

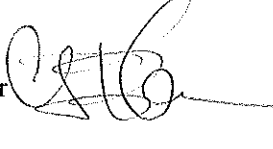


Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 31, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Joan Lubamersky, ADM
Jolie Gines, TIS
Cynthia Avakian, AIR
David Bui, DPW
Taraneh Moayed, PUC
Shamica Jackson/Stacey Lo, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains eight (8) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on 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:

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$84,300,000	\$540,746,602	\$2,157,202,080

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrrupal>)

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POSTING FOR

April 17, 2017

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR**Commission Hearing Date**

2017-04-17

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
4123 16/17	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates, and bath salts.	June 1, 2017	May 31, 2020	REGULAR
49569 - 16/17	GENERAL SERVICES AGENCY - CITY ADMIN	\$2,100,000.00	Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.	July 1, 2017	June 30, 2020	REGULAR
47218 - 16/17	GENERAL SERVICES AGENCY - TECHNOLOGY	\$6,250,000.00	The primary objective of this project is to assist City departments in customizing and enhancing Salesforce software in a way that meets their unique business needs. This effort will ensure that the investment the City has already made in Salesforce cloud solutions is both scalable and fully monetized to meet the growing needs of the City to digitize its operations and online services. Salesforce offers a powerful set of cost effective technologies that enable City departments to improve internal operations and better serve the public's needs online. The project envisions the vendors working with City staff to customize Salesforce solutions designed to meet specific business needs of City departments.	August 1, 2017	July 31, 2022	REGULAR

TOTAL AMOUNT \$8,850,000

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**Posting For April 17, 2017****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2017-04-17

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
39039 - 15/16 - MODIFICATIONS	April 17, 2017	AIRPORT COMMISSION -- AIR	\$1,300,000	\$1,400,000	System implementer to provide San Francisco International Airport (SFO or Airport) with on-going design, configuration, implementation, integration, maintenance and support services to ensure the continuing operation of the existing audio/video (AV) conferencing systems at certain Airport locations and the deployment of the system at new Airport locations as-needed.	04/03/2021	12/31/2022	REGULAR
4039-11/12 - MODIFICATIONS	April 17, 2017	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$300,000	\$975,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural utility bracing and equipment anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) and other seismic requirements. The work consists of bracing existing utilities in the basement service corridor and anchoring existing equipment on the first floor of the Plant Services Building. Additionally, the EOR shall perform the following functions including, but not limited to: Field surveys and assessments of existing conditions; Creation of as-builts; Develop the Testing, Inspection and Observation Program; Perform construction observation and administration as the Engineer of Record; Provide related field support and Provide final Letter of Seismic Bracing Conformance.	01/28/2017	07/31/2018	REGULAR
40973 - 13/14 - MODIFICATIONS	April 17, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$320,000	Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.	07/01/2016	06/30/2022	REGULAR

Scope Change:

In 2014, the San Francisco Public Utilities Commission (SFPUC) executed a new three-year contract (CS-358, BPUC14000082) with Useware, Inc. (Useware, formerly Able Software) to purchase Useware's Utility Star Enterprise licenses, software maintenance, and implementation/customization services. Although the original contract had an end date was June 30, 2017 for the license and software maintenance, the implementation services

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					portion of the contract were assigned an end date of June 30, 2016. Civil Service approved the implementation and customization services of this proprietary software on January 6, 2014 in the amount of \$320,000. At this time, we seek to execute Amendment 1 to CS-358 / BPUC14000082 to continue purchasing annual software support for up to five more years through June 30, 2022. Through this Amendment 1, we will also extend the implementation and customization services portion of the contract through the amended contract end date. Although the initial implementation services of this proprietary software have been completed, the customization services must remain on-going for the duration of the contract. Amendment 1 increases the contract not to exceed (NTE) amount, which includes the cost of software support and travel, by \$426,773.00. However, Amendment 1 does not change the NTE amount of the implementation/customization services will remain unchanged at \$320,000.00. The only change to the PSC approved implementation/customization services portion of the contract will be to extend their end date to June 30, 2022, the amended contract end date.			
4103-08/09 - MODIFICATIONS	April 17, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$350,000	\$21,100,000	Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the San Francisco Public Utilities Commission (SFPUC). The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints.	04/15/2017	04/14/2018	REGULAR
4110 - 12/13 - MODIFICATIONS	April 17, 2017	PUBLIC UTILITIES COMMISSION -- PUC	\$73,500,000	\$153,500,000	Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Plant (SEP) located in the Bayview Hunters-Point neighborhood. The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is San Francisco Public Utilities Commissions(SFPUC's) largest wastewater facility providing up to 80% of the City's wastewater and stormwater treatment and produces up to 54,000 wet tons per year (or 13,000 dry tons) of treated biosolids for beneficial use.	04/01/2024	12/31/2025	REGULAR

TOTAL AMOUNT \$75,450,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: As needed specialized toxicological analyses

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$500,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates, and bath salts.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory. At present, there are required toxicology tests which cannot be performed by the Forensic Lab. These tests must be sent to an accredited reference lab for analysis in order to maintain accreditation. The Medical Examiner has brought some tests in house that were earlier contracted out.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

A personal services contract was previously approved (CSC 4123 11.12) for 2012-2017.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Contractor will provide additional testing during peak demand times. They also provide specialized testing that the office does not currently perform due to low demand and the high cost of instruments.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to analyze toxicological specimens. Must be an American Board of Forensic Toxicology (ABFT) accredited laboratory.
- B. Which, if any, civil service class(es) normally perform(s) this work? 2403, Forensic Laboratory Technician; 2456, Asst Forensic Toxicologist 1; 2457, Forensic Toxicologist Supervisor; 2458, Chief Forensic Toxicologist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor has its own toxicology laboratory facility with specialized testing instruments.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The department performs most forensic toxicology analyses in-house. The services requested for this PSC are for as-needed testing during periods of increased demands and specialized testing.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The civil service classes perform the most toxicology testing. The contractor will provide additional testing as needed for specialized tests.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, work is as needed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Employees do not require additional training as work is only for as-needed testing.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/06/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: 1 Carlton B. Goodlett Place #362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, February 06, 2017 3:19 PM
To: Lubamersky, Joan (ADM); L21PSCReview@ifpte21.org; Donnelly-landolt, Wyatt (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 4123 16/17

RECEIPT for Union Notification for PSC 4123 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 4123 16/17 for \$500,000 for Initial Request services for the period 06/01/2017 – 05/31/2020. 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/8495> 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)



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

EDWIN M. LEE
MAYOR

May 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4122-11/12 THROUGH 4125-11/12; 4040-09/10; 4085-07/08; 4155-05/06; AND 3035-11/12.

At its meeting of May 21, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

- (1) Postponed PSC #4085-07/08 to the meeting of June 4, 2012 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4125-11/12 as a modification. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

[Signature]
ANITA SANCHEZ For
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Aleric Degrafinried, Public Utilities Commission
 - Maureen Gannon, Office of the Sheriff
 - Marie de Vera, Department of Human Resources
 - Jaci Fong, Office of Contract Administration
 - Jacque Hale, Department of Public Health
 - Shamica Jackson, Public Utilities Commission
 - LaWan Jones, Public Utilities Commission
 - Brent Lewis, Department of Human Resources
 - Joan Lubamersky, General Services Agency
 - Ben Rosenfield, Controller
 - Maria Ryan, Department of Human Resources
 - Commission File
 - Chron

POSTING FOR
5/21/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4122-11/12	27	Airport Commission	Regular	\$1,000,000	Services include implementation of a Job-Order-Contract (JOC) program. The JOC contract is a unique, variable-quantity type of contract that will enable Airport Design and Construction to accomplish a number of smaller repairs, maintenance and critical construction projects under a single contract, decreasing overall project duration and cost. Services will include: 1) Prepare and update a unit price book containing at least 60,000 to 100,000 unit prices covering material, equipment and labor costs for various units of construction; 2) Provide procurement support, execution procedures and Windows compatible software to manage the contracts for construction; 3) Conduct outreach to maximize contractor participation in bidding; 4) Conduct/attend orientation meetings, program review conferences, and program briefings as needed.	6/1/2012 - 6/1/2017
4123-11/12	70	General Services Agency	Regular	\$800,000	Specialized toxicology analyses performed by an accredited laboratory.	6/1/2012 - 5/31/2017
4124-11/12	33	Human Resources	Regular	\$1,250,000	Contractor will provide services for software upgrades, ongoing software maintenance and support services and software hosting of the Workers' Compensation Division's ("WCIP") claims management web-based platform.	9/1/2012 - 8/30/2017
4125-11/12	06	Sheriff	Regular	\$400,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone, or via cellular transmission, to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis test to monitor sobriety.	1/1/2012 - 8/31/2013

Total Amount - Regular: \$3,450,000

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM Dept. Code: ADM

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: As Needed Specialized Toxicological Analyses

Funding Source: General Fund PSC Duration: 5 years
PSC Amount: \$800,000 PSC Est. Start Date: 06/01/2012 PSC Est. End Date: 05/31/2017

1. Description of Work

A. Scope of Work:

Specialized toxicological analyses performed by an accredited laboratory. Tests are performed for such substances such as synthetic cannabinoids, designer opiates and bath salts.

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

The Office of the Chief Medical Examiner is required by law to accredit its Forensic Laboratory. At present there are required toxicology tests which cannot be performed by the Forensic Lab. These tests must be sent to an accredited reference lab for analysis in order to maintain accreditation.

The Medical Examiner has brought some tests in house that were earlier contracted out.

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.
A personal services contract was previously approved (CSC 4026-08/09) for 2008 - 2011.

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

2. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4123 11.12

DHR Analysis/Recommendation:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Ability to analyze toxicological specimens. Must be an accredited laboratory.

B. Which, if any, civil service class(es) normally perform(s) this work?
2403,2456,2458,

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 work is as needed and sporadic. Tasks required will not be known from day to day as they will vary with individual case requirements. There are some required texts which presently cannot be performed in the Forensic Laboratory.

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

No. The work will be temporary and sporadic. We are presently developing methodology on new instruments in order to bring more frequently requested tests back in-house.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Explanation of training has not been provided by the department	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Outreach and Education on Labor Laws

Funding Source: General Fund

PSC Duration: 3 years

PSC Amount: \$2,100,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Outreach and education to San Francisco's low-wage, immigrant, and precariously-employed workers regarding their rights at work. Outreach and education will focus on San Francisco's local labor laws, including the Minimum Wage, Paid Sick Leave, Health Care Security, Family Friendly Workplace, Fair Chance, and Formula Retail Employee Rights Ordinances and additional laws passed during the contracting period. Services to be provided include participation in public events, classes and other activities, holding workshops, conducting one-on-one consultations, identifying potential wage theft violations, and referring or resolving labor law complaints.

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

By ordinance, the Board of Supervisors and Mayor directed the Office of Labor Standards Enforcement (OLSE) to "establish a community-based outreach program to conduct education and outreach to employees." Denial of the modification would mean that fewer San Francisco workers would understand their rights, fewer would seek remedies for violations, and more workers would suffer wage theft.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

A prior contract for similar services was approved by the Civil Service Commission under PSC 4057 12/13. Before that, a contract was awarded under PSC 4021 07/08. Before 2007, the City had not undertaken a proactive Citywide campaign to educate low-income and immigrant San Francisco workers about their rights.

D. Will the contract(s) be renewed?

Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

San Francisco Administrative Code Section 12 requires that a community group provide these services.

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

A. Specify required skills and/or expertise: Multilingual capabilities and experience in outreach to diverse and minority and disadvantaged communities; extensive experience educating employees about San Francisco labor laws; experience with one-on-one counseling services on employment and/or workers rights under San Francisco labor laws.

B. Which, if any, civil service class(es) normally perform(s) this work? 1823, Senior Administrative Analyst; 2978, Contract Compliance Officer 2; 2992, Contract Compliance Officer 1;

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

4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Ordinance requires that this work be performed by a community based group. This work requires skills and experience beyond those required for existing City classes. Additionally, because many workers, particularly from immigrant communities, are afraid to complain to a government agency, the use of community-based organizations is necessary for this type of work.

5. **Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Ordinance requires that a community based organization provide these services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Services must be provided by a community group.

6. **Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No training will be provided.

C. Are there legal mandates requiring the use of contractual services?
Please see Administrative Code Section 12 attached.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/21/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49569 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, February 21, 2017 4:42 PM
To: Lubamersky, Joan (ADM); L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49569 - 16/17

RECEIPT for Union Notification for PSC 49569 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 49569 - 16/17 for \$2,100,000 for Initial Request services for the period 07/01/2017 – 06/30/2020. 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/8546> 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

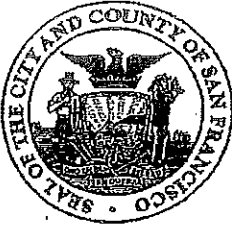
Additional Attachment(s)

San Francisco Administrative Code Section 12 R.25:

■ SEC. 12R.25. OUTREACH.

The Office of Labor Standards Enforcement shall establish a community-based outreach program to conduct education and outreach to employees. In partnership with organizations involved in the community-based outreach program, the Office of Labor Standards shall create outreach materials that are designed for workers in particular industries.

(Added by Ord. 205-06, File No. 060247, App. 7/25/2006; amended by Ord. 175-11, File No. 110594, App. 9/16/2011, Eff. 10/16/2011)



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent Via Electronic Mail

July 25, 2016

GINA M. ROCCANOVA
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBERS 42752-15/16;
47124-15/16; 45314-15/16; 45324-15/16; 43283-15/16; 4077-12/13;
35583-13/14; 32412-14/15; 4176-07/08; 4057-12/13; 2007-07/08; AND
2005-07/08.

At its meeting of July 18, 2016 the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Continue PSC #2007-07/08 to the meeting of August 1, 2016.
- 2) Conditionally approved PSC #2005-07/08 as to be amended to reflect the appropriate classes being utilized, which will include medical services.
- 3) Adopted the report. Approved the remaining request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration.

MICHAEL L. BROWN
EXECUTIVE OFFICER

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.

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.

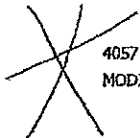
CIVIL SERVICE COMMISSION

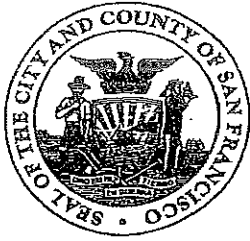
MICHAEL L. BROWN
Executive Officer

Attachment

- Cc: Cynthia Avakian, Airport
Cynthia Hamada, Municipal Transportation Agency
Jacquie Hale, Department of Public Health
Karen Henderson, Mayor's Office
Shamica Jackson, Public Utilities Commission
Belle La, City Planning
Stacey Lo, Public Utilities Commission
Joan Lubamersky, General Services Agency
Kevin Quan, Art Commission
Commission File
Chron

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					Trapze scheduling software that programs Muni's rail schedules; update the initially-proposed schedule change recommendations; and, identify effective approaches to schedule building due to scheduling enhancements that are ready for implementation. As a part of its Muni Forward program of transit improvements, the San Francisco Municipal Transportation Agency (SFMTA) is introducing new schedules and service levels for many of its routes. Proposed work is directly related to the implementation of these new schedules.			
4176 07/08 - MODIFICATIONS	July 18, 2016	PUBLIC UTILITIES COMMISSION -- PUC	\$0	\$45,000,000	Program Management, Risk Management, Independent Technical Reviews, Program Construction Management, Cost Estimating, Labor and Contract Relations, Communications for Water System Improvement Program (WSIP).	08/02/2016	03/02/2019	REGULAR
4057 12/13 - MODIFICATIONS	July 18, 2016	GENERAL SERVICES AGENCY - CITY ADMIN -- ADM	\$252,000	\$1,950,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include community outreach, employee workshops and trainings, counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	10/30/2016	06/30/2017	REGULAR
2007-07/08 - MODIFICATIONS	July 18, 2016	PUBLIC HEALTH -- DPH	\$55,000,000	\$165,000,000	Contractors will provide the following services to residents of San Francisco affected by Human Immunodeficiency Virus (HIV): comprehensive primary/clinical health care; TB-related diagnosis, monitoring, treatment, prevention education, community support, training/technical assistance, physician & radiology services; training & consultation services on intervention, prevention & education; ancillary services including psycho-social support, counseling, outreach, home visits & referrals; delivered meals & grocery center; complimentary therapies; client advocacy; legal assistance; mental health services; dental services; & testing. Scope Change: To provide the following services to residents of the City and County of San Francisco who are affected by Human Immunodeficiency Virus (HIV), Sexually Transmitted Disease, and other communicable diseases: comprehensive primary care, monitoring, treatment, prevention education, community support, research, consultation services, fiscal administration, intervention services,	07/01/2018	continuing	CONTINUED





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

MORGAN R. GORRANO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

January 7, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

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

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

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

It was the decision of the Commission to:

- (1) Amend and approve PSC #4097-08/09 with the increase amount to \$749,900 with the new amount of \$1,320,000.
- (2) Amend and approve PSC #4021-07/08 as reduced to \$156,000 with the new amount of \$546,000 and duration of 2011.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Sheila Arcelona, District Attorney's Office
- Elaine Forbes, Planning Department
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Mary Ng, Department of Human Resources
- Commission File
- Chron

POSTING FOR
1/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4075-09/10	90	Public Works	Regular	\$4,800,000	Perform as-needed environmental assessments and planning studies to assist in the completion of capital improvement projects; negotiate with regulatory agencies, and prepare environmental, risk assessments and planning reports. DPW intends to award six contracts of \$800,000 each for five years.	12/30/2016
4076-09/10	90	Public Works	Regular	\$3,000,000	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five contracts for \$600,000 each for five years.	12/30/2016
4077-09/10	40	Public Utilities Commission	Regular	\$900,000	Provide advertising, communication, education, outreach and marketing services for the CleanPowersSF Program, which will soon make the City the default energy provider for residents and businesses in the city. The Marketing Program will inform residents and businesses that the City is their energy provider and it will persuade residents and businesses not to opt out from the Initiative.	12/31/2011
4078-09/10	40	Public Utilities Commission	Regular	\$1,000,000	Provide as-needed services for microbiological based analytical testing Encompassing: 1) specialized methods that the Water Quality Division Laboratories (WQDL) are not capable of performing internally, 2) backup testing services for the procedures that the WQDL performs in-house, 3) emergency response support, and 4) laboratory and consulting services for test method development and validation.	12/31/2013
4079-09/10	04	District Attorney	Regular	\$238,000	Provide services to expend services at the CARE Program, a truancy intervention center operated by the Bayview YMCA through a grant from the Dept. of Children, Youth and Family. CARE serves chronically truant students from the City's Southeast Sector. Services include providing educational advocacy and case management services to youth, including academic assistance, referrals to community resources, assistance with school re-entry, and concrete life skills training.	2/1/2012
4080-09/10	04	District Attorney	Regular	\$243,350	Provide community based services to Limited English Proficient (LEP) victims of domestic and dating violence, working closely with the District Attorney's Office prosecution team and victim/witness assistance unit. The contractor will provide community based, culturally & linguistically competent services such as legal referrals, access to safe houses, shelter, assistance with restraining orders, housing relocation, education about the criminal justice system & other forms of outreach, education & support to underserved LEP victims of domestic violence.	8/31/2011

POSTING FOR
1/4/2010

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

Dept No	PSC No	Dept Name	Approval Type	Change	Contract Amount	Description of Work	Duration
29	4028-07/08	Planning Dept.	Modification	\$0	\$1,000,000	Will provide historic resources survey and architectural design services to complete the long-range planning effort of generating a city-wide inventory of buildings and areas of architectural, historical and cultural significance.	1/1/2011
40	4097-08/09	Public Utilities Commission	Modification	\$630,000	\$1,201,000	Will partner with a utility company to market and process a regional water and energy washing machine rebate program. The program includes over 30 Bay Area water agencies and continues to build on a highly successful, grant funded regional partnership. The contract is being modified to accommodate the increased demand for the program.	12/31/2010
70	4021-07/08	GSA - OLSE	Modification	\$312,000	\$702,000	Will develop and implement an employee outreach and education program on the City's labor laws. Primary activities are: community outreach program employee workshops and trainings and counseling and referral services. The modification is to exercise a contract extension option to continue the program.	1/31/2012

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS

Dept. Code: TIS

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

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Custom Application Development Services on Salesforce platform

Funding Source: General funds & Enterprise funds

PSC Duration: 5 years

PSC Amount: \$6,250,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The primary objective of this project is to assist City departments in customizing and enhancing Salesforce software in a way that meets their unique business needs. This effort will ensure that the investment the City has already made in Salesforce cloud solutions is both scalable and fully monetized to meet the growing needs of the City to digitize its operations and online services. Salesforce offers a powerful set of cost effective technologies that enable City departments to improve internal operations and better serve the public's needs online. The project envisions the vendors working with City staff to customize Salesforce solutions designed to meet specific business needs of City departments.

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

This project will allow the City to customize Salesforce solutions so that the City can fully exploit the opportunities offered by these powerful technologies already widely used by other government agencies and private organizations alike. Please see the entire response to 1B in the uploaded attachment

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Whenever City Departments have sought custom online solutions, they have leveraged or built external applications without fully appreciating critical security and support requirements thus exposing the City and themselves to great risks. Given City departments' increasing demand for custom solutions, the Department of Technology is seeking to create a one stop shop that can (in partnership with a selected list of partners) offer sophisticated custom Salesforce solutions to that can meet the specific needs of our wide customer base of City departments.

D. Will the contract(s) be renewed?

No. There is no plan to renew at this time unless City departments' requirements changes substantially.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Not Applicable. This is a service of 1st impression. NO historical PSC exists.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The required application development skills: Salesforce Development and configuration skills; Salesforce Implementation skills; HTML/CSS, Javascript.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Salesforce Administration skills; Salesforce Development and configuration skills; Salesforce Implementation skills; HTML/CSS, Javascript

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Given the demand for custom Salesforce solutions, DT Digital Services Team currently does not have the necessary skill sets to take on the requests from city departments at this time.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Given the huge variation and continuous innovation of online cloud technologies, the City's Department of Technology engineering staff will need to work with a vendor for these services as the team does not have the required skill sets. This vendor partnership will ensure that City staff can provide comprehensive Salesforce solutions to City Departments.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, a new civil service class is not required to perform this work. We will continue to invest in transferring knowledge from the vendor to the DT engineering team who will be responsible for working with City departments.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training to DT Digital Services Team will be delivered on the projects as the DT team work collaboratively with outside vendors and subject matter experts.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/13/2017, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jolie Gines Phone: 415 581 3974 Email: jolie.gines@sfgov.org

Address: One South Van Ness Avenue 2nd Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47218 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jolie.gines@sfgov.org
To: Gines, Jolie (TIS); L2PSCReview@ifpte21.org; Wong, Fan-Wa (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47218 - 16/17
Date: Monday, February 13, 2017 2:11:07 PM

RECEIPT for Union Notification for PSC 47218 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 47218 - 16/17 for \$6,250,000 for Initial Request services for the period 08/01/2017 -- 07/31/2022. 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/8541> 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)

Justification for a 5-Year PSC

The Department of Technology Digital Service Team expects the project which includes building multiple online applications for several City departments to take about 5 years. We project that about 25 new customized digital applications will be built and/or enhanced with an average of 5 custom digital projects completed each year by a pool of vendors with highly specialized Salesforce expertise. We expect each individual project to take on average 2-3 months depending on project scope complexity. As such, the 5 year time frame is necessary to satisfy the pent up demand within the City for building custom and dynamic online digital solutions in a more coordinated fashion City-wide



City and County of San Francisco
 Department of Technology (“DT”)

**REQUEST FOR QUALIFICATIONS FOR
 Custom Salesforce Solutions
 RFQ#DT2017-08 CUSTOMSFC**

CONTACT: Dept. of Technology, dt.contracts@sfgov.org

City Background

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (“the City”) established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City’s powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The City seeks responses from firms demonstrating successful experience providing custom Salesforce development services. These services will be used to assist City agencies leverage the power of cloud-based software solutions. Specifically City departments may utilize the services of the selected consultants for Salesforce customization services to rapidly deploy new online solutions. Respondents must have experience delivering Salesforce custom services for large organizations such as the City, as described later in this document.

Intent of this Request for Qualification (RFQ)

It is the intent of the Department of Technology (DT) to create a pre-qualified list of firms from which interested City departments may choose prospective contractors on an as needed basis.

Anticipated Contract Period

Respondents pre-qualified under this RFQ will remain eligible for consideration and contract negotiation on an as needed basis for five years from the pre-qualification notification date. Firms pre-qualified under this RFQ are not guaranteed a contract.

Subcontracting Requirement

The Local Business Enterprise (LBE) sub-consulting goal for this Request For Qualifications (RFQ) and resulting contract(s) may be waived. However, the City strongly encourages responses from qualified LBEs. Pursuant to Admin Code Chapter 14B, rating bonuses will be in effect for any Proposers who are certified as a Small- or Micro-LBE. See the RFQ Attachment II for more information.

Schedule*

RFQ Issued	TBD
Pre-Proposal Conference	04-04-2017 (2pm PT)
Deadline for RFQ Questions	04-11-2017 (5pm PT)
Deadline for RFQ Answers	04-14-2017 (5pm PT)
Deadline for RFQ Responses	05-04-2017 (5pm PT)
Notice of intent to establish pre-qualified list	06-23-2017 (5pm PT)

*Dates are subject to change.

RFQ Questions and Communications

To ensure fair and equal access to information about this RFQ, e-mail your questions to dt.contracts@sfgov.org

Questions must be in writing and received by the Deadline for RFQ Questions. No questions will be accepted after this time with the exception of City vendor requirement questions.

A summary of the questions and answers pertaining to this solicitation will be emailed to proposers by the Deadline for RFQ Answers and posted on the following websites:

- <http://mission.sfgov.org/OCABidPublication>

Pre-proposal Conference

To allow CCSF to discuss the RFQ with and answer any questions submitted by Respondents and to provide for an equitable dissemination of information, DT will host a Pre-Proposal Conference at the following time and location:→

Date: TBD
 Location: CCSF Dept. of Technology, Conf. Room TBD
 1 South Van Ness, 2nd Floor
 San Francisco, CA 94103

Respondents may dial into the meeting using the below call-in number and participant code:

Call-In Number: TBD Participant Code: TBD

1. Introduction

1.1 General terms used in this RFQ.

The "Respondent" refers to any entity submitting a response to this Request for Qualifications ("RFQ") to be considered for inclusion on a pre-qualified vendor list. The "Contractor" refers to the Respondent(s) awarded contracts for services under this RFQ.

1.2 Statement of Need and Intent

What Does the City Seek? The City and County of San Francisco seeks responses from qualified firms demonstrating successful experience providing custom Salesforce development services. These services will be used to assist City departments and agencies leverage the power and benefits of cloud-based software solutions. Specifically City departments may utilize the services of the selected consultants for Salesforce configuration services in one or more Service Areas outlined in the table below:

NUMBER	SERVICE AREA
1	Salesforce App cloud / Force.com development services
2	Salesforce AppExchange solution integration services

With Whom Will Consultants Work? Consultants will work with the Department of Technology ("DT") and/or staff from other City departments.

What is the City's Intent with this RFQ? Based on responses to this RFQ, it is the intent of the City to create a pre-qualified list of firms from which the City may select prospective Contractors on an as-needed basis for services indicated below in Section 2, Scope of Work. The City may use the pre-qualified list, at its sole and absolute discretion, for selection of firms and negotiations of contracts for four years following establishment of the pre-qualification notification date. Contracts issued to pre-qualified firms will have terms of varying lengths depending on the City's needs. The City reserves the right to procure services similar or identical to the services specified in this RFQ by any other means. No pre-qualified Respondent is guaranteed a contract.

2. Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired. The City is soliciting qualifications to create a pre-qualified list of Salesforce custom service providers that may be selected to deliver services described in this RFQ in 2 Service Areas: 1) Salesforce Force.com development services; 2) Salesforce AppExchange solution integration services.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the multiple projects solicited within this RFQ, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City Contractors, as deemed appropriate by the City.

The Respondent(s) selected through this procurement process are expected to work cooperatively with DT and other City departments. Implementation of custom Salesforce solutions will occur over a protracted period of time as individual CCSF departments activate their online initiatives.

What if My Firm is Interested in Being Considered for More than One of the Service Areas listed in Section 1.1? Respondents are asked to indicate the Service Areas for which they would like to be considered in RFQ Attachment V, Response Template. Given the broad range of possible opportunities, we encourage firms to respond for all Service Areas for which they meet or exceed minimum qualifications as described in this RFQ.

Is My Firm Expected to Propose for a Specific Project? No. DT will create a list of service providers to draw from for a diverse set of possible projects that may require a range of different and varied experience. Each firm should demonstrate its capabilities by providing Prior Project Descriptions as part of Attachment V. The City will negotiate the scope of services, budget, deliverables, and timeline for each project it decides to pursue. There is no guarantee of a minimum amount of work or compensation for any of the Respondents selected for pre-qualification. The City may select Contractors from the pre-qualified list in its sole and absolute discretion.

Does the City prefer firms to form a large group or consortium to cover more services, or to focus on an area of expertise and respond individually? The City prefers individual firm responses focused on the Service Areas that the firm and its lead staff can demonstrate possession of appropriate qualifications. For any proposed Respondent partnerships, at least 60% of proposed work effort on the City's projects must come from the lead Respondent firm.

3. Response Requirements

3.1 Time and Place for Submission of Responses

Responses and all related materials must be received by **5:00pm PT on Thursday, May 4, 2017**. Responses may be delivered to:

DT Contracts
Dept. of Technology
City and County of San Francisco
1 South Van Ness, 2nd Floor
San Francisco, CA 94103

Postmarks will not be considered in judging the timeliness of submissions. Responses submitted by e-mail will not be accepted. Late submissions will not be considered, including those submitted late due to mail or delivery service failure.

3.2 Response Package

The following items must be included in your response and packaged in a box or envelope clearly marked **RFQ#DT2017-CUSTOMSFC Custom Salesforce Solutions RFQ**.

Complete, but concise responses, are recommended for ease of review by the Evaluation Team. Responses should provide a straightforward, concise description of the Respondent's

capabilities to satisfy the requirements of the RFQ. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled.

- A. **One (1) flash disk or CD-ROM containing entire contents of response, including all RFQ Attachments.** All files should be submitted in unprotected PDF or Word format. Electronic files must include signatures, where applicable. In order to be considered your response must include the following documents: 1) the RFQ Attachment I Terms signed; 2) All required LBE forms outlined in RFQ Attachment II signed; 3) All required Administrative Forms outlined in RFQ Attachment III signed; 4) Your response to City requirements using the Response template provided in RFQ Attachment V. To summarize, the RFQ attachments include:

<i>RFQ Attachment I</i>	Acknowledgement of RFQ Terms and Conditions
<i>RFQ Attachment II</i>	City's CMD Local Business Enterprise (LBE) Forms
<i>RFQ Attachment III</i>	City's Administrative Requirements
<i>RFQ Attachment IV</i>	City's Agreement Terms and Conditions (<i>for future reference</i>)
<i>RFQ Attachment V</i>	Response Template

- B. **Five (5) complete printed copies of RFQ Attachment V.** The pages may be bound by a method of the Respondent's choosing. Respondents are advised to review RFQ Attachments I through IV before completing RFQ Attachment V to ensure they can meet the City's requirements.

4. Evaluation Criteria

This section describes the guidelines used for analyzing and evaluating the responses and for Respondent pre-qualification. It is the City's intent to pre-qualify Respondent(s) that provide the best overall qualifications to the City inclusive of fee considerations. Consultant firms selected for pre-qualification are not guaranteed a contract. This RFQ does not in any way limit the City's right to solicit contracts for similar or identical services if, in the City's sole and absolute discretion, it determines the pre-qualified list is inadequate to satisfy its needs.

4.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Respondents. Specifically, the team will be responsible for the evaluation and rating of the responses for pre-qualification, for conducting reference checks, and for interviews, if desired by the City.

4.2 Minimum Qualifications for all Service Areas

Respondents that wish to become certified for any Service Area must take the following steps to verify compliance with minimum qualifications.

- A. Respondents that wish to become certified for any Service Area must meet all the minimum requirement as listed in *RFQ Attachment V – Part I*.

B. For each Service Area for which your firm is submitting a proposal, each Respondent should indicate its intent to become a qualified vendor in *RFQ Attachment V – Section 2.B*. Demonstrated expertise is required in at least one of the Service Areas to be considered as a qualified vendor.

C. Respondents seeking to become certified in Service Area 2 must also certify for Service Area 1. Service Area 2 certification requires that respondents outline in *RFQ Attachment V – Section 4* at least 2 projects describing how a solution available on the Salesforce AppExchange was used and integrated within the customer Salesforce environment.

4.3 Evaluation Criteria for Pre-qualification

Each RFQ response that meets the Minimum Qualifications will be evaluated in accordance with the criteria below. A Respondent must receive a score of 70 points or above out of the 100 total possible points for each Service Area to be pre-qualified for that Service Area. There is no numerical limit to the number of firms that may be pre-qualified.

4.3.1 Firm Qualifications – 20 points

- a) Respondent's company profile summary
- b) Respondent's core Salesforce expertise demonstrating ability to assist City agencies

4.3.2 Staff Qualifications – 20 points

- a) Respondent's staff Salesforce competencies and certifications
- b) Respondent's key service delivery personnel

4.3.3 Delivery Approach – 20 points

- a) Respondent's service delivery processes and methodologies
- b) Respondent's key process deliverables

4.3.4 Project Case Studies – 30 points

- a) Respondent's record of delivering successful Salesforce App cloud related solutions
- b) Respondent's experience and references on top completed projects

4.3.5 Completeness of Response Submission – 10 points

- a) Response concisely but comprehensively addresses all RFQ requirements.
- b) Response is professionally presented and contains organized content and format.

4.4 Contractor Selection Processes

Respondents that all meet the minimum qualifications and score 70 points and above for each Service Area will be added to the pre-qualified list for as-needed services in that Service Area. Due to the varied nature of the services to be performed, the City reserves the right to contract with any or all pre-qualified Respondents.

Selection Interviews

Following the Response Evaluation process, Respondents may be invited to interviews with the Evaluation Team. Interviews, if pursued by the City, will consist of standard questions asked of selected Respondents, and specific questions regarding individual proposals.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Respondents for contract negotiations.

Reference Checks

Reference checks, including, but not limited to, prior clients may be used to determine the applicability of Respondent experience to the services the City is requesting and the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Respondent's problem-solving, project management and communication abilities, as well as performance on deliverables and outcomes, and effectiveness in meeting or exceeding project objectives.

Other Terms and Conditions

The selection of any pre-qualified Respondent for contract negotiations shall not imply acceptance by the City of all terms of the response, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time with any pre-qualified Respondent, then the City, in its sole discretion, may terminate negotiations and begin contract negotiations with any other remaining pre-qualified Respondents.

The City, in its sole discretion, has the right to approve or disapprove any staff person assigned to a firm's projects before and throughout the contract term. The City reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

5. Protest Procedures

5.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any consultant firm that has submitted a response and believes that the City has incorrectly determined that its response is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.2 Protest of Establishment of Pre-Qualified Consultant List

Within five (5) working days of the City's issuance of a notice of intent to establish a pre-qualified consultant list, any consultant firm that has submitted a responsive response and believes that the City has incorrectly selected another Respondent for pre-qualification may submit a written notice of protest. Such notice of protest must be received by the City on or

before the fifth (5th) working day after the City's issuance of the notice of intent to establish a pre-qualified consultant list.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Respondent, and must cite the law, rule, local ordinance, procedure or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.3 Delivery of Protests

All protests must be received by the specified date and time deadline. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered.

Protests must be delivered to:

E-mail: dt.contracts@sfgov.org

Mail: Custom Salesforce Solutions RFQ
 DT Contracts
 Dept. of Technology
 City and County of San Francisco
 1 South Van Ness, 2nd Floor
 San Francisco, CA 94103

5.4 Protest Review

DT will confirm receipt of notice of protest by Proposer.

If a Proposer submits a complete and timely protest, DT will review the notice of protest soon after receipt of the protest to determine the validity of the notice, including, but not limited to: (a) receipt by the due date; (b) inclusion of a written statement specifying in detail each and every one of the grounds asserted for the protest; (c) whether it is signed by an individual authorized to represent the Proposer; (d) citation of the law, rule, local ordinance, procedure or RFP provision on which the protest is based; and (e) specification of facts and evidence sufficient for the City to determine the validity of the protest. The City, at its discretion, may make a determination regarding a protest without requesting further documents or information from the Proposer who submitted the protest. Accordingly, the initial protest must include all grounds of protest and all supporting documentation or evidence reasonably available to the prospective Proposer at the time the protest is submitted. If the Proposer later raises new grounds or evidence that was not included in the initial protest, but which could have been raised at that time, then the City may not consider such new grounds or new evidence. The review shall be an informal process conducted by the DT or its designee and will be based upon the information submitted by the Respondent in its protest letter. DT will notify the Respondent in writing of its decision at the conclusion of the review. The decision of DT is final. The evaluation of proposals will not be delayed or postponed to allow for completion of a protest process.

Protests not received within the time and manner specified will not be considered. A Proposer's failure to protest as specified above on or before the time specified above shall constitute a complete and irrevocable waiver of the ground(s) of protest and forfeit the Proposer's right to raise such ground(s) of protest later in the procurement process, in a Government Code Claim, or in any other legal proceeding.

Response to 1B: Explain why the service is necessary and the consequences of denial.

This project will allow the City to customize Salesforce solutions so that the City can fully exploit the opportunities offered by these powerful technologies already widely used by other government agencies and private organizations alike.

PROBLEM: As a result of the limitations of the City's current systems, many City departments already have or are considering outsourcing some of their systems to external vendors bypassing City services offered by the Department of Technology (DT).

SOLUTION: As a first phase the City has implemented a basic Salesforce solution that can serve as a shared foundation. Implementing this project will allow the City to deeply customize Salesforce-based applications and accommodate the different needs of City Departments. Specifically Departments will work in partnership with City staff at the Department of Technology (supported by a vendor) to deliver customized online digital services.

CONSEQUENCES OF DENIAL: Without this solution, the Department of Technology will not be able to provide custom Salesforce solutions which City departments are pursuing as a top priority to digitize their services. The result of a denial will see an acceleration of City departments building their own silo applications leading to further fragmentation of the City's already stretched technology base. There are already dozens of external systems and several City departments preparing to outsource applications if we are not able to assist building modern custom digital products. This project is vital to implementing a center of excellence managed by DT and allowing the City to leverage the buying power of all City agencies in order to maximize the value of its spend. Creating this higher-end solution allows DT to better serve the disparate needs of its wide customer base of City departments and to counter the costly fragmentation of the City's online solutions.

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 39039 - 15/16)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Airport Audio/Video Conferencing System Support

Funding Source: Airport Operating Capital Funds

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 04/04/16 - 04/03/21 (5 years)

PSC Mod#1 Amount: \$1,300,000

PSC Mod#1 Duration: 04/03/21-12/31/22 (1 year 38 weeks)

PSC Cumulative Amount Proposed: \$1,400,000

PSC Cumulative Duration Proposed: 6 years 38 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

System implementer to provide San Francisco International Airport (SFO or Airport) with on-going design, configuration, implementation, integration, maintenance and support services to ensure the continuing operation of the existing audio/video (AV) conferencing systems at certain Airport locations and the deployment of the system at new Airport locations as-needed.

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

In order to address the constraints of organizing onsite meetings, the Airport implement a customized AV System design based on the Airport's requirements. The system allows for centralized system control that allows multiple locations to connect in a conferencing session. If denied, the Airport would not be able to provide this functionality for onsite meetings.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 39039-15/16

D. Will the contract(s) be renewed?

Yes, if this service is still needed at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The term is set to align with current approvals.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This is a short term project with specialized skills to maintain this equipment.

B. Reason for the request for modification:

Need to increase the amount and term.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Experience in designing, configuring, implementing, integrating, maintaining, troubleshooting, and supporting the customized AV conferencing system in the SFO environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1093, IT Operations Support Admn III;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is possible in the course of support that the contractor will need to provide parts and accessories.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
As stated above, SFO internal Service Desk staff will provide Level 1 support but for more complicated issues, the contractor will need to provide support.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, not at this time considering the size of the contract.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
It is possible that the 1043, 1044, and 1093 may receive 1-4 hours of training over the course of the contract.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, Thresher Communications

7. **Union Notification:** On 03/13/17, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE;

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P. O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39039 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, March 13, 2017 5:48 PM
To: Cynthia Avakian (AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 39039 - 15/16 - 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 \$1,300,000 for services for the period April 3, 2021 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8646>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Airport Audio/Video Conferencing System SupportFunding Source: Airport Operating Capital FundsPSC Amount: \$100,000PSC Est. Start Date: 04/04/2016PSC Est. End Date: 04/03/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

System implementer to provide San Francisco International Airport ("SFO" or "Airport") with on-going design, configuration, implementation, integration, maintenance and support services to ensure the continuing operation of the existing audio/video (AV) conferencing systems at certain Airport locations and the deployment of the system at new Airport locations as-needed.

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

In order to address the constraints of organizing onsite meetings, the Airport implement a customized AV System design based on the Airport's requirements. The system allows for centralized system control that allows multiple locations to connect in a conferencing session. If denied, the Airport would not be able to provide this functionality for onsite meetings.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The original system was brought in under a construction contract. This is the original support agreement.

D. Will the contract(s) be renewed?

Yes, if this service is still needed at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The term is set to reflect the contract term.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This is a short term project with specialized skills to maintain this equipment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Experience in designing, configuring, implementing, integrating, maintaining, troubleshooting, and supporting the customized AV conferencing system in the SFO environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1093, IT Operations Support Admn III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: It is possible in the course of support that the contractor will need to provide parts and accessories.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

SFO internal Service Desk staff will provide Level 1 support but for more complicated issues, the contractor will need to provide support.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

As stated above, SFO internal Service Desk staff will provide Level 1 support but for more complicated issues, the contractor will need to provide support.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, not at this time considering the size of the contract.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. It is possible that the 1043, 1044, and 1093 may receive 1-4 hours of training over the course of the contract.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 03/03/2016, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21, Prof & Tech Eng, Local 21,

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flsfo.com

Address: P. O. Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39039 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/12/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4039-11/12)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Engineering services for the SFGH Non-Structural Seismic Retrofit

Funding Source: California Emergency Mgt/FEMA

PSC Original Approved Amount: \$150,000

PSC Original Approved Duration: 11/01/11 - 04/30/14 (2 years 25 weeks)

PSC Mod#1 Amount: \$70,000

PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$230,000

PSC Mod#2 Duration: 11/01/11-04/30/15 (1 year)

PSC Mod#3 Amount: \$225,000

PSC Mod#3 Duration: 05/01/15-01/27/17 (1 year 39 weeks)

PSC Mod#4 Amount: \$300,000

PSC Mod#4 Duration: 01/28/17-07/31/18 (1 year 26 weeks)

PSC Cumulative Amount Proposed: \$975,000

PSC Cumulative Duration Proposed: 6 years 39 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural utility bracing and equipment anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) and other seismic requirements. The work consists of bracing existing utilities in the basement service corridor and anchoring existing equipment on the first floor of the Plant Services Building. Additionally, the EOR shall perform the following functions including, but not limited to: Field surveys and assessments of existing conditions; Creation of as-builts; Develop the Testing, Inspection and Observation Program; Perform construction observation and administration as the Engineer of Record; Provide related field support and Provide final Letter of Seismic Bracing Conformance.

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

The service is necessary to comply with the OSHPD requirements and deadlines. This work must be completed and approved by OSHPD before the San Francisco General Hospital Rebuild project is opened. Denial of the contract will delay the completion of the SFGH Rebuild project and hence not meet Senate Bill 1953 Seismic Retrofit Program deadlines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes; this PSC mod is to continue existing work

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

Duration exceeds 5 years due to additional services needed to complete the project.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

At the time this PSC was initially approved, permanent civil service employees did not possess the specialized expertise required. New civil service hires possessing this expertise have since been hired and are now involved in this project and related projects. Also, only this consultant can continue as the Structural Engineer of Record (EOR) for this project to meet OSHPD and State Licensing requirements.

B. Reason for the request for modification:

To continue to provide services as the Engineer of Record (EOR) for the SFGH campus project to meet the OSHPD and other seismic requirements. The consultant provides specialized engineering expertise related to utility bracing and equipment anchorage.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: EOR shall have at least 3 years experience in similar bracing and anchoring work, and should have successfully completed at least 3 OSHPD projects of similar size and scope. The work requires expert knowledge in OSHPD requirements and procedures: to provide OSHPD approved details calculations and specifications, to develop a Testing, Inspection and Observation Program acceptable to the City/OSHPD, to prepare submittals to OSHPD,... (Please see attachment in "Upload federal or state grant documents" for full description)

B. Which, if any, civil service class(es) normally perform(s) this work? 5218, Structural Engineer; 5219, Senior Structural Engineer;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Structural Engineer 5218 and Senior Structural Engineer 5219 normally perform general structural engineering work. However, the work requires extensive OSHPD expertise and skills.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. It would not be economical for the City to maintain permanent positions since the need for this specialty is infrequent and applies only in special circumstances.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
We already have employees who can perform this work, but we need consultant services to augment the workload.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.
Board of Supervisors Resolution No. 229-11.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, mod for current consultant to finish work.

7. Union Notification: On 03/06/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-11/12

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/17/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Tuesday, March 07, 2017 7:49 AM
To: Dea, Tiffany (DPW)
Subject: FW: Receipt of Modification Request to PSC # 4039-11/12 - MODIFICATIONS

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Monday, March 06, 2017 5:12 PM
To: Bui, David (DPW); L21PSCReview@ifpte21.org; Carlos, Carina (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4039-11/12 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$300,000 for services for the period January 28, 2017 – July 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

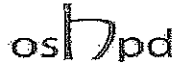
If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/730>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)



Office of Statewide Health Planning and Development



Facilities Development Division
 400 R Street, Suite 200
 Sacramento, California 95811-6213
 (916) 440-8300
 Fax (916) 324-9188
 www.oshpd.ca.gov/fdd

Seismic Compliance Program Overview

The Alfred E. Alquist Seismic Safety Act establishes a seismic safety building standards program under OSHPD's jurisdiction for hospitals built on or after March 7, 1973. The Act was initiated because of the loss of life incurred due to the collapse of hospitals during the Sylmar earthquake of 1971. The Act emphasizes that essential facilities, such as hospitals, should remain operational after an earthquake. Hospitals built in accordance with the standards of the Act resisted the January 1994 Northridge earthquake with minimal structural damage, while several facilities built prior to the act experienced major structural damage and had to be evacuated. However, certain nonstructural components of the hospitals did incur damage, even in facilities built in accordance with the structural provisions of the Act. The provisions and subsequent regulation language of Senate Bill (SB) 1953 amended the Act to address the issues of survivability of both nonstructural and structural components of hospital buildings after a seismic event. Therefore, the ultimate public safety benefit of the Act is to have general acute care hospital buildings that not only are capable of remaining intact after a seismic event, but also capable of continued operation and provision of acute care medical services after a seismic event.

Hospitals as defined in Section 129725 and licensed pursuant to subdivision (a) of Section 1250 of the Health & Safety Code shall comply with the regulations developed by OSHPD as mandated by SB 1953. There are approximately 470 general acute care hospital facilities comprised of 2,673 hospital buildings that will be impacted by the provisions of SB 1953. If a facility is to remain a general acute care hospital facility beyond a specified date, the owner must conduct seismic evaluations; prepare both a comprehensive evaluation report and compliance plan to attain specified structural and nonstructural performance categories which must be submitted to OSHPD in accordance with these regulations.

The seismic evaluation procedure regulations consist of eleven articles. The primary purpose of these regulations is to evaluate the potential earthquake performance of a building or building components and to place the building into specified seismic performance categories. The evaluation procedures were developed from experience gained in evaluating and seismically retrofitting deficient buildings in areas of high seismicity.

One of the main provisions of SB 1953 is the development of earthquake or seismic performance categories, specifically the Structural Performance Categories (SPC) as found in Article 2 and the Nonstructural Performance Categories (NPC) as found in Article 11. These include seismic performance categories for new and existing general acute care hospital facilities in various subgradations, i.e., from those capable of providing services to the public after a seismic event to those at significant risk of collapse and that represent a danger to the public. Each facility would receive both an SPC and NPC, with both seismic

performance categories considered for determination of a facilities compliance with the provisions of the Alquist Act.

The seismic retrofit regulations, also known as Division III-R, apply to all existing general acute care hospital buildings. The goal of these regulations is to develop retrofit and repair designs for existing hospital buildings to yield predictable seismic performance, whether at the essential life safety level or post-earthquake continued operations level. The requirements of Division III-R must be used to upgrade from an existing seismic performance category to a higher category level. Specifically, these regulations were explicitly developed for use in the retrofit, repair, modification or alteration of existing hospital buildings.

Each general acute care hospital facility must be at certain seismic performance category levels by specified timeframes. For example, in the initial law all general acute care hospital facility buildings must be at the SPC 2 ("Life Safety Level") by January 1, 2008 to be in compliance with the provisions of the regulations, however, provisions were made to allow this deadline to be extended to January 1, 2013 if compliance with the 2008 deadline would result in a diminished capacity of healthcare services to the community. In addition, timeframes for submittal of seismic evaluations, compliance plans, and other seismic performance levels are cited in the seismic evaluation procedure regulations.

Subsequent legislation has provided for additional seismic compliance extensions. The final date by which all hospitals must comply is January 1, 2020. In order to grant an extension to the hospital, the Office must consider the structural integrity of the building, the loss of essential healthcare services to the community should the hospital be closed, and the financial hardship that the hospital may have experienced.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4039-11/12)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: Engineering services for the SFGH Non-Structural Seismic Retrofit

Funding Source: California Emergency Mgt/FEMA
PSC Original Approved Amount: \$150,000 PSC Original Approved Duration: 11/01/11 - 04/30/14 (2 years 25 weeks)
PSC Mod#1 Amount: \$70,000 PSC Mod#1 Duration: no duration added
PSC Mod#2 Amount: \$230,000 PSC Mod#2 Duration: 11/01/11-04/30/15 (1 year)
PSC Mod#3 Amount: \$225,000 PSC Mod#3 Duration: 05/01/15-01/27/17 (1 year 39 weeks)
PSC Mod#4 Amount: PSC Mod#4 Duration:
PSC Cumulative Amount Proposed: \$675,000 PSC Cumulative Duration Proposed: 5 years 12 weeks

1. Description of Work

A. Scope of Work:

An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural utility bracing and equipment anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) and other seismic requirements. The work consists of bracing existing utilities in the basement service corridor and anchoring existing equipment on the first floor of the Plant Services Building. Additionally, the EOR shall perform the following functions including, but not limited to: Field surveys and assessments of existing conditions; Creation of as-builts; Develop the Testing, Inspection and Observation Program; Perform construction observation and administration as the Engineer of Record; Provide related field support and Provide final Letter of Seismic Bracing Conformance.

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

The service is necessary to comply with the OSHPD requirements and deadlines. This work must be completed and approved by OSHPD before the San Francisco General Hospital Rebuild project is opened. Denial of the contract will delay the completion of the SFGH Rebuild project and hence not meet Senate Bill 1953 Seismic Retrofit Program deadlines.

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, this PSC mod is to continue existing work

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

2. Union Notification: On 02/17/15, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-11/12

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/02/2015

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

EOR shall have at least 3 years experience in similar bracing and anchoring work, and should have successfully completed at least 3 OSHPD projects of similar size and scope. The work requires expert knowledge in OSHPD requirements and procedures: to provide OSHPD approved details calculations and specifications, to develop a Testing, Inspection and Observation Program acceptable to the City/OSHPD, to prepare submittals to OSHPD,... (Please see attachment in "Upload federal or state grant documents" for full description)

B. Which, if any, civil service class(es) normally perform(s) this work?
5218,5219,

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:

Structural Engineer 5218 and Senior Structural Engineer 5219 normally perform general structural engineering work. However, the work requires extensive OSHPD expertise and skills.

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

No. It would not be economical for the City to maintain permanent positions since the need for this specialty is infrequent and applies only in special circumstances.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services? Board of Supervisors Resolution No. 229-11.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes... (please see attachment for full description)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 02/17/15 BY:

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

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



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 9, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4023-13/14; 4024-13/14; 4026-13/14; 3082-12/13; 4106-09/10; 4113-10/11; 3012-13/14; 2010-08/09; 4007-09/10; 4016-10/11 AND 4039-11/12.

At its meeting of October 7, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

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.

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

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Cynthia Avakian, San Francisco Airport
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Stacey Camillo, Department of Public Works
Jacquie Hale, Department of Public Health
Lavena Holmes, Port of San Francisco
Shamica Jackson, Public Utilities Commission
Sung Kim, Department of Public Works
Merrick Pascual, Mayor's Office
Commission File
Chron

POSTING FO
10/07/2013

**PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION**

PSC No	DeptNo	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4039-11/12	90	Public Works	Regular	\$230,000	\$450,000	An engineer is being sought to prepare permit documents, construction bid documents and provide construction phase services as the Engineer of Record (EOR). The EOR will design and oversee the completion of the non-structural bracing and anchoring in the Plant Services Building on the San Francisco General Hospital campus to meet the Office of Statewide Health Planning and Development (OSHPD) Nonstructural Performance Category-4 (NPC-4) and other seismic requirements. The original PSC #4039-11/12 was approved on 10/03/2011 for \$150,000, and modified on 9/19/2012 for \$70,000. A consultant has been under contract and provided specialized engineering services for utility bracing and equipment anchorage. The services proposed within this PSC Modification will enable the consultant to add interior wall replacement to the design services. It was discovered during design investigations that the existing interior walls do not meet OSHPD's NPC4 seismic requirements.	11/1/2011 - 4/30/2015

Sum of Modified Amounts: \$36,829,950

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 40973 - 13/14)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Utility Star (Electric Billing System) Upgrade (CS-358)

Funding Source: Hunters Point Shipyard Power Pjt

PSC Original Approved Amount: \$320,000

PSC Original Approved Duration: 01/06/14 - 06/30/16 (2 years 25 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/16-06/30/22 (6 years 1 day)

PSC Cumulative Amount Proposed: \$320,000

PSC Cumulative Duration Proposed: 8 years 25 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.

Scope Change

In 2014, the San Francisco Public Utilities Commission (SFPUC) executed a new three-year contract (CS-358, BPUC14000082) with Useware, Inc. (Useware, formerly Able Software) to purchase Useware's Utility Star Enterprise licenses, software maintenance, and implementation/customization services. Although the original contract had an end date was June 30, 2017 for the license and software maintenance, the implementation services portion of the contract were assigned an end date of June 30, 2016. Civil Service approved the implementation and customization services of this proprietary software on January 6, 2014 in the amount of \$320,000.

At this time, we seek to execute Amendment 1 to CS-358 / BPUC14000082 to continue purchasing annual software support for up to five more years through June 30, 2022. Through this Amendment 1, we will also extend the implementation and customization services portion of the contract through the amended contract end date. Although the initial implementation services of this proprietary software have been completed, the customization services must remain on-going for the duration of the contract.

Amendment 1 increases the contract not to exceed (NTE) amount, which includes the cost of software support and travel, by \$426,773.00. However, Amendment 1 does not change the NTE

amount of the implementation/customization services will remain unchanged at \$320,000.00. The only change to the PSC approved implementation/customization services portion of the contract will be to extend their end date to June 30, 2022, the amended contract end date.

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

SFPUC is currently utilizing USP for the billing and collection of over \$100 million annual revenue from electric services. To centralize billing and collection of other utility services such as water, sewer, gas and steam provided at Treasure Island, Moccasin and to other wholesale customers such as Turlock Irrigation District and Modesto Irrigation District, we need to upgrade to the Utility Star Enterprise platform. Further, our retail customer base is expected to increase due to Hunters Point, Transbay, Candlestick Point developments.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes. PSC 40973-13/14

D. Will the contract(s) be renewed?

This particular service to be provided may not be renewed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

In 2014, the San Francisco Public Utilities Commission (SFPUC) executed a new three-year contract (CS-358, BPUC14000082) with Ueware, Inc. (Ueware, formerly Able Software) to purchase Ueware's Utility Star Enterprise licenses, software maintenance, and implementation/customization services. Although the original contract had an end date was June 30, 2017 for the license and software maintenance, the implementation services portion of the contract were assigned an end date of June 30, 2016. Civil Service approved the implementation and customization services of this proprietary software on January 6, 2014 in the amount of \$320,000. At this time, we seek to execute Amendment 1 to CS-358 / BPUC14000082 to continue purchasing annual software support for up to five more years through June 30, 2022. Through this Amendment 1, we will also extend the implementation and customization services portion of the contract through the amended contract end date. Although the initial implementation services of this proprietary software have been completed, the customization services must remain on-going for the duration of the contract.

2. Reason(s) for the Request

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

These services must be provided by Ueware because they involved proprietary software. Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills

B. Reason for the request for modification:

Extend PSC end date from 6/30/16 to 6/30/22

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in installing and implementing Utility Star Enterprise for billing and collection of power, water, sewer, gas, and steam services as well as migrating the existing "in-production" data for existing power services accounts.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: Civil service classes exists but the software solution is proprietary, highly complex and require specialized skills.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Useware's Utility Star Enterprise licenses are proprietary to Userware. As such, only Useware has the legal right to modify/customize the code of these licenses to City's business needs. Unless City staff are employees of Useware, City staff cannot be trained to modify and customize Useware's software code.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, by Useware

7. **Union Notification:** On 03/14/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Taraneh Moayed Phone: 415-551-4377 Email: tmoayed@sfgwater.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40973 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of tmoayed@sfwater.org
Sent: Tuesday, March 14, 2017, 10:39 AM
To: Moayed, Taraneh (PUC); L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 40973 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2016 -- June 30, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/chdrupal/node/8648>

Email sent to the following addresses: L21PSCReview@ifpte21.org

From: [Emma Erbach](#)
To: [Moayed, Taraneh](#)
Cc: [L21PSC Review](#); [DHR-PSCCoordinator, DHR](#)
Subject: Re: Request for Waiver of 7 Day Review by Local 21 for Modification Request to PSC # 40973 - 13/14
Date: Tuesday, March 14, 2017 3:00:03 PM

Hi Taraneh,

Local 21 is happy to expedite this amendment, understanding that this is a matter of urgency and that you are not seeking to increase the \$\$ amount for personnel services, but rather for software support and travel funds.

We have no objection to this PSC and you are free to move forward with it.

One small note, I believe Local 21's period of review is actually 10 days and not 7 :)

From: "Moayed, Taraneh" <TMoayed@sfgov.org>
Date: Tuesday, March 14, 2017 at 10:50 AM
To: Emma Erbach <eerbach@ifpte21.org>
Cc: "Moayed, Taraneh" <TMoayed@sfgov.org>, [L21PSC Review](#) <L21PSCReview@ifpte21.org>, "DHR-PSCCoordinator, DHR" <DHR-PSCCoordinator@sfgov.org>
Subject: Request for Waiver of 7 Day Review by Local 21 for Modification Request to PSC # 40973 - 13/14

Hello Emma-

In 2014, the San Francisco Public Utilities Commission (SFPUC) executed a new three-year contract (CS-358, BPUC14000082) with Ueware, Inc. (Ueware, formerly Able Software) to purchase Ueware's Utility Star Enterprise licenses, software maintenance, and implementation/customization services. Although the original contract had an end date was June 30, 2017 for the license and software maintenance, the implementation services portion of the contract were assigned an end date of June 30, 2016.

Civil Service approved the implementation and customization services of this proprietary software on January 6, 2014 in the amount of \$320,000.

At this time, we seek to execute Amendment 1 to CS-358 / BPUC14000082 to continue purchasing annual software support for up to five more years through June 30, 2022. Through this Amendment 1, we will also extend the implementation and customization services portion of the contract through the amended contract end date. Although the initial implementation services of this proprietary software have been completed, the customization services must remain on-going for the duration of the contract.

Amendment 1 increases the contract not to exceed (NTE) amount, which includes the cost of software support and travel, by \$426,773.00. However, Amendment 1 does not change the NTE amount of the implementation/customization services which will remain unchanged at \$320,000.00.

The only change to the PSC approved implementation/customization services portion of the contract will be to extend their end date to June 30, 2022, the amended contract end date.

The need for this Amendment is urgent. So that we can schedule our PSC hearing as soon as possible, may I request your expedited approval of this modification and/or waiver of Local 21's 7-day review?

Thank you,

Taraneh Moayed
Principal Administrative Analyst, IT Services
San Francisco Public Utilities Commission
525 Golden Gate Avenue, 5th Floor
San Francisco, CA 94102
Tel: 415-551-4377
Email: tmoayed@sfgwater.org

Additional Attachment(s)

Cost Break Down for CS-358 / BPUC1400082

Licenses				
Description	Amount	Cost Type	Invoicing	Notes
25 USE and USA Licenses	\$ 144,145	Fixed	Upon Installation	Original Contract
Total Licenses	\$ 144,145			

Software Support Pricing				
Description	Amount	Cost Type	Invoicing	Notes
September 1, 2014 to August 31, 2015	\$ 19,136	Fixed Rate Cost	Annually, upon election by City to renew	Original Contract
September 1, 2015 to August 31, 2016	\$ 39,812	Fixed Rate Cost	Annually, upon election by City to renew	Original Contract
September 1, 2016 to August 31, 2017	\$ 41,405	Fixed Rate Cost	Annually, upon election by City to renew	Original Contract
September 1, 2017 to August 31, 2018	\$ 45,561	Fixed Rate Cost	Annually, upon election by City to renew	Amendment 1
September 1, 2018 to August 31, 2019	\$ 47,383	Fixed Rate Cost	Annually, upon election by City to renew	Amendment 1
September 1, 2019 to August 31, 2020	\$ 49,279	Fixed Rate Cost	Annually, upon election by City to renew	Amendment 1
September 1, 2020 to August 31, 2021	\$ 51,250	Fixed Rate Cost	Annually, upon election by City to renew	Amendment 1
September 1, 2021 to August 31, 2022	\$ 53,300	Fixed Rate Cost	Annually, upon election by City to renew	Amendment 1
Total Software Support	\$ 347,126			

Professional Services				
Description	Amount	Cost Type	Invoicing	Notes
Implementation Services: Upgrade 5 USP Licenses to 25 USE Licenses	\$ 115,275	Fixed Rate Cost	Completion of Milestones	Original Contract
As-Needed Ancillary Project Services	\$ 150,000	Actual, Not to Exceed	Time and Material upon approval by City of Scope of Work	Amendment 1
Total Professional Services	\$ 265,275			

Travel				
Description	Amount	Cost Type	Invoicing	Notes
Travel Cost for Implementation Services	\$ 40,800	Actual, Not to Exceed	Billed at Actual as per CONUS guidelines.	Original Contract
Travel Cost for As-Needed Ancillary Project Services	\$ 30,000	Actual, Not to Exceed	Billed at Actual as per CONUS guidelines.	Amendment 1
Total Travel	\$ 70,800			

Contract Amount Summary	
Original Amt	\$ 400,573.00
Amendment 1 Amt	\$ 426,773.00
Total Contract Amount	\$ 827,346.00

**City and County of San Francisco
Office of Contract Administration
Purchasing Division
City Hall, Room 430
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4685**

First Amendment

THIS AMENDMENT (this "Amendment") is made as of April 1, 2017, in San Francisco, California, by and between by and between Useware, Inc. 20251 SW Acacia Street, Suite 220, Newport Beach, CA 92660, hereinafter referred to as "Contractor," and the City and County of San Francisco, a municipal corporation, hereinafter referred to as "City," acting by and through its Director of the Office of Contract Administration, hereinafter referred to as "Purchasing."

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below); and

WHEREAS, City and Contractor wish to modify the Agreement on the terms and conditions set forth herein to extend the Agreement for an additional five years, unless terminated sooner by SFPUC, to include up to five years of annual software support and certain as-needed Ancillary Project Services as requested by the SFPUC; and

WHEREAS, approval for that portion of this agreement that relates to the software implementation services of this Agreement was obtained from a Civil Service Commission Notice of Action for Contract Number 40973-13/14 on January 6, 2014;

NOW, THEREFORE, Contractor and the City agree as follows:

1. Definitions. The following definitions shall apply to this Amendment:

1a. Agreement. The term "Agreement" shall mean the Agreement dated June 1, 2014, between Contractor and City, as amended by this First Amendment dated April 1, 2017.

1b. Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

1c. Other Terms. Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

2a. **Section 3.** Section 3 of the Agreement entitled "Term of the Agreement" currently reads as follows:

a. Subject to Section 5, the license granted under this Agreement shall commence upon acceptance of the Licensed Software and shall continue in perpetuity unless sooner terminated in accordance with the provisions of this Agreement.

b. The term of the implementation services under this agreement shall be from the effective date of this agreement through June 30, 2016.

Such section is hereby amended in its entirety to read as follows:

a. Subject to Section 5, the license granted under this Agreement shall commence upon acceptance of the Licensed Software and shall continue in perpetuity unless sooner terminated in accordance with the provisions of this Agreement.

a. The term of the implementation services under this agreement shall be from the effective date of this agreement through June 30, 2022.

2b. **Section 5.** Section 5 of the Agreement entitled "Licenses and Services" currently reads as follows:

5. License and Services

b. **Grant of License.** Subject to the terms and conditions of this Agreement, Contractor grants to City a perpetual, non-exclusive, non-transferable license to use the Licensed Programs on any number of Workstations, so long as the total number of Simultaneous Designated Users does not exceed the number specified in Appendix A which is 25 users. City acknowledges and agrees that the Licensed Software is the proprietary information of Contractor and that this Agreement grants City no title or right of ownership in the Licensed Software.

Contractor agrees that in the event it discontinues its obligations under the terms of this Agreement, except as expressly provided for in Section 30 (Termination), or ceases to market and/or provide maintenance and support for the Licensed Software, and there is no successor in interest by merger, operation of law, assignment, purchase, or otherwise, it will provide City, without charge, one (1) copy of the then-current Source Code for all of the programs and all supporting Documentation for the Licensed Software then operating and installed at City's locations. If City should obtain the Source Code and the Documentation pursuant to this section, the only use made of the Source Code and the Documentation will be for the proper maintenance of the Licensed Software in connection with City's use of the Licensed Software as provided for, and limited by, the provisions of this Agreement.

c. **Services Contractor Agrees to Perform.** The Contractor agrees to perform the services provided for in Appendix A, "CIS System Upgrade Proposal," attached hereto and incorporated by reference as though fully set forth herein.

Contract Phases – the Contractor scope of work is broken down into three phases of work. The City has the option to execute any or all of the phases by providing written notice to the Contractor to begin work.

Contractor may not proceed with any work unless authorized by the City. In the event that a change needs to be made to the services that the Contractor agrees to perform, the Department and the Contractor must mutually agree to the change in scope, document the changes needed, and amend this Agreement by written instrument executed and approved in the same manner as this Agreement. The changes in scope must not result in an increase to the total compensation above the limit specified in this agreement.

d. **Restrictions on Use.** City is authorized to use the Licensed Software only for City's internal purposes and in accordance with Appendix B.

For the purpose of any bona fide City disaster recovery plan or with respect to the use of computer software in its municipal operations, City may make one copy of the Licensed Software for archival purposes and use such archival copy on a CPU other than the Designated CPU, or at a site other than the Designated Site, so long as such alternative CPU or site is owned or controlled by City. The use of such archival copy shall be limited to (1) the purpose of conducting limited testing of the disaster recovery plan's procedures and effectiveness and (2) during any period subsequent to the occurrence of an actual disaster during which the City cannot operate the Licensed Software on the Designated CPU or at the Designated Site. City agrees to furnish evidence of its disaster recovery plan and procedures upon Contractor's request.

e. **Documentation.** Contractor shall provide City with the Licensed Software specified in the Authorization Document, and a minimum of two copies of the Documentation per installation. Contractor grants to City permission to duplicate all printed Documentation for City's internal use.

f. **Authorized Modification.** City shall also be permitted to develop, use and modify Application Program Interfaces (API's), macros and user interfaces. For purposes of this Agreement, such development shall be deemed an authorized modification. Any such APIs, macros or other interfaces developed by the City shall become the property of the City.

g. **Delivery and Installation.** Contractor shall install or provide access to the programs no later than 12 weeks from the date on which contractor is instructed and permitted by the City to commence its implementation services pursuant to this agreement.

Such section is hereby amended in its entirety to read as follows:

5. License and Services

a. **Grant of License.** Subject to the terms and conditions of this Agreement, Contractor grants to City a perpetual, non-exclusive, non-transferable license to use the Licensed Programs on any number of Workstations, so long as the total number of Simultaneous Designated Users does not exceed the number specified in Appendix A which is 25 users. City acknowledges and agrees that the Licensed Software is the proprietary information of Contractor and that this Agreement grants City no title or right of ownership in the Licensed Software.

Contractor agrees that in the event it discontinues its obligations under the terms of this Agreement, except as expressly provided for in Section 30 (Termination), or ceases to market and/or provide maintenance and support for the Licensed Software, and there is no successor in interest by merger, operation of law, assignment, purchase, or otherwise, it will provide City, without charge, one (1) copy of the then-current Source Code for all of the programs and all supporting Documentation for the Licensed Software then operating and installed at City's locations. If City should obtain the Source Code and the Documentation pursuant to this section, the only use made of the Source Code and the Documentation will be for the proper maintenance of the Licensed Software in connection with City's use of the Licensed Software as provided for, and limited by, the provisions of this Agreement.

b. **Services Contractor Agrees to Perform.** The Contractor agrees to perform the services provided for in Appendix A, "CIS System Upgrade Proposal" and Appendix A-1, "As-Needed Ancillary Project Services", attached hereto and incorporated by reference as though fully set forth herein.

Appendix A CIS System Upgrade Proposal Services: Contract Phases – the Contractor scope of work is broken down into three phases of work. The City has the option to execute any or all of the phases by providing written notice to the Contractor to begin work.

Contractor may not proceed with any work unless authorized by the City. In the event that a change needs to be made to the services that the Contractor agrees to perform, the Department and the Contractor must mutually agree to the change in scope, document the changes needed, and amend this Agreement by written instrument executed and approved in the same manner as this Agreement. The changes in scope must not result in an increase to the total compensation above the limit specified in this agreement.

Appendix A-1 As-Needed Ancillary Project Services: As-Needed Software Enhancements pursuant to Appendix A-1 shall be performed only with the express prior authorization of the City on a task order basis. For each task, Contractor will submit a detailed scope of work and cost break down for the City's approval in accordance with Appendix A-1. Deliverables for each task will be considered draft until acceptance tested by the City on a test site. No payment for tasks will be provided until the task deliverables are tested and approved by the City.

c. **Restrictions on Use.** City is authorized to use the Licensed Software only for City's internal purposes and in accordance with Appendix B.

For the purpose of any bona fide City disaster recovery plan or with respect to the use of computer software in its municipal operations, City may make one copy of the Licensed Software for archival purposes and use such archival copy on a CPU other than the Designated CPU, or at a site other than the Designated Site, so long as such alternative CPU or site is owned or controlled by City. The use of such archival copy shall be limited to (1) the purpose of conducting limited testing of the disaster recovery plan's procedures and effectiveness and (2) during any period subsequent to the occurrence of an actual disaster during which the City cannot operate the Licensed Software on the Designated CPU or at the Designated Site. City agrees to furnish evidence of its disaster recovery plan and procedures upon Contractor's request.

d. **Documentation.** Contractor shall provide City with the Licensed Software specified in the Authorization Document, and a minimum of two copies of the Documentation per installation. Contractor grants to City permission to duplicate all printed Documentation for City's internal use.

e. **Authorized Modification.** City shall also be permitted to develop, use and modify Application Program Interfaces (API's), macros and user interfaces. For purposes of this Agreement, such development shall be deemed an authorized modification. Any such APIs, macros or other interfaces developed by the City shall become the property of the City.

f. **Delivery and Installation.** Contractor shall install or provide access to the programs no later than 12 weeks from the date on which contractor is instructed and permitted by the City to commence its implementation services pursuant to this agreement

2c. Section 13. Section 13 of the Agreement entitled "Payment" currently reads as follows:

13. Payment. Compensation shall be due and payable in accordance with Appendix A within 30 days of the date of any invoice. In no event shall the amount of this Agreement exceed Four Hundred Thousand Five Hundred Seventy Three Dollars and Zero Cents (\$400,573). In no event shall the amount of the implementation services under this Agreement exceed Three hundred and twenty thousand dollars (\$320,000). The breakdown of costs associated with this Agreement is provided for in Appendix A. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until Licensed Software, and services required under this Agreement are received from Contractor and approved by SFPUC as being in accordance with this Agreement.

Such section is hereby amended in its entirety to read as follows:

13. Payment. Compensation shall be due and payable in accordance with Appendix A within 30 days of the date of any invoice. In no event shall the amount of this Agreement exceed Eight Hundred Twenty Seven Thousand Three Hundred Forty Six Dollars and Zero Cents (\$827,346.00). In no event shall the amount of the implementation services under this Agreement exceed Three hundred and twenty thousand dollars (\$320,000). The breakdown of costs associated with this Agreement is provided for in Appendix A, A-1. No charges shall be incurred under this Agreement nor shall any payments become due to Contractor until Licensed Software, and services required under this Agreement are received from Contractor and approved by SFPUC as being in accordance with this Agreement.

2c. Appendix A-1 As-Needed Ancillary Project Service. Appendix A-1 entitled "As-Needed Ancillary Project Service" is added to the Agreement:

3. Effective Date. Each of the modifications set forth in Section 2 shall be effective on and after the date of this Amendment.

4. Legal Effect. Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY

CONTRACTOR

Recommended by:

Useware, Inc.

Harlan L. Kelly, Jr.
General Manager
San Francisco Public Utilities Commission

By signing this Agreement, I certify that I comply with the requirements of the Minimum Compensation Ordinance, which entitle Covered Employees to certain minimum hourly wages and compensated and uncompensated time off.

Approved as to Form:

I have read and understood paragraph 35, the City's statement urging companies doing business in Northern Ireland to move towards resolving employment inequities, encouraging compliance with the MacBride Principles, and urging San Francisco companies to do business with corporations that abide by the MacBride Principles.

Dennis J. Herrera
City Attorney

By: _____
Margarita Gutierrez
Deputy City Attorney

Approved:

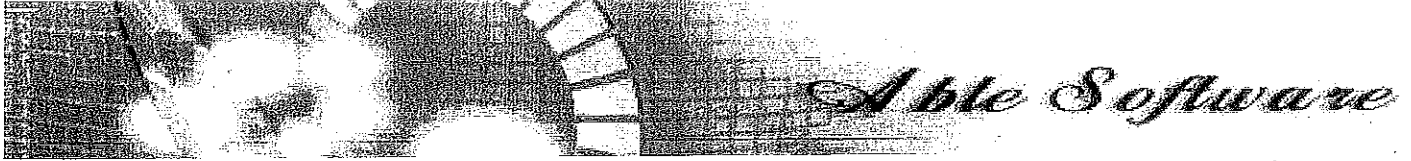
Liwen Wang
President

Jaci Fong
Director of the Office of Contract
Administration, and
Purchaser

City vendor number: 89266

Appendices

A-1: As-Needed Ancillary Project Services



**Utility Star Enterprise Billing System
As-Needed Ancillary Project Services**

April 1, 2017

I. As-Needed Ancillary Project Services

Contractor will provide As-Needed Ancillary Project Services to San Francisco Public Utilities Commission. As-Needed Software Enhancements pursuant to this Appendix A-1 shall be performed only with the express prior authorization of the City on a task order basis. For each task, Contractor will submit a detailed scope of work and time and material cost break down for the City's approval in accordance with this Appendix A-1. Deliverables for each task will be considered draft until acceptance tested by the City on a test site. No payment for tasks will be provided until the task deliverables are tested and approved by the City.

As further detailed herein, As-Needed Ancillary Project Services will fall into the following general categories:

- A. Utility Star Enterprise (USE) Enhancements
- B. Utility Star Analytics (USA) System Enhancements
- C. USE System Gas, Water, Steam & Sewer Data Enhancements
- D. CustomerDirect Online Bill Payment & Presentment System (EBPP) Enhancements

A. Utility Star Enterprise (USE) Enhancements: Any scope of work for as-Needed Ancillary Project Services related to Utility Star Enterprise (USE) will identify and detail, as applicable, one or more (but not limited) of the following tasks:

- 1. Process review
- 2. Review scope and schedule
- 3. Modification design for functional gaps
- 4. Modification development
- 5. Modification testing
- 6. Integration with other systems such as MAXIMO work order system
- 7. User Training
- 8. Report Customization Sprint
- 9. Report customization design
- 10. Report customization
- 11. Report testing
- 12. System Testing Sprint
- 13. Unit test
- 14. System test
- 15. User acceptance test design
- 16. User acceptance test
- 17. Parallel Testing

B. Utility Star Analytics (USA) System Enhancements: Any scope of work for as-Needed Ancillary Project Services related to the Utility Star Analytics (USA) System will identify and detail, as applicable, one or more (but not limited) of the following tasks:

1. Business analysis
2. Process review
3. Review scope and schedule
4. Data mapping
5. Data qualification
6. System configuration
7. User Training
8. System Testing Sprint

C. USE System Gas, Water, Steam & Sewer Data Enhancements: Any scope of work for as-Needed Ancillary Project Services related to USE System Gas, Water, Steam & Sewer Data will identify and detail, as applicable, one or more (but not limited) of the following tasks:

1. Process review
2. Review scope and schedule
3. Modification design for functional gaps
4. Modification development
5. Modification testing
6. New System Customization Sprint
7. Report Customization Sprint
8. Report customization design
9. Report customization
10. Report testing
11. System Testing Sprint
12. Unit test
13. System test
14. User acceptance test design
15. User acceptance test
16. Parallel Testing

D. CustomerDirect Online Bill Payment & Presentment System (EBPP) Enhancements: Any scope of work for as-Needed Ancillary Project Services related to Online Bill Payment &

Presentment System (EBPP) will identify and detail, as applicable, one or more (but not limited) of the following tasks:

1. Requirement gathering
2. Review scope and schedule
3. User Training
4. System Testing
5. Integration with other EBPP applications provided by third party vendors

II. As-Needed Ancillary Project Services Pricing

Contractor shall provide As-Needed Ancillary Project Services based on a time and material basis, using the hourly rates outlined below. In no event shall As-Needed Ancillary Project Services rendered pursuant to this Appendix A-1 exceed \$150,000.

As-Needed Ancillary Project Services Pricing																
Description	NTE Amount	Invoicing														
As-Needed Ancillary Project Services	\$ 150,000	Time and Material upon approval by City of Scope of Work and estimated cost prior to the commencement of any work.														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Resource Type</th> <th style="text-align: left;">Hrly Rate</th> </tr> </thead> <tbody> <tr> <td>ASI Project Manager</td> <td>\$100</td> </tr> <tr> <td>ASI Business Analyst</td> <td>\$100</td> </tr> <tr> <td>ASI Developer</td> <td>\$100</td> </tr> <tr> <td>ASI Quality Assurance</td> <td>\$100</td> </tr> <tr> <td>ASI Implementation Specialist</td> <td>\$100</td> </tr> <tr> <td>ASI Trainer</td> <td>\$100</td> </tr> </tbody> </table>			Resource Type	Hrly Rate	ASI Project Manager	\$100	ASI Business Analyst	\$100	ASI Developer	\$100	ASI Quality Assurance	\$100	ASI Implementation Specialist	\$100	ASI Trainer	\$100
Resource Type	Hrly Rate															
ASI Project Manager	\$100															
ASI Business Analyst	\$100															
ASI Developer	\$100															
ASI Quality Assurance	\$100															
ASI Implementation Specialist	\$100															
ASI Trainer	\$100															

All hourly rates stated above will remain firm through the first twelve months of Amendment 1. Contractor must request price adjustments, in writing, 30 days prior each annual renewal date (“Adjustment Date”). If Contractor fails to request a CPI price adjustment 30 days prior to the Adjustment Date, the adjustment will be effective 30 days after SFPUC receives Contractor’s written request. Price adjustments will be made in accordance with the percentage change in the U.S. Department of Labor Consumer Price Index (CPI-U) for All Urban Consumers, All Items, San Francisco Area relative to the 12-month period preceding Contractor’s request. No retroactive contract price adjustments will be allowed.

III. As-Needed Ancillary Project Services Travel Pricing

Contractor may seek reimbursement for all travel expenses, including hotel, air, ground transportation and per diem, related to As-Needed Ancillary Project Services rendered pursuant to this Appendix A-1. In no event shall such travel reimbursement for As-Needed Ancillary Project Services rendered pursuant to this Appendix A-1 exceed \$30,000. All travel-related expenses shall be invoiced

at time of travel and reflect actual expenses incurred. All reimbursements shall be made pursuant to CONUS guidelines.

As-Needed Ancillary Project Services Travel Pricing		
Description	NTE Amount	Invoicing
Travel Cost for As-Needed Ancillary Project Services	\$ 30,000	Billed at Actual as per CONUS guidelines.

IV. Able Software Annual Maintenance Pricing

Pursuant to this Appendix A-1, Contractor shall continue to provide software maintenance in accordance with the Agreement for each of the following software components and in accordance with the pricing outlined herein:

1. Utility Star Platinum System Functionality
2. Utility Star Enterprise Database
3. Additional Database Tables for Treasure Island, Moccasin & Hunters Point Developments
4. Utility Star Enterprise System Expanded Functionality
5. 25 User Licenses (USE)
6. SUS/KUBRA Portal Integration (EBPP System)
7. Utility Star Analytics System
8. 25 User Licenses (Utility Star Analytics)

Software Support Pricing		
Description	NTE Amount	Invoicing
September 1, 2017 to August 31, 2018	\$45,561	Annually, upon election by City to renew its annual maintenance.
September 1, 2018 to August 31, 2019	\$47,383	Annually, upon election by City to renew its annual maintenance.
September 1, 2019 to August 31, 2020	\$49,279	Annually, upon election by City to renew its annual maintenance.
September 1, 2020 to August 31, 2021	\$51,250	Annually, upon election by City to renew its annual maintenance.
September 1, 2021 to August 31, 2022	\$53,300	Annually, upon election by City to renew its annual maintenance.
\$246,773		

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

Type of Request: [X] Initial [] Modification of an existing PSC (PSC # _____)

Type of Approval: [] Expedited [X] Regular [] Omit Posting

Type of Service: Utility Star (Electric Billing System) Upgrade (CS-358)

Funding Source: Hunters Point Shipyard Power Pjt PSC Duration: 2 years 25 weeks

PSC Amount: \$320,000 PSC Est. Start Date: 01/06/2014 PSC Est. End Date: 06/30/2016

1. Description of Work

A. Scope of Work:

Contractor will upgrade SFPUC's existing retail electric billing system from Utility Star Platinum (USP) to Utility Star Enterprise (USE) version and expand its functionality to include billing of water, wastewater, gas, steam services in addition to electric services.

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

SFPUC is currently utilizing USP for the billing and collection of over \$100 million annual revenue from electric services. To centralize billing and collection of other utility services such as water, sewer, gas and steam provided at Treasure Island, Moccasin and to other wholesale customers such as Turlock Irrigation District and Modesto Irrigation District, we need to upgrade to the Utility Star Enterprise platform. Further, our retail customer base is expected to increase due to Hunters Point, Transbay, Candlestick Point developments.

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 last upgrade of the software was done in 2004, which was through a requisition of purchase order issued to Able Software now doing business as Useware, Inc.

D. Will the contract(s) be renewed? This particular service to be provided may not be renewed.

2. Union Notification: On 11/04/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40973 - 13/14

DHR Analysis/Recommendation:

01/06/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 01/06/2014

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise:
Expertise in installing and implementing Utility Star Enterprise for billing and collection of power, water, sewer, gas, and steam services as well as migrating the existing "in-production" data for existing power services accounts.

- B. Which, if any, civil service class(es) normally perform(s) this work?
1044, 1054, 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:
Civil Service classes are not applicable because the software solution is proprietary, highly complex and require specialized skills.

- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
Civil service classes exists but the software solution is proprietary, highly complex and require specialized skills.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee? Users Training; 112 hours; 0922, 4310, 1480, 1478, 1054, 1063, 1044	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/04/2013 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4103-08/09)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: New Irvington Tunnel Project Construction Management Services (CS-918)

Funding Source: Water System Improvement Program

PSC Original Approved Amount: \$14,000,000

PSC Original Approved Duration: 03/02/09 - 07/31/14 (5 years 21 weeks)

PSC Mod#1 Amount: \$3,500,000

PSC Mod#1 Duration: 08/01/14-07/31/15 (1 year)

PSC Mod#2 Amount: \$2,000,000

PSC Mod#2 Duration: 08/01/15-07/31/16 (1 year 1 day)

PSC Mod#3 Amount: \$1,000,000

PSC Mod#3 Duration: 08/01/16-10/31/16 (13 weeks 1 day)

PSC Mod#4 Amount: \$250,000

PSC Mod#4 Duration: 11/01/16-04/14/17 (23 weeks 4 days)

PSC Mod#5 Amount: \$350,000

PSC Mod#5 Duration: 04/15/17-04/14/18 (1 year)

PSC Cumulative Amount Proposed: \$21,100,000

PSC Cumulative Duration Proposed: 9 years 6 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the San Francisco Public Utilities Commission (SFPUC). The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary construction management (CM) expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250M construction.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being provided via PSC No. 4103-08/09 (CS-918).

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The SFPUC is requesting Personal Service Contract authority to continue providing construction management services during final construction and closeout of the New Irvington Tunnel project, and provide additionally quality assurance inspection for the extended construction schedule. These services, like the capital projects, extend beyond five years.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

B. Reason for the request for modification:

This modification is being requested in order to provide construction management services support during the dispute resolution board hearing process, negotiation assistance for settlements of disputed claims after receiving recommendations from the dispute board, and close out support for the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Construction management skills including resident/assistant resident engineer, construction inspection and scheduling; and, expertise in water tunnel construction, including typical contractor means and methods, safety regulation, water quality standards and shutdown, and start-up procedures.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6319, Senior Const Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: None.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and

Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training of City staff under this PSC because current civil service classes do not have the specialized experience and knowledge to adequately provide the needed construction management services.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Hatch Mott MacDonald

7. Union Notification: On 03/06/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@swater.org
To: Jackson, Shamica; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator_DHR
Subject: Receipt of Modification Request to PSC # 4103-08/09 - MODIFICATIONS
Date: Monday, March 06, 2017 4:46:38 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$350,000 for services for the period April 15, 2017 – April 14, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4650>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4103-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: New Irvington Tunnel Project Construction Management Services (CS-918)Funding Source: Water System Improvement ProgramPSC Original Approved Amount: \$14,000,000PSC Original Approved Duration: 03/02/09 - 07/31/14 (5 years 21 weeks)PSC Mod#1 Amount: \$3,500,000PSC Mod#1 Duration: 08/01/14-07/31/15 (1 year)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: 08/01/15-07/31/16 (1 year 1 day)PSC Mod#3 Amount: \$1,000,000PSC Mod#3 Duration: 08/01/16-10/31/16 (13 weeks 1 day)PSC Mod#4 Amount: \$250,000PSC Mod#4 Duration: 11/01/16-04/14/17 (23 weeks 4 days)PSC Cumulative Amount Proposed: \$20,750,000PSC Cumulative Duration Proposed: 8 years 6 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the San Francisco Public Utilities Commission(SFPUC). The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary construction management (CM) expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250M construction.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being provided via PSC No. 4103-08/09 (CS-918).

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The SFPUC is requesting Personal Service Contract authority to continue providing construction management services during final construction and closeout of the New Irvington Tunnel project, and provide additionally quality assurance inspection for the extended construction schedule. These services, like the capital projects, extend beyond five years.

2. Reason(s) for the Request

- A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

- B. Reason for the request for modification:

To align PSC amount and duration with the Contract amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Construction management skills including resident/assistant resident engineer, construction inspection and scheduling; and, expertise in water tunnel construction, including typical contractor means and methods, safety regulation, water quality standards and shutdown, and start-up procedures.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: None.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of

construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training of City staff under this PSC because current civil service classes do not have the specialized experience and knowledge to adequately provide the needed construction management services.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Hatch Mott MacDonald

7. Union Notification: On 09/19/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/03/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: Initial Modification of an existing PSC (PSC # 4103-08/09)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: New Irvington Tunnel Project Construction Management Services (CS-918)Funding Source: Water System Improvement ProgramPSC Original Approved Amount: \$14,000,000PSC Original Approved Duration: 03/02/09 - 07/31/14 (5 years 21 weeks)PSC Mod#1 Amount: \$3,500,000PSC Mod#1 Duration: 08/01/14-07/31/15 (1 year)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: 08/01/15-07/31/16 (1 year 1 day)PSC Mod#3 Amount: \$1,000,000PSC Mod#3 Duration: 08/01/16-10/31/16 (13 weeks 1 day)PSC Cumulative Amount Proposed: \$20,500,000PSC Cumulative Duration Proposed: 7 years 34 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the San Francisco Public Utilities Commission(SFPUC). The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary construction management (CM) expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250M construction.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being provided via PSC No. 4103-08/09 (CS-918).

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

- A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

- B. Reason for the request for modification:

To align the PSC amount and duration with the contract amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Construction management skills including resident/assistant resident engineer, construction inspection and scheduling; and, expertise in water tunnel construction, including typical contractor means and methods, safety regulation, water quality standards and shutdown, and start-up procedures.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 6319, Senior Const Inspector;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: None.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The specialized areas of construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

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? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Hatch Mott MacDonald

7. Union Notification: On 12/21/15, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/07/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUC

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4103-08/09)

Type of Approval: [] Expedited [x] Regular [] Omit Posting

Type of Service: New Irvington Tunnel Project Construction Management Services (CS-918)

Funding Source: Water System Improvement Program

PSC Original Approved Amount: \$14,000,000 PSC Original Approved Duration: 03/02/09 - 07/31/14 (5 years 21 w
PSC Mod#1 Amount: \$3,500,000 PSC Mod#1 Duration: 08/01/14-07/31/15 (1 year)
PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: 08/01/15-07/31/16 (1 year 1 day)
PSC Cumulative Amount Proposed: \$19,500,000 PSC Cumulative Duration Proposed: 7 years 21 weeks

1. Description of Work

A. Scope of Work:

Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the San Francisco Public Utilities Commission(SFPUC). The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints.

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

The SFPUC does not have the personnel resources to perform all of the required work, nor could enough current staff be transferred from other City departments or new hires be added to meet the timing or the requirements of the limited duration and specialized expertise for this proposed work effort. If denied, the project would not have adequate staff and the necessary construction management (CM) expertise to manage the construction of the project, thus increasing the likelihood of inadequate performance on a \$250M construction.

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 service is currently being provided via PSC No. 4103-08/09 (CS-918).

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

2. Union Notification: On 03/13/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4103-08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/24/2015

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Construction management skills including resident/assistant resident engineer, construction inspection and scheduling; and, expertise in water tunnel construction, including typical contractor means and methods, safety regulation, water quality standards and shutdown, and start-up procedures.

B. Which, if any, civil service class(es) normally perform(s) this work?
5211,5241,6319,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
None.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Current civil service classes are not applicable, because they do not have the specialized experience and knowledge to adequately manage the construction of a large water tunnel, which is not the kind of project these classes were set up to handle. Construction Engineers and Inspectors are needed to perform construction management work for WSIP projects, but this level of resources is not a long-term need warranting hiring personnel.

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

The specialized areas of construction management needed are not consistent or long enough in duration to make it feasible to adopt a new civil service class.

5. Additional Information (if "yes", attach explanation)

	<u>YES</u>	<u>NO</u>
A. Will the contractor directly supervise City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Hatch Mott MacDonald	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 03/13/15 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102



**San Francisco
Water Power Sewer**

Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
1155 Market Street, 9th Floor
San Francisco, CA 94103
T 415.551.4603
F 415.564.3225

MEMORANDUM

DATE: August 4, 2011
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: David E. Scott, PSC Coordinator (C)
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4103-08/09 CSC Approval Date: 03/02/2009

Description of Service(s): **Provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUC. The work includes inspection oversight and enforcement of contract requirements for construction of a 3.5-mile by 9-foot diameter water tunnel through challenging fault geology and groundwater conditions, CalOSHA-mandated safety protocols, environmental mitigation measures and tight schedule constraints. (CS-918)**

Original Approved Amount:	<u>\$14,000,000</u>	Original Approved Duration:	<u>03/02/2009 to 07/31/2014</u>
Modification One Amount:	<u>\$3,500,000</u>	Modification of Duration:	<u>08/10/2011 to 07/31/2015</u>
Total Amount as Modified:	<u>\$17,500,000</u>	Total Duration as Modified:	<u>03/02/2009 to 07/31/2015</u>

Reason for the modification:

Additional time and funding is necessary to provide management of the new Groundwater Management Program for residents near the project site as well as Means and Methods Program. In addition, the PUC has accelerated the construction schedule, making it necessary to add work shifts each day and on weekends. Additional capacity will provide inspection, oversight and enforcement of on site staff during these supplementary shifts.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: **Approved**

Approval Date: 8/15/11

By: *Micki Callahan*
Micki Callahan, Human Resources Director

- Edwin M. Lee
Mayor
- Francesca Viator
President
- Anson Moran
Vice President
- Ann Moller Caen
Commissioner
- Art Torres
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4098-08/09 THROUGH 4113-08/09; 4068-07/08; 4172-07/08 AND 4114-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to:

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Kahala Drain, Children & Families Commission
Jacquie Hale, Department of Public Health
Lavena Holmes-Williams, San Francisco Port
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Emergency Communications Department
Julian Low, Mayor's Office of Business & Economic Development
Joan Lubamersky, Administrative Services
Christine Martin, Department of Technology
Mary Ng, Department of Human Resources
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

POSTING FOR
March 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept No	Dept Name	Approval Type	Contract Amount	Description of work	Duration
4098-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$99,000.00	Will provide technical assistance with the procurement of a new Closed Circuit Television (CCTV) system to be installed in subway stations and other SFMTA facilities.	30-Mar-12
4099-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$250,000.00	Will provide services to conduct a three part Nexus study to support existing and proposed transportation related development impact and mitigation fees.	15-Nov-09
4100-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$3,000,000.00	Will provide as-needed specialized professional and technical engineering services in transit engineering specialties including systems hazard analysis, mechanical, electrical, analysis and mitigation of noise and vibration in transit operations.	01-Mar-14
4101-08/09	39	Port of San Francisco	Regular	\$4,500,000.00	Will establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects.	30-Jun-14
Pauson CS-974 4102-08/09	40	San Francisco Public Utilities Commission	Regular	\$1,000,000.00	Will provide financial advisory services in connection with general financial planning and transaction-specific activities related to the Water, Wastewater and Power Enterprises.	01-Aug-12
X Bonita CS-918 4103-08/09	40	San Francisco Public Utilities Commission	Regular	\$14,000,000.00	Will provide professional construction management services to oversee the Water System Improvement Program (WSIP) construction project of the New Irvington Tunnel, on behalf of the SFPUC.	31-Jul-14
Pauson CS-969 4104-08/09	40	San Francisco Public Utilities Commission	Regular	\$500,000.00	Will evaluate effects of climate change on San Francisco's natural and built environment and on City departments and their missions and/or infrastructure in particular.	31-Dec-10
Pauson CS-975 4105-08/09	40	San Francisco Public Utilities Commission	Regular	\$5,000,000.00	Will provide either a liquidity facility and/or an irrevocable direct-pay letter of credit to secure the payment of principal and interest on the subordinate lien tax-exempt commercial paper ("CP") program.	01-Apr-14
4106-08/09	64	Children and Families Commission	Regular	\$500,000.00	Will provide materials, training, and support to parents and preschool, classroom staff to effect early literacy and family engagement, cognitive and language skills.	01-Aug-12
4107-08/09	70	GSA-Medical Examiner	Regular	\$100,000.00	Will design, develop and implement a Case Management System to automatically generate daily case and work list, track case progress, and related tasks.	01-Jan-12
4108-08/09	75	Department of Technology	Regular	\$1,725,000.00	Will provide enhancements or modifications to its software that runs the dispatch program for 911 calls. The modifications/enhancements improve the data collected by or displayed to 911 call takers and dispatchers.	01-Mar-12
4109-08/09	75	Department of Technology	Regular	\$435,000.00	Will provide as-needed modifications to ICAD a proprietary software system used to run the Police Message Switch.	01-Mar-12

CCBF: DHR
PSCPSTNG

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4110 - 12/13)

Type of Approval: Expedited Regular Annual Continuing (Omit Posting)

Type of Service: Planning & Engineering Services-Southeast Plant Biosolids Digester Facilities Project(CS-235)

Funding Source: SSIP Capital Funds

PSC Original Approved Amount: \$80,000,000

PSC Original Approved Duration: 05/06/13 - 03/31/24 (10 years 47 weeks)

PSC Mod#1 Amount: \$73,500,000

PSC Mod#1 Duration: 04/01/24-12/31/25 (1 year 39 weeks)

PSC Cumulative Amount Proposed: \$153,500,000

PSC Cumulative Duration Proposed: 12 years 34 weeks

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Plant (SEP) located in the Bayview Hunters-Point neighborhood. The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is San Francisco Public Utilities Commissions(SFPUC's) largest wastewater facility providing up to 80% of the City's wastewater and stormwater treatment and produces up to 54,000 wet tons per year (or 13,000 dry tons) of treated biosolids for beneficial use.

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

A delay in this service would delay the completion of the new biosolids digester facilities at SEP. The existing facilities are old and failing and are in need of replacement. The digesters are operating well beyond their useful lives and are outdated, representing a 1940's technology. There is visible corrosion of structural elements and a frequent failure of digester roof covers. Replacement of the aging digester/biosolids facilities is critically needed. Failure of the aged SEP digestion and/or solids handling processes would compromise the City's ability to treat its wastewater resulting in public health, environmental and regulatory compliance impacts.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being provided via PSC No. 4110-12/13 (CS-235).

D. Will the contract(s) be renewed?

No. Assuming the current schedule and scope of the project remain unchanged, there is no plan to renew the contract at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Biosolids Digester Facilities Project is replacing the entire solids treatment portion of the

Southeast Plant (essentially half of the facility). It carries a project cost of \$1.28 billion. The planning and design phases have a duration of approximately 5.5 years and the subsequent facility construction and start-up phases are an additional 7 years. For continuity and effectiveness, this consultant team under this contract/PSC should on board to provide engineering support during construction and facility start-up and commissioning. Hence a PSC of greater than 5 years is warranted.

2. Reason(s) for the Request

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

As noted previously, the Biosolids Project is address the aging/failing infrastructure at the Southeast Plant, which provided up to 80% of the City's wastewater treatment. The project is complex with respect to size, site conditions and surrounding neighborhood environment. Proven experience/expertise is needed in the areas of long-term wastewater planning , multi-discipline design and construction of large complex industrial urban infrastructure, seismic/structural/geotechnical engineering, wastewater operations and maintenance, alternative project delivery (specifically CM/GC) and Public outreach expertise in communicating sensitive topics to external stakeholders. This amendment is being requested to increase the planning and engineering services consistent with the current cost and schedule and CM/GC approach.

B. Reason for the request for modification:

This amendment is being requested to increase the planning and engineering services consistent with the selected CM/GC project delivery approach.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven experience/expertise is needed in the areas of: 1) Process engineering (biosolids treatment); 2) Multi-discipline design of large industrial urban infrastructure; 3) Seismic/structural/geotechnical engineering; 4) Wastewater operations and maintenance; 5) Cost estimating; 6) Project/construction scheduling; 7) Land use planning; 8) Alternative project delivery methods, such as design-build and/or construction management/general contractor (CM/GC); 9) Development of bid-ready plans and specifications for large complex construction projects; 10) Public outreach expertise in various modes of written and visual communication to internal and external stakeholders. Expertise is needed in strategic outreach planning.

B. Which, if any, civil service class(es) normally perform(s) this work? 1314, Public Relations Officer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer; 5408, Coord of Citizen Involvement;

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

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The existing civil service staff do not have the demonstrated specialized expertise in these areas listed in Item 2A. Expertise is needed in the engineering areas related to the planning and design of major infrastructure and technologies associated with a large complex biosolids/ wastewater treatment facility. Similarly, communication and outreach efforts require significant expertise given the stakeholders, and project complexity and location. The Biosolids Project is the largest to be undertaken by the City and/or the SFPUC.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The planning and design of other large treatment process facilities of this magnitude is not anticipated at this time. An infrastructure project of this size is not routine.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
Yes. Training content is identified jointly with SFPUC staff during the Design phase. Training topics include design production, Building Information Modeling (BIM), process technology, system/equipment knowledge, instrumentation and controls, plant construction, facility operation and maintenance. The training duration shall be approximately 500 hours of training and preparation time. A preliminary estimate of twenty (20) civil, environmental, electrical and/or mechanical engineers may receive technology transfer/cross training. SFPUC will provide the following technical trainings and knowledge transfers associated with BIM modeling and 3-D design. In addition, SFPUC will provide trainings from a knowledgeable cost estimator. SFPUC will also provide cost estimating trainings associated with the construction management/general contractor (CM/GC) delivery method and its implementation within SFPUC's capital delivery structure. These trainings will be provided to interested SFPUC Local 21 members.
- 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? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
SFPUC Res No. 13-0086 BOS Res No.243-13
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
BROWN & CALDWELL (see attached)

- 7. Union Notification:** On 03/14/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@swater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110 - 12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/17/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: Jackson, Shamica; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR
Subject: Receipt of Modification Request to PSC # 4110 - 12/13 - MODIFICATIONS
Date: Tuesday, March 14, 2017 3:57:57 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$73,500,000 for services for the period April 1, 2024 – December 31, 2025. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/8651>

Email sent to the following addresses: L21PSCReview@ifpte21.org
amakayan@ifpte21.org

Additional Attachment(s)

Will the proposed work be completed by a contractor that has a current personal services contract with your department? If so, please explain.

The contractor (Brown and Caldwell) has several other personal services contracts with the SFPUC :

PRO.0019.A As-Needed Specialized and Technical Services - Joint Venture Partner. \$5M contract value;

CS-203B Wastewater and Stormwater Technical Services - Joint Venture Partner. \$5M contract value;

CS1004.B Engineering Design Services for Oceanside Plant - Subconsultant. \$3.5M contract value;

PRO.0004.A As-Needed Wastewater Process Engineering - Subconsultant. \$2.5M contract value; and

CS-297.B As-Needed Construction Management Services - Subconsultant. \$600k contract value.

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 13-0086

WHEREAS, The existing digester and solids handling facilities at the Southeast Water Pollution Control Plant (SEP) represent technology developed in the 1940's and are currently operating well beyond their useful lives. They are not designed to withstand the maximum credible design earthquake. The Wastewater Enterprise recently has had to dedicate significant resources to repairing the existing digester and solids handling processes to keep them in operation and maintain regulatory compliance. With SEP receiving 80% of the City's wastewater/stormwater flows, the failure of the digestion and/or solids handling processes would be catastrophic. The City's ability to treat wastewater would be compromised, resulting in severe public health, safety, regulatory, and environmental impacts. Thus, the SFPUC authorized staff to initiate planning and engineering analysis for the proposed improvements to the Southeast Plant Biosolids Digester facilities; and

WHEREAS, Because it is necessary to procure the services of qualified wastewater engineering team to provide specialized wastewater and biosolids treatment planning and engineering services to supplement SFPUC staff, the SFPUC advertised a Request for Proposals (RFP) for the Wastewater Enterprise, Sewer System Improvement Program-funded Agreement No. CS-235, Southeast Plant Biosolids Digester Facilities Project (BDFP) on April 1, 2013; and

WHEREAS, The estimated cost of services is not to exceed \$80,000,000 and services are anticipated to begin in August 2013 and end in August 2023, and the duration of this agreement is not to exceed 10 years; and

WHEREAS, The proposal was advertised on April 1, 2013; and

WHEREAS, SFPUC received a sole proposal from Brown and Caldwell in response to the Request for Proposals; and

WHEREAS, SFPUC staff and Contract Monitoring Division (CMD) has confirmed that Brown and Caldwell met the minimum qualifications and other pre-award requirements; and

WHEREAS, SFPUC staff determined that Brown and Caldwell is imminently qualified to perform the services identified in the RFP and further outreach, re-advertising or modifying the RFP would not change the outcome of receiving additional proposals and in fact may result in a detrimental effect to the proposed BDFP Project; and

WHEREAS, A Contract Monitoring Division (CMD) subconsulting goal of 10% was established for this project and Brown and Caldwell has committed to 14% Local Business Enterprise (LBE) participation (of the total value of services to be provided) for this agreement; and

WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

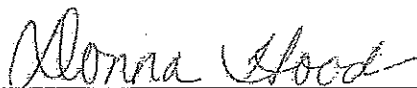
WHEREAS, The firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from CMD may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, The RFP solicited services for two phases of work: Phase 1: Planning and Preliminary Engineering and Phase 2: Detailed Design, Procurement and Engineering Construction Support. Task orders and expenditures shall be limited to pre-construction planning and engineering services until such time as the Commission reviews and considers the environmental analysis for the proposed BDFP, determines whether or not to approve the proposed BDFP project, and makes appropriate findings, all in compliance with the California Environmental Quality Act (CEQA), the CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code. The Phase 2 work will be dependent on the construction implementation strategy and project delivery methods to be selected by the SFPUC in Phase 1. The treatment processes and the other elements of the proposed BDFP project are technically complex and interdependent, and must ultimately operate as an efficient system; therefore, it is essential that the planning and design be a single cohesive effort that addresses the entire project from planning through facility start-up, should the Commission approve the construction of the BDFP; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from Project CWWSIPDP, Biosolids Digester Project, now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of Brown and Caldwell for the Wastewater Enterprise, Sewer System Improvement Program-funded Agreement No. CS-235, Southeast Plant Biosolids Digester Facilities Project, to provide planning and engineering services, and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with Brown and Caldwell for an amount not-to-exceed \$80,000,000, and with a duration not-to-exceed 10 years, subject to Board of Supervisors approval, pursuant to Charter Section 9.118; provided, however, that task orders and expenditures shall be limited to pre-construction planning and engineering services until such time as the Commission reviews and considers the environmental analysis for the proposed BDFP; determines whether or not to approve the proposed BDFP project, and makes appropriate findings, all in compliance with CEQA, the CEQA Guidelines, and Chapter 31 of the San Francisco Administrative Code.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of May 28, 2013.



Secretary, Public Utilities Commission

1 [Agreement - Brown and Caldwell - Wastewater Enterprise Sewer System Improvement
2 Program - Not to Exceed \$80,000,000]

3 **Resolution authorizing the General Manager of the San Francisco Public Utilities**
4 **Commission to execute an agreement with Brown and Caldwell for planning and**
5 **engineering services for the Wastewater Enterprise, Sewer System Improvement**
6 **Program-funded Agreement No. CS-235, Southeast Plant Biosolids Digester Facilities**
7 **Project with an agreement amount not to exceed \$80,000,000 and duration not to**
8 **exceed ten years.**

9
10 WHEREAS, The existing digester and solids handling facilities at the Southeast Water
11 Pollution Control Plant (SEP) represent technology developed in the 1940's and are currently
12 operating well beyond their useful lives. They are not designed to withstand the maximum
13 credible design earthquake. The Wastewater Enterprise recently has had to dedicate
14 significant resources to repairing the existing digester and solids handling processes to keep
15 them in operation and maintain regulatory compliance. With SEP receiving 80% of the City's
16 wastewater/stormwater flows, the failure of the digestion and/or solids handling processes
17 would be catastrophic. The City's ability to treat wastewater would be compromised, resulting
18 in severe public health, safety, regulatory, and environmental impacts. Thus, the SFPUC
19 authorized staff to initiate planning and engineering analysis for the proposed improvements
20 to the Southeast Plant Biosolids Digester facilities; and

21 WHEREAS, It is necessary to procure the services of qualified wastewater engineering
22 team to provide specialized wastewater and biosolids treatment planning and engineering
23 services to supplement SFPUC staff, the SFPUC advertised a Request for Proposals (RFP)
24 for the Wastewater Enterprise, Sewer System Improvement Program-funded Agreement No.
25 CS-235, Southeast Plant Biosolids Digester Facilities Project (BDFP) on April 1, 2013; and

1 WHEREAS, The estimated cost of services is not to exceed \$80,000,000 and services
2 are anticipated to begin in August 2013 and end no later than August 2023, and the duration
3 of this agreement is not to exceed 10 years; and

4 WHEREAS, The Request for Proposals was advertised on April 1, 2013; and

5 WHEREAS, SFPUC received a sole proposal from Brown and Caldwell in response to
6 the Request for Proposal; and

7 WHEREAS, SFPUC staff determined that Brown and Caldwell is imminently qualified to
8 perform the services identified in the RFP and further outreach, re-advertising or modifying the
9 RFP would not change the outcome of receiving additional proposals and in fact may result in
10 a detrimental effect to the proposed BDFP Project; and

11 WHEREAS, A Contract Monitoring Division (CMD) subconsulting goal of 10% was
12 established for this project and Brown and Caldwell has committed to 14% Local Business
13 Enterprise (LBE) participation (of the total value of services to be provided) for this agreement;
14 and,

15 WHEREAS, The RFP solicited services for two phases of work: Phase 1: Planning and
16 Preliminary Engineering and Phase 2: Detailed Design, Procurement and Engineering
17 Construction Support. Task orders and expenditures shall be limited to pre-construction
18 planning and engineering services until such time as the Commission reviews and considers
19 the environmental analysis for the proposed BDFP, determines whether or not to approve the
20 proposed BDFP project, and makes appropriate findings, all in compliance with the California
21 Environmental Quality Act (CEQA), the CEQA Guidelines, and Chapter 31 of the San
22 Francisco Administrative Code. The Phase 2 work will be dependent on the construction
23 implementation strategy and project delivery methods to be selected by the SFPUC in Phase
24 1. The treatment processes and the other elements of the proposed BDFP project are
25 technically complex and interdependent, and must ultimately operate as an efficient system;

1 therefore, it is essential that the planning and design be a single cohesive effort that
2 addresses the entire project from planning through facility start-up; and

3 WHEREAS, Funds for this agreement will be available at the time of award of the
4 agreement from Project CWWSIPDP, Biosolids Digester Project; and

5 WHEREAS, Charter Section 9.118(b) requires Board authorization, by resolution, of
6 contracts with a value in excess of ten million dollars or terms anticipated to exceed ten (10)
7 years; and

8 WHEREAS, On May 28, 2013, by Resolution No. 13-0086, the SFPUC approved the
9 selection of and authorized the General Manager of the SFPUC to negotiate and execute the
10 professional services agreement with a not-to-exceed amount of \$80,000,000 and a term not-
11 to-exceed ten years, subject to Board approval, under Charter Section 9.118, of Wastewater
12 Enterprise, Sewer System Improvement Program-funded Agreement No. CS-235, Southeast
13 Plan Biosolids Digester Facilities Project to Brown and Caldwell; provided, however, that task
14 orders and expenditures shall be limited to pre-construction planning and engineering
15 services until such time as the SFPUC and the Board of Supervisors review and consider the
16 final environmental analysis for the proposed BDFP, the SFPUC determines whether or not to
17 approve the proposed BDFP project and the Board of Supervisors and the Mayor determine
18 whether to appropriate funding for the proposed BDFP, and both the SFPUC and Board make
19 appropriate findings, all in compliance with CEQA, the CEQA Guidelines, and Chapter 31 of
20 the San Francisco Administrative Code; now, therefore, be it

21 RESOLVED, That the Board of Supervisors authorizes the General Manager of the
22 SFPUC to enter into an agreement with Brown and Caldwell in substantially the form of
23 agreement on file with the Clerk of the Board of Supervisors in File No. 130589 in an amount
24 not to exceed \$80 million and a term not to exceed ten years commencing in 2013 and
25 concluding in 2023.



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 130589

Date Passed: July 16, 2013

Resolution authorizing the General Manager of the San Francisco Public Utilities Commission to execute an agreement with Brown and Caldwell for planning and engineering services for the Wastewater Enterprise, Sewer System Improvement Program-Funded Agreement No. CS-235, Southeast Plant Biosolids Digester Facilities Project with an agreement amount not to exceed \$80,000,000 and duration not to exceed 10 years.

July 10, 2013 Budget and Finance Sub-Committee - RECOMMENDED

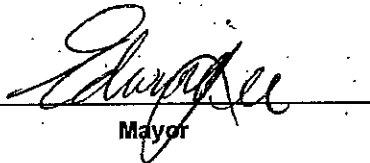
July 16, 2013 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 130589

I hereby certify that the foregoing
Resolution was ADOPTED on 7/16/2013 by
the Board of Supervisors of the City and
County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor


Date Approved

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May 06, 2013 Regular Meeting

Civil Service Commission - May 6, 2013

Amended

MINUTES

Regular Meeting

May 6, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

STAY CONNECTED



Select Language ▾

CALL TO ORDER

2:07 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Heldfond	Present
Commissioner Mary Y. Jung	(Notified Absence)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

None.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of April 15, 2013

Action: Adopted. (Vote of 3 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements. None.

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 5)

None.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

As of May 6, 2013, the Civil Service Commission (CSC) has resolved 83% of the appeals for Fiscal Year 2012-13. The CSC Performance Measure Target for Fiscal Year 2012-13 is to resolve 65% of the appeals received in the Commission. This has been a great achievement with the support of the City Attorney's Office, the Department of Human Resources, and other departments. Peace Officer Appeals from previous years have either been resolved or heard by the Commission. Also, with much assistance from the Department of Technology, the Civil Service Commission has updated its website to be more user friendly in accessing public information.

0151-13-8

Review of request for approval of proposed personal services contracts. (Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4109-12/13	Airport Commission	\$2,450,000	The Airport is seeking security consulting services to assist Airport Aviation Security staff by providing aviation security industry 'best practices', methods, and procedures relating to a wide variety of special systems, including, but not limited to; perimeter intrusion detection systems (PIDS), fence motion sensing devices, gate access control systems, closed circuit television (CCTV), video analytics, and license plate recognition (LPR) systems. The security consultant will also provide a level of knowledge and expertise that will ensure the proper selection of highly specialized technologies and their integration with legacy systems presently used within the Airport's Security Operations Center (SOC), as well as produce detailed technical specifications, drawings and documents for future requests for proposals (RFPs).	Regular	12/31/20

<p>4110-12/13</p>	<p>Public Utilities Commission</p>	<p>\$80,000,000</p>	<p>Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.</p>	<p>Regular</p>	<p>3/31/24</p>
<p>4111-12/13</p>	<p>Public Utilities Commission</p>	<p>\$1,000,000</p>	<p>The Scope of Work consists of four (4) categories of banking and payment services: (1) Enrollment Services to help SFPUC increase customer enrollment in EBPP; (2) EBPP Services to help SFPUC increase its customer use of EBPP through a bank or non-bank EBPP service; (3) EBPP Services to help SFPUC increase its customer use of EBPP through its own SFPUC centered/branded EBPP service; and (4) Other options to deliver EBPP such as ATMs, Kiosks, Mobile Device, in person cash, check and/or card payments, and others.</p>	<p>Regular</p>	<p>10/1/18</p>
<p>4112-12/13</p>	<p>Recreation and Park</p>	<p>\$3,200,000</p>	<p>Conduct thorough peer constructability review, cost estimating and scheduling for drawings and specifications of 2012 CSNPB projects. Reviews will be conducted to confirm completeness and coordination of trades. Includes thorough review of the design and/or contract documents relative to issues that could impact the actual construction process, including established Project Design Standards, system compatibility, sub-grade information, existing utilities and interfaces with existing operations as well as access, egress, availability of proposed building materials, and labor sources. In addition provide</p>	<p>Regular</p>	<p>5/31/18</p>

			programs.		
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Speakers: Cynthia Avakian and Rob Forester, Airport Commission, spoke on PSC #4109-12/13
 Kofo Domingo and Carolyn Chiu, Public Utilities Commission, spoke on PSC #4110-12/13
 Jacquie Hale, Department of Public Health and Joseph Tanner, SEIU, Local 1021 spoke on PSC #2011-08/09

Action: (1) Adopted the report; approved the request for PSC #4109-12/13 on the condition that the Airport Commission *will provide* the Civil Service Commission *a status or progress report made within the contract terms and conditions* in four (4) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(2) Adopted the report; approved the request for PSC #4110-12/13 on the condition that the Public Utilities Commission *will provide* the Civil Service Commission *a status or progress report made within the contract terms and conditions* in four (4) years and in eight (8) years from today's meeting date of May 6, 2013. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

(3) Adopted the report; approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

0118-13-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2013 – 2014. (Item No. 8)

April 15, 2013: Postponed to the meeting of May 6, 2013 at the request of SEIU, Local 1021.

Speakers: None.

Action: Adopt the report; Certify to the Board of Supervisors for the Acute Care Nursing Classifications the highest prevailing salary schedules in the six Bay Area Counties (Public and Private) in effect on April 15, 2013. (Vote of 3 to 0)

0150-13-7 Request by Vernelle Gomez-Boyd to lift the waiver on her future employment restrictions with the Department of Parking and Traffic (Municipal Transportation Agency). (Item No. 9)

Speakers: Parveen Boparai, Municipal Transportation Agency
 Vernelle Gomez-Boyd, Appellant

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 03/26/2013

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

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

TYPE OF SERVICE: Planning and Engineering Services for the Southeast Plant Biosolids Digester Facilities Project (CS-235)

FUNDING SOURCE: Sewer System Improvement Program (SSIP) Capital Funds

PSC AMOUNT: \$ 80,000,000 PSC DURATION: 05/06/2013 - 03/31/2024

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide planning and engineering support for the new digester and biosolids handling facilities at the Southeast Water Pollution Control Plant (SEP). The new facility will include wastewater treatment processes related to solids thickening, anaerobic digestion, dewatering, gas handling, energy recovery, system operations, site improvements and odor control. SEP is SFPUC's largest wastewater facility treating up to 250 million gallons per day (MGD) with an average dry weather capacity of 85 MGD. SEP produces up to 54,000 wet tons per year (or 13,000 dry tons) of biosolids for treatment and disposal/reuse. The Southeast Plant is located in an urban residential/industrial neighborhood in the Bayview-Hunters Point area.

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

The existing SEP digester biosolids handling facilities are old and failing and are in need of replacement. The digesters are operating well beyond their useful lives and are outdated, representing a 1940's technology. There is visible corrosion of structural elements and a frequent failure of digester roof covers (the most recent being November 27, 2012). Replacement of the aging digester/ biosolids facilities is critically needed. Failure of the SEP digestion and/or solids handling processes would be catastrophic. The City's ability to treat wastewater would be compromised, resulting in public health and regulatory compliance impacts.

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):

In the past, design of large and complex wastewater treatment facilities such as this, have been completed through engineering consultant services with support and review from City engineering staff. Specifically, the last wastewater facility of this size and complexity was the Oceanside Plant, which was designed in the 1980's and completed in 1993.

D. Will the contract(s) be renewed: Assuming the schedule and scope of the project remain unchanged; there is no plan to renew the contract 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):

Table with 3 columns: Union Name, Signature of person mailing/faxing form, Date. Row 1: L21, Shamica Jackson, 02/15/2013. Row 2: (blank), (blank), (blank).

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4110-1217 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

See Supplemental Attachment A.

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

Typically, the engineering classifications - 5211 and 5241 (Senior and Full engineers) perform planning and design work. For communication efforts, 5408 (Coordinator of Citizen Involvement) and 1314 (Public Relations Officers) are involved.

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 demonstrated specialized expertise in these areas listed in Item 3A. Expertise is needed in the engineering areas related to the planning and design of infrastructure and technologies associated with a large complex biosolids/ wastewater treatment facility. Similarly, communication and outreach efforts require significant expertise given the stakeholders, and project complexity and location.

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

No. The design of other large treatment process facilities of this magnitude is not anticipated at this time.

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

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

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. Will the contractor train City and County employees?

<input checked="" type="checkbox"/>	<input type="checkbox"/>
-------------------------------------	--------------------------

• Describe the training and indicate approximate number of hours.

Training may include SFPUC technology transfer/cross training related to the scope of work and deliverables. While training content will be identified jointly with SFPUC during the Design phase, training areas may include process technology, system/equipment knowledge, instrumentation and controls, plant construction, facility operation and maintenance. The training duration shall be approximately 500 hours of training and preparation time.

• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

A preliminary estimate of twenty (20) Civil, electrical and/or mechanical engineers, and Public relations officers may receive technology transfer/ cross training.

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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D. Are there federal or state grant requirements regarding the use of contractual services?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

<input type="checkbox"/>	<input checked="" type="checkbox"/>
--------------------------	-------------------------------------

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

415-554-0727

Print or Type Name

Telephone Number

525 Golden Avenue, 8th Floor

San Francisco, CA 94102.

Address