Date: February 13, 2015

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Sung Kim, DPW
Cynthia Hamada, MTA
Genie Wong, POL

Subject: Personal Services Contracts Approval Request

This report contains four (4) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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></th>
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</tr>
</thead>
<tbody>
<tr>
<td>$3,290,000</td>
<td>$41,147,770</td>
<td>$856,332,565</td>
</tr>
</tbody>
</table>
Sung Kim  
Department of Public Works  
1155 Market Street, 4th Floor  
San Francisco, CA 94103  
(415) 554-6417

Cynthia Hamada  
Municipal Transportation Agency  
1 South Van Ness Ave., 6th Floor  
San Francisco, CA 94103  
415-701-5381

Genie Wong  
Police  
850 Bryant Street, #511  
San Francisco, CA 94103  
415-553-1736
<table>
<thead>
<tr>
<th>Regular PSCs</th>
<th>Department</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>43935-14/15</td>
<td>Public Works</td>
<td>1</td>
</tr>
<tr>
<td>49167-14/15</td>
<td>Public Works</td>
<td>13</td>
</tr>
<tr>
<td>47403-14/15</td>
<td>Municipal Transportation Agency</td>
<td>23</td>
</tr>
<tr>
<td>45100-14/15</td>
<td>Police</td>
<td>27</td>
</tr>
</tbody>
</table>
## POSTING FOR
March 02, 2015

### PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept Designation</th>
<th>PSC Amount</th>
<th>Description of Work</th>
<th>PSC Estimated Start Date</th>
<th>PSC Estimated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>43935 - 14/15</td>
<td>AGENCY - PUBLIC WORKS</td>
<td>$400,000.00</td>
<td>Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis. In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. The City intends to award two (2) contracts for $200,000 each, and contract duration of two (2) years each.</td>
<td>December 8, 2014</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>49567 - 14/15</td>
<td>AGENCY - PUBLIC WORKS</td>
<td>$900,000.00</td>
<td>Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.</td>
<td>December 5, 2014</td>
<td>June 30, 2018</td>
</tr>
<tr>
<td>47403 - 14/15</td>
<td>TRANSPORTATION AGENCY</td>
<td>$450,000.00</td>
<td>The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.</td>
<td>June 1, 2015</td>
<td>May 31, 2018</td>
</tr>
<tr>
<td>45100 - 14/15</td>
<td>POLICE</td>
<td>$2,040,000.00</td>
<td>Vendor will provide Community Based Crime Prevention and Education Services as follows: 1. Community policing work with each district station 2. Neighborhood watch organizing 3. Residential and commercial security services 4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations 5. Bicycle safety registration for bicycle theft prevention 6. Special Projects and Community Events All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience serving San Francisco’s diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.</td>
<td>July 1, 2015</td>
<td>June 30, 2018</td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT $3,290,000**
Regular/Continuing/Annual
Personal Services Contracts
City and County of San Francisco
Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW
Dept. Code: DPW

Type of Request: ☑ Initial
☑ Modification of an existing PSC (PSC # ________)

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

Type of Service: As-Needed Landscaping Constructability Reviewer Services

Funding Source: Inter-Departmental Work Orders
PSC Duration: 3 years 29 weeks
PSC Amount: $400,000
PSC Est. Start Date: 12/08/2014
PSC Est. End Date: 09/30/2018

1. Description of Work

A. Scope of Work:
Provide specialized services in Landscaping Constructability Review to support DPW design staff on an as-needed basis.
In an effort to raise our quality control/quality audit (QC/QA) Standards we would like to establish regular Constructability Reviews for landscaping projects with independent, outside consultants who are specialized in this area. These consultants are seasoned inspectors and construction managers who have many years in the field and help with the vetting process by reviewing documents to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule. Please note that we still provide in-house reviews, even with our technical teams, but these do not replace the increased level of quality control that an independent constructability reviewer provides. The City intends to award two (2) contracts for $200,000 each, and contract duration of two (2) years each.

B. Explain why this service is necessary and the consequence of denial:
Landscaping Constructability Review is a specialized professional service that is out of the Building, Design, and Construction Division's (BDC) area of expertise. Landscape Constructability Review consultants are experienced in this area. As this data is not something which we provide at the BDC, denial of this service would require us to utilize this service through sub-consultants from our pool of As-Needed contracts and pay additional administrative fees (i.e. sub-consultant mark up). This could also cause delays to meet deadlines for critical projects. The BDC is requesting to have our own pool of "As-Needed" Landscaping Constructability Review consultants for our projects.

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.
Landscaping Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide Landscaping Constructability Review services. The most recent approved PSC for as-needed architectural contract is PSC No. 4095-09/10... (please see attachment for full response)

D. Will the contract(s) be renewed? No, we have no plans to renew the contract at this time.

2. Union Notification: On 12/08/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21.

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43935 - 14/15
DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 03/02/2015

July 2013
3. **Description of Required Skills/Expertise**
   A. Specify required skills and/or expertise:
      Consultant must be experienced in landscape architecture design and/or construction inspections and construction management of projects involving landscape architecture. Consultants must have been in business for a minimum of 5 years and must provide at minimum of 5 sample projects to demonstrate its experience. Experience must include providing constructability reviews of landscape designs, drawings and specifications to determine if there are built-in problems and... (please see attachment for full response)
   
   B. Which, if any, civil service class(es) normally perform(s) this work?  
      5262, 5272, 5274,
   
   C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
      No, the contractor will not be providing facilities and/or equipment.

4. **Why Classified Civil Service Cannot Perform**
   A. Explain why civil service classes are not applicable:
      These are as-needed contract services only. They will only be utilized when the following conditions exist:  
      * The Division is working at full capacity and postponement of pending projects would be contrary to the public interest, or  
      * Project requires third-party Consultant Review to ensure that a high quality product is provided.
   
   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

5. **Additional Information (if “yes”, attach explanation)**
   
   A. Will the contractor directly supervise City and County employee?  
      □ YES   ✔ NO
   
   B. Will the contractor train City and County employee?  
      No, training will not be provided for this service (please see attachment)  
      □ YES   ✔ NO
   
   C. Are there legal mandates requiring the use of contractual services?  
      □ YES   ✔ NO
   
   D. Are there federal or state grant requirements regarding the use of contractual services?  
      □ YES   ✔ NO
   
   E. Has a board or commission determined that contracting is the most effective way to provide this service?  
      □ YES   ✔ NO
   
   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  
      □ YES   ✔ NO

✔ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/29/2015 BY:

Name: Sung Kim  
Phone: 415-554-6417  
Email: sung.kim@sfdpw.org

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

July 2013
Receipt of Union Notification(s)
RECEIPT for Union Notification for PSC 43935 - 14/15 more than $100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43935 - 14/15 for $400,000 for Initial Request services for the period 12/08/2014 - 06/30/2018. 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/dhrdrupal/node/4274 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
Additional Attachment(s)
Service: As-Needed Landscaping Constructability Reviewer Services

1.C. Landscaping Constructability Review services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide Landscaping Constructability Review services. The most recent approved PSC for as-needed architectural contract is PSC No. 4095-09/10. Please also refer to our last As-Needed Architectural Services RFQ for our pool of 2013 consultants/contracts, per attached.

3.A. Consultant must be experienced in landscape architecture design and/or construction inspections and construction management of projects involving landscape architecture. Consultants must have been in business for a minimum of 5 years and must provide at minimum of 5 sample projects to demonstrate its experience. Experience must include providing constructability reviews of landscape designs drawings and specifications to determine if there are built-in problems and flaws that may impede construction or increase cost or schedule.

Constructability Reviews can be defined as follows:

An independent and structured review of construction bid documents by construction professionals to make certain that the work requirements are clear, the documents are coordinated, and that they assist the contractor in bidding, construction and project administration to result in reduced impacts to the project.

5.B. No, training will not be provided for this service, as this would require the City to hire an individual with this specialized background. This service will only be utilized on an as-needed basis so there is no ongoing demand to justify the hiring of permanent City staff.
March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 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) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.

(2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION 10 MAR 22 AM 11:00

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
   Micki Calahan, Human Resources Director
   Gordon Choy, Department of Public Works
   Jacqueline Hale, Department of Public Health
   Mary Ng, Department of Human Resources
   Shawn Wallace, San Francisco Police Department
   Commission File
   Chiron
<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4093-09/10</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$400,000</td>
<td>Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>4094-09/10</td>
<td>92</td>
<td>Public Health</td>
<td>Regular</td>
<td>$1,300,000</td>
<td>Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Outpatient Treatment Program at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office-based opioid treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>4095-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive reuse of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.</td>
<td>8/30/2015</td>
</tr>
<tr>
<td>4096-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$1,200,000</td>
<td>The Materials Testing &amp; Special Inspection (MTCS) Team will provide specialized materials testing &amp; special inspection services for the SFPUC Headquarters Building Project located at 325 Golden Gate Ave. Consultant will be City's representative, leading &amp; coordinating the materials testing &amp; special inspection activities for the Project to ensure compliance with all requirements of state &amp; local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection &amp; Structural Observation, and Contract Documents.</td>
<td>8/1/2012</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: $3,000,000*  PSC DURATION: 5/1/2010-8/30/2015

*Aggregate fee cap: $5,000,000; individual fee cap: $500,000 to $1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK

   A. Concise description of proposed work:
   Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

   B. Explain why this service is necessary and the consequences of denial:
   The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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

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

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

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

   RFP sent to ___________________________ ___________________________ __________
   Union Name on Date Signature


FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4695-01/10
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:
Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities’ furnishings/interior design.

B. Which, if any, civil service class normally performs this work?
The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5266 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5352 Electrical Engineering Assistant, 5364 Engineering Associate I, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5282 Landscape Architectural Associate I, 5272 Landscape Architectural Associate II, 5274 Landscape Architect.

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:
These are as-needed contract services only. They will only be utilized when the following conditions exist:
- The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
- Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
The services are only going to be utilized on an as-needed basis.

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

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

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

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

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

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

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

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

[Signature]
Gordon Choy
Print or Type Name

Telephone Number (415) 554-6230

875 Stevenson Street, Room 420
San Francisco, CA 94103
Address
CITY & COUNTY OF SAN FRANCISCO  
DEPARTMENT OF PUBLIC WORKS  
REQUEST FOR QUALIFICATIONS  
APC13036 - AS-NEEDED ARCHITECTURAL SERVICES

Building Design and Construction (BDC), Department of Public Works (DPW), City and County of San Francisco (City) announces a Request for Qualifications (RFQ) for the provision of architectural services on an as-needed basis for public building projects, including, but not limited to renovation, relocation, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

Proposals will be received at 30 Van Ness Avenue, Suite 4100, 4th Floor, San Francisco, California 94102 until 2:30 P.M Pacific Time, January 15, 2013. Consultants shall submit proposals as required in the RFQ package. Late submittals will not be considered. Digital files of the RFQ Package may be downloaded at no cost at https://stqint.sfdpw.org/biddocs. Please visit the DPW's Contracts, Bid Opportunities and Payments webpage at www.sfdpw.org for more information. Notices regarding Addenda and other proposal changes will be distributed by email to Plan Holders.

Building Design and Construction is seeking to engage four (4) architectural firms and/or joint venture teams to be selected through this RFQ. The product of this RFQ and the selection process will be a Master Agreement (Contract) with each selected firm or team. Each Contract will have a five-year term. Individual Contract Service Orders (CSO) must be certified for services on specific projects during the first three years of the five-year contract. The final two years of the contract term may be used for completion of services certified during the first three years. The aggregate fee cap for all As-Needed Contracts is $4,000,000; the fee cap for each Contract will be $1,000,000. Work will be distributed based on the best match of qualifications and expertise to particular projects and ongoing performance in the Contract, at the discretion of the City.

As-Needed services will include, in general, the full range of professional architectural planning and design services including services of sub-consultants, typically required for architectural projects in the public sector. Core Disciplines required to be included in each proposal are as follows: Architecture (Prime Consultant), Structural, Electrical, Mechanical and Plumbing Engineering, Resource Efficiency (or LEED AP), and Cost Estimation. Larger and more complex projects may require additional subconsultants, as described within the RFQ. Services requested under the as-needed contract may include one or more of the following: condition assessments, feasibility studies, architectural programming, design, construction documents on CAD or Revit, construction administration, cost estimation, scheduling, ADA compliance, historic preservation, and LEED Certification; as well as associated engineering and/or consulting services such as geotechnical, civil, structural, electrical, mechanical, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and interior design/facilities’ furnishings.

Rating bonuses will be applied as per San Francisco Administrative Code Chapter 14B. Certified Local Business Enterprise (LBE) firms are encouraged to submit proposals. The LBE Subconsultant participation goal is 20%. Call Selormey Dzikunu at 415-558-4059 for details. In accordance with Chapter 14B requirements, all Proposers, except those who meet the exception noted below, shall submit documented good faith efforts with their proposals and must achieve 80 out of 100 points to be deemed responsive. Proposers will receive 15 points for attending the pre-proposal conference (Proposers who attended the initial pre-proposal conference on October 11, 2012 need not attend the new conference on the date below, and will be awarded the good faith effort points). Refer to HRC Form 2B for more details. Exception: Proposers who demonstrate that their total LBE participation exceeds the above subcontracting goal by 35% will not be required to meet the good faith efforts requirements.

A pre-proposal meeting will be held on December 12, 2012 at 3:30 P.M. at the Building Design and Construction, Main Conference Room, 30 Van Ness Avenue, 4th Floor, San Francisco, California 94102.
Questions regarding the RFQ must be submitted no later than 5 business days before the RFQ due date, by email to the Contract Manager, Mark Dorian at: BDC-AsNeeded-RFQ@sfdpw.org

In accordance with San Francisco Administrative Code Chapter 6, no proposal is accepted and no contract in excess of $400,000 is awarded by the City and County of San Francisco until such time as (a) the Mayor or the Mayor's designee approves the contract for award and (b) the Director of Public Works then issues an order of award. Pursuant to Charter Section 3.105, all contract awards are subject to certification by the Controller as to the availability of funds.
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS - DPW  Dept. Code: DPW

Type of Request: □ Initial  □ Modification of an existing PSC (PSC #__________)

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

Type of Service: As-Needed Architectural Photographer Services

Funding Source: Inter-Departmental Work Orders  PSC Duration: 3 years 29 weeks
PSC Amount: $400,000  PSC Est. Start Date: 12/05/2014  PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:
Provide specialized services in Architectural Photography to support DPW design staff on an as-needed basis. The Consultants will provide expert Architectural Photography services to ensure that the most up to date presentation techniques are utilized. Architectural Photographers are experts in staging and setting up the scene to present a finished project in the best possible light.

B. Explain why this service is necessary and the consequence of denial:
Architectural photography is a specialized professional service that is out of the Building, Design & Construction Division's (BDC) area of expertise. Architectural photography consultants are experienced in the presentation of the building product and are experts in the area of architectural photography. Our staff, clients and communications departments have requested that we have some as-needed Professional Photographers to be available to assist with presentations and marketing materials as required for our portfolio and awards submissions. This will also assist in our ability to "present" our work to Clients, Stakeholders and the Community. This is a specialty which cannot be done in-house and must be outsourced... (please see attachment for full response)

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.
Architectural photography services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow BDC to have a dedicated prime consultant to provide architectural photography services. The most recent approved PSC for an as-needed architectural contract is PSC No. 4095-09/10.

D. Will the contract(s) be renewed? No, we don't have plans to renew the contract at this time.

2. Union Notification: On 12/05/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021.

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

PSC# 49167 - 14/15
DHR Analysis/Recommendation: Commission Approval Required
DHR Approved for 03/02/2015

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:
      Architectural Photographers are a specialized field who are experts in staging and setting up scenes of a completed building to present the finished project in the best possible light. They can be retained by an Architect or Interior Designer to take photographs for a Portfolio or Marketing purposes. These images emphasize the artistic nature of the project and they may be works of art on their own. The consultant must have been in business for a minimum of 5 years...(please see attachment for full response)

   B. Which, if any, civil service class(es) normally perform(s) this work? 1770,

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

4. **Why Classified Civil Service Cannot Perform**
   A. Explain why civil service classes are not applicable:
      These are as-needed contract services only. They will only be utilized when the following conditions exist:
      * Project requires specialized architectural photographer services.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain: No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

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

   B. Will the contractor train City and County employee? yes
      (please see attachment for full response)

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

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

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

   F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? no

☑ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 01/29/2015 BY:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Fl San Francisco, CA 94103

July 2013
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of sung.kim@sfdpw.org
Sent: Friday, December 05, 2014 4:32 PM
To: Kim, Sung; joe.brenner@seiu1021.org; leah.berrangaa@seiu1021.org; davidmkerssen@gmail.com; ablood@ciseiu.org; Poon, SinYee (HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; Tsang, Tiffany; Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 49167 - 14/15

RECEIPT for Union Notification for PSC 49167 - 14/15 more than $100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 49167 - 14/15 for $400,000 for Initial Request services for the period 12/05/2014 - 06/30/2018. 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/dhrdrupal/node/4267 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.
Additional Attachment(s)
Additional Information to include with PSC Form 1 – PSC#49167 - 14/15

Service: As-Needed Architectural Photographer Services

1.B. Architectural photography is a specialized professional service that is out of the Building, Design & Construction Division’s (BDC) area of expertise. Architectural photography consultants are experienced in the presentation of the building product and are experts in the area of architectural photography. Our staff, clients and communications departments have requested that we have some as-needed Professional Photographers to be available to assist with presentations and marketing materials as required for our portfolio and awards submissions. This will also assist in our ability to “present” our work to Clients, Stakeholders and the Community. This is a specialty which cannot be done in-house and must be outsourced. Having the ability to work with our own architectural photography consultants directly will save the city money and allow us to execute these contracts more efficiently. If these services are denied, Public Works would need to continue to utilize these sub-consultant services through our As-Needed contracts and pay additional administrative fees (i.e. sub-consultant mark up). This would result in delays to critical projects to meet timelines as well.

The BDC is requesting to have our own pool of “As-Needed” architectural photography consultants for our projects.

3.A. Architectural Photographers are a specialized field who are experts in staging and setting up scenes of a completed building to present the finished project in the best possible light. They can be retained by an Architect or Interior Designer to take photographs for a Portfolio or Marketing purposes. These images emphasize the artistic nature of the project and they may be works of art on their own. The consultant must have been in business for a minimum of 5 years, and must demonstrate its experience by providing a portfolio of projects that include at least 10 sample projects completed in the last 5 years.

5.B. No training will not be provided for this service, as this would require the City to hire an individual with this specialized background. This service will only be utilized on an as-needed basis so there is no ongoing demand to justify the hiring of permanent City staff.
March 18, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4093-09/10 THROUGH 4101-09/10; 4092-09/10 AND 4102-07/08.

At its meeting of March 15, 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. Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration.

2. Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration.

3. Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacque Hale, Department of Public Health
Mary Ng, Department of Human Resources
Shawn Wallace, San Francisco Police Department
Commission File
Citron

25 VAN NESS AVENUE, SUITE 720 • SAN FRANCISCO, CA 94102-4 – 252-3247 • FAX (415) 252-3260 • www.sfgov.org/civil_service/
<table>
<thead>
<tr>
<th>PSC No</th>
<th>Dept No</th>
<th>Dept Name</th>
<th>Approval Type</th>
<th>Contract Amount</th>
<th>Description of Work</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>4093-09/10</td>
<td>38</td>
<td>Police</td>
<td>Regular</td>
<td>$400,000</td>
<td>Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one-way sound devices, video and audio recording equipment.</td>
<td>6/30/2014</td>
</tr>
<tr>
<td>4094-09/10</td>
<td>82</td>
<td>Public Health</td>
<td>Regular</td>
<td>$1,300,000</td>
<td>Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 83, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opioid treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).</td>
<td>6/30/2015</td>
</tr>
<tr>
<td>4095-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$3,000,000</td>
<td>Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.</td>
<td>8/30/2015</td>
</tr>
<tr>
<td>4096-09/10</td>
<td>90</td>
<td>Public Works</td>
<td>Regular</td>
<td>$1,200,000</td>
<td>The Materials Testing &amp; Special Inspection (MTSI) Team will provide specialized materials testing &amp; special inspection services for the SFPUC Headquarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading &amp; coordinating the materials testing &amp; special inspection activities for the Project to ensure compliance with all requirements of state &amp; local regulatory agencies including the International Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection &amp; Structural Observation, and Contract Documents.</td>
<td>8/1/2012</td>
</tr>
</tbody>
</table>
PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 4, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: Public Works
DEPARTMENT NUMBER: 90

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

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

TYPE OF SERVICE: As-needed Architectural Design Services

FUNDING SOURCE: Various departments, to be determined

PSC AMOUNT: $3,000,000*  PSC DURATION: 5/1/2010 - 8/30/2015

* Aggregate fee cap: $3,000,000; individual fee cap: $500,000 to $1,000,000 depending on number of firms selected.

1. DESCRIPTION OF WORK
   A. Concise description of proposed work:
   Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

   B. Explain why this service is necessary and the consequences of denial:
   The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

   C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):
   Similar services have been provided through as-needed architectural services contracts authorized by PSC No. PSC #4125-05/06 approved on June 5, 2006.

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

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

   Local 21
   Union Name
   Signature of person mailing/faxing form 2/1/10

   Union Name
   Signature of person mailing/faxing form
   Date

   RFP sent to Union Name, on Date Signature

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

PSC# 4095 - 09/10

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:
3. **DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**
   A. Specify required skills and/or expertise:
   Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/interior design.

   B. Which, if any, civil service class normally performs this work?
   The following civil service classes would normally perform design and consultation services except under conditions as described in 4A below: 5211 Senior Architect, 5268 Architect, 5266 Architectural Associate II, 5265 Architectural Associate I, 5261 Architectural Assistant II, 5260 Architectural Assistant I, 5218 Structural Engineer, 5219 Senior Structural Engineer, 5525 Electrical Engineering Assistant, 5524 Engineering Associate I, 5344 Mechanical Engineering Assistant, 5215 Fire Protection Engineer, 5211 Engineer/Architect/Landscape Architect Senior, 5262 Landscape Architectural Associate I, 5272 Landscape Architectural Associate II, 5274 Landscape Architect.

   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:
   These are as-needed contract services only. They will only be utilized when the following conditions exist:
   - The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or
   - Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
   The services are only going to be utilized on an as-needed basis.

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]

**Gordon Choy**
Print or Type Name

(415) 554-6230

875 Stevenson Street, Room 420
San Francisco, CA 94103

Address

-22-
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA
Dept. Code: MTA

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

Type of Approval: ☐ Expedited ☑ Regular ☐ Omit Posting

Type of Service: Consultant for Work Credit Program

Funding Source: Operating Budget
PSC Duration: 3 years
PSC Amount: $450,000
PSC Est. Start Date: 06/01/2015
PSC Est. End Date: 05/31/2018

1. **Description of Work**
   A. Scope of Work:
   The consultant will create a network of non-profit/government agencies within San Francisco for participants to perform work credit to be applied against a large number of outstanding parking and transit violations. The consultant will regularly monitor, review and approve documentation from providers and participants and submit documentation (e.g., participation contracts, provider signature cards, timesheets, etc.) required for the San Francisco Municipal Transportation Agency (SFMTA) to process work credit for customers.

   B. Explain why this service is necessary and the consequence of denial:
   The work credit program for parking and transit violations provides an important safety net for customers who are unable to pay outstanding fines and penalties. The consequence of denial would be that the SFMTA would be unable to operate the work credit program or provide the network of agencies required. This would result in more fines and the loss of automobile registration for those who are already unable to pay for their current violation, as well as loss of community services from participants that the City would benefit from.

   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 program has been provided under informal arrangement by Project 20/Pre-Trial Diversion, Inc. for more than 15 years. In the future, the SFMTA will issue a Request For Proposal and establish a contract for this work.

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

2. **Union Notification:** On 12/02/2014, the Department notified the following employee organizations of this PSC/RFP request:
   SEIU Local 1021, SEIU 1021 Miscellaneous, Professional & Tech Engrs, Local 21,

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

   FOR DEPARTMENT OF HUMAN RESOURCES USE

   PSC# 47403 - 14/15
   DHR Analysis/Recommendation:
   Commission Approval Required
   DHR Approved for 03/02/2015

   -23-

   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:
      Demonstrated experience with administering and overseeing direct service programs via non-profit and government agencies; job skill application processing; third-party agreement monitoring; and, reconciliation and reporting or work and hours worked compliance.

   B. Which, if any, civil service class(es) normally perform(s) this work?
      9504, 9506, 1623, 1824,

   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:
      Under the current process, the vendor collects a separate application and fee from participants as well as administers a separate payment plan option. As part of this personal services contract, the SFMTA will include bringing this portion of the work in-house to be performed by employees in the civil service classes in Item 3.B. The remaining portion will continue to be done by the consultant.

   B. Would it be practical to adopt a new civil service class to perform this work? Explain.
      No. Civil service classes already exist.

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?
      No training provided.
      ☐  ☑

   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 12/02/2014 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

July 2013
Receipt of Union Notification(s)
From: dhr-psccoordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Tuesday, December 02, 2014 4:46 PM
To: Hamada, Cynthia; leah.berlanda@sei1021.org; david.mkersten@gmail.com; tiya.thlang@sei1021.org; ted.zarzecki@sei1021.net; ablood@cirseiu.org; xiumin.li@sei1021.org; Sin.Yee.Poon@sfgov.org; david.canham@sei1021.org; joe.tanner@sei1021.net; Larry.Bradshaw@sei1021.org; L21PSCReview@ifpte21.org; Hamada, Cynthia; Izen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over $100K PSC # 47403 - 14/15

Follow Up Flag: Follow up
Flag Status: Flagged
Categories: Green Category

RECEIPT for Union Notification for PSC 47403 - 14/15 more than $100k

The MUNICIPAL TRANSPORTATION AGENCY — MTA has submitted a request for a Personal Services Contract (PSC) 47403 - 14/15 for $450,000 for Initial Request services for the period 06/01/2015 – 05/31/2018. 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/dhrdrupal/node/4255 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: POLICE -- POL

Depart. Code: POL

Type of Request: ☑ Initial

☐ Modification of an existing PSC (PSC # ________)

Type of Approval: ☐ Expedited

☑ Regular

☐ Omit Posting

Type of Service: Community Based Crime Prevention Education Services

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: $2,040,000

PSC Est. Start Date: 07/01/2015

PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:
Vendor will provide Community Based Crime Prevention and Education Services as follows:
1. Community policing work with each district station
2. Neighborhood watch organizing
3. Residential and commercial security services
4. Personal, vehicle/traffic, child, and older adult safety, robbery and burglary prevention, violence in the work place prevention presentations
5. Bicycle safety registration for bicycle theft prevention
6. Special Projects and Community Events

All services will be tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor staff must have strong understanding of and demonstrated experience serving San Francisco's diverse communities. Vendor will act as a liaison between the community and Police Department and assign a liaison to each district station captain.

B. Explain why this service is necessary and the consequence of denial:
A key strategy to reducing crime is to educate the community and work to build relationships and improve communication with residents and merchants. The San Francisco Police Department (SFPD) depends on a contractor to provide community based crime prevention education services and referrals to victims of crime and violence. Denial of contract will result in significant reduction of community based educational crime prevention for San Francisco residents and businesses.

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.
Through PSC 4140-07/08

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

2. Union Notification: On 11/24/2014, the Department notified the following employee organizations of this PSC/RFP request:
SFPOA - Q2-Q50, SEIU Local 1021, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21.

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

PSC# 45100 - 14/15

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 03/02/2015

-27-
3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise:
Vendor staff will have education backgrounds and specialized skills in training, law, community organizing, public speaking and facilitation, crime prevention technical skills to evaluate commercial and residential facilities and demonstrated experience working with vulnerable San Francisco populations such as the elderly, disabled and children. Staff need to be bilingual and biliterate in languages identified by the City’s Language Access Ordinance (LAO). Vendor must produce crime prevention public outreach materials in LAO languages.

B. Which, if any, civil service class(es) normally perform(s) this work?
1232, 1002, Q060, Q080, Q080, Q090, Q209.

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

4. **Why Classified Civil Service Cannot Perform**

A. Explain why civil service classes are not applicable:
No job classification describes the required combined skills in community based crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet the citizens’ needs, which include bilingual skills and weekend and evening availability. Services must be tailored to the needs of citizens; therefore, a diverse team of qualified staff must be available.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No. No specific job classification describes the required combined skills in community based crime prevention education, community organizing, and technical training in residential and commercial security. Services and work must specifically meet San Francisco's diverse population needs.

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 specific community based crime prevention education staff to train.

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 11/25/2014 BY:

Name: Genie Wong  Phone: (415) 553-1736  Email: Genie.Wong@sfgov.org
Address: 850 Bryant Street #511  San Francisco, CA 94103
Receipt of Union Notification(s)
Hi Marty:

I don’t think you have registered in the DHR Personal Service Database because you are not listed on the system generated database email that should notify the POA. Below is a notice that we are seeking Civil Service Commission approval for a community based crime prevention contract. The SF SAFE contract expires on 6/30/15. We need to notify unions who may have questions on behalf of their members. Please contact me within 30 days if you have concerns. Thank you.

Regards,

Genie Wong
Contracts Analyst
Fiscal Division
San Francisco Police Department
850 Bryant Street, #511
San Francisco, CA 94103
(415) 553-1736
Genie.Wong@sfgov.org

From: dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org> on behalf of Genie.Wong@sfgov.org
<Genie.Wong@sfgov.org>
Sent: Monday, November 24, 2014 2:39 PM
To: Wong, Genie (POL); leah.berlanga@seiu1021.org; david.mkersten@gmail.com; ablood@cirseiu.org; Poon, SinYee (HSA); david.canham@seiu1021.org; joe.tanner@seiu1021.net; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; 121PSCRReview@ifpte21.org; Wong, Genie (POL); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over $100K PSC # 45100 - 14/15

RECEIPT for Union Notification for PSC 45100 - 14/15 more than $100k

The POLICE — POL has submitted a request for a Personal Services Contract (PSC) 45100 - 14/15 for $2,040,000 for Initial Request services for the period 07/01/2015 - 06/30/2018. 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/dhldrupal/node/4205 For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you
Additional Attachment(s)
RECEIPT for Union Notification for PSC 45100 - 14/15 more than $100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 45100 - 14/15 for $2,040,000 for Initial Request services for the period 07/01/2015 – 06/30/2018. 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/chhdrupal/node/4205 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
CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

April 23, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OR REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4131-07/08 THROUGH 4149-07/08; AND 1003-08/09.

At its meeting of April 21, 2008 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 #4134-07/08 to the meeting of May 19, 2008 at the request of the Department of Human Resources.

(2) Adopt the Human Resources Director's report on PSC #4141-07/08, 4142-07/08 and 4143-07/08. Notify the offices of the Controller and the Purchaser. Note: The Public Utilities Commission to submit a report in 30 days to the Commission on their discussions with IFPTE Local 21.

(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: Shawn Allison, Department of Telecommunications & Information Services
Parveen Bopani, Municipal Transportation Agency
Eugene Clendinen, District Attorney
Michael Callahan, Human Resources Director
Connie Chung, Public Utilities Commission
Gordon Clary, Department of Public Works
Shanika Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Galen Leung, San Francisco International Airport
Julian Low, Mayor's Office of Business & Economics
Joan Lubansky, Administrative Services
Paul Martin, Department of Human Resources
Jonathan Nelly, Department of Human Resources
Shawn Wallace, Police
Commission File
Chiron

-33-
## 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>4132-07</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$94,000.00</td>
<td>Will provide pre-employment drug testing services and drug &amp; alcohol testing for reasonable suspicion, random, post-accident, return-to-duty and follow-up testing.</td>
<td>31-Aug-16</td>
</tr>
<tr>
<td>4133-07</td>
<td>27</td>
<td>Airport Commission</td>
<td>Regular</td>
<td>$120,000.00</td>
<td>Will provide services to assess business, management, infrastructure, construction safety, supply logistics, community relationship and stakeholder risk and to propose mitigation measures to improve the Airport's risk profile.</td>
<td>30-Apr-19</td>
</tr>
<tr>
<td>4134-07</td>
<td>33</td>
<td>Department of Human Resources</td>
<td>Regular</td>
<td>$7,500,000.00</td>
<td>Will provide services to complete worker's comp, auditing services, including investigation and adjudication of claims, data recording, payment processing, support of both litigation and rehabilitation processes, case estimate evaluation and preparation of reports.</td>
<td>31-Jul-11</td>
</tr>
<tr>
<td>4135-07</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$160,000.00</td>
<td>Will provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for MTA employees and contractors in compliance with DOT/FTA.</td>
<td>30-Jun-11</td>
</tr>
<tr>
<td>4136-07</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$239,470.00</td>
<td>Will provide 110 Muni diesel and electric coaches with Automatic Passenger Counting (APC) equipment. This equipment will count boardings and alightings to determine accurate ridership numbers.</td>
<td>31-Dec-08</td>
</tr>
<tr>
<td>4137-07</td>
<td>35</td>
<td>Municipal Transportation Agency</td>
<td>Regular</td>
<td>$19,000,000.00</td>
<td>Will provide a 27-month fare box refurbishment project, which includes 15 months of installation of refurbished fare boxes on all revenue vehicles and back-end system and 12 months post-installation system support, for a total amount not to exceed $19 mil.</td>
<td>30-Sep-10</td>
</tr>
<tr>
<td>4138-07</td>
<td>38</td>
<td>Police Department</td>
<td>Regular</td>
<td>$300,000.00</td>
<td>Will provide Phlebotomy services 24 hours per day, 7 days a week, to conduct blood draws at various locations on suspected drunk drivers for law enforcement agencies in the City and County of San Francisco.</td>
<td>30-Jun-12</td>
</tr>
<tr>
<td>4139-07</td>
<td>38</td>
<td>Police Department</td>
<td>Regular</td>
<td>$550,000.00</td>
<td>Will provide the San Francisco Police Department with psychological evaluations of final entry level police officer candidates and refinement of predictive validity assessment procedures.</td>
<td>30-Jun-12</td>
</tr>
</tbody>
</table>
### RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

**POSTING FOR**  
April 21, 2008

<table>
<thead>
<tr>
<th>RSC 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>4140-07/08</td>
<td>38</td>
<td>Police Department</td>
<td>Regular</td>
<td>$2,720,000.00</td>
<td>Will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentation on personal safety, robbery and burglary prevention, and violence in the workplace.</td>
<td>09-Jun-12</td>
</tr>
<tr>
<td>4141-07/08</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$26,000,000.00</td>
<td>Will provide Bay Division Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPPUC.</td>
<td>07-Feb-14</td>
</tr>
<tr>
<td>4142-07/08</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$27,700,000.00</td>
<td>Will provide San Joaquin Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPPUC.</td>
<td>07-Feb-14</td>
</tr>
<tr>
<td>4143-07/08</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$17,700,000.00</td>
<td>Will provide St. Vitt &amp; Valley Regional Construction Management (CM) Services to oversee a specific WSIP construction project, the Bay Tunnel, on behalf of the SFPPUC.</td>
<td>07-Feb-14</td>
</tr>
<tr>
<td>4144-07/08</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$85,000.00</td>
<td>Will provide monitoring of federally-endangered San Francisco garter snake (SFGS) and federally threatened California red-legged frog (CRLF) at three locations on the Peninsula Watershed.</td>
<td>31-Dec-08</td>
</tr>
<tr>
<td>4145-07/08</td>
<td>40</td>
<td>San Francisco Public Utilities Commission</td>
<td>Regular</td>
<td>$405,000.00</td>
<td>Will provide independent technical review to ensure that the Master Plan incorporates not only proven best technologies, but also cost effective, environmentally sensitive and community responsive solutions.</td>
<td>31-Jul-10</td>
</tr>
<tr>
<td>4146-07/08</td>
<td>40</td>
<td>Risk Management/GSA-City Administrator</td>
<td>Regular</td>
<td>$5,600,000.00</td>
<td>Will create a pre-qualified list of insurance brokers and risk aggregators, services firms for as needed support in the areas of broker services, risk analysis and Enterprises Risk Management consultant services, insurance services and claims support services.</td>
<td>30-Jun-16</td>
</tr>
<tr>
<td>4147-07/08</td>
<td>76</td>
<td>Dept. of Telecommunications and Information Services</td>
<td>Regular</td>
<td>$2,000.00</td>
<td>Will provide an audit to the City's telecommunication bills to identify any potential billing errors by the carriers and prepare documentation for the City to request refunds for overcharges; make recommendations to minimize risk of overbilling.</td>
<td>21-Apr-09</td>
</tr>
<tr>
<td>4148-07/08</td>
<td>76</td>
<td>Dept. of Telecommunications and Information Services</td>
<td>Regular</td>
<td>$500,000.00</td>
<td>Will provide at the approval of in house staff, as needed printing and binding services to include low cost printing, collating, folding and binding.</td>
<td>14-Apr-13</td>
</tr>
<tr>
<td>4149-07/08</td>
<td>60</td>
<td>Public Works</td>
<td>Regular</td>
<td>$4,000,000.00</td>
<td>Will provide resident engineers, field engineers, inspectors, specialty engineers, office engineers, scheduling engineers, public outreach staff, construction management support, field office administrative staff, and supplemental construction services.</td>
<td>18-Jun-13</td>
</tr>
</tbody>
</table>
City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03-05-08
DEPARTMENT NAME: Police

DEPARTMENT NUMBER: 38

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

☐ CONTINUING ☐ ANNUAL

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

Crime Prevention Education Services

TYPE OF SERVICE:

FUNDING SOURCE:
General Fund

PSC AMOUNT: $2,720,000.00

PSC DURATION: 7-1-08 - 6-30-2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Vendor will provide Crime Prevention Education Services as follows: Neighborhood watch organizing, residential and commercial security services, presentations on personal safety, robbery and burglary prevention, and violence in the work place. All services are tailored to the needs of the individual group, neighborhood or business group that requests the service. Vendor will act as a liaison between the community and the Police Department.

B. Explain why this service is necessary and the consequences of denial: Crime Prevention is key to the reduction of crime and violence in San Francisco. The Police Department depends on the contractor to provide crime prevention education services and referrals to victims of crime and violence. Denial of the contract will result in the elimination of educational crime prevention services for San Francisco residents and businesses. The San Francisco Police Department does not offer Crime Prevention Education Services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number. This service was provided through PSC # 4102-04/05.

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

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

Local # 21 750

Local # 21

Union Name

Signature of person mailing / faxing form

3-19-08 Date

Police Officers Association

Union Name

Signature of person mailing / faxing form

3-19-08 Date

RFP sent to _______ on _______ Signature

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 440-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION: -36-

PSC FORM 1 (8/88)
3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE
   A.Specify required skills and/or expertise. Vendor employs people with education backgrounds and
      specialized skills in teaching, training, law, community organization, public speaking and facilitation, crime
      prevention, (technical skills to evaluate commercial and residential facilities) and experience working with
      vulnerable populations like the elderly, disabled and children. Vendor employs individuals who are bi
      lingual and bi literate in Cantonesen, Russian, and Spanish languages. Vendor must be able to produce crime prevention fliers
      and information bulletins, etc.

   B. Which, if any, civil service class normally performs this work? Class 1232, Training Officers may perform
      some duties. Some Police Department staff (Q2, Q50, Q60’s) have only limited training in Crime Prevention
      Education Services.

   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. 1232 Training Officers do not have the knowledge and
      skills in Crime Prevention Education, community organizing, and technical training in residential and
      commercial security. Services and work must specifically meet the citizens’ needs, which may include bi
      lingual skills and weekend and evening availability. Services must be tailored to the needs of citizens’
      therefore numerous qualified staff must be available.

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

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

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

   C. Are there legal mandates requiring the use of contractual services?  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, "San Francisco SAFB Inc".

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

Signature of Departmental Personal Services Contract Coordinator

Officer Shawn Wallace
Print or Type Name
553-1096 Telephone Number

Hall of Justice, Room 575
850 Bryant Street
San Francisco, Calif 94103