



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: April 15, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Handwritten signature]*

From: Cynthia Avakian, AIR
Cynthia Hamada, MTA
Kevin Quan, ART
Kris Damalas, ECN
Shamica Jackson/Stacey Lo, PUC

Subject: **Personal Services Contracts Approval Request**

This report contains seven (7) 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 FY2015-2016	Total for FY2015-2016
\$27,152,000	\$126,234,471	\$2,892,686,392

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Airport Commission
Contracts Administration Unit
POB 8097
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650- 821-2014

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Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
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Kevin Quan
Arts Commission
25 Van Ness Ave., Suite 345
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415-252-4604

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Shamica Jackson
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Public Utilities Commission
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San Francisco, CA 94102
SJ: (415) 554-0727
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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

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POSTING FOR

May 02, 2016

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2016-05-02

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
44311 - 15/16	AIRPORT COMMISSION	\$2,500,000.00	Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.	July 1, 2016	June 30, 2021	REGULAR
41762 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$9,000,000.00	The consultant will provide specialized engineering and quality control services for the implementation and completion of the New Light Rail Vehicle Procurement (LRV4) Program on an as-needed basis. The specialized engineering services include, and are not limited to, vehicle procurement, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, quality control inspection, vehicle acceptance and testing and warranty administration. This specialized expertise is not available within the San Francisco Municipal Transportation Agency (SFMTA) (i.e., rail vehicle structural engineering and Certified Weld Inspection (CWI) services) or to provide additional support if there are inadequate resources within the SFMTA during unusually high service needs.	July 1, 2016	June 30, 2021	REGULAR

TOTAL AMOUNT \$11,500,000**557**

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Posting For May 02, 2016**Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2016-05-02

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4010 13/14 - MODIFICATIONS	May 2, 2016	ARTS COMMISSION -- ART	\$10,000,000	\$13,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	07/01/2016	continuing	CONTINUED
31212 - 15/16 - MODIFICATIONS	May 2, 2016	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$800,000	\$900,000	In an effort to improve the City and County San Francisco's business corridors, contractors will provide design and technical assistance for the SF Shines program to property and business owners to improve commercial façades, business interiors and provide accessibility upgrades. Contractors will develop design concepts and permit drawings necessary to obtain building approvals with the departments of Planning, Building Inspection and the Mayor's Office on Disability. Contractors will assist in the bidding and construction of façade and tenant improvement projects.	07/01/2018	06/30/2019	REGULAR
34273 - 15/16 - MODIFICATIONS	May 2, 2016	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$301,000	\$400,000	The San Francisco Office of Economic and Workforce Development (OEWD) is seeking a firm to provide marketing and related activities to commercial/business districts during City-lead construction projects. Goals of this project include: 1) Increasing outreach and engagement with neighborhood business groups and small businesses before and during construction projects and 2) Helping to lessen the impacts of construction through the implementation of commercial corridor marketing campaigns and related construction mitigation efforts.	07/01/2018	06/30/2019	REGULAR
35307 - 15/16 - MODIFICATIONS	May 2, 2016	ECONOMIC AND WORKFORCE	\$51,000	\$150,000	The Office of Economic and Workforce Development (OEWD) seeks an organization or organizations to assist with a strategy to	12/31/2016	06/30/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
		DEVELOPMENT -- ECN			develop office/lab space for early and mid-stage life science companies in San Francisco. This strategy will further San Francisco's efforts to attract, support and retain life science companies in the city.			
4092-11/12 - MODIFICATIONS	May 2, 2016	PUBLIC UTILITIES COMMISSION -- PUC	\$4,500,000	\$13,925,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based (P6) Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. This is not to provide scheduling and cost estimating services.	04/24/2018	04/23/2021	REGULAR

TOTAL AMOUNT \$15,652,000

**Regular/Continuing/Annual
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

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

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

Type of Service: Water Perimeter Ground Based Radar Perimeter Intrusion Detection System (PIDS)

Funding Source: AIR Capital & Operating Funds

PSC Amount: \$2,500,000

PSC Est. Start Date: 07/01/2016

PSC Est. End Date: 06/30/2021

1. Description of Work

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

Contractor will provide, install and implement a Ground Based Radar Water Perimeter Intrusion Detection System (PIDS) San Francisco International Airport (SFO). The radar units must be integrated with at least one thermal/infrared camera per radar unit and have the ability to integrate to additional perimeter Pan Tilt Zoom (PTZ) and/or fixed cameras. The objective of the PIDS is detection, tracking, assessment and reporting (alerting and alarming) of potential or actual intrusions into the waterside perimeter in a proactive manner to enhance the Airport's security and the efficient deployment of security personnel.

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

Current security measures in this area are passive and response to intrusions is reactionary only after being physically identified and reported. The Airport is proactively hardening the perimeter to ensure the safety and security of the traveling public. If denied, the Airport will not be able to effectively improve its perimeter security.

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 is a new service.

D. Will the contract(s) be renewed?

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

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 five years are being requested to match up with the resulting contract.

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 for a new Water Perimeter Ground Based Radar Perimeter Intrusion Detection System at SFO.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Ability to perform maintenance, syncing, calibration and repair of ground based radar units; however, integrated video cameras will continued to be 100% maintained by the Electronic Techs and are not included in this scope of work.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 7318, Electronic Maintenance Tech; 0923, Manager II;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor will provide the ground based radar units.

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

None 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.

Ground based radar units are a highly specialized and technical pieces of surveillance equipment. The manufacturers do not train end users to install or maintain the units.

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, as stated above, the manufacturers do not provide training to its end users.

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.
No, as stated above, the manufacturers do not provide training to its end users.

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 03/01/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Municipal Executive Association, Electrical Workers, Local 6, Professional & Tech Engrs, Local 21, Municipal Executive Association, Electrical Workers, Local 6,

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# 44311 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Monday, April 04, 2016 11:27 AM
To: Cynthia Avakian (AIR)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 44311 - 15/16

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Tuesday, March 01, 2016 2:58 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; khughes@ibew6.org; Cynthia Avakian (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 44311 - 15/16

RECEIPT for Union Notification for PSC 44311 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44311 - 15/16 for \$2,500,000 for Initial Request services for the period 07/01/2016 – 06/30/2021. 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/6328> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

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

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

Type of Service: Light Rail Vehicle Engineering and Technical Services

Funding Source: FTA Grant, Local, Operating Funds

PSC Amount: \$9,000,000

PSC Est. Start Date: 07/01/2016

PSC Est. End Date 06/30/2021

1. Description of Work

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

The consultant will provide specialized engineering and quality control services for the implementation and completion of the New Light Rail Vehicle Procurement (LRV4) Program on an as-needed basis. The specialized engineering services include, and are not limited to, vehicle procurement, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, quality control inspection, vehicle acceptance and testing and warranty administration. This specialized expertise is not available within the San Francisco Municipal Transportation Agency (SFMTA) (i.e., rail vehicle structural engineering and Certified Weld Inspection (CWI) services) or to provide additional support if there are inadequate resources within the SFMTA during unusually high service needs.

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

The consultant would provide professional expertise in the areas of rolling stock design, manufacturing, production and quality assurance for the LRV4 Project to expand and replace the MTA-Municipal Railway rail vehicles. Services will be provided on an as needed basis. If this service is denied, there would be an adverse impact on the SFMTA's strategic plan to provide safe, accessible and environmentally sustainable service to the public, resulting in an inefficient and ineffective use of public resources and a shortage in the revenue transit fleet.

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.

Similar services have been provided via PSC #4079-12/13.

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 SFMTA is engaged in a long-term project related to replacement of Light Rail Vehicles (LRV) used by the SFMTA. This project require detailed technical and specialized engineering related to the manufacturing of these types of vehicles.

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

B. Explain the qualifying circumstances:

When highly specialized skills and expertise are in demand and not possessed by staff, then a short-term need for this service will be required.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The consultant must possess technical rail vehicle engineering skills (structural, mechanical, electrical, administrative) to provide engineering expertise in the areas of train/rolling stock manufacturing, production, quality assurance (QA) and testing. Services require a broad range of very specialized expertise including Buy America compliance audits, Certified Weld Inspection (CWI) services, finite element analysis of structural designs, as well as expertise in various systems such as hydraulic braking systems, health monitoring systems and communications. The consultant must have experience working in several transit agencies throughout the United States.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 9195, Light Rail Vehicle Equip Eng; 9196, Sr Light Rail Veh Equip Eng; 9197, Signal and Systems 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?

Classifications 9195 Light Rail Vehicle Engineer, 9196 Senior Light Rail Vehicle Engineer, 9197 Signal and Systems Engineer, 5241 Engineer, 5207 Associate Engineer, and 5203 Assistant Engineer will be able to perform a portion of the work.

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

A. Explain why civil service classes are not applicable.

There are civil service classifications that call for specialization in transit rolling stock and the detailed technical aspects of vehicle design, manufacture testing and QA oversight. All qualified available personnel are currently working on this project or other projects and the SFMTA is actively increasing staff. However, when highly specialized skills and expertise are in demand and not possessed by staff, then a short-term need for this service will be required.

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 SFMTA fully utilizes available staff that has the skills, experience and knowledge of vehicle engineering. However, the demand for the specialized industry experts in train manufacturing services is sporadic and only temporary during this period. The consultant engineers must also have the added advantage of having worked in various transit agencies and this experience will benefit the SFMTA.

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 of staff is not included as part of this 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 03/04/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, 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: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41762 - 15/16

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 05/02/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, March 04, 2016 4:50 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41762 - 15/16

RECEIPT for Union Notification for PSC 41762 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41762 - 15/16 for \$9,000,000 for Initial Request services for the period 07/01/2016 – 06/30/2021. 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/6548> 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

March 8, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4074-12/13 THROUGH 4080-12/13; 4057-11/12; 4140-07/08; 3040-11/12; 4138-09/10; 4043-04/05; 4038-11/12.

At its meeting of March 4, 2013 the Civil Service Commission had for its consideration the above matter.

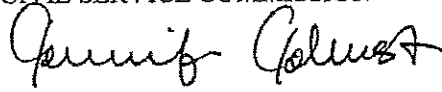
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

1. Adopted the report; Approved the request for approval of PSC# 3040-12/13 as amended to reflect contract duration of five years instead of seven. Notified the Office of the Controller and the Office of Contract Administration.
2. Continued PSC# 4138-09/10 to a later meeting after the department has gone back to the Public Utilities Commission to get clarification on the Public Utilities Commission's resolution.
3. Continued PSC # 4038-11/12 after the department has re-posted the contract to reflect the correct ending date.
4. Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


JENNIFER JOHNSTON
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Jeanne Buick, Department of Human Resources
Micki Callahan, Human Resources Director
Leorah Dang, Department of Human Resources
Kendall Gary, Technology Department
Shamica Jackson, Public Utilities Commission
Rebekah Krell, Art Commission
Sheila Layton, Juvenile Probation
Joan Lubamersky, General Services Agency
Shawn Wallace, San Francisco Police Department
Commission File
Commissioners' Binder
Chron

POSTING FO.

03/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4074-12/13	12	Juvenile Court	Regular	\$90,000	The San Francisco Juvenile Probation Department (JPD) seeks a vendor from licensed clinical laboratories to provide gas chromatography/mass spectrometry (GC/MS) confirmation services for positive client i-Cup urine and Redtest on-site oral swab drug and alcohol screening tests administered by JPD Probation Officers. Gas chromatography/mass spectrometry (GC/MS) is a method that combines the features of gas-liquid chromatography and mass spectrometry to identify different substances within a test sample. Applications of GC/MS include drug detection, fire investigation, environmental analysis, explosives investigation, and identification of unknown samples.	3/1/2013 - 2/28/2016
4075-12/13	12	Juvenile Court	Regular	\$450,000	Contractor will provide electronic monitoring services and necessary equipment for eligible JPD youth. Service will allow the department to track youth released to the program in lieu of detention.	7/1/2013 - 6/30/2016
4076-12/13	28	Art Commission	Regular	\$400,000	Conservation, restoration, cleaning and repair of miscellaneous artworks in the city's collection, including those at San Francisco International Airport, Moscone Convention Center, Golden Gate Park, Market Street, General Hospital, and other locations throughout the city. Work will include conservation, cleaning and repair of artworks in all media. Conservation consulting services are also included to assist the Arts Commission in evaluating the condition of artworks in the city's collection, and evaluating proposed artworks for durability and maintainability. Scope includes major conservation and restoration projects at Coit Tower and the McKailey Monument in Golden Gate Park.	3/1/2013 - 12/31/2016
4077-12/13	28	Art Commission	Regular	\$700,000	Fine art handling services for artworks in the collection of the City and County of San Francisco, including transportation, packing, storing, framing of fine art, de-installation and installation and de-installation of artworks including those of monumental scale, design and fabrication of pedestals and cases. Scope includes major installation and de-installation of monumental artwork including Beniamino Bufano's "Peace Monument" located on Brotherhood Way, weighing over 145,000 pounds.	3/1/2013 - 12/31/2016
4078-12/13	40	Public Utilities Commission	Regular	\$3,500,000	To provide a large variety of specialized health, safety and regulatory training by trainers with many years of experience who are licensed by the State and/or certified as appropriate. The SFPUC does not have the resources or expertise to provide such training of various topics to employees in various geographic areas at various timeframes.	3/4/2013 - 12/31/2017
4079-12/13	68	Municipal Transportation Agency	Regular	\$5,000,000	The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.	2/15/2013 - 2/15/2019



PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 20, 2012

DEPARTMENT NAME: San Francisco Municipal Transportation Agency

DEPARTMENT NUMBER # 68

TYPE OF APPROVAL: () EXPEDITED (x) REGULAR (OMIT POSTING)

() CONTINUING () ANNUAL

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

TYPE OF SERVICE: Engineering and Technical Support for Rail Vehicle Rehabilitation and Procurement

FUNDING SOURCE: Federal Transit Authority (FTA), San Francisco Prop-K Funds, and Bridge Toll Funds

PSC AMOUNT: \$ 5,000,000.00

PSC DURATION: February 15, 2013 - February 15, 2019

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The consultant and subconsultant(s) will provide specialized engineering and technical support during the rehabilitation and replacement of existing rail vehicles. Tasks will include, but not be limited to, quality control services and inspection, vehicle design analysis, vehicle engineering calculations, reliability safety, maintainability and mean distance between failure, vehicle acceptance and testing, warranty administration, competency gap analysis, independent price and cost analysis per FTA guidelines, independent audits for pre-award and post-delivery of FTA's Buy America requirements.

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

The consultant will, on short notice, provide qualified personnel with specialized knowledge, skills, and experience in transit vehicle design, procurement, and rehabilitation to assist the SFMTA in ensuring improved safety, accessibility and security across all modes of transportation. Denial of this request will affect the finished quality of the rehabilitated or new rail vehicles and ultimately cause an adverse impact on SFMTA's strategic plan to provide safe, accessible, and environmentally sustainable service to the public resulting in a wasteful use of public resources.

C. Explain how this service has been provided in the past (if this service was previously approved by the

Civil Service Commission, (Indicate most recent personal services contract approval number):

Similar services have been provided by PSC #4007-12/13.

D. Will the contract(s) be renewed:

No.

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

IFPTE, Local 21 Union Name Signature of person mailing / faxing form Date 12/20/12

Union Name Signature of person mailing / faxing form Date

RFP sent to Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

SFMTA approved 12-20-12

PSC#

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Experience, expertise and knowledge in: instrumenting and analyzing structural Finite Element Analysis studies on public transit vehicles; quality control and inspection along transit vehicle production lines; knowledge of various electric, structural, administrative and mechanical systems in transit vehicles; and engineering expertise in the areas of rolling stock manufacturing, production, rehabilitation, and remanufacturing.

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

The civil service classes that normally perform this work are 9195 Light Rail Vehicle Engineers, 9196 Senior Light Rail Vehicle Engineers, 9197 Signal and System Engineers. Civil Service Classifications, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer may be utilized, but are unable to perform the full scope of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service classes are unable to perform the full scope of work because this service is related to designing and building transit vehicles and SFMTA does not manufacture transit vehicles.

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

No. SFMTA needs this service as related to design and manufacture of transit vehicles. This service is only needed during this project.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	()	(X)
B. Will the contractor train City and County employees?	()	(X)
C. Are there legal mandates requiring the use of contractual services?	()	(X)
D. Are there federal or state grant requirements regarding the use of Contractual services?	()	(X)
E. Has a board or commission determined that contracting is the most effective way to provide this service?	()	(X)
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	()	(X)

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

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

Print or Type Name

415-701-5377

Telephone Number

San Francisco Municipal Transportation Agency, Human Resources

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

Address

Modification
Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION

Dept. Code: ART

Type of Request: Initial Modification of an existing PSC (PSC # 4010 13/14)

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

Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projects

Funding Source: Art Enrichment

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 07/01/2013 - 06/30/2014

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14 - continuous

PSC Mod#2 Amount: \$10,000,000

PSC Mod#2 Duration: 07/01/16 - continuous

PSC Cumulative Amount Proposed: \$13,000,000

PSC Cumulative Duration Proposed: 07/01/2013 - continuous

1. Description of Work

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

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

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

C. 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.

Services have been provided in the past through earlier PSC request. See 4010 13/14

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:

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. This work is ongoing and denial would prohibit the City client agencies from complying with this ordinance.

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:

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

B. Reason for the request for modification:

The Arts Commission is modifying both the amount and the duration of the PSC because new capital improvement projects are generating additional funds for art enrichment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

B. Which, if any, civil service class(es) normally perform(s) this work? none

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.

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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, because Artist is not a civic service classification and every project is unique.
- 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.
Various Contractors

7. **Union Notification:** On 04/07/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345 , San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Isen, Richard (TIS)
Sent: Friday, April 08, 2016 4:03 PM
To: Choi, Suzanne (HRD)
Subject: FW: Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS

Richard Isen
Application Development Group
Telephone: (415) 581-4031 | Email: Richard.Isen@sfgov.org City and County of San Francisco | Department of
Technology
1 South Van Ness Ave, 2nd Floor | San Francisco CA 94103

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Kevin.r.quan@sfgov.org
Sent: Thursday, April 07, 2016 4:25 PM
To: Quan, Kevin (ART) <kevin.r.quan@sfgov.org>; amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbasconcillo@sflower.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdenvoter@aol.com; tiya.thlang@seiu1021.org; Taleporos, Zoe (ART) <zoe.taleporos@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>
Subject: Receipt of Modification Request to PSC # 4010 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ARTS COMMISSION -- ART has submitted a modification request for a Personal Services Contract (PSC) for \$10,000,000 for services for the period March 22, 2016 -- no date entered, contact dept coordinator. 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/2179>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ARTS COMMISSION Dept. Code: ART

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4010 13/14)

Type of Approval: [] Expedited [x] Continued ([] Omit Posting)

Type of Service: Design, Fabricate, Transport and Install artworks associated with Capital Improvement projects

Funding Source: Art Enrichment

PSC Original Approved Amount: \$3,000,000

PSC Original Approved Duration: 07/01/2013 - 06/30/2014

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration:

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$3,000,000

PSC Cumulative Duration Proposed: 07/01/2013 - continuous

1. Description of Work

A. Scope of Work:

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

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

C. 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. The Civil Service Commission approved contracting for design, fabrication, transportation and installation under PSC 4010 - 13/14

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

2. Union Notification: On 06/05/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4010 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 07/07/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

B. Which, if any, civil service class(es) normally perform(s) this work?
none,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

	<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? Various Contractors	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 06/05/14 BY:

Name: Kevin R. Quan Phone: 415-252-4604 Email: Kevin.r.quan@sfgov.org

Address: 25 Van Ness Avenue Suite 345 San Francisco, CA, 94102

San Francisco
Arts Commission

Edwin M. Lee
Mayor

Tom DeCaigry
Director of
Cultural Affairs

Programs:
Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Public Art
SFAC Galleries
Street Artist Licensing

25 Van Ness Avenue, Ste. 345
San Francisco, CA 94102
tel 415-252-2590
fax 415-252-2595
sfartscommission.org
facebook.com/sfartscommission
twitter.com/SFAC



City and County of
San Francisco

MEMO

To: Leorah Dang
Citywide Personal Services Contracts
Dept. of Human Resources
One South Van Ness Ave. 4th Floor
San Francisco, CA 94103

From: Jennifer Lovvorn, Public Art Project Manager

Date: June 5, 2014

Regarding: Explanation regarding PSC Modification Request

Dear Ms. Dang:

Please provide this explanation to the Civil Service Commissioners regarding the request to modify PSC approval 4010-13/14 from "Annual" to "Continuing with no end date."

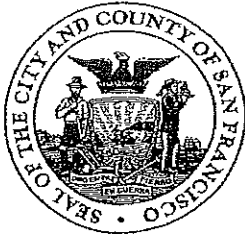
This modification request is to correct an administrative error that I made on the PSC request form last year. I misunderstood the intent of the "duration" listed on the PSC request form and thought that the duration covered the time period when we would be initiating these contracts, not the duration of the projects themselves. Because our art commissions are multi-year projects, I should have requested a "Continuing" PSC approval with no end date.

So far we have only executed \$71,000 worth of contracts against the approved \$3 million threshold, so we have a lot of money left in this approval.

I understand that a "Continuing" approval with no end date requires annual reporting to the Civil Service Commission on the contracts executed each year. I am happy to comply with this requirement.

Very truly yours,

Jennifer Lovvorn
Public Art Project Manager



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MINUTES Regular Meeting August 5, 2013

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

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

CALL TO ORDER

2:02 p.m.

ROLL CALL

President Scott R. Helffond	Present (Missed items #17, 19-21)
Vice President E. Dennis Normandy	Present
Commissioner Douglas S. Chan	Present
Commissioner Kate Favetti	Present
Commissioner Gina Roccanova	Present

President Scott R. Helffond presided. Vice President E. Dennis Normandy presided items #17, 19-21.

President Helffond welcomed Commissioner Douglas Chan and Commissioner Gina Roccanova to the Civil Service Commission.

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 July 15, 2013

Action: Adopted. (Vote of 5 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)

None.

**0208-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4009-13/14	Sheriff	\$56,875	Implementation of Compass software, including 8 hours of consulting services to customize software to meet the needs of the San Francisco Sheriff's Department (SFPD), installation and testing of Compass software, 14.5 hours spent training staff to use the risk/needs assessment module, and post installation software support.	Regular	1/1/14
4010-13/14	Arts Commission	\$3,000,000	Contracts for multiple artists to design, fabricate, transport and/or consult during installation of artworks in a variety of media for the following multi-year Capital Improvement Projects which will be initiated in FY13/14: SFO Terminal 3, Oscar Park/Transbay Streetscape, Fire Stations 5 and 35, Moscone Convention Center-South, Phelan Loop Plaza, Art on Market Street Kiosk Poster Series, miscellaneous Recreation and Park Department projects, Public Utilities Commission South East Community Facility, and various other projects as they arise. The PSC amount is an estimate based on known project budgets and an average amount generated yearly by Art Enrichment Funds associated with Capital Improvement Projects.	Regular	6/30/14
4011-13/14	Public Works	\$2,000,000	Consultants will perform a full range of highly specialized environmental services in conformance with the provisions of the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) for the Better Market Street (BMS) Project, a project to improve pedestrian, transit, bicycle, and vehicular mode circulation, and activate the street by adding street life zones between Octavia Blvd and the Embarcadero (and possibly Mission Street between S. Van Ness Avenue to the Embarcadero). It is expected that a joint Environmental Impact Report (EIR)/Environmental Impact Statement (EIS) will be required. Consultants will conduct aesthetics/visual, air quality, biological resources, cultural resources, geology/soils, hazards and hazardous materials, land use and planning, noise, transportation and traffic, utilities and service systems and other analyses needed to support that analysis.	Regular	12/31/19



Civil Service Commission Meeting Minutes

Regular Meeting of August 5, 2013

4081-09/10	Ethics Commission	Current Approved Amount \$270,000 Increase Amount Requested \$687,000 New Total Amount Requested \$957,000	The Ethics Commission currently contracts with a private vendor to provide an electronic filing system to file ethics forms and maintain its filing records databases. The forms include Fair Political Practices Commission (FPPC) and local campaign finance forms, statements of economic interests, sunshine declarations, lobbyist reports and campaign consultant reports. The Secretary of State's approval is required for filing systems that submit electronic FPPC campaign finance forms and the Ethics Commission can only contract with vendors on the Secretary of State's certified vendor list. FPPC approval is required for filing systems that submit electronic FPPC Statement of Economic Interests. The Ethics Commission requires a service that includes web-based filing software for filers, a back-office administration system, a database, and a search engine for on-line public disclosure. This system must be hosted by the vendor's server infrastructure.	Modification	9/30/18
4009-11/12	Airport Commission	Current Approved Amount \$4,500,000 Increase Amount Requested 4,000,000 New Total Amount Requested \$8,500,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. Activation and simulation of frontal gates, terminal systems and checkpoint.	Modification	8/1/16
4092-10/11	Public Utilities Commission	Current Approved Amount \$1,500,000 Increase Amount Requested \$2,000,000 New Total Amount Requested \$3,500,000	Provide emergency technical support 24-hours a day, maintenance and remote monitoring of the DCS software and hardware modules, software patches and upgrades, and phased equipment upgrades at the Southeast and Oceanside Plants. It also establishes a procedure to keep Wastewater Enterprise (WWE) systems up-to-date which will allow WWE to effectively manage the wastewater treatment systems. This modification is being requested to permit the City to negotiate a new contract that will extend the maintenance and phased upgrade services.	Modification	10/1/18
4200-06/07	Public Utilities Commission	Current Approved Amount \$4,000,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$8,000,000	Provide complete technical Security System Design, Integration, Estimates, and Construction Management Services for the SFPUC's security and for the Capital Improvement and Repair and Readiness Programs.	Modification	11/1/16
4005-11/12	Municipal Transportation Agency	Current Approved Amount \$6,000,000 Increase Amount Requested \$0 New Total Amount Requested \$6,000,000	The scope of this project to furnish and install video surveillance systems on 358 buses, plus an option on up to 613 additional vehicle, including but not limited to cameras, digital video recorders (DVR's), WI-FI networks on three bus yards complete with servers, computers and software interface package that will enable SFMTA personnel to view, download and store the captured video images wirelessly and view them in real-time or through the internet. The new system will replace the existing cameras and DVR's. The Contractor shall supply all engineering, design calculations, detailed drawings, labor, tools, materials, equipment, software interface package and other related technical documentation needed to install the systems in the buses and all wayside equipment in the yards. The Contractor shall provide training to all designated SMTA personnel in the proper use, operation and maintenance of the new video surveillance system.	Modification	8/14/16
4095-08/09	Public Works	Current Approved Amount 17,640,598 Increase Amount Requested \$3,320,600 New Total Amount Requested \$20,961,198	The A/E Team shall deliver architectural and engineering planning, design, and construction support services for the complete, new, \$168.5M Public Safety Building. The A/E Team shall be primarily for the core and shell. The Executive Architect shall integrate the work of the A/E Team with City A/E Staff, who, to the extent they are available, shall be responsible for planning, design, and construction support services for interior tenant improvements and landscape architecture.	Modification	11/30/15

0208-13-8 (continued)

Speakers: Jennifer Lovvorn and Susan Pontious, Arts Commission spoke on PSC #4010-13/14.
Johanna Wong and David Scott, Public Utilities Commission spoke on PSC# 4200-06/07.

* **Action:** 1) PSC #4010-13/14 approved with the condition that section 4A is amended and submitted to the Department of Human Resources and the Civil Service Commission.
2) Adopted the report; Approved the remaining proposed personal services contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 5 to 0)

0207-13-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in all Cities of 350,000 or more in the State of California. (Item No. 8)

Speakers: None.

Action: Adopted the report; Transmit Rate to the Retirement System in Accordance with Charter Section A8.590-1- A.590-7; Provide Report to the Board of Supervisors. (Vote of 5 to 0)

0210-13-1 Bi-Annual Summary of Future Employment Restriction Placed by the Municipal Transportation Agency. (Item No. 9)

Speakers: None.

Action: Adopted the Report. (Vote of 5 to 0)

0211-13-2 Request to Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil, Temporary Civil Service in Class 2910 Social Worker at the Human Services Agency upon Completion of the Applicable Probationary Period. (Item No. 10)

Speakers: Theresa D. Ray, Employee

Action: Adopted the report. Grant Permanent Civil Service Status to Theresa D. Ray and Ann E. Murthil effective the date of their status grant, following the completion of the requisite probationary period. (Vote of 5 to 0)

0212-13-8 Request to Grant Permanent Civil Service Status to Licinia McMorro, Temporary Civil Service 1824 Principal Administrative Analyst at the Municipal Transportation Agency Upon Completion of the Applicable Probationary Period. (Item No. 11)

Speakers: Derek Kim, Municipal Transportation Agency

Action: Adopted the report. (Vote of 5 to 0)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 1, 2013

DEPARTMENT NAME: Arts Commission DEPARTMENT NUMBER 28

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

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

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

FUNDING SOURCE: Art Enrichment Funds (Construction Bond Funding)

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

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

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

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

City Administrative Code Section 3.19 requires that 2% of the construction budget of new capital improvement projects be spent on art enrichment. Denial would prohibit the City client agencies from complying with this ordinance.

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

The Civil Service Commission recently approved contracting for design, fabrication, transportation and installation under PSC 4104-10/11 and 4022-12/13.

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

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

Local 1021 Union Name Signature of person mailing/faxing form Date 7.2.13
Local 21 Union Name Signature of person mailing/faxing form Date 7.2.13

RFP sent to NA Union Name on Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission to enter into contracts for design, fabrication, transportation and installation of artworks for each of the Capital Improvement Projects. These artists must have their designs approved by the Arts Commission as required by City Charter.

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

None. Artists and Fine Art Fabricators are not a Civil Service Classification.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

There is not a civil service classification for fine artists. Contractors must be professional fine artists who are selected by independent selection panels and approved by the Arts Commission as being appropriate for the unique requirements of this project.

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

No. Each project is unique and requires different skills as determined by an independent panel. It is in the City's interest to develop a Civic Art Collection that is diverse in style, media and artists represented.

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

	Yes	No
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<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 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:


Signature of Departmental Personal Services Contract Coordinator

Rebekah Krell

252-4665

Print or Type Name

Telephone Number

25 Van Ness Ave, Suite 345

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 31212 - 15/16)

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

Type of Service: Consulting - SF Shines Façade & Tenant Improvements

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 04/01/16 - 06/30/18 (2 years 12 weeks)

PSC Mod#1 Amount: \$800,000

PSC Mod#1 Duration: 07/01/18-06/30/19 (1 year)

PSC Cumulative Amount Proposed: \$900,000

PSC Cumulative Duration Proposed: 3 years 12 weeks

1. Description of Work

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

In an effort to improve the City and County San Francisco's business corridors, contractors will provide design and technical assistance for the SF Shines program to property and business owners to improve commercial façades, business interiors and provide accessibility upgrades. Contractors will develop design concepts and permit drawings necessary to obtain building approvals with the departments of Planning, Building Inspection and the Mayor's Office on Disability. Contractors will assist in the bidding and construction of façade and tenant improvement projects.

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

The SF Shines program is one of the Mayor's Invest in Neighborhoods initiatives created to increase economic vitality along the City's diverse commercial corridors, attract new businesses, and provide support to existing businesses. The SF Shines program is the only program that provides direct physical improvements to commercial businesses in low income neighborhoods. The San Francisco Office of Economic and Workforce Development (OEWD) currently has over 20 projects in progress. If the service is denied, the program will be substantially compromised. Through this service, SF Shines will offer high quality design assistance to small business owners to implement designs that are consistent with the program goals and have the largest impact for the grant investment. This program results in increased City tax revenue by improving existing businesses in commercial corridors, removing barriers to accessibility, increasing neighborhood safety and encouraging investment in the City's diverse neighborhoods.

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.

Services have been provided in the past through earlier PSC request. See 31212 - 15/16

D. Will the contract(s) be renewed?

Unknown 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:

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 that requires special skills. Project types and duration vary greatly. SF Shines projects may include design of new signage, accessibility improvements, full façade redesign and tenant improvements for a variety of business types. Architects must have experience in commercial design including presenting and developing concepts to small business owners/building owners, obtaining building approvals and working with contractors.

B. Reason for the request for modification:

The Department identified additional resources to allocate to the program, which enables us to provide a more robust set of design services to a much larger pool of business customers. Additionally, extending the term by one (1) year.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have experience in neighborhood revitalization through physical improvements for commercial corridors. The contractors must have skills in commercial façade and tenant improvements, signage and branding, facilitating and presenting designs to small business and building owners and city agencies, obtaining building and permit approvals, and working with general contractors and subcontractors.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5268, Architect;
- 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.
This project is short term, intermittent, and requires specific 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. This project is short term and the work is highly specialized. Having experience in commercial façade and tenant improvement design, neighborhood revitalization, facilitating, presenting and developing

designs for small business owners/building owners, obtaining building approvals and working with contractors would not be practical for a new architect civil 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 contact? If so, please explain what that will entail; if not, explain why not.

No. Training employees by contractor is not necessary. The SF Shines program has a full time project manager who has experience working with architects on these types of projects. Contractors will attend a one-hour kick off meeting with the project manager to go over the SF Shines program guidelines and sample projects.

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 03/21/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31212 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 05/02/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Monday, March 21, 2016 5:22 PM
To: Damalas, Kristine (ECN); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 31212 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$800,000 for services for the period July 1, 2018 – June 30, 2019. 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/6617>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECN

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

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

Type of Service: Consulting - SF Shines Facade & Tenant Improvements

Funding Source: General Fund

PSC Duration: 2 years 12 weeks

PSC Amount: \$100,000

1. Description of Work

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

In an effort to improve the City and County San Francisco's business corridors, contractors will provide design and technical assistance for the SF Shines program to property and business owners to improve commercial façades, business interiors and provide accessibility upgrades. Contractors will develop design concepts and permit drawings necessary to obtain building approvals with the departments of Planning, Building Inspection and the Mayor's Office on Disability. Contractors will assist in the bidding and construction of façade and tenant improvement projects.

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

The SF Shines program is one of the Mayor's Invest in Neighborhoods initiatives created to increase economic vitality along the City's diverse commercial corridors, attract new businesses, and provide support to existing businesses. The SF Shines program is the only program that provides direct physical improvements to commercial businesses in low income neighborhoods. The San Francisco Office of Economic and Workforce Development (OEWD) currently has over 20 projects in progress. If the service is denied, the program will be substantially compromised. Through this service, SF Shines will offer high quality design assistance to small business owners to implement designs that are consistent with the program goals and have the largest impact for the grant investment. This program results in increased City tax revenue by improving existing businesses in commercial corridors, removing barriers to accessibility, increasing neighborhood safety and encouraging investment in the City's diverse neighborhoods.

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 specific service has not been provided in the past.

D. Will the contract(s) be renewed?

Unknown 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.
not applicable

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 that requires special skills. Project types and duration vary greatly. SF Shines projects may include design of new signage, accessibility improvements, full façade redesign and tenant improvements for a variety of business types. Architects must have experience in commercial design including presenting and developing concepts to small business owners/building owners, obtaining building approvals and working with contractors.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractors must have experience in neighborhood revitalization through physical improvements for commercial corridors. The contractors must have skills in commercial façade and tenant improvements, signage and branding, facilitating and presenting designs to small business and building owners and city agencies, obtaining building and permit approvals, and working with general contractors and subcontractors.

B. Which, if any, civil service class(es) normally perform(s) this work? 5212, Engineer/Architect Principal; 5268, Architect;

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?

OEWD has made efforts to find these skills within other departments by researching the Architect job classifications. Current Architect service classes provide architectural services for the City's public buildings which are large scale complex projects. The SF Shines program requires architects with experience working in the private sector including commercial design and with small business owners and/or building owners. These type of services are highly specialized and are not the expertise of the Architect service classes. SF Shines manages building improvement projects and works directly with business owners within San Francisco neighborhood commercial corridors. It would not be practical to outsource these services to other departments.

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

A. Explain why civil service classes are not applicable.

This project is short term, intermittent, and requires specific 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. This project is short term and the work is highly specialized. Having experience in commercial façade and tenant improvement design, neighborhood revitalization, facilitating, presenting and developing designs for small business owners/building owners, obtaining building approvals and working with contractors would not be practical for a new architect civil 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 contact? If so, please explain what that will entail; if not, explain why not.
No. Training employees by contractor is not necessary. The SF Shines program has a full time project manager who has experience working with architects on these types of projects. Contractors will attend a one-hour kick off meeting with the project manager to go over the SF Shines program guidelines and sample projects.
- 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 03/07/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Avenue, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 31212 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 34273 - 15/16)

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

Type of Service: Consulting - Construction Mitigation Pilot

Funding Source: General Fund

PSC Original Approved Amount: \$99,000 PSC Original Approved Duration: 03/15/16 - 06/30/18 (2 years 15 weeks)

PSC Mod#1 Amount: \$301,000 PSC Mod#1 Duration: 07/01/18-06/30/19 (1 year)

PSC Cumulative Amount Proposed: \$400,000 PSC Cumulative Duration Proposed: 3 years 15 weeks

1. Description of Work

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

The San Francisco Office of Economic and Workforce Development (OEWD) is seeking a firm to provide marketing and related activities to commercial/business districts during City-lead construction projects. Goals of this project include:

1) Increasing outreach and engagement with neighborhood business groups and small businesses before and during construction projects and

2) Helping to lessen the impacts of construction through the implementation of commercial corridor marketing campaigns and related construction mitigation efforts.

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

This service is necessary because it will implement a coordinated citywide program that will provide marketing support to neighborhood commercial districts impacted by City-lead infrastructure improvements. This year alone, there are eight streetscape projects scheduled to begin construction along Invest In neighborhoods commercial corridors. Most of these streetscape projects, if not all, are paired with other City-lead "state of good repair" improvements meaning that this additional infrastructure improvements incorporated into the project. For example six of the eight are paired with replacements of sewer lines. There are also over ten traffic, transit, and pedestrian improvement projects that will impact Invest in Neighborhoods commercial districts, such as Geary Blvd Bus Rapid Transit (BRT) and L-Taraval MUNI Forward improvements. This pilot program will engage impacted merchants to develop a communication strategy and a marketing campaign to direct and increase foot traffic to the corridor during the construction period. If this request is denied, we will continue status quo. 1) The City will still not be able to provide coordinated ongoing support to small businesses during construction periods 2) Small businesses will continue feeling neglected by City departments leading infrastructure improvements along commercial district storefronts 3) The City will not be able to create efficiencies with one contractor to provide

mitigation communication and marketing strategies 4) The City not be able to streamline communication with small business owners and get a good understanding of commercial district needs during construction 5) The City will not be able to implement effective communication and marketing strategies that help commercial districts during construction periods 6) Businesses and neighborhood residents will continue to oppose much needed infrastructure improvements (i.e. water pipe and sewage line replacement) because the City is not implementing any program to mitigate potential 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.
Services have been provided in the past through earlier PSC request. See 34273 - 15/16

D. Will the contract(s) be renewed?
Unknown 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:

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 that requires specific skills from a diverse group with various backgrounds to come together to implement.

B. Reason for the request for modification:

Increasing by \$301,000 to extend project by one (1) year and potentially expand services to additional neighborhoods/corridors if the committee recommends.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The particular skills and expertise are very specific and cross-sectional. The skills of the firm, or group of firms, needs to be interdisciplinary ranging from construction project management to marketing and promotions. The firm will need to possess: 1) A deep understanding of public construction project management processes to engagement and outreach for construction; 2) A strong track record of engagement and marketing for small businesses and commercial districts; 3) The skills to develop and implement communication, wayfinding, and promotional campaigns; 4) Advanced design skills and an understanding of various marketing/outreach tools, and; 5) Cultural and language capacity to sensitively engage diverse small business owners. This means, that the firm must not only understand impacts of construction, but also understand the small business impacts these projects may cause, know how to engage the small business owners impacted by the construction, and then know how to create and implement messaging campaigns, reach diverse communities, and have knowledge of San Francisco neighborhoods.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 5508, Project Manager 4; 9393, Maritime Marketing Repr;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No. They will provide printed and digital materials.

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 project is short term and will 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: No. This project is short term.

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.

Directly training Department staff would be outside the scope of need and would be unreasonable based on experience and education. The contractor will, however, involve the OEWD project manager and other department project information officers in the strategies and methodologies employed in the hope that City staff may be able to implement projects of a similar but smaller scope in the future. Current staff identified to manage and staff the project are 9775 and 9774.

- 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 03/21/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34273 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Monday, March 21, 2016 5:39 PM
To: Damalas, Kristine (ECN); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 34273 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$301,000 for services for the period July 1, 2018 – June 30, 2019. 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/6616>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECN

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

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

Type of Service: Consulting - Construction Mitigation Pilot

Funding Source: General Fund

PSC Duration: 2 years 15 weeks

PSC Amount: \$99,000

1. Description of Work

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

The San Francisco Office of Economic and Workforce Development (OEWD) is seeking a firm to provide marketing and related activities to commercial/business districts during City-lead construction projects.

Goals of this project include:

- 1) Increasing outreach and engagement with neighborhood business groups and small businesses before and during construction projects and
- 2) Helping to lessen the impacts of construction through the implementation of commercial corridor marketing campaigns and related construction mitigation efforts.

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

This service is necessary because it will implement a coordinated citywide program that will provide marketing support to neighborhood commercial districts impacted by City-lead infrastructure improvements. This year alone, there are eight streetscape projects scheduled to begin construction along Invest in neighborhoods commercial corridors. Most of these streetscape projects, if not all, are paired with other City-lead "state of good repair" improvements meaning that this additional infrastructure improvements incorporated into the project. For example six of the eight are paired with replacements of sewer lines. There are also over ten traffic, transit, and pedestrian improvement projects that will impact Invest in Neighborhoods commercial districts, such as Geary Blvd Bus Rapid Transit (BRT) and L-Taraval MUNI Forward improvements. This pilot program will engage impacted merchants to develop a communication strategy and a marketing campaign to direct and increase foot traffic to the corridor during the construction period. If this request is denied, we will continue status quo. 1) The City will still not be able to provide coordinated ongoing support to small businesses during construction periods 2) Small businesses will continue feeling neglected by City departments leading infrastructure improvements along commercial district storefronts 3) The City will not be able to create efficiencies with one contractor to provide mitigation communication and marketing strategies 4) The City not be able to streamline communication with small business owners and get a good understanding of commercial district needs during construction 5) The City will not be able to implement effective communication and marketing strategies that help commercial districts during construction periods 6) Businesses and neighborhood residents will continue to oppose much needed infrastructure improvements (i.e. water pipe and sewage line replacement) because the City is not implementing any program to mitigate potential 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 has never gone to Civil Service Commission. In the past, our office has piloted similar efforts in the Castro and West Portal neighborhoods, with the use of mini-grants to individual non-profits to administer and implement.

D. Will the contract(s) be renewed?

Unknown 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.
not applicable

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 that requires specific skills from a diverse group with various backgrounds to come together to implement.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The particular skills and expertise are very specific and cross-sectional. The skills of the firm, or group of firms, needs to be interdisciplinary ranging from construction project management to marketing and promotions. The firm will need to possess: 1) A deep understanding of public construction project management processes to engagement and outreach for construction; 2) A strong track record of engagement and marketing for small businesses and commercial districts; 3) The skills to develop and implement communication, wayfinding, and promotional campaigns; 4) Advanced design skills and an understanding of various marketing/outreach tools, and; 5) Cultural and language capacity to sensitively engage diverse small business owners. This means, that the firm must not only understand impacts of construction, but also understand the small business impacts these projects may cause, know how to engage the small business owners impacted by the construction, and then know how to create and implement messaging campaigns, reach diverse communities, and have knowledge of San Francisco neighborhoods.

B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 5508, Project Manager 4; 9393, Maritime Marketing Repr;

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

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

OEWD has communicated with departments that oversee construction projects -- Public Works, SF Municipal Transportation Agency, SF Public Utilities Commission-- and we all agreed that this is a need that

is yet to be met. The various City departments have limited to no resources dedicated to economic development activities for alleviating the impacts of construction along commercial districts. In addition, we have developed an interagency group composed of Public Information Officers and Project Managers to help outline the limitations of their resources, and identify opportunities and priorities for the City in the upcoming year. No department leading construction projects currently has the resources, capacity, or owns the responsibility to implement marketing efforts to attract foot traffic to commercial districts. OEWD is the best suited department to lead the effort.

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

A. Explain why civil service classes are not applicable.

The project is short term and will 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. No. This project is short term.

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.

Explanation of training has not been provided by the department

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 03/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 34273 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 35307 - 15/16)

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

Type of Service: Consulting - Life Sciences Incubator

Funding Source: General Fund

PSC Original Approved Amount: \$99,000

PSC Original Approved Duration: 03/14/16 - 12/31/16 (41 weeks 5 days)

PSC Mod#1 Amount: \$51,000

PSC Mod#1 Duration: 12/31/16-06/30/17 (25 weeks 5 days)

PSC Cumulative Amount Proposed: \$150,000

PSC Cumulative Duration Proposed: 1 year 15 weeks

1. Description of Work

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

The Office of Economic and Workforce Development (OEWD) seeks an organization or organizations to assist with a strategy to develop office/lab space for early and mid-stage life science companies in San Francisco. This strategy will further San Francisco's efforts to attract, support and retain life science companies in the city.

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

San Francisco's focus on this sector was intensified with the creation of the Mission Bay Redevelopment Plan, which included a strong focus on attracting a burgeoning life sciences sector to San Francisco. With 4.4 million square feet of office/lab space, University of California, San Francisco (UCSF)'s research center and a brand new 550 bed-hospital, the life science sector in Mission Bay is now thriving and includes more 100 life sciences firms and 6 life sciences incubators. San Francisco is now faced with the challenge of ensuring that the businesses that grow out of these incubators are able to stay and grow jobs here in the city. The service goal of this project is to strengthen San Francisco's ability to allow for life sciences startups to stay and grow in San Francisco. The consequence of denial of this contract would be to ignore a legitimate concern affecting the current industry, the continued loss of growth companies from the City and the absence of an updated strategy to address needs of the life sciences sector in San Francisco.

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.

Services have been provided in the past through earlier PSC request. See 35307 - 15/16

D. Will the contract(s) be renewed?

Unknown 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:

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:

OEWD needs to work with a contractor on this project because no employee in the department is qualified to design a self-sustaining solution to the call for a lack of space for growing life sciences companies exiting incubators. Necessary to the ability to design a solution are experience in incubator management, appropriate property search and development, knowledge of both location and equipment needs' effect on property selection as well as financial investment and revenue generation requirements to complete the project successfully.

B. Reason for the request for modification:

Proposing a \$51,000 increase to the initial contract amount and 6-month extension to include additional research and evaluation. There will be no substantive change to the initial scope.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Significant experience in the development and administration of office/lab space; Demonstrable skills and expertise in the management of co-working spaces/ accelerators/ incubators.

B. Which, if any, civil service class(es) normally perform(s) this work? 9377, Feasibility Analyst, Port;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No - this project is short-term.

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.

This project is short-term and requires specific 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, this project is short-term.

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 direct training or transfer of skills is necessary as it is outside the scope of the needs and would be unreasonable based on experience and education. The contractor will however explain the strategy and methodologies that result from the project study so that the department may then be able to activate the strategy with any interested party. The methodologies and analysis developed through this project will be thoroughly discussed and examined with the following OEWD department staff connected to the project scope and responsible for overseeing it: - 1824 Principal Administrative Analyst (estimated 24 hours) - 0922 Manager I and/or 0923 Manager II (estimated 14 hours)

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 03/21/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35307 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Monday, March 21, 2016 5:05 PM
To: Damalas, Kristine (ECN); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 35307 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT – ECN has submitted a modification request for a Personal Services Contract (PSC) for \$51,000 for services for the period December 31, 2016 – June 30, 2017. 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/6615>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN Dept. Code: ECNType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Consulting - Life Sciences IncubatorFunding Source: General FundPSC Duration: 41 weeks 5 daysPSC Amount: \$99,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Office of Economic and Workforce Development (OEWD) seeks an organization or organizations to assist with a strategy to develop office/lab space for early and mid-stage life science companies in San Francisco. This strategy will further San Francisco's efforts to attract, support and retain life science companies in the city.

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

San Francisco's focus on this sector was intensified with the creation of the Mission Bay Redevelopment Plan, which included a strong focus on attracting a burgeoning life sciences sector to San Francisco. With 4.4 million square feet of office/lab space, University of California, San Francisco (UCSF)'s research center and a brand new 550 bed hospital, the life science sector in Mission Bay is now thriving and includes more 100 life sciences firms and 6 life sciences incubators. San Francisco is now faced with the challenge of ensuring that the businesses that grow out of these incubators are able to stay and grow jobs here in the city. The service goal of this project is to strengthen San Francisco's ability to allow for life sciences startups to stay and grow in San Francisco. The consequence of denial of this contract would be to ignore a legitimate concern affecting the current industry, the continued loss of growth companies from the City and the absence of an updated strategy to address needs of the life sciences sector in San Francisco.

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.

N/A - this is the first time this type of project has been established.

D. Will the contract(s) be renewed?

Unknown 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.
not applicable**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:

OEWD needs to work with a contractor on this project because no employee in the department is qualified to design a self-sustaining solution to the call for a lack of space for growing life sciences companies exiting incubators. Necessary to the ability to design a solution are experience in incubator management, appropriate property search and development, knowledge of both location and equipment needs' effect on property selection as well as financial investment and revenue generation requirements to complete the project successfully.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Significant experience in the development and administration of office/lab space; Demonstrable skills and expertise in the management of co-working spaces/ accelerators/ incubators.

B. Which, if any, civil service class(es) normally perform(s) this work? 9377, Feasibility Analyst, Port;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No - this project is short-term.

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

There are no other departments that are tasked with the growth of the life sciences sector and the effort to attract and retain businesses in that industry. The precise experience in the sector, relationships with incubator operators and firsthand feedback from life sciences entrepreneurs are skills/ knowledge that cannot be replicated internally for the utility of this project.

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

A. Explain why civil service classes are not applicable.
This project is short-term and requires specific 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, this project is short-term.

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.

No direct training or transfer of skills is necessary as it is outside the scope of the needs and would be unreasonable based on experience and education. The contractor will however explain the strategy and methodologies that result from the project study so that the department may then be able to activate the strategy with any interested party. The methodologies and analysis developed through this project will be thoroughly discussed and examined with the following OEWD department staff connected to the project scope and responsible for overseeing it: - 1824 Principal Administrative Analyst (estimated 24 hours) - 0922 Manager I and/or 0923 Manager II (estimated 14 hours)

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 03/07/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, 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: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35307 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/21/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request: Initial Modification of an existing PSC (PSC # 4092-11/12)

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

Type of Service: Capital Project Control Systems Support Services (CS-224)

Funding Source: Capital Improvement Programs

PSC Original Approved Amount: \$9,000,000

PSC Original Approved Duration: 02/06/12 - 02/06/18 (6 years 2 days)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 02/07/18-04/23/18 (10 weeks 5 days)

PSC Mod#2 Amount: \$425,000

PSC Mod#2 Duration: no duration added

PSC Mod#3 Amount: \$4,500,000

PSC Mod#3 Duration: 04/24/18-04/23/21 (3 years 1 day)

PSC Cumulative Amount Proposed: \$13,925,000

PSC Cumulative Duration Proposed: 9 years 11 weeks

1. Description of Work

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

The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based (P6) Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. This is not to provide scheduling and cost estimating services.

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

The development of a cost control tracking system, implementation of customized dashboards to track project cost & schedule, and support of San Francisco Public Utilities Commission's (SFPUC) capital planning is the responsibility of PCSB. Manpower with specialized expertise in system integration is required to augment City staff. Failure to meet these objectives would impact the ability of the SFPUC to successfully complete Sewer System Improvement Program (SSIP) and other critical capital improvement programs and projects on time and within the schedule.

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 by PSC No. 4092-11/12.

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:

Program controls and support services will be required throughout the life of the 20 year SSIP. This

PSC is designed to last through SSIP Phase I, with a completion date of 2026, in order to augment, assist and support PCSB staff with the administration, improvement and programming of P6 Program Control System to integrate it with various other databases, and generate reports and update capital program and project data throughout the SSIP upgrades.

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:

The skill sets for tasks related to customization and integration of P6 and OPPM products with other databases to meet SFPUC's needs is specialized.

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: 1. Extensive knowledge with Oracle/ Primavera products (P6 & OPPM); 2. Java scripts programming; 3. Experienced with design and analysis of Oracle, Microsoft SQL, and Microsoft Access data bases; and 4. Specialized in integrating data among various databases.

B. Which, if any, civil service class(es) normally perform(s) this work? 1041, IS Engineer-Assistant; 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 1044, IS Engineer-Principal; 1051, IS Business Analyst-Assistant; 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

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 skill sets for tasks related to customization and integration of Oracle/ Primavera (OPPM, P6) products with other databases to meet SFPUC's needs is specialized.

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. Consultants are not needed after program integration is completed. Maintenance of the system will be performed by civil service classes (1041, 1042, 1043, 1044, 1051, 1052, 1053, 1054) after improvements are made.

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.
Ongoing plus (16 x 4) = 64 hours, the consultant will work with City Staff to integrate off the shelf software to benefit SFPUC's Infrastructure Bureau, transferring that knowledge as part of the integration so that maintenance of the software and its future use is preserved by City Staff. (1) 5602, (1) 5601(1) 104X IS Engineer Series, (1)105X, IS Business Analyst.
- 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.
WESTLAND MANAGEMENT SOLUTIONS INC

7. **Union Notification:** On 03/25/16, 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# 4092-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/02/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica; amakayan@ifpte21.org](mailto:Jackson_Shamica@amakayan@ifpte21.org); richardisen@gmail.com; L21PSCReview@ifpte21.org; [Jackson, Shamica; DHR-PSCCoordinator, DHR](mailto:Jackson_Shamica@DHR-PSCCoordinator_DHR); Isen, Richard
Subject: Receipt of Modification Request to PSC # 4092-11/12 - MODIFICATIONS
Date: Friday, March 25, 2016 5:16:16 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 \$4,500,000 for services for the period April 24, 2018 – April 23, 2021. 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/6650>

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

Additional Attachment(s)



San Francisco
Water Power Sewer
 Services of the San Francisco Public Utilities Commission

525 Golden Gate Avenue, 8th Floor
 San Francisco, CA 94102
 T 415.554.3155
 F 415.554.3161
 TTY 415.554.3488

DATE: August 30, 2012
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 David E. Scott, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4092 - 11/12 Approval Date: 2/06/2012

Description of Service(s): **The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvements and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.) [CS-224/275]**

Original Approved Amount:	<u>\$9,000,000</u>	Original Approved Duration:	<u>2/06/2012 to 2/06/2018</u>
Modification One Amount:	<u>\$0</u>	Modification of Duration:	<u>5/21/2012 to 4/23/2018</u>
Modification Two Amount:	<u>\$425,000</u>	Modification of Duration:	<u>N/A</u>

Total Amount as Modified: \$9,425,000 Total Duration as Modified: 2/06/2012 to 4/23/2018

Reason for the modification:
This additional capacity will provide for development and technical design of recently identified project control modules, including a customized dashboard that will provide views of project data for the General Manager and Executive staff to assist PCSB staff.

Attachments: Copy of approved PSC's.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved
 Approval Date: 8/31/2012
 By: [Signature]
 Micki Callahan, Human Resources Director

- Edwin H. Lee
Mayor
- Antonio Brown
President
- An Torres
Vice President
- Ann Bradley
Commissioner
- Francesca Victor
Commissioner
- John C. Gomez
Commissioner
- Ed Hanrahan
General Manager





**San Francisco
Water Power Sewer**

Services of the San Francisco Public Utilities Commission

1155 Market Street, 11th Floor
San Francisco, CA 94103
T 415.554.3155
F 415.554.3161
TTY 415.554.3488

DATE: May 16, 2012
TO: Maria Ryan, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
Pauson Yun, Contract Analyst *Shamica Jackson*
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4092 – 11/12 Approval Date: 2/06/2012

Description of Service(s): **The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvements and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.) [CS-224]**

Original Approved Amount:	<u>\$9,000,000</u>	Original Approved Duration:	<u>2/06/2012 to 2/06/2018</u>
Modification Amount:	<u>\$0</u>	Modification of Duration:	<u>5/21/2012 to 4/23/2018</u>
Total Amount as Modified:	<u>\$9,000,000</u>	Total Duration as Modified:	<u>2/06/2012 to 4/23/2018</u>

Reason for the modification:

To align the PSC duration with the Contract duration.

Attachments: Copy of PSC Summary sent to DHR.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/22/12

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

- Edwin M. Lee
Mayor
- Anson Moran
President
- Art Torres
Vice President
- Ann Miller Caan
Commissioner
- Francesca Vietor
Commissioner
- Vince Courtney
Commissioner
- Ed Harrington
General Manager



February 06, 2012 Regular Meeting

Civil Service Commission - February 6, 2012

MINUTES

Regular Meeting

February 6, 2012

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:06 p.m.

ROLL CALL

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

President E. Dennis Normandy presided.

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

Gus Feldman, SEIU Local 1021 spoke on behalf of Cherie Joiner and Gideon Custodio, who are Health Care Worker IIs in the Escort Transportation Services at San Francisco General Hospital. He stated that they are good examples of what they call gross misuse of provisional and as-needed appointments in the City and County of San Francisco. Mr. Custodio has been employed almost eight years and has never once been a permanent employee. Ms. Joiner has been employed for more than five years. At the end of 2011, an examination was finally administered. Unfortunately, there were significant changes to the exam from the previous one administered but the Union was not notified of these changes so there was no opportunity for the Union to meet with the City about the changes.

Both Mr. Custodio and Ms. Joiner have had unblemished, exemplary performance appraisals and records and are well liked by the co-workers and managers. He urged the Commission to use the authority vested in their position to scrap the current list, allow the Union to meet with the City and discuss the contents and re-administer the exam.

Gideon Custodio echoed the comments made by Gus Feldman. He feels the process is not fair.

Cherie Joiner reiterated the statements made by Mr. Feldman and Mr. Custodio and read a paragraph from EEOC Section 15 on race, color and discrimination. She thanked the Commission for their time.

Brenda Barrios, SEIU Local 1021 stated that all of this happens when you start collapsing classifications. The Health Worker positions is another one of those positions that civil service decided to collapse. You have workers from administrative assistants to messengers like Ms. Joiner and Mr. Custodio. It is not fair to expect the same level of expertise as someone who is an Administrative Assistant.

Matthew Morgan requested that his appeal in Item #12 be continued.

Douglas Yep commended the Commission for placing the "Request to Speak" item at the beginning of the Agenda so that those who wish to speak do not have to wait so long to provide public comment and for the Commission to keep up its good work.

APPROVAL OF MINUTES

Regular Meeting of December 19, 2011

January 9, 2012: Continued to the meeting of February 6, 2012.

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

Regular Meeting of January 9, 2012

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

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

Micki Callahan, Human Resources Director reported that they are just beginning the 2012 labor project. The Citywide negotiations team has not had as many contracts open since 2006. She stated that we have a challenging economic climate. President Normandy asked that the Commission be kept abreast of the progress.

EXECUTIVE OFFICER'S REPORT

0332-11-1 Fiscal Years 2012-13 and 2013-14 Civil Service Commission Budget Request.
(Item No. 6)

December 19, 2011:

Directed Commission staff to prepare Fiscal Years 2012-13 and 2013-14 Budget Request at current service and staff levels; continue to negotiate amounts; present Budget Request at the Commission Meeting of January 9, 2012; incorporate changes by the Commission up to the budget request submission deadline; and approve to submit the Fiscal Years 2012-13 and 2013-14 Budget Request to the Controller and the Office of the Mayor by February 21, 2012.

January 9, 2012: Directed Commission staff to continue to negotiate amounts, finalize the Fiscal Years 2012-14 Budget Request, incorporate changes, and approve to submit the Fiscal Years 2012-14 Budget Request to the Controller and the Mayor by February 21, 2012.

Speakers: Sandra Eng, Civil Service Commission
David Pilpel

Action: Approved Fiscal Years 2012-13 and 2013-14 Budget Request and will submit to the Mayor and Controller by February 21, 2012. Allow President Normandy to continue negotiations with the Mayor's Office to maintain the current budget levels and provide him the freedom to delegate any one of the Commissioners to join him in these efforts. (Vote of 4 to 0)

0020-12-1 Status Report on Fiscal Year 2011-12 Service and Performance Goals of the Civil Service Commission as of December 31, 2011. (Item No. 7)

Speakers: Sandra Eng, Civil Service Commission

Action: Accepted the report. (Vote of 4 to 0)

0346-11-8 Review of request for approval of proposed personal services contracts. (Item No. 8)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4075-11/12	Public Utilities Commission	\$1,500,000	CleanPower SF will soon enroll residential energy customers throughout the City. The Consultants will design and implement an outreach program that will rely on neighborhood literature dissemination at residents' homes, television advertising, online advertising, and more to educate customers and support customer retention.	Regular	08/01/16

January 9, 2012: Continued PSC #4075-11/12 to the meeting of February 6, 2012 at the request of the Public Utilities Commission. (Vote of 3 to 0; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0)

Speakers: Kofo Domingo and Charles Sheehan, Public Utilities Commission

Action: Adopted the report; Approved request for PSC #4075-11/12 on the condition that the summary be amended to delete the "door to door outreach" piece and a corrected copy be submitted to the Executive Officer and the

Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Jung recused from any discussion or voting on this item. (Vote of 4 to 0))


0018-12-8 Review of request for approval of proposed personal services contracts. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4077-11/12	Adult Probation	\$8,142,857	This proposed contract is to create and operate a one-stop Community Assessment and Services Center (CASC) to provide services to high risk high need individuals who are under the supervision of the Adult Probation Department. A variety of individualized and group services will be provided from dawn until dusk. These services will be both by appointment and on a drop-in basis to include but not be limited to case management for individuals who have a serious mental illness, substance abuse assessment/treatments, remedial and basic education and connection to opportunities for higher education, vocational assessment and employment training, assessment for government benefits, cognitive behavioral groups, parenting and family strengthening support/advice and housing referrals and assistance.	Regular	02/08/17
4078-11/12	Airport Commission	\$1,450,000	Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and construction and assist in the selection of a Design-Build Consultant for the West Field Cargo Development Project. The CM team will manage the design and construction of a new cargo building to replace an existing outdated cargo facility in the airport cargo area known as the West Field.	Regular	02/05/14
4079-11/12	Building Inspection	\$1,750,000	To provide preparation, indexing, scanning and electronic imaging services required to convert all paper-based building plans/drawings into digital images for electronic retrieval through PaperVision document management system. Drawings vary in sizes from 11"x17", 16"x24", 24"x36", 36"x42", and 36"x48".	Regular	06/30/17
4080-11/12	Building Inspection	\$5,000,000	To convert all 16mm and 35mm rolls of microfilm, and 25 boxes of old paper records dating back to 1906, containing building records into digital images for electronic retrieval through PaperVision document management system. The Department currently has 1,200 rolls of 16mm microfilm containing job cards, certificates of final completion, permits and miscellaneous documents, many of which date back mid 1930s. It is estimated that there are 2,500 frames per roll for a total of 3,000,000 frames with each roll likely to have 800 records to index for a total of 860,000 records. Further the Department has 3,500 rolls of 35mm microfilm with plans dating back to 1940s. Each roll has approximately 500 frames per roll for a total of 1,750,000 frames and each roll will have approximately 50 records to index for a total of 175,000 records. Indexing, including researching missing information and quality control, of the converted records will be done by in-house staff.	Regular	08/30/17
4081-11/12	Controller	\$2,000,000	Provide underwriter, investment banking, and credit enhancement services to the City in connection with the issuance, marketing and distribution of its fixed-rate debt obligations, variable-rate debt obligations, and commercial paper.	Regular	12/31/17
4082-11/12	Emergency Management	\$200,000	The contractor will provide the Bay Area UASI Approval Authority with legal counsel and advise the body on various matters pertaining to open meetings, grants administration, or other issues that may arise.	Regular	02/29/16
4083-11/12	Emergency Management	\$879,536	The contractor will assist Bay Area counties and cities in the development of a Regional Logistics Plan with an emphasis on the coordination of logistic operations and priorities for distribution of scarce resources between local, state and federal levels in a catastrophic event. The Regional Logistics Plan will be used to develop county and core city plan templates as well as applicable annexes to Regional Emergency Coordination Plan (RECP), to encompass all phases of logistic planning.	Regular	07/30/13

4084-11/12	Human Resources	\$280,000	The consultant will oversee the development and administration of promotional exams for the Fire Department ranks of H-20 Lieutenant and H-40 Battalion Chief, and defend those selection processes against legal challenge as necessary.	Regular	08/30/15
4085-11/12	Juvenile Probation	\$95,000	The Ombudsperson is responsible for resolving grievances submitted by detained youth at JPD detention facilities. Contractor will serve as a neutral and Independent agent who is a liaison between detainees, their parents/guardians and Department staff. When a youth files a grievance, contractor shall investigate and resolve through appropriate means including mediation between the youth and the Department and where appropriate shall recommend procedural changes as part of the recommended resolution of a grievance.	Regular	03/31/14
4085-11/12	Mayor	\$400,000	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions in a variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	Regular	05/30/16
4087-11/12	Municipal Transportation Agency	\$5,400,000	The San Francisco Municipal Transportation Agency (SFMTA) requires medical cost containment services for workers' compensation claims administration. Services include medical bill review, adjustments per fee schedules, and utilization review using state of the art system software. Services must meet the State of California's electronic data interchange (EDI) requirements for data entry and reporting injuries and illnesses. All medical bill review staff must be certified as meeting the California Department of Insurance's qualifications for experience in this field.	Regular	09/30/17
4088-11/12	Municipal Transportation Agency	\$34,000,000	The San Francisco Municipal Transportation Agency (SFMTA) is self-insured for Workers' Compensation (Workers' Comp) and existing claims are currently adjusted by a third party administrator (TPA). The contractor will provide claims adjusting and consulting services for existing and new claims for Workers' Comp benefits filed by SFMTA employees. Services include: claims review and compensability determination; payment of statutory benefits, medical providers and ancillary claims services; vendor management for bill review; investigative services; coordination of claims defense with the City Attorney; management of benefit delivery system; and data collection and management.	Regular	08/30/17
4089-11/12	Police	\$100,000	Contractor will regularly inspect, maintain and perform all repairs on the Police Department's four evidence freezers. Three of the freezers are located at Building #606 Hunters Point Shipyard and one freezer is located at the Hall of Justice, 850 Bryant Street.	Regular	01/31/15
4090-11/12	Police	\$140,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses assigned to the SFPD Mounted Unit. The service average fifteen visits per year. The Veterinarian will also perform pre purchase horse examinations.	Regular	06/30/16
4091-11/12	Police	\$140,000	Shoeing and trimming the hooves of each police horse, once every six weeks, for a herd of up to twenty police horses. Contractor must also be able to advise on any possible horses that may be fit for possible purchase by the SFPD. Contractor will be available for emergency calls to replace thrown shoes, and to consult with the veterinarian regarding special or corrective needs.	Regular	06/30/16
4092-11/12	Public Utilities Commission	\$9,000,000	The scope of work is to augment, assist and support Program Controls & Support Bureau (PCSB) staff in the administration, improvement and programming of PCSB's Primavera-based Program Control System to integrate it with various other databases, and generate reports and update capital program and project data. (This is not to provide scheduling and cost estimating services.)	Regular	02/06/18

4000-09/10	Mayor	<p>Increase Amount</p> <p>\$0</p> <p>New Amount</p> <p>\$180,000</p>	<p>Processing title changes for below market rate condominium conversion low/moderate income homeowners according to precise instructions from the City and County of San Francisco. Recording closing documents and ensuring completeness. Disbursing and collecting escrow fees when appropriate. However, a lawsuit objecting to various aspects of the Ordinance was filed at Federal Court on May 13, 2009 and later refiled at State Court on August 6, 2010. There are currently 65 named plaintiffs in the case who were granted a preliminary injunction and waiver to the Ordinance deadline on January 18, 2011. As such, the Mayor's Office of Housing may be required to allow these owners to select an option under the Ordinance in the future and will need the assistance of Chicago Title (contractor) to process these transactions.</p>	<p>Modi- fication</p>	<p>03/30/15</p>
4098-07/08	Port Commission	<p>Increase Amount</p> <p>\$110,000</p> <p>New Amount</p> <p>\$1,910,000</p>	<p>Evaluate and design from concept through construction observation, a proposed 1.3 acre public space to be built adjacent to the historic seawall and within San Francisco Bay in the South Beach neighborhood.</p>	<p>Modi- fication</p>	<p>12/31/13</p>

- Speakers:**
- Wendy Still, Adult Probation spoke on PSC #4077-11/12.
 - Dave Johnson, Department of Human Resources spoke on PSC #4084-11/12.
 - Catherine McGuire, Juvenile Probation spoke on PSC #4085-11/12.
 - Dan Roach and Cynthia Hamada, Municipal Transportation Agency spoke on PSC #4087-11/12 and 4088-11/12.
 - Lt. Kevin McNaughton, San Francisco Police Department spoke on PSC #4089-11/12.
 - Steve Reel, Port Commission spoke on PSC #4098-07/08.

- Action:**
- (1) Adopted the report; Approved the request for PSC #4085-11/12 as amended which is to be submitted to the Executive Officer and the Human Resources Director. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (2) Adopted the report; Approved the request for PSC #4087-11/12 as amended; change duration to five (5) years and silent on the matter of options. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 - (3) Adopted the report; Approved the request for PSC #4088-11/12 as amended for a duration of five (5) years. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
 -  (4) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0255-11-6 Appeal by Charles Lebedeff of the Municipal Transportation Agency's determination of insufficient evidence to support his claim of retaliation for engaging in EEO protected activity. (Item No. 10)

Speakers: None.

Action: Continued to the meeting of March 5, 2012 at the request of Charles Lebedeff. It was stipulated this would be the last continuance granted. (Vote of 4 to 0)

0019-12-8 Review of request for approval of proposed personal services contracts -- Omit Posting, (Item No. 11)