Date: August 15, 2014

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR

Subject: Personal Services Contracts Approval Request

This report contains three (3) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on October 25, 2013.

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>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of this Report</td>
<td>$17,685,000</td>
</tr>
<tr>
<td>YTD Expedited Approvals FY2014-2015</td>
<td>$1,749,527</td>
</tr>
<tr>
<td>Total for FY2014-2015</td>
<td>$219,663,934</td>
</tr>
</tbody>
</table>
Cynthia Avakian  
Airport Commission  
Contracts Administration Unit  
POB 8097  
San Francisco, CA 94128  
(650) 821-2014
<table>
<thead>
<tr>
<th>Regular PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>42224-13/14</td>
<td>Airport Commission</td>
<td>6</td>
</tr>
<tr>
<td>45945-13/14</td>
<td>Airport Commission</td>
<td>9</td>
</tr>
<tr>
<td>Modification PSCs</td>
<td>Department</td>
<td>Page</td>
</tr>
<tr>
<td>4108-10/11</td>
<td>Airport Commission</td>
<td>12</td>
</tr>
</tbody>
</table>
### Posting for Next Civil Service Commission Meeting
#### Regular Proposed Personal Services Contract

<table>
<thead>
<tr>
<th>PSC NO.</th>
<th>DEPARTMENT</th>
<th>TYPE OF APPROVAL</th>
<th>AMOUNT</th>
<th>DESCRIPTION OF WORK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>42224-13/14</td>
<td>Airport</td>
<td>Regular</td>
<td>$550,000</td>
<td>The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport’s security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badge software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport’s property and an advance management reporting system.</td>
<td>9/1/14-12/1/18</td>
</tr>
<tr>
<td>45945-13/14</td>
<td>Airport</td>
<td>Regular</td>
<td>$17,000,000</td>
<td>Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.</td>
<td>9/1/14-8/31/17</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT: $17,550,000**
Posting for Next Civil Service Commission Meeting  
Proposed Personal Services Contract  
Modification to Increase/Decrease Contract Amount/Duration

<table>
<thead>
<tr>
<th>PSC NO.</th>
<th>DEPARTMENT</th>
<th>TYPE OF APPROVAL</th>
<th>MODIFIED AMOUNT</th>
<th>CUMULATIVE AMOUNT</th>
<th>DESCRIPTION OF WORK</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4108-10/11</td>
<td>Airport</td>
<td>Regular</td>
<td>$135,000</td>
<td>$885,000</td>
<td>Staffing / consulting services to the airport’s noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.</td>
<td>6/1/11-12/31/15</td>
</tr>
</tbody>
</table>

TOTAL MODIFIED AMOUNT: $135,000
City and County of San Francisco  
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR  
Dept. Code: AIR

Type of Request:  
☐ Initial  
☐ Modification of an existing PSC (PSC # ______)

Type of Approval:  
☐ Expedited  
☑ Regular  
(☐ Omit Posting)

Type of Service: Aviation Safety & Security Physical Security Information Manager (PSIM) Program

Funding Source: AIR-Operating Funds  
PSC Duration: 4 years 13 weeks
PSC Amount: $550,000  
PSC Est. Start Date: 09/01/2014  
PSC Est. End Date: 12/01/2018

1. Description of Work
   A. Scope of Work:
   The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

B. Explain why this service is necessary and the consequence of denial:
   Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
   The maintenance of this system is a new service.

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request:  
   Professional & Tech Engrs, Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 42224 - 13/14
DHR Analysis/Recommendation:  
   Commission Approval Required
   DHR Approved for 09/15/2014

Civil Service Commission Action:

July 2013
3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise:
      Expertise and specialized skills in aviation safety and security.

   B. Which, if any, civil service class(es) normally perform(s) this work?
      1062, 1063.

   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:
      Existing civil service classifications do not have the required subject matter expertise and specialized skills to
      conduct this work.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain:
      No.

5. **Additional Information (if “yes”, attach explanation)**

   A. Will the contractor directly supervise City and County employee?
      □   ☑

   B. Will the contractor train City and County employee?
      No training is anticipated due to the intermittent nature of work.
      □   ☑

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?
      □   ☑

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/25/2014 BY:

Name: Cynthia Avakian
Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com
Address: PO Box 8097 San Francisco, CA 94128

July 2013
RECEIPT for Union Notification for PSC 42224 - 13/14 more than $100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 42224 - 13/14 for $550,000 for initial Request services for the period 11/01/2014 – 12/01/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

http://apps.sfgov.org/dhdrupal/node/3450 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.
PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request: ☑ Initial

☐ Modification of an existing PSC (PSC # ____________)

Type of Approval: ☐ Expedited

☑ Regular

☐ Omit Posting

Type of Service: Project Management Support Services (PMSS) & Design Build (DB) Services for REACH

Funding Source: Airport Capital Funds

PSC Amount: $17,000,000

PSC Duration: 3 years

PSC Est. Start Date: 09/01/2014

PSC Est. End Date: 08/31/2017

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) and Design Build (DB) services to manage the design and construction of the Revenue Enhancement And Customer Hospitality Program (REACH) Boarding Area C (B/A C) and International Terminal Building (ITB) Improvements Project. Work will include project planning, project controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management, and constructability design review for the following projects: 1) Boarding Area C (B/A C) Improvements, 2) ITB Pre-Schematic, and 3) ITB Improvements.

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

Under the REACH program, San Francisco International Airport (SFO) is planning to improve and upgrade amenities in the boarding areas and passenger terminals throughout the Airport. If the PMSS and DB services for the REACH B/A C and ITB Improvements project is denied, the existing facilities will not meet the standards set forth by the Airport and will not serve the passenger needs which may result in lost revenues.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This is a new request.

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

2. Union Notification: On 06/23/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC #: 45945 - 13/14

DHR Analysis/Recommendation: Commission Approval Required

DHR Approved for 09/15/2014

Civil Service Commission Action:

July 2013
City and County of San Francisco

Department of Human Resources

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise:
      Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; Airport security and special systems. Project control skills to support this project through programming, design, and construction including project schedule development and analysis are also required.

   B. Which, if any, civil service class(es) normally perform(s) this work?
      1070,5201,5203,5207,5209,5211,5502,5504,5506,5508,6318,6319.

   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 civil service classes do not have the required expertise and specialized skills related to services listed above. The Airport will use experienced project and construction management staff integrated with the contract staff to provide the required services. Depending on the projects, current Airport staff will perform the following duties: project management, construction management, and IT/engineering/architectural design and oversight.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      Existing civil service classes exist, but not with the specialized knowledge of airport terminal requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

5. Additional Information (if “yes”, attach explanation)

   A. Will the contractor directly supervise City and County employee?
      ☐ ☑

   B. Will the contractor train City and County employee?
      N/A
      ☐ ☑

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?
      ☐ ☑

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/25/2014 BY:

Name: Cynthia Avakian
Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com
Address: P.O. Box 8097
San Francisco, CA 94128

July 2013
RECEIPT for Union Notification for PSC 45945 - 13/14 more than $100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 45945 - 13/14 for $17,000,000 for Initial Request services for the period 09/01/2014 – 08/31/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

http://apps.sfgov.org/hrdrupal/node/2185 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended.
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION
Dept. Code: AIR

Type of Request: ☑ Modification of an existing PSC (PSC # 4108 10/11)

Type of Approval: ☑ Regular

Type of Service: Staffing and consulting services for Airport's noise reduction community forum

Funding Source: Airport Operating Funds

PSC Original Approved Amount: $500,000
PSC Mod#1 Amount: $250,000
PSC Mod#2 Amount: $155,000
PSC Cumulative Amount Proposed: $885,000

PSC Original Approved Duration: 06/01/11 - 06/30/14 (3 years 4 we
PSC Mod#1 Duration: 07/01/14-12/31/15 (1 year 26 weeks)
PSC Mod#2 Duration: no duration added
PSC Cumulative Duration Proposed: 4 years 30 weeks

1. Description of Work

A. Scope of Work:
Staffing / consulting services to the airport’s noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

B. Explain why this service is necessary and the consequence of denial:
This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
Yes, PSC 4108 10/11

D. Will the contract(s) be renewed? Yes.

2. Union Notification: On 07/15/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; Municipal Executive Association;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 4108 10/11
DHR Analysis/Recommendation:

Civil Service Commission Action:

July 2013
City and County of San Francisco

Department of Human Resources

3. Description of Required Skills/Expertise
   A. Specify required skills and/or expertise:
      Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as accoustical metrics.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5264, 5261, 5271.

   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. Why Classified Civil Service Cannot Perform
   A. Explain why civil service classes are not applicable:
      Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, civil service classifications already exist that can perform this work.

5. Additional Information (if “yes”, attach explanation)
   YES ☐ NO ☑
   A. Will the contractor directly supervise City and County employee?

   B. Will the contractor train City and County employee?

   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? See attached document.

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Mateo County ☑ ☐

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/15/14 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flyso.com
Address: P.O. Box 8097 San Francisco, CA 94128

July 2013
Okay fixed

Richard Isen
Innovation Office
Department of Technology
City and County of San Francisco
PH: 415-581-4031
email: richard.isen@sfgov.org

---Original Message-----
From: dhr-psccoordinator@sfgov.org [mailto:dhr-psccoordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Tuesday, July 15, 2014 1:51 PM
To: Cynthia Avakian; ablood@cirseiui.org; Poon, SinYee (HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfgov.com; Cynthia Avakian; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for $100,000 for services for the period July 1, 2014 -- December 31, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

http://apps.sfgov.org/dhrdrupal/node/3510
Email sent to the following addresses: staff@sfgov.com camaguey@sfmea.com L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joe.tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiui.org
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION
Dept. Code: AIR

Type of Request: □ Initial ✓ Modification of an existing PSC (PSC # 4108 10/11)

Type of Approval: □ Expedited ✓ Regular (☐ Omit Posting)

Type of Service: Staffing and consulting services for Airport’s noise reduction community forum

Funding Source: Airport Operating Funds
PSC Original Approved Amount: $500,000
PSC Mod#1 Amount: $250,000
PSC Mod#2 Amount: 
PSC Cumulative Amount Proposed: $750,000
PSC Original Approved Duration: 06/01/11 - 06/30/14 (3 years 4 weeks)
PSC Mod#1 Duration: 07/01/14 - 12/31/15 (1 year 26 weeks)
PSC Mod#2 Duration: 
PSC Cumulative Duration Proposed: 4 years 30 weeks

1. Description of Work
A. Scope of Work:
Staffing / consulting services to the airport’s noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

B. Explain why this service is necessary and the consequence of denial:
This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
4108 10/11

D. Will the contract(s) be renewed? Yes.

2. Union Notification: On 06/25/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU 1021 Miscellaneous; Prof & Tech Eng, Local 21; Municipal Executive Association;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC#: 4108 10/11
DHR Analysis/Recommendation: Civil Service Commission Action:
Commission Approval Not Required
Approved by DHR on 07/08/2014

July 2013
City and County of San Francisco

3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise:
      Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

   B. Which, if any, civil service class(es) normally perform(s) this work? 5264,9251,5271,
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. **Why Classified Civil Service Cannot Perform**
   A. Explain why civil service classes are not applicable:
      Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No, civil service classifications already exist that can perform this work.

5. **Additional Information (if “yes”, attach explanation)**

   A. Will the contractor directly supervise City and County employee?  
      [ ] Yes  [x] No
   B. Will the contractor train City and County employee?  
      [ ] Yes  [x] No
   C. Are there legal mandates requiring the use of contractual services?  
      [x] Yes  [ ] No
   D. Are there federal or state grant requirements regarding the use of contractual services?  
      [ ] Yes  [x] No
   E. Has a board or commission determined that contracting is the most effective way to provide this service? Art Resolution 11-0104  
      [x] Yes  [ ] No
   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Mateo County  
      [x] Yes  [ ] No

[ ] THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 06/25/14  BY:

Name: Cynthia Avakian  Phone: 650-821-2014  Email: cynthia.avakian@fiysfo.com
Address: P.O. Box 8097  San Francisco, CA 94128

July 2013
Cynthia Avakian

dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Wednesday, June 25, 2014 6:08 PM
To: Cynthia Avakian; ablood@cirseiui.org; SinYee Poon; david.canham@seiu1021.org; joes Tanner@seiu1021.net; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Cynthia Avakian; DHR-PSCCoordinator; Richard Isen
Subject: Receipt of Modification Request to PSC # 4108 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for $250,000 for services for the period July 1, 2014 -- December 31, 2015. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

After logging into the system please select link below:

http://apps.sfgov.org/dhdrupal/node/3510
Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org joes Tanner@seiu1021.net david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org ablood@cirseiui.org
PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 14, 2011

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

TYPE OF APPROVAL: ☑ REGULAR  (OMIT POSTING ___)

☑ CONTINUING  ☑ ANNUAL

TYPE OF REQUEST: INITIAL REQUEST

☑ MODIFICATION

TYPE OF SERVICE: Staffing and consulting services for Airport's noise reduction community forum

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: $500,000  PSC DURATION: June 1, 2011 to June 30, 2014

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.

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

This service is necessary under an agreement between the County of San Mateo and the Airport. Denial of these services will mean the Airport will not be able to pay San Mateo County for the cost of the operations of the Roundtable, and may result in a lawsuit over the lack of financial support for the community forum. The Airport is continuing its support of this activity to ensure a forum for community concerns as Airport flight activity continues to rise.

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

These services have been provided through a contract. The most recent PSC approval is # 1000-08/09.

D. Will the contract(s) be renewed?

Yes, this arrangement continues to fill a need in the communities that are affected by the aircraft at the Airport. As San Mateo County sponsors the Roundtable, we must pay them our share of the Roundtable expenses.

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

SEIU Local 1021

Union Name

Signature of person mailing/faxing form

April 5, 2011

IFPTE Local 21

Union Name

Signature of person mailing/faxing form

April 5, 2011

RFP sent to: Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4|08 - |0|1

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: Approved 6/16/11

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

A. Specify required skills and/or expertise:
Experience and expertise in evaluating aircraft noise reduction efforts, as well as local, state and federal aircraft noise policies and regulations; management of community forums; and familiarity with aircraft operating and noise reduction technology as well as acoustical metrics.

B. Which, if any, civil service class normally performs this work?
The following classifications can perform some of the work: 5264 Airport Noise Abatement Specialist, 5285 Noise Abatement Officer, and 9251 Public Relations Manager.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No, the contractor will not provide facilities or equipment that the City does not already possess; however, the contractor provides independent, third party guidance and staffing for an independent forum so that nearby communities can assess the effectiveness of noise abatement measures and contribute to the forum's operation.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:
Civil service classifications are applicable; however, the abovementioned Memorandum of Understanding (MOU) provides an independent process by which nearby communities can address the impact of aircraft noise. Central to this MOU is the leadership role of San Mateo County in providing staff and consultants as needed for the group, as well as the requirement that each member of the Roundtable financially support this effort.

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

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

A. Will the contractor directly supervise City and County employees? 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? No

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

E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution 11-0104.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? San Mateo County is the lead agency for this forum.

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

PSC FORM 1 (9/96)
June 10, 2011

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4107-10/11 THROUGH 4115-10/11; 4066-08/09; 4099-09/10; 3154-07/08 AND 4049-05/06.

At its meeting of June 6, 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. Sever PSC #4099-09/10 and move to Regular agenda as an appeal by IFPTE Local 21.
2. Continue PSC #4115-10/11 to the meeting of June 20, 2011, with the presence of a DPW representative.
3. 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

[Signature]

ANITA SANCHEZ
Executive Officer

Attachment

c: Sheila Arcelona, District Attorney’s Office
Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Carina Carlo, Department of Public Works
Gordon Chey, Department of Public Works
Marie de Vera, Department of Human Resources
Kalaha Draia, Children and Families Commission
Kendall Gary, Department of Technology
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Naomi Kelly, Office of Contract Administration
Florence Kyunn, Public Utilities Commission
Diane Lin, Adult Probation Department
Joan Lubamersky, General Services Agency
Merrick Pascual, Mayor’s Office of Economic Workforce Development
Esther Reyes, Controller’s Office
Ben Rosenfeld, Controller
Maria Ryan, Department of Human Resources
Commission File
Chron
### POSTING FOR

**6/6/2011**

**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>4107-10/11</td>
<td>13</td>
<td>Adult Probation</td>
<td>Regular</td>
<td>$80,000</td>
<td>The Court ordered conditions of probation require all probationers to not use any illegal drugs. Drug Testing will enable the Adult Probation Department to better protect public safety by monitoring and enforcing probationer compliance with Court orders.</td>
<td>7/1/2011 - 6/30/2012</td>
</tr>
<tr>
<td>4108-10/11</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$500,000</td>
<td>Staffing / consulting services to the airport's noise reduction community forum, known as the Airport / Community Roundtable. The forum is a means for residents from the surrounding communities to voice their concerns about noise from the airport. San Mateo County, as the coordinating lead for the Roundtable, provides staffing and consultants to evaluate the impact of noise on affected communities created by aircraft flying into and out of the airport and the effectiveness of noise reduction programs at the airport to mitigate or abate aircraft noise.</td>
<td>6/6/2011 - 6/30/2014</td>
</tr>
<tr>
<td>4109-10/11</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$600,000</td>
<td>The proposed work includes using Engineered Arresting Systems Corporation's (ESCO) proprietary, FAA-validated computer modeling to conduct performance modeling evaluations for four EMAS bed configurations at both ends of runways 1R-19L and 1L-19R; providing detailed product installation requirements and guidance to support Airport Engineers in preparation of detailed construction drawings; reviewing construction drawings specific to arrestor bed design; and providing comments and recommendations to ensure EMAS product specifications and requirements have been met.</td>
<td>6/6/2011 - 12/31/2015</td>
</tr>
<tr>
<td>4110-10/11</td>
<td>09</td>
<td>Controller</td>
<td>Regular</td>
<td>$500,000</td>
<td>Identify and correct sales and use tax allocations errors, identify businesses from which the City has not been receiving sales/use tax revenue, conduct local sales and use tax audits of State Board of Equalization records and provide legislative impact analyses, identify and correct improperly registered permits, develop and maintain a database of sales tax information for use by City employees, and provide as-needed tax revenue enhancement services.</td>
<td>6/1/2011 - 6/30/2016</td>
</tr>
<tr>
<td>4111-10/11</td>
<td>04</td>
<td>District Attorney</td>
<td>Regular</td>
<td>$72,000</td>
<td>This contract will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordinating monthly FOPP classes as a diversion model for men arrested for their first prostitution offense. The proposed contract would include speakers, logistics, training and support of FOPP speakers. This program also acts as a diversion model for women, providing them an opportunity to receive counseling and education as an alternative to incarceration.</td>
<td>7/1/2011 - 6/30/2012</td>
</tr>
<tr>
<td>4112-10/11</td>
<td>70</td>
<td>General Services Agency</td>
<td>Regular</td>
<td>$375,000</td>
<td>This is a request to contract for after-hours, weekend and holiday emergency veterinary services on an as-needed basis. Department will pay only for work actually performed. The department is initiating a RFP process for a 1-year contract with 4 possible 1-year extensions.</td>
<td>7/1/2011 - 6/30/2016</td>
</tr>
</tbody>
</table>
AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. 12-0143

APPROVE AGREEMENT NO. 9258 WITH THE COUNTY OF SAN MATEO FOR PARTIAL REIMBURSEMENT OF COSTS AND SERVICES PROVIDED TO THE AIRPORT/COMMUNITY ROUNDTABLE IN AN AMOUNT NOT TO EXCEED $220,000 PER FISCAL YEAR FOR FISCAL YEARS 2012-2013, 2013-2014, AND 2014-2015

WHEREAS, the Airport Commission, along with the County of San Mateo and the communities located in the County of San Mateo established the Airport/Community Roundtable ("Roundtable") in 1981; and

WHEREAS, by Resolution 92-0284, the Commission entered into an agreement with the County of San Mateo to support the Roundtable in its efforts to reduce aircraft noise impacts; and

WHEREAS, the County of San Mateo is the coordinating lead for the Roundtable and has used its resources to provide advisory and technical services to the Roundtable, including development of possible noise mitigation measures; and

WHEREAS, the Roundtable is funded by its membership and each member of the Roundtable reimburses the County of San Mateo for expenses for services rendered to the Roundtable; and

WHEREAS, the Roundtable has provided a valuable public forum for community members to work collaboratively with SFO, elected officials, Federal Aviation Administration representatives, and airlines operating at SFO to improve their quality of life by lessening aircraft noise; and

WHEREAS, the Commission utilizes the services provided by the Roundtable to enhance its aircraft noise abatement program, and values the credibility and support the Roundtable has demonstrated in its relationship with SFO for thirty years; now, therefore, be it

RESOLVED, that the term for this Agreement is from July 1, 2012 through June 30, 2015; and be it further

RESOLVED, that the Commission approve the Agreement No. 9258 with the County of San Mateo for partial reimbursement of costs and services provided to the Airport/Community Roundtable in an amount not to exceed $220,000 per fiscal year for fiscal years 2012-2013, 2013-2014, and 2014-2015.

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

at its meeting of JUN 26 2012

[Signature]
Secretary