airport Commission Resolution number #10-0157

F. Will the proposed work be completed by a contractor that has a current personal
services contract with your department?  An RFP is being prepared and the results of
that process are not known at this time.

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

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian
Print or Type Name

(650) 821-2014
Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128
Address
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 07/03/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 40

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

TYPE OF REQUEST: □ INITIAL REQUEST ✓ MODIFICATION (PSC# 4092-10/11)

TYPE OF SERVICE: Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software Licensing Fees and technical support services for Wastewater Enterprise (CS-171, 318)

FUNDING SOURCE: Wastewater Revenue and Bond Funds

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<th>Modification Amount</th>
<th>Total Amount</th>
<th>PSC Duration:</th>
<th>Total PSC Duration:</th>
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<td>$2,000,000</td>
<td>$3,500,000</td>
<td>07/01/2011 to 06/30/2013</td>
<td>07/01/2011 to 10/01/2018</td>
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1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   
   Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.

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

   The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE cannot keep system up-to-date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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

   This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4092-10/11.

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

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

   ___________________________  ___________________________  ___________  
   L21/L1021                  David E. Scott              7/5/2013
   Union Name                  Signature of person mailing/faxing form  Date

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4092-10/11
STAFF ANALYSIS/RECOMMENDATION: Approved 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

DScott

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Requires specialized knowledge of proprietary Invensys DCS and SCADA systems (hardware and software).

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

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

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
   Civil service classes are not applicable because the software licenses and hardware for DCS system are proprietary. The DCS software system is a copyrighted intellectual property of Invensys and therefore it is not possible for WWE to upgrade the program codes and patches.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. It would not be cost effective to adopt a new civil service class to develop new software that will require thousands of hours. Furthermore, since, DCS manufacturers only sale integrated package of software and hardware, it will not be possible for WWE to obtain necessary hardware to support the existing Invensys system.

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

   B. Will the contractor train City and County employees?
   Yes No
   X

   • One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive emergenc training up to 40 hrs/year each
   • The training session will cover the software applicability as it relates to DCS maintenance and operation.

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

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

David E. Scott

Print or Type Name

415-554-4672

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

DScott

PSC FORM 1 (9/96)
Union Notification(s)
♦ Local 21
♦ Local 1021
7/5/2013: Re-sending, with attachment.

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-171/CS-318, Invensys Distributed Control System (DCS) / Supervisory Control and Data Acquisition (SCADA) Software Licensing Fees and Technical Support Services, modification request for $2,000,000 and duration to October 1, 2018.

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

3. Thirty-day Union notification required? If no, please explain. No. This is a modification of a PSC that was previously approved by the Civil Service Commission.

4. For August 5, 2013 Commission Meeting at 2:00 PM, City Hall Room 400.

David E. Scott, Senior Administrative Analyst
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
Office: (415) 551-4672
descott@sfwater.org

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission
April 21, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBER 4092-10/11.

At its meeting of April 18, 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:
Adopt the report; Approve request for PSC #4092-10/11 on the condition that the duration is two (2) years, ending in 2013; the Public Utilities Commission will continue to monitor to identify work within the scope of the contract that can be performed by civil service employees; and the Public Utilities Commission and IFPTE Local 21 to report back to the Commission on the progress in six (6) months. 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
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Maria Ryan, Department of Human Resources
Commission File
Chron
### PROPOSED PERSONAL SERVICES CONTRACTS

#### Regular, Continuing, Annual

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4086-10/11</td>
<td>28</td>
<td>Art Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>Fine Art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing of fine art, de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installations of monumental works at S.F. International Airport and de-installation and transport of 15 ton Zhang Huan Sculpture from Civic Center plaza for return to China.</td>
<td>1/6/2011</td>
<td>1/1/2013</td>
</tr>
<tr>
<td>4087-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$300,000</td>
<td>The Mayor’s Office of Housing (MOH) is seeking to establish a pool of qualified financial advisors to advise the City on all pertinent issues relating to particular financings and ensure that the City’s transactions meet all applicable standards of competence and fiscal prudence, while adhering to program requirements and affordable housing objectives. The financial advisors will: provide advisory services for competitive sales, negotiated sales and private placements of various bond types; provide financial advisory services for structuring the City’s affordable housing programs; and, provide advisory services for structuring of particularly complex development proposals.</td>
<td>4/1/2011</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>4088-10/11</td>
<td>25</td>
<td>Mayor</td>
<td>Regular</td>
<td>$300,000</td>
<td>Vendor will provide comprehensive laboratory testing and analysis of potential in-home lead hazards from dust, swipes, paint chips, and soil samples. Analysis and results of samplings will be reported to MOH. Laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP).</td>
<td>12/1/2011</td>
<td>11/30/2013</td>
</tr>
<tr>
<td>4089-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$100,000</td>
<td>The consultant will assist the agency during upcoming labor negotiations and will communicate with the media on the agency’s behalf. Participate in the negotiations as an observer and inform the media and other agency entities on the progress of labor negotiations.</td>
<td>2/1/2011</td>
<td>7/31/2011</td>
</tr>
<tr>
<td>4090-10/11</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$250,000</td>
<td>The real estate advisors or consultants will provide commercial real estate services and any other related services to produce a financially sound and cost-effective real estate analysis, study, plan, and other work product as requested by the SFMTA. The real estate advisor or consultant will provide qualified personnel for services which may include, but are not limited to, the following: 1) Commercial Retail Space Leasing Market Analysis; 2) Portfolio Analysis, Planning, and Strategy Recommendations; and 3) Other Requested Advisory Services.</td>
<td>7/1/2011</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>4091-10/11</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$750,000</td>
<td>Contractor will provide outpatient mental health services to Police Department members and their families. These services will entail 8 visits per family member per fiscal year and be available throughout the United States. The professional panel provided by the Contractor will include individuals that have been recruited, selected and trained by the Behavioral Science Unit of the San Francisco Police Department.</td>
<td>7/1/2011</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>4092-10/11</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$1,500,000</td>
<td>Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWB).</td>
<td>7/1/2011</td>
<td>6/30/2015</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

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

DEPARTMENT NAME: San Francisco Public Utilities Commission

DEPARTMENT NUMBER: 40

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ___________ )

TYPE OF REQUEST: ☑ INITIAL REQUEST

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

FUNDING SOURCE: Wastewater Revenue and Bond Funds

PSC AMOUNT: $1,500,000

PSC DURATION: 07/01/2011 to 06/30/2016

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

      Licensing fees, software upgrade and technical support service for Distributed Control System (DCS) system for Wastewater Enterprise (WWE).

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

      The Invensys/Foxboro is the current DCS system at all the WWE facilities. The DCS system was originally installed in 1991-92 and was upgraded in 2007. If the service is denied then WWE can not keep system up-to-date to effectively manage the wastewater treatment systems. This can result in increased risk of non-compliance with regulatory permits and jeopardize the health and safety of the citizens of San Francisco.

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

      This service has been provided in the past on a quarterly basis and tech support on as-needed basis. The service was provided recently via PSC# 4031-10/11.

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

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

   L21/L1021
   Shamica Jackson
   Signature of person mailing/faxing form
   01/21/2011 (30-day Union Notice)
   03/01/2011 (PSC to DHR)

   Date

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:
      h. Requires specialized knowledge of Invensys DCS and SCADA systems (hardware and software).
   B. Which, if any, civil service class normally performs this work?
      None.
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      Yes, Contractor will provide required software licenses, test software, and de-bug the software control logics.

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

5. ADDITIONAL INFORMATION (if "yes," attach explanation)
   A. Will the contractor directly supervise City and County employees?
      Yes  No
   B. Will the contractor train City and County employees?
      No  Yes
      One 7336, Electronic Instrumentation Technician and one 1042, IS Engineer will receive training up to 40 hrs/year each
      The training session will cover the software applicability as it relates to DCS maintenance and operation.
   C. Are there legal mandates requiring the use of contractual services?
      Yes  No
   D. Are there federal or state grant requirements regarding the use of contractual services?
      Yes  No
   E. Has a board or commission determined that contracting is the most effective way to provide this service?
      Yes  No
   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?
      Yes  No

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

______________________________
Signature of Departmental Personal Services Contract Coordinator
______________________________
Print or Type Name

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

______________________________
D. SCOTT

Signature

0681

415-554-0727
Telephone Number

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

DATE: 06/24/2013

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

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

TYPE OF REQUEST:
☑ INITIAL REQUEST  ☑ MODIFICATION (PSC# 4200-06/07)

TYPE OF SERVICE: Security Consulting and Design Services (CS-891/CS-324)

FUNDING SOURCE: SFPUC Project Funds

<table>
<thead>
<tr>
<th>Original Amount</th>
<th>Mod 1 Amount</th>
<th>Mod 2 Amount</th>
<th>Total Amount</th>
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<tr>
<td>$4,000,000</td>
<td>$0</td>
<td>$4,000,000</td>
<td>$8,000,000</td>
</tr>
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</table>

PSC Duration: 10/01/2007 – 10/01/2012
Mod 1 Duration: 10/02/2012 – 12/11/2015
Mod 2 Duration: 12/12/2015 – 11/01/2016

Total PSC Duration: 10/01/2007 – 11/01/2016

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

   Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC’s security and for the Capital Improvement and Repair and Readiness Programs.

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

   This modification is necessary because SFPUC continues to require a highly specialized security design for its facilities. It is critical to the SFPUC Security’s strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC’s security vulnerabilities and that of the overall security program. Failure to secure a consultant at this stage may result in very significant delays and may jeopardize our efforts to implement security at SFPUC’s critical sites.

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

   This service is currently being provided by PSC No. 4200-06/07.

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

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

   L21
   Union Name

   Shamica Jackson
   Signature of person mailing/faxing form
   06/24/2013
   Date

   Signature of person mailing/faxing form
   Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4200-06/07
STAFF ANALYSIS/RECOMMENDATION: Approved UN 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

K.DOMINGO

PSC FORM 1 (9/96)
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**

   A. Specify required skills and/or expertise:

   Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, RAM-W Certification (Risk Assessment Methodology –Water, Sandia National Laboratories), Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.

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

   5201-Junior Engineer, 5203-Assistant Engineer, 5207-Associate Engineer, 5211-Engineer/Architect/Landscape Architect
   Senior, 5212-Engineer/Architect Principal

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

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

   A. Explain why civil service classes are not applicable:

   Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving.

   Electrical Engineers do not have the RAM-W and CPP certifications or the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.

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

   No, civil service classes already exist. This is a specialty short-term 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]

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

525 Golden Gate Avenue, 8th Floor

San Francisco, CA 94102

Address

K.DOMINGO

PSC FORM 1 (9/96)
Union Notification(s)
♦ Local 21
From: Jackson, Shamica <SJackson@sfwater.org>
Sent: Monday, June 24, 2013 11:02 AM
To: Birrer, Joe; Byrne, Ed; Chan, Norman; Divine, Peg; How, Kathryn; Johanson, Alan; Koleini, Amir; Lee, Tedman; Rivera, Patrick; Wang, Jane; Brenner, Joe; Byrne, Kyra; Carter, Kim; Demmerle, Brook; DHR-PSCCoordinator, DHR; Domingo, Kofo; Jenkins, Sharon; L21PSCReview; Lee, Tedman; Louie, Ging; McGee, Bonita; Scott, David; Tamura, Pattie; Yun, Pauson; Ordikhani, Masood; Kyger, Todd; Degrafvinried, Alaric
Subject: Modification-Regular- Security Consulting & Design Services (CS-324) PSC-Dept. 40
Attachments: CS 324_PSC-4200-0607_Security Consulting and Design Services _Dept40.pdf
Importance: High

1. For Engineering Resources Committee: Attached for your review is the PSC1, Summary Form for CS-324, Security Consulting & Design Services, a modification request for $4,000,000 and duration to November 1, 2016.

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

3. Union notification required? If no, please explain. **No. This is a modification to an already approved PSC.**

4. For **August 5, 2013** Commission Meeting at 2:00 PM, City Hall Room 400.

---

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  
fax: 415-554-3225  
email:sjackson@sfwater.org

⚠️ Please consider the environment before printing this email
August 9, 2007

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4189-06/07 THROUGH 4200-06/07.

At its meeting of August 6, 2007 the Civil Service Commission had for its consideration the above matter.

It was the decision of the Commission to: 1) Withdraw PSC #4190-06/07 at the request of the Department of Human Resources. 2) Adopt the Human Resources Director’s report on PSC #4195-06/07 and 4197-06/07 as amended with expanded details in #4B. Notify the offices of the Controller and the Purchaser. 3) Adopt the Human Resources Director’s report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Connie Chang, Public Utilities Commission
Gordon Choy, Department of Public Works
Rion Dugan, Department of Telecommunication & Information Services
Nancy Gonchar, Arts Commission
James Horan, Acting Human Resources Director
Jennifer Johnston, Department of Human Resources
Joan Lubamersky, Administrative Services
Patti Martin, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Commission File
Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>PSC No.</th>
<th>DeptNo</th>
<th>DeptName</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4195-06/07</td>
<td>75</td>
<td>Dept. of Telecommunication and Information Services</td>
<td>Regular</td>
<td>$400,000.00</td>
<td>Will provide retirement system enhancements to PeopleSoft's web-based application technology, in-dept business knowledge in pension plans and regulations, and product knowledge with PeopleSoft's Pension and Payroll applications.</td>
<td>31-Aug-09</td>
</tr>
<tr>
<td>4196-06/07</td>
<td>75</td>
<td>Dept. of Telecommunication and Information Services</td>
<td>Regular</td>
<td>$1,000,000.00</td>
<td>Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.</td>
<td>31-Aug-09</td>
</tr>
<tr>
<td>4197-06/07</td>
<td>90</td>
<td>Public works</td>
<td>Regular</td>
<td>$4,100,000.00</td>
<td>Will provide architecture, engineering and related design disciplines needed to supplement Department of Public Works (DPW) staff for projects in Branch Library Improvement Bond Program, Prop. A Nov. 00.</td>
<td>01-Aug-12</td>
</tr>
<tr>
<td>4198-06/07</td>
<td>90</td>
<td>Public works</td>
<td>Regular</td>
<td>$2,000,000.00</td>
<td>Will perform highly specialized hydrologic engineering tasks that include sewer system strategic planning, flood control improvements modeling, new developments review, watershed wide system studies, and combined sewer overflow reduction studies.</td>
<td>01-Oct-12</td>
</tr>
<tr>
<td>4199-06/07</td>
<td>90</td>
<td>Public works</td>
<td>Regular</td>
<td>$3,000,000.00</td>
<td>Will perform highly specialized mechanical engineering tasks that include surge analysis, condition assessment reports, field investigations, third-party Quality Assurance/Quality Control (A/C) peer reviews, value engineering, and consultation.</td>
<td>01-Oct-12</td>
</tr>
<tr>
<td>4200-06/07</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$4,000,000.00</td>
<td>Will provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs.</td>
<td>01-Oct-12</td>
</tr>
</tbody>
</table>
CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE
MAYOR

MINUTES
Regular Meeting
August 1, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER
2:12 p.m.

ROLL CALL

President E. Dennis Normandy Present
Vice President Donald A. Casper Present
Commissioner Morgan R. Gorrono Present
Commissioner Mary Y. Jung Present (Arrived at 2:15 p.m.; missed items 1 and 2)
Commissioner Lisa Seitz Gruwell Not Present (Notified absence)

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF
THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING
ON TODAY’S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 20, 2011

July 18, 2011: Continue to the meeting of August 1, 2011.

Action: Adopt as amended. (Vote of 4 to 0)

Regular Meeting of July 18, 2011

Action: Adopt. (Vote of 4 to 0)
Speakers: Cynthia Avakian, Claudia Luquin and Judi Mosqueda, Airport Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4009-11/12.
Charles Schuler and Cynthia Avakian, Airport Commission spoke on PSC #4011-11/12.
Kofo Domingo, Carl Luckenbill and David Hashemi, Public Utilities Commission spoke on PSC #4012-11/12.
Norma Nelson and James Hurley, Port Commission spoke on PSC #4015-11/12.
Wendy Still, Adult Probation spoke on PSC #3076-10/11.
Kofo Domingo and Howard Fung, Public Utilities Commission spoke on PSC #4062-07/08.

Action:
(1) Postpone PSC #’s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission. (Vote of 4 to 0)
(2) Adopt the report; Approve request for of all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0205-11-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 10)

Speakers: Rich David, Department of Human Resources

Action: Adopt the report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0125-11-4 Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)

May 16, 2011: Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/07/2011 (to DHR)

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

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

TYPE OF REQUEST:
☐ INITIAL REQUEST
☑ MODIFICATION (PSC# 4200/06-07)

TYPE OF SERVICE: Security Consulting and Design Services (CS-891)

FUNDING SOURCE: WSIP, R&R and CIP Programs

<table>
<thead>
<tr>
<th>Original Amount</th>
<th>PSC Duration</th>
<th>Modification One</th>
<th>PSC Duration</th>
<th>Total Amount</th>
<th>Total PSC Duration</th>
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<tr>
<td>$4,000,000</td>
<td></td>
<td>$0</td>
<td>08/01/2011 to 12/11/2015</td>
<td>$4,000,000</td>
<td>10/01/2007 to 12/11/2015</td>
</tr>
</tbody>
</table>

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Provide complete technical security systems design, integration and construction management services for the SFPUC’s Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association’s Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects.

   B. Explain why this service is necessary and the consequences of denial:
   The PUC requires a highly specialized firm with the confidential knowledge of its security vulnerabilities and overall program. It is critical to the SFPUC Homeland Security strategy to confine this critical knowledge of our systems, systems designs, and vulnerabilities to a single source. A contractual relationship with a technical security consultant will safeguard the institutional history and the confidential information of the SFPUC’s security vulnerabilities and that of the overall security program. Failure to maintain the consultant at this stage will result in very significant delays and will jeopardize our efforts to implement security at SFPUC’s critical sites.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   PSC#4040-04/05 was approved to develop the engineering designs needed for implementing the security standards for this project.

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

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

   L21
   Shamica Jackson
   Signature of person mailing/faxing form
   06/07/2011 (to DHR)

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

PSC#

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

D. SCOTT

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

3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   
   A. Specify required skills and/or expertise:
   
   Experience implementing an enterprise-wide security program and integrating numerous security systems and security software applications, RAM-W Certification (Risk Assessment Methodology –Water, Sandia National Laboratories), Certified Protection Professional (CPP) certification, expertise at designing a full range of electronic security monitoring systems, expertise at developing security program policy and procedures, and thorough knowledge of startup and testing procedures.
   
   B. Which, if any, civil service class normally performs this work?
   
   There are no known civil service classifications, which normally perform this work. Electrical engineers have only typically designed site-specific electronic security systems including card reader access and camera surveillance monitored on-site, and remote monitoring of alarm contacts using an RTU output to SCADA, and do not possess the skills and expertise described in item 3A.
   
   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:
   
   Security design and enterprise-wide implementation is a specialty professional service requiring many years of experience, a thorough knowledge of security principals and technologies, which are constantly evolving. Electrical Engineers do not have the RAM-W and CPP certifications nor the expertise to evaluate facilities for security requirements and alternate security monitoring devices and technologies. They do not have the expertise to coordinate and manage the implementation of an enterprise-wide security program.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   
   No, it would be impractical to adopt a new civil service class. This is a short-term, specialty 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.
   
   ☐ 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? **PUC Resolution # 03-0245**
   
   ☐ 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**

Shamiea Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

---

D. SCOTT

---

PSC FORM 1 (9/96)
SFMTA's Cover Page
Requesting for Modification#1 Approval to an Expired PSC

PSC #4005-11/12
July 10, 2013

Civil Service Commission
City and County of San Francisco
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102-6033

Subject: Personal Services Contract #4005-11/12:
Furnish and Install Video Surveillance Systems on Revenue Fleet

Dear President and Commissioners:

SFMTA respectfully requests a Modification of Duration of the subject personal services contract (PSC).

The PSC duration expired due to an oversight that occurred when there was a change of project manager. This error was just discovered and not prior to its expiration date.

The following history highlights key points in this request for an extension of duration and an exception to the process.

The subject PSC was approved by the Civil Service Commission uncontested by the Unions on July 18, 2011.

As a result of a lengthy Request for Proposal process that involved a protest from one of the two bidding parties, the contract award was delayed for 14 months and completed on August 13, 2012. Only 4 months remained on the Civil Service Commission approval given the intense activities surrounding the award process. The duration of the contract is 4 years and includes a 2-year warranty period.

The consequences of denial of this request are discussed in the supporting documentation.

Your consideration of this matter at a future Civil Service Commission meeting is greatly appreciated.

Sincerely,

Parveen Boparai
Sr. Personnel Analyst
Employee and Labor Relations

Enclosure: PSC Form 1 – Summary Modification
City and County of San Francisco

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 10, 2013 (Amended)

DEPARTMENT NAME: San Francisco Municipal Transportation Agency (SFMTA) DEPARTMENT NUMBER: 08

TYPE OF APPROVAL: ( ) EXPEDITED ( ) REGULAR (OMIT POSTING_____)

( ) CONTINUING ( ) ANNUAL

TYPE OF REQUEST: ( ) INITIAL REQUEST (x) MODIFICATION (PSC# 4005-11/12)

TYPE OF SERVICE: Furnish and Install Video Surveillance Systems on Revenue Fleet

FUNDING SOURCE: 1-Bond and Federal Emergency Management Agency (FEMA)

PSC AMOUNT: $6,000,000.00 PSC MOD #1: PSC DURATION: May 16, 2011 through December 31, 2012

TOTAL: $6,000,000.00 PSC DURATION: May 16, 2011 through August 14, 2013

TOTAL DURATION: May 16, 2011 through August 14, 2013

1. DESCRIPTION OF WORK

   A. Concise description of proposed work:
   The scope of this project is to furnish and install video surveillance systems on 368 buses, plus an option on up to 613 additional vehicles, including but not limited to cameras, digital video recorders (DVR’s), Wi-Fi networks at three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR’s. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.

   B. Explain why this service is necessary and the consequences of denial:
   The existing system does not have wireless download capability, whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading in the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the Internet. The new system will allow wireless downloading of all captured images through the new Wi-Fi network installed in the yards, which will then allow the users to access the images through the Internet; thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law-enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 600 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above; therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our fleet. Please see attached sheet.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   This is the first time this type of system and service is being installed in SFMTA fleet.

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

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

   IFPTE, Local 21 & IBEW, Local 6
   Union Name: [Signature of person mailing / faxing form] [Date]

   SEIU, Local 1021 & IAM, Local 1414
   Union Name: [Signature of person mailing / faxing form] [Date]

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

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC#: [SFMTA approved]

   STAFF ANALYSIS/RECOMMENDATION: [7-10-13]

   CIVIL SERVICE COMMISSION ACTION: [PSC FORM 1 (9/66)]
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
      Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless downloading, internet access and real-time viewing capability.

   B. Which, if any, civil service class normally performs this work?
      7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would be able to perform installation of the equipment. However, they will not be able to provide the design and integration of the entire system.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and retesting all vehicles until they are proven to meet SFMTA’s operating parameters prior to returning them to revenue service.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM
   A. Explain why civil service classes are not applicable:
      This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the Contractor to provide 2 years of warranty on the equipment and installation.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, 7318 – Electronic Maintenance Technicians will operate and maintain the system after receiving training from the contractor.

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

   B. Will the contractor train City and County employees?
      - Describe training and indicate approximate number of hours.
      (x) ( )
      The Contractor will provide 8 hours of classroom instruction on the use and operation of the new video surveillance system and its software interface package and 8 hours of maintenance, trouble shooting and repair of the new video surveillance system.
      - Indicate occupational type of City and County employees to receive training
      (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
      7318 – Electronic Maintenance Technician: 6; 7329 - Electronic Maintenance Technician Assistant Supervisor: 1; 7241 - Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2

   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) ( )
      This grant is from Dept. of Homeland Security Transit Security Grant Program with restriction on personnel cost.

   E. Has a board or commission determined that contracting is the most effective way to provide this service? SFMTA Board of Directors Resolution #12-1-2
      (x) ( )

   F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? KRATOS/Henry Brothers Electronics, Inc.
      (x) ( )

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

[Signature]

Parveen Boparai

Print or Type Name

415.701.5377

Telephone Number

San Francisco Municipal Transportation Agency

1 So. Van Ness Avenue, 6th Floor, S. F. CA 94103

Address
Additional Attachment(s)

♦ Section 1. Description of Work

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

- SFMTA’s Continuation Memo
  Dated: July 10, 2013

♦ Section 5. Additional Information

5D. Are there federal or state grant requirements regarding the use of contractual services?

- U.S. Department of Homeland Security
  FEMA, Dated: March 31, 2011

5E. Has a board or commission determined that contracting is the most effective way to provide this service?

- SF Municipal Transportation Agency
  Board of Directors
  Resolution No. 12-102
PSC #4005-11/12, Item 1B: (continuation)

Denial of this request for Modification of Duration of this personal services contract will likely result in the loss of Homeland Security funds committed to this large-scale project and compromise the ability of SFMTA to meet requirements set forth by the California Public Utilities Commission.

The additional consequences of denial for your consideration are:

1. Loss of Homeland Security Funding – Most of the funds for this project are Homeland Security Funds which only allows for outside contracting work and does not allow for in-house staff support. The majority of these grants have expiration dates ranging from March 2013 to June 2014, and smaller grants will expire by the end of the project.

2. The SFMTA has a standing order from the California Public Utilities Commission to meet General Order 172 (Rules And Regulations Governing The Use Of Personal Electronic Devices By Employees Of Rail Transit Agencies And Rail Fixed Guideway Systems) and to have all such cameras installed and functional on all LRVs by October 2014. The ability for SFMTA to meet compliance with this order will be compromised.

July 10, 2013
To: San Francisco Municipal Transportation Agency  
   Brenda Walker

From: DHS/Federal Emergency Management Agency (FEMA)  
   Grant Programs Directorate (GPD)  
   Grants Administration and Assistance Division (GAAD)

Date: March 31, 2011

Re: Award Number 2010-RA-T0-K043

Program: Transit Security Grant Program

Subject: Release of Funds (ROF) Number: R1

This letter serves as official notification from FEMA that Special Condition(s) #5 and #6 has/have been removed. Funds in the amount of $7,510,190 may be available for payment request under grant number 2010-RA-T0-K043:

- Cameras on Transit Vehicles — ($4,000,000)
- Subway Station Hardening — ($3,510,190)

Funds may not be available if outstanding holds remain or if the grantee has not accepted the award.

Please register in FEMA’s Payment and Reporting System (PARS) to submit your requests for payment and financial status reports. Also, the quarterly financial status reports (SF-425) for this grant must be current to successfully submit a request for payment. The website to access PARS is https://isources.fema.gov/sf269/.

Please print and include this notice in your official grant file.

If you have any questions regarding this notification, please contact your Program Analyst, the FEMA Call Center at (866) 927-5646 (Option #3) or send an email to ASK-GMD@dhs.gov.

cc: Brian Cavanaugh, Program Analyst (DHS HQ)  
   John B. Louryk, Branch Chief  
   Neville Hunte, Grantee POC  
   Official Grant File
SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. 12-102

WHEREAS, The existing video surveillance systems in the San Francisco Municipal Transportation Agency's (SFMTA) revenue fleet are outdated and require excessive maintenance; and,

WHEREAS, The SFMTA wishes to replace the existing digital video recording systems (DVRS) with a reliable, technologically advanced system that has wireless download capability, health check monitoring capability, remote programming, real time viewing of images inside the bus by emergency responders from a distance of 500 yards in cases of emergency, and other capabilities as required in the Technical Specifications; and,

WHEREAS, The scope of this project is to replace all existing DVRS equipment on SFMTA revenue transit vehicles, including diesel and diesel hybrid buses, trolley coaches, and LRVs; and,

WHEREAS, On September 20, 2011, the SFMTA Board adopted Resolution No. 11-125, which authorized the issuance of a Request for Proposals (RFP) for Contract No. CPT 672, Replacement of Video Surveillance Systems In Revenue Vehicles, and,

WHEREAS, The SFMTA issued an RFP on September 23, 2011, and received two responsive proposals in response to the RFP; and,

WHEREAS, After reviewing the proposals, the selection committee ranked Henry Bros. Electronics Inc. (dba Kratos-HBE) as the highest qualified proposer; and,

WHEREAS, Under the base contract, the contractor will install DVRS equipment on 357 vehicles -- 44 NABI clean diesel standard (40') coaches, 40 New Flyer articulated (60') trolley coaches, 33 BRT articulated trolley coaches, and 240 BRT standard trolley coaches; the contract also includes an option to install DVRS equipment on up to 513 additional vehicles; and

WHEREAS, This contract is fully funded by the Department of Homeland Security; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors authorizes the Director of Transportation to execute Contract No. CPT 672, Replacement of Video Surveillance Systems in Revenue Vehicles, with Henry Bros. Electronics, Inc., in an amount not to exceed $5,988,886 and for an initial term of four years.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of July 17, 2012.

[Signature]

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency
Union Notification(s)

♦ Local 21
♦ Local 6
♦ Local 1021
♦ Local 1414
Unions - This PSC is modified and amended to reflect accurately the duration and services to be provided.

DHR - For your review.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

Scan Date: 07.10.2013 14:22:59 (-0400)
Prior Notice of Civil Service Commission Action – Original - Expired
Prior DHR Approved PSC Form 1 – Original - Expired
PSC #4005-11/12
NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-11/12 THROUGH 2003-11/12; 4000-11/12 THROUGH 4007-11/12; 3041-10/11; 3005-10/11; 4045-09/10 AND 4113-08/06.

At its meeting of July 18, 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 #2000-11/12 through 2003-11/12 to the meeting of August 1, 2011 at the request of the Health Services System.
(2) Postpone PSC #4003-11/12 to the meeting of August 1, 2011 at the request of the Municipal Transportation Agency.
(3) Adopt the report; Approve request for PSC #4005-11/12 on the condition that: 1) the Municipal Transportation Agency consult with IBEW Local 6 regarding the concerns placed on record by IBEW Local 6 at the meeting of July 18, 2011 and 2) the Municipal Transportation Agency report to the Commission in three (3) months. Notify the Office of the Controller and the Office of Contract Administration.
(4) Adopt the report; Approve request for 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: Parveen Bopural, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Robin Courney, Health Service System
Marie de Vera, Department of Human Resources
Kendall Gray, Department of Technology
Shanica Jackson, Public Utilities Commission
Florence Ryan, Public Utilities Commission
Merrick Paskewed, Mayor's Office of Economic Workforce Development
Marie Ryan, Department of Human Resources
Officer Shawn Wallace, San Francisco Police Department
Commission File

25 V Anness Avenue, Suite 720, San Francisco, CA 94102-6031• (415) 252-3247• FAX (415) 252-3250• www.sfgov.org/civil_service
**POSTING FOR**

7/18/2011

**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>4002-11/12</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$6,000,000</td>
<td>The scope of this project to furnish and install video surveillance systems on 353 buses, including but not limited to cameras, digital video recorders (DVRs), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVRs. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wearable equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.</td>
<td>5/18/2011 - 12/31/2012</td>
</tr>
<tr>
<td>4004-11/12</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$99,000</td>
<td>The vendor chosen will complete all required tests and performance checks to validate the Identifiler Plus PCR amplification kit using 9700 thermal cyclers, the 5130xl genetic analyzers used to separate and visualize the DNA fragments, and the GeneMapper ID v.3.2 to genotype the DNA fragments. Vendor will provide a written report of the validation results.</td>
<td>9/1/2011 - 7/30/2012</td>
</tr>
<tr>
<td>4007-11/12</td>
<td>40</td>
<td>Public Utilities Commission</td>
<td>Regular</td>
<td>$2,300,000</td>
<td>Design of several fish passage facilities within the Alameda Creek Watershed, which include a long fish ladder, fish screens, bypass tunnel, and safety improvements (i.e., handrail and/or other improvements) at the Alameda Creek Diversion Dam, and modification of the natural barriers (foulers) at the Little Yosemite. Scope of work includes preparing CER and design documents for the above components. Supplemental geotechnical, hydraulic and hydrologic analysis and studies, and fisheries-related studies may be required to complete the design.</td>
<td>12/1/2011 - 6/30/2012</td>
</tr>
</tbody>
</table>

**Total Amount - Regular:** $12,575,235
City and County of San Francisco  
Department of Human Resources  

PERSONAL SERVICES CONTRACT SUMMARY  

DATE: May 6, 2011  

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

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

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

TYPE OF SERVICE: Furnish and Install Video Surveillance Systems on 358 buses and equipment in three bus yards.  

FUNDING SOURCE: I-Bond and Federal Emergency Management Agency (FEMA)  

PSC AMOUNT: $6,000,000.00  

PSC DURATION: May 16, 2011 through December 31, 2012  

1. DESCRIPTION OF WORK  
A. Concise description of proposed work:  
The scope of this project is to furnish and install video surveillance systems on 358 buses, including but not limited to cameras, digital video recorders (DVR's), Wi-Fi networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the Internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wye-side equipment in the yards. The Contractor shall provide training to all designated SFMTA personnel in the proper use, operation and maintenance of the new video surveillance system.  

B. Explain why this service is necessary and the consequences of denial:  
The existing system does not have wireless download capability, whenever there is an incident on a vehicle, the hard drive for the DVR must be removed by security staff from the bus and brought back for viewing and downloading in the security office. Furthermore, the existing system does not also have the capability for real-time viewing of the images as seen by the cameras and also viewing of captured images through the Internet. The new system will allow wireless downloading of all captured images through the new Wi-Fi network installed in the yards, which will then allow the users to access the images through the Internet thereby, eliminating the need for security staff to look for the vehicles in the yards in order to remove the hard drives and view incident videos. In addition, the new system will provide real-time viewing of images, inside and outside the bus, by law-enforcement officers, emergency responders, and other authorized personnel on a real-time basis from a distance of about 500 yards in case the bus is hijacked and used for terrorism activities. Denial of this service will result in these buses not having the enhanced capabilities of a more advanced system as described above, therefore decreasing the capability for protecting our patrons, prevent vandalism or aid in counter-terrorism activities on our fleet.  

C. Explain how this service has been provided in the past (If this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):  
This is the first time this type of system and service is being installed in SFMTA fleet.  

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):  

<table>
<thead>
<tr>
<th>Union Name</th>
<th>Signature of person mailing / faxing form</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>IPEFTE, Local 21</td>
<td></td>
<td>May 6-11</td>
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<tr>
<td>IBEW, Local 6</td>
<td></td>
<td>May 6-11</td>
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<tr>
<td>SEIU, Local 1021</td>
<td></td>
<td>May 6-11</td>
</tr>
<tr>
<td>IAM, Local 1414</td>
<td></td>
<td>May 6-11</td>
</tr>
</tbody>
</table>

RFP sent to:  

<table>
<thead>
<tr>
<th>Union Name</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>


FOR DEPARTMENT OF HUMAN RESOURCES USE:  
SFMTA approved  
May 6-11  

PSC# 4005-11/12  
STAFF ANALYSIS/RECOMMENDATION:  
CIVIL SERVICE COMMISSION ACTION:  

0108
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Knowledge, and experience in designing, integrating, and installing video surveillance systems with wireless
downloading, internet access and real-time viewing capability.

   B. Which, if any, civil service class normally performs this work?
      7318 Electronic Maintenance Technician and 7329 Electronic Maintenance Technician Assistant Supervisor would
be able to perform installation of the equipment. However, they will not be able to provide the design and
integration of the entire system.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      The Contractor shall provide all labor, test equipment and personnel necessary for testing, adjusting and testing
all vehicles until they are proven to meet SFMTA’s operating parameters prior to returning them to revenue service

4. **WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**
   A. Explain why civil service classes are not applicable:
      This is a design, furnish, install contract that will be implemented on a one-time basis only and requires the
Contractor to provide 2 years of warranty on the equipment and installation.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, 7318 – Electronic Maintenance Technicians will operate and maintain the system after receiving training from
the contractor.

5. **ADDITIONAL INFORMATION** (If "yes", attach explanation)
   A. Will the contractor directly supervise City and County employees? ( ) (x)
   B. Will the contractor train City and County employees?
      - Describe training and indicate approximate number of hours.
      The Contractor will provide 8 hours of classroom instruction on the use and operation of the new video surveillance
      system and its software interface package and 8 hours of maintenance, troubleshooting and repair of the new video
      surveillance system.
      - Indicate occupational type of City and County employees to receive training
      (i.e., clerks, civil engineers, etc.) and approximate number to be trained.
      7241 – Senior Maintenance Controller: 1; 1410 Chief Clerk: 1; 1406 Senior Clerk: 3; 8214 Parking Control Officer: 2
   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?
      This grant is from Dept of Homeland Security Transit Security Grant Program with restriction on personnel cost.
   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 of Departmental Personal Services Contract Coordinator

Parveen Boperae
Print or Type Name

416,701,5377
Telephone Number

San Francisco Municipal Transportation Agency

175 Van Ness, 7th Floor S.F. CA 94103
Address
PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/18/2013

DEPARTMENT NAME: Department of Public Works
DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING _________ )

TYPE OF REQUEST: ☑ MODIFICATION (PSC# 4095-08/09)

TYPE OF SERVICE: RFQ – A/E Team led by an Executive Architect for a new Public Safety Building

FUNDING SOURCE: Earthquake Safety and Emergency Response (ESER) Bond

| Original Amount | $12,000,000.00 | PSC Duration: 03/26/2009 – 06/30/2015 |
| Modification#1 Amount | $5,205,152.00 | Mod#1 Duration: No Change |
| Modification#2 Amount | $435,445.50 | Mod#2 Duration: No Change |
| Modification#3 Amount | $3,320,600.00 | Mod#3 Duration: 07/01/2015 – 11/30/2015 |
| Total Amount | $20,861,197.50 | Total PSC Duration: 03/26/2009 – 11/30/2015 |

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   The Architectural and Engineering (A/E) Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, $168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.
   B. Explain why this service is necessary and the consequences of denial:
   The current project is a major component of the program to replace the Hall of Justice, which has serious facility operations deficiencies and life safety hazards. The additional work scope is a continuation of architectural and engineering services directly related to the development of the construction and bid documents and performing construction administration services in accordance with addition services requested. Denial of this modification request would pose a risk to completing the entire scope of the PSB project by the target substantial completion date in June 2014.
   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   These services were previously approved by the Civil Service Commission under PSC# 4095-08/09 on 01/05/2009.
   D. Will the contract(s) be renewed?

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

   Local 21
   Union Name: [Signature of person mailing/faxing form] 6/21/2013
   Date

   [Signature of person mailing/faxing form]
   Date

   RFP sent to [Union Name] on [Signature]

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

PSC# 4095-08/09
STAFF ANALYSIS/RECOMMENDATION: Approved W 7/18/2013

CIVIL SERVICE COMMISSION ACTION:

LEORAH-DHR

JUN 21 2013 REV

PSC FORM 2, REV. (9/96) 0111
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
      Specialized architectural and engineering expertise in programming, design, and construction of large-scale public safety facilities. Experience in performing as Architect of Record and Engineer of Record for a facility under the jurisdiction of Division of State Architect and Essential Services Buildings Seismic Safety Act for a facility with a construction value greater than $30 Million.
   B. Which, if any, civil service class normally performs this work?
      City staff employed in architect and engineer series classifications (5268 Architect, 5241 Engineer, 5211 Sr. Architect/Engineer) perform similar work on a smaller scale, new construction and remodel projects under $30 Million. To the extent that DPW workload allows, City Staff will be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture components of the project.
   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:
      City staff employed in architect and engineer classifications do not have the specialized expertise in consistently and repeatedly delivering complete, new, large scale ($168.5M) buildings. The City requires an integrated professional team to deliver the necessary A/E Services and accept full professional liability for the resulting building. The level of effort required to meet the schedule exceeds the City Staff resources that are forecasted to be available.
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. These specialized services for the delivery of complete, new, large-scale ($168.5M) buildings are only needed intermittently.

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

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

Signature of Departmental Personal Services Contract Coordinator

Stacey Camillo
Print or Type Name

(415) 554-4886
Telephone Number

1155 Market Street, 4th Floor
San Francisco, CA 94103
Address
Union Notification(s)

♦ Local 21
Good morning,

Attached is the PSC modification to PSC#4095-08/09 for the A/E Team led by an Executive Architect for Public Safety Building. The project manager is Charles Higuera and he can be reached at (415) 557-4646.

Michelle Lim
Contract Analyst

DPW | Department of Public Works
Business Services – Contract Administration Division
1155 Market Street, 4th Floor
San Francisco, CA 94103

Tel: (415) 554-6233
Fax: (415) 554-6232
E-Mail: Michelle.Lim@sfdpw.org

Please note our new address.
February 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 2000-08/09 THROUGH 2009-08/09; 4086-08/09 THROUGH 4095-08/09; 3090-07/08; 4148-07/08 AND 4192-07/08.

At its meeting of February 2, 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.

It was the decision of the Commission to:

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

(2) Adopt the Human Resources Director's report on PSC #4087-08/09 on the condition that over the next six (6) months IFTTE Local 21 and the Department of the Environment actively collaborate with each other to identify civil service classifications and personnel which could perform all or part of the work and that a report of its joint collaborative findings be submitted to the Commission at the end of the six month period. Notify the offices of the Controller and the Purchaser.

(3) Withdraw PSC #3090-07/08 at the request of the Public Utilities Commission.

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

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

CIVIL SERVICE COMMISSION

[Signature]

ANITA SANCHEZ
Executive Officer

Attachment

c: Rachel Buehkle, Department of the Environment
Jessica Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
David Cunto, Human Services Agency
Ron Dugan, Department of Technology
Nancy Geochar, Arts Commission
Sharrice Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Florence Kyuan, Public Utilities Commission
William Lee, Emergency Communications Department
Julian Low, Mayor's Office of Business & Economic Development
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Commission File
Chron
## RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

<table>
<thead>
<tr>
<th>PSC No.</th>
<th>DeptNo</th>
<th>DeptName</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of work</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>4089-0809</td>
<td>25</td>
<td>Mayor's Office</td>
<td>Regular</td>
<td>$187,230.00</td>
<td>Will conduct and coordinate federal lobbying services for the City, including identifying and advocating for or against legislation and regulatory matters that impact the City.</td>
<td>31-Mar-09</td>
</tr>
<tr>
<td>4089-0809</td>
<td>26</td>
<td>Arts Commission</td>
<td>Regular</td>
<td>$160,000.00</td>
<td>Will create a temporary public art project, including rotating poster series, with auxiliary public programming for the Arts Commission's Act on Market Street Program which brings contemporary art by Bay Area artists to S.F.'s main thoroughfare year round.</td>
<td>30-Dec-10</td>
</tr>
<tr>
<td>4090-0809</td>
<td>28</td>
<td>Arts Commission</td>
<td>Regular</td>
<td>$5,500,000.00</td>
<td>Will design, fabricate, transport and install artwork in a variety of media for SPGH new Acute Care Unit as part of the capital projects for the hospital.</td>
<td>31-Dec-15</td>
</tr>
<tr>
<td>4091-0809</td>
<td>31</td>
<td>Fire Department</td>
<td>Regular</td>
<td>$200,000.00</td>
<td>Will provide analysis of saliva samples and urine samples for six federally controlled substances in employees and potential hires. Contractor will also provide Medial Review Officer interpretation of test results.</td>
<td>30-Jun-11</td>
</tr>
<tr>
<td>4092-0809</td>
<td>33</td>
<td>Human Resources</td>
<td>Regular</td>
<td>$4,000,000.00</td>
<td>Will provide a range of managed care and medical cost containment services for the Workers' Comp. Division, including medical bill review and re-pricing, Preferred Provider Organization (PPO) admin., State-mandated utilization review, and case management.</td>
<td>30-Jun-12</td>
</tr>
<tr>
<td>4093-0809</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$1,600,000.00</td>
<td>Will plan, conduct and evaluate Emergency Response training and tabletop exercises for key Division Coordination Center Staff at City Distribution Division (CCD), Hetch Hetchy Water and Power (HHWP), Water Supply and Treatment (WST) and WasteWater (WWW).</td>
<td>15-Mar-13</td>
</tr>
<tr>
<td>4094-0809</td>
<td>77</td>
<td>Department of Emergency Management</td>
<td>Regular</td>
<td>$4,000,000.00</td>
<td>Will provide the creation of the Northern California Regional Intelligence Center (NCRIC), a regional multi-jurisdiction fusion center with representatives from numerous public and private entities through a contract with the County of San Mateo.</td>
<td>30-Jun-11</td>
</tr>
<tr>
<td>4095-0809</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$12,000,000.00</td>
<td>Will provide architectural and engineering planning, design, and construction support services for the complete, new, $122M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell.</td>
<td>30-Jun-15</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 26, 2008 (revised December 31, 2008)

DEPARTMENT NAME: Public Works

DEPARTMENT NUMBER 90

TYPE OF APPROVAL: ☑ REGULAR (OMIT POSTING ______ )

☑ INITIAL REQUEST ☐ MODIFICATION (PSC# ______ )

TYPE OF SERVICE: RFO – A/E Team led by an Executive Architect for a new Public Safety Building

FUNDING SOURCE: General Fund

PSC AMOUNT: $12,000,000 PSC DURATION: 3/28/09 to 6/30/2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:
The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, $125M Public Safety Building. The A/E Team shall be primarily responsible for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.

B. Explain why this service is necessary and the consequences of denial:
The proposed project is a major component of the program to replace the Hall of Justice, which has serious facility operations deficiencies and life safety hazards. These services are a critical component for properly estimating the costs for a bond proposal for the November 2009 ballot. Delay in procurement of these services beyond mid-March would reduce confidence in the bond proposal which comprises capital projects totaling $800M, potentially risking delay of the entire capital program.

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):

Executive A/E services for the Laguna Honda Hospital Replacement Program were approved via PSC #4112-09/00 and for the San Francisco General Hospital Rebuild Project via PSC #4105-06/07.

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 12/31/08
Date

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

RFP sent to Union Name, on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 09/10
STAFF ANALYSIS/RECOMMENDATION: approved 1/5/09

CBL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A. Specify required skills and/or expertise:
   Specialized architectural and engineering expertise in programming, design, and construction of large-scale public safety facilities. Experience in performing as Architect of Record and Engineer of Record for a facility under the jurisdiction of Division of State Architect and Essential Services Buildings Seismic Safety Act for a facility with a construction value of greater than $30 Million.

   B. Which, if any, civil service class normally performs this work?
   City staff employed in architect and engineer series classifications (5268 Architect; 5270 Sr. Architect; 5241 Engineer; 5211 Sr. Engineer) perform similar work on smaller scale, new construction and remodel projects, under $30 Million. To the extent that DPW workload allows, City staff will be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture components of this project.

   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:
   City staff employed in architect and engineer series classifications do not have the specialized expertise in consistently and repeatedly delivering complete, new, large-scale ($125M) buildings. The City requires an integrated professional team to deliver the necessary A/E services and accept full professional liability for the resulting building. The level of effort required to meet the schedule exceeds the City staff resources that are forecasted to be available.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   No. These specialized services for the delivery of complete, new, large-scale ($125M) buildings are only needed intermittently.

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

   B. Will the contractor train City and County employees?
   Yes [☑] No [□]
   • Describe the training and indicate approximate number of hours. Building Information Modeling, 6 hrs
   • Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 5-10 architects and Mechanical, Electrical, and Plumbing (MEP) Engineers.

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

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

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

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

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

[Signature]

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy
Print or Type Name

554-6220
Telephone Number

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

PSC FORM 1 (9/96)
This document: Confirmed
(reduced sample and details below)
Document size: 8.5" x 11"

City and County of San Francisco

Gordon Choy, Division Manager

FAX

Date: December 31, 2008
Number of pages including cover sheet: 3

To: Manager
Local 21

From: Gordon Choy
Division Manager

Phone: (415) 554-6239
Fax Phone: (415) 554-2166

REMARKS

Please see the attached revised PSC form, which replaces the PSC form previously sent to you on 12/26/08.

In compliance with Local 21's MOU and the Civil Service Commission's instructions for processing proposed personal service 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 Project Manager.

The Contract Manager is Charles Higuera, and he may be reached at (415) 559-4646 for any additional questions.

Total Pages Scanned: 3
Total Pages Confirmed: 3

<table>
<thead>
<tr>
<th>No.</th>
<th>Job</th>
<th>Remote Station</th>
<th>Start Time</th>
<th>Duration</th>
<th>Pages</th>
<th>Line</th>
<th>Mode</th>
<th>Job Type</th>
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<td>03:26:00 p.m. 12-31-2008</td>
<td>03:00:44</td>
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<td>1</td>
<td>EC</td>
<td>HS</td>
<td>CP31200</td>
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</tr>
</tbody>
</table>

Abbreviations:
HS: Host send
HR: Host receive
WS: Waiting send
PL: Polled local
PR: Polled remote
MS: Mailbox save
MP: Mailbox poll
TU: Terminated by user
TS: Terminated by system
G3: Group 3
EC: Error Correct
February 16, 2011

TO: Citywide Personal Services Contract Coordinator  
Department of Human Resources

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

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. 4065-08/09  
Approved on: 2/2/2009

Description: A/E Team led by an Executive Architect for a new Public Safety Building

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Approved Amount</td>
<td>$12,000,000</td>
</tr>
<tr>
<td>Modification Amount</td>
<td>$5,205,152</td>
</tr>
<tr>
<td>Total Modified Amount</td>
<td>$17,205,152</td>
</tr>
<tr>
<td>Original Approved Duration</td>
<td>03/26/09 thru 06/30/16</td>
</tr>
<tr>
<td>Modification Duration</td>
<td>03/26/09 thru 06/30/16</td>
</tr>
<tr>
<td>Total Modified Duration</td>
<td>03/26/09 thru 06/30/16</td>
</tr>
</tbody>
</table>

Reason for the modification:

DPW entered into an Interim agreement with HOK on July 22, 2009 subsequent to a competitive RFI and screening process to design a new Public Safety Building. The basic services will include the following phases: (1) Program Verification/Options; (2) Concept; (3) Design; (4) Construction Documents/Bid; (5) Construction Administration; and (6) Warranty. The fee for these services was negotiated and agreed at $15,999,920. The modified amount reflected above includes a contingency of $1,205,232 to modify HOK’s agreement for an amount not to exceed $17,205,152.

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: Charles Ilgueras, Marisa Fernandez, Bureau of Project Management  
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☑ Approved

Approval Date: 2/14/11

By: [Signature]

Micki Callahan, Human Resources Director

San Francisco Department of Public Works  
Making San Francisco a beautiful, livable, vibrant, and sustainable city.
MEMORANDUM

February 1, 2013

TO: Citywide Personal Services Contract Coordinator
Department of Human Resources

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

SUBJECT: Civil Service Commission PSC Modification Up To 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 up to 50% of the Civil Service Commission's approved PSC amount and/or duration.

Following is the information about the PSC modification:

PSC No. 4095-08/09 Approved on: 2/2/2009

Description: AVE Team led by an Executive Architect for a new Public Safety Building

<table>
<thead>
<tr>
<th>Original Approved Amount</th>
<th>$12,000,090.00</th>
<th>Original Approved Duration</th>
<th>03/26/09 thru 06/30/15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mod#1 Approved Amount</td>
<td>$5,205,152.00</td>
<td>Mod#1 Approved Duration</td>
<td>No Change</td>
</tr>
<tr>
<td>Mod#2 Amount</td>
<td>$435,445.60</td>
<td>Modification of Duration</td>
<td>No Change</td>
</tr>
<tr>
<td>Total Modified Amount</td>
<td>$17,640,697.50</td>
<td>Total Modified Duration</td>
<td>03/26/09 thru 06/30/15</td>
</tr>
</tbody>
</table>

Reason for the modification:
This modification increases the scopes of work to basic architectural/engineering services, including architectural, civil, telecommunications, waterproofing, mechanical, electrical, and plumbing.

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.

C: Samuel Chui, Charles Higuera, Carlos Colón, Project Management
Tammy Wong, GSA Human Resources

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: [☑] Approved

Approval Date: 01/16/2013

By: Micki Callahan, Human Resources Director