



Edwin M. Lee  
Mayor

Micki Callahan  
Human Resources Director

Date: January 20, 2017  
To: The Honorable Civil Service Commission

Through: Micki Callahan  
Human Resources Director

From: Cynthia Avakian, AIR  
Wilson Ng, BOS  
Cynthia Hamada, MTA  
Jacquie Hale, DPH  
Stacey Camillo, DPW  
Joan Lubamersky, ADM

Subject: **Personal Services Contracts Approval Request**

This report contains thirteen (13) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$126,726,887	\$532,427,491	\$1,704,115,336

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**POSTING FOR**

February 06, 2017

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

2017-02-06

**APPLY**

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
43304 - 16/17	AIRPORT COMMISSION	\$20,000,000.00	The Airport Commission (Airport) is seeking professional services for the building and airport systems activation and commissioning services of unique projects (including the AirTrain extension and launch of the Airport Hotel) under the major Capital Improvement Plan (CIP) at the San Francisco International Airport (SFO). Services will include the planning, scheduling, and management of activation, simulation and commissioning activities. Contractor(s) will: 1) prepare and evaluate the best approach to activate new terminal(s) and/or facilities; 2) prepare simulation activities; 3) define key metrics for testing prior to opening; 4) develop the Owner's Project requirements for Commissioning; 5) post occupancy evaluation reports; and 6) conduct aircraft equipment and operations testing.	March 1, 2017	December 31, 2026	REGULAR
47220 - 16/17	BOARD OF SUPERVISORS	\$390,000.00	The Office of the Clerk of the Board's (COB) seeks a vendor to enhance or replace an aging and costly LMS with a solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agenda, and 3) ensuring the integrity and retention of legislative records. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.	January 1, 2018	December 31, 2023	REGULAR
43653 - 16/17	MUNICIPAL TRANSPORTATION AGENCY	\$500,000.00	The vendor will provide both remote and in-person maintenance of the automated bicycle counter equipment and proprietary software system that is currently placed in approximately 75 locations throughout the City. The bicycle counters not only require as-needed software and equipment maintenance, but occasional battery replacement, and infrequent parts replacements, in order to continue functioning. The vendor is required to provide automatic data transmission of the system-wide data collected by the bicycle counting equipment. The vendor will provide physical inspections of the ZELT Eco-Counter equipment semi-annually.	February 7, 2017	January 31, 2022	REGULAR
40855 - 15/16	PUBLIC HEALTH	\$1,000,000.00	The selected contractor(s) will develop and provide marketing, branding, internal and external communication plans, and media development services for the Department of Public Health. These services are essential for the Department to introduce, deliver services, and new initiatives to both internal and external audiences.	September 1, 2016	August 31, 2020	REGULAR
46323 - 16/17	PUBLIC HEALTH	\$500,000.00	The contractor will perform as-needed laboratory services for urinalysis testing for the San Francisco Department of Public Health Psychiatry Division's Office-Based Opioid Treatment (OBOT) Section, to include the Standard Test Panel certified by the State of California Health and	October 1, 2016	September 30, 2020	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			Human Services Agency, Department of Health Services. Toxicology tests will include screening urine samples for the following toxins: Phenobarbital, Secobarbital, Pentobarbital, Butalbital, Morphine, Codeine, Hydrocodone, Hydromorphone, 6-Acetylmorphine, Amphetamine, Methamphetamine, Methadone, Methadone Metabolite, Cocaine and Benzodiazepine.			
48966 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services.	February 6, 2017	July 31, 2023	REGULAR
47074 - 16/17	GENERAL SERVICES AGENCY - CITY ADMIN	\$3,000,000.00	Post-construction building monitoring services for building commissioning, optimization and energy efficiency. Vendor will identify the intent of the building designers for the operation of each of the building systems such as cooling, heating, ventilation systems and identifying issues that are preventing the system to operate efficiently and optimally. Building commissioning can prevent "building drift" which is when building fans, pumps, valves, boilers and chillers and the computer systems that controls the operation of them need to be tuned and recalibrated to return them to optimal operation. Vendor will provide services to multiple City buildings including City Hall, One South Van Ness, 1650 Mission, 1660 Mission, 25 Van Ness, 30 Van Ness, and the Hall of Justice. Each building will be checked every 3-4 years.	March 1, 2017	February 29, 2024	REGULAR
43604 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$4,000,000.00	San Francisco Public Works (Public Works) is seeking a qualified team of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the Public Health and Public Safety projects under the 2016 Public Health and Safety Bond Program (2016 PHS). The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of the building structure to ensure compliance with the approved plans and specifications. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes, Office of Statewide Health Planning and Development (OSHPD) regulations, and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel, shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding special moment-resisting frame; fiber wrapping at columns; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction tests), excavation, and backfill; and sprayed-on fireproofing.	March 1, 2017	March 1, 2023	REGULAR
46459 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$10,000,000.00	San Francisco Public Works (Public Works) is seeking qualified consultants to provide construction management support services (CMSS) for an array of projects under the 2016 Public Health and Safety Bond Program (2016 PHS). Civil service classifications will be utilized where applicable and when resources are available. The CMSS consulting services will be used to augment City staff on an as-needed basis and when the City does not have adequate resources to address the specialized expertise and temporary peak workloads during the pre-construction, construction and post construction phases of the projects. CMSS consulting services include, but are not limited to, Contractor Procurement, Construction Administration/Document Control, Project Scheduling/Schedule Control, Budgeting/Cost Estimating/Cost Control, Constructability Review, Quality Assurance and Construction Inspection, and Risk Management, where Project Scheduling/Schedule Control, Budgeting/Cost Estimating/Cost Control, and Constructability Review are the areas requiring the primary support from the CMSS consultants.	March 1, 2017	March 1, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
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TOTAL AMOUNT \$43,390,000



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

Home &gt;

## Posting For February 06, 2017

### Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-02-06

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
40890 - 14/15 - MODIFICATIONS	February 6, 2017	AIRPORT COMMISSION -- AIR	\$40,000,000	\$50,000,000	The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.	02/06/2017	12/31/2021	REGULAR
43147 - 15/16 - MODIFICATIONS	February 6, 2017	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$1,663,000	\$3,500,000	The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.	03/01/2017	01/31/2021	REGULAR
44238 - 15/16 - MODIFICATIONS	February 6, 2017	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$276,000	\$950,000	The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will	02/06/2017	06/30/2018	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.			
4113 11/12 - MODIFICATIONS	February 6, 2017	PUBLIC HEALTH -- DPH	\$41,397,887	\$91,397,887	In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)	02/01/2017	06/30/2017	REGULAR

**TOTAL AMOUNT \$83,336,887**



**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: Building & Airport Systems Activation & Commissioning Services

Funding Source: Airport Capital Funds

PSC Amount: \$20,000,000

PSC Est. Start Date: 03/01/2017

PSC Est. End Date: 12/31/2026

**1. Description of Work**

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

The Airport Commission (Airport) is seeking professional services for the building and airport systems activation and commissioning services of unique projects (including the AirTrain extension and launch of the Airport Hotel) under the major Capital Improvement Plan (CIP) at the San Francisco International Airport (SFO).

Services will include the planning, scheduling, and management of activation, simulation and commissioning activities. Contractor(s) will: 1) prepare and evaluate the best approach to activate new terminal(s) and/or facilities; 2) prepare simulation activities; 3) define key metrics for testing prior to opening; 4) develop the Owner's Project requirements for Commissioning; 5) post occupancy evaluation reports; and 6) conduct aircraft equipment and operations testing.

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

Services are required to plan and execute an Activation Plan alongside construction projects nearing substantial completion. Services will minimize unexpected coordination issues and pitfalls to ensure quick operational turnaround while abiding by Airport technical standards. Consequences of denial include loss of revenue from delayed construction schedules and service failures upon opening of new facilities.

**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 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 duration requested corresponds to the Airport Commission's 10-year capital plan.

**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:

Services are required on an as-needed basis in relation to capital projects that require expertise and experience with in airline operations, airport security, TSA and CBP.

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

A. Specify required skills and/or expertise: Activation and simulations skills with airport design, airline operations and construction experience. Expertise in: 1) baggage handling systems (BHSs); 2) passenger boarding bridges (PBBs); 3) information technology (IT); 4) airport and airline security; 5) airport and airline operations; and 6) ground services equipment (GSE). Knowledge and experience with federal agencies, in particular: 1) Transportation Security Agency (TSA) and 2) Customs and Border Protection (CPB). Regulatory compliance is essential.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1054, IS Business Analyst-Principal; 5120, Architectural Administrator; 5174, Administrative Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5212, Engineer/Architect Principal; 5241, Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect; 5364, Engineering Associate 1; 5366, Engineering Associate 2; 6318, Construction Inspector;

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?**

A Notice of Intent (NOI) was issued with a response deadline of August 16, 2016, to the following City departments: Department of Public Works, Municipal Transportation Agency, Port, Public Utilities Commission. No responses were received.

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

A. Explain why civil service classes are not applicable.

Existing civil service classes do not have the required expertise in airline operations, airport security, TSA and CBP related to perform the services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Simulation and activation services supporting unique CIP projects do not occur frequently enough to justify permanent staffing.

**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.  
None. Services are not required beyond activation of unique CIP 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 12/12/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

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

Address: PO Box 8097 San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43304 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# Receipt of Union Notification(s)

**Christina Chiong (AIR)**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flyso.com  
**Sent:** Monday, December 12, 2016 10:47 AM  
**To:** Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43304 - 16/17

RECEIPT for Union Notification for PSC 43304 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 43304 - 16/17 for \$20,000,000 for Initial Request services for the period 03/01/2017 -- 12/31/2026. 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/8248> 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: BOARD OF SUPERVISORS -- BOS

Dept. Code: BOS

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

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

Type of Service: Legislative Management System

Funding Source: General Fund

PSC Amount: \$390,000

PSC Est. Start Date: 01/01/2018

PSC Est. End Date 12/31/2023

**1. Description of Work**

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

The Office of the Clerk of the Board's (COB) seeks a vendor to enhance or replace an aging and costly LMS with a solution to effectively address mandated requirements, streamline legislative workflow, and meet stakeholder expectations. The COB will adopt a legislative system that will streamline the process of 1) drafting, submitting, and accessing status of legislation, 2) developing and managing public meeting agenda, and 3) ensuring the integrity and retention of legislative records. The LMS would not only support the core business of the Board of Supervisors, but all City Departments and agencies that submit and recommend legislation and/or amendments. The technology solution will be developed, implemented, and supported through a software development and support agreement with the Contractor and internal COB IT staff.

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

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the COB processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. Denial of this request will not allow a support agreement to be made with the LMS Contractor for this project, which would not hold the vendor accountable for oversight.

**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 been provided in the past. The last LMS contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013.

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

Yes, there will be the possibility of modification for extension up to an additional five years.

**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 current Legislative Management System (LMS) contract was approved in 2006 by Civil Service Commission Resolution No. 0617-06-8 (PSC No. 4039-06/07), and extended in 2013. The Office of the Clerk of the Board (COB) requires a Contractor to provide a mission-critical legislative system and support for the next 5 years to ensure the ongoing management, integrity, and retention of legislative actions and records.

**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

The San Francisco Board of Supervisors (BOS) is the legislative branch of government that responds to the needs of the people of the City and County of San Francisco, establishes city policies, and adopts ordinances and resolutions. The Office of the Clerk of the Board (COB) has a chartered duty to process and maintain legislation impacting the lives of over 800,000 San Franciscans. On average, the Office of the Clerk of the Board's (COB) processes over 1,400 legislative files/items on average annually and subject to legal noticing timeframes for meetings. The LMS is a mission-critical tool necessary to support the core business of the Board of Supervisors. Training by the selected Contractor is necessary due to the proprietary nature of LMS software, and will be required during the implementation stages. Contractor will also be providing a customized software solution, infrastructure, and support to ensure accountability and mitigate risk - resources that the City cannot provide.

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

A. Specify required skills and/or expertise: Requires experience and knowledge of proprietary LMS software and infrastructure. The Contractor will develop, customize, install, and provide user training for Legislative Management software to assist in meeting mandated requirements.

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the Contractor will provide a customized software solution, infrastructure, and support overhead.

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

This work requires proprietary knowledge of legislative software for proper development, implementation, and training. The department has scoped business requirements and determined that there will be significant liability and overhead by bringing services in-house.

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

A. Explain why civil service classes are not applicable.

The City does not have the proprietary resources and expertise required to provide a customized solution and training program on the LMS.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class to perform this work. Training will be specialized and required during the implementation stages only. The as-needed software support is also specialized and does not warrant the overhead of creating a new classification. Day-to-day maintenance can be provided by existing staff once they are trained.

**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. Contractor will provide required training to ensure successful implementation and operation of the new LMS system. See attached for training requirements.
- 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 12/02/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

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

Name: Wilson Ng Phone: 4155547725 Email: wilson.l.ng@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47220 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# Receipt of Union Notification(s)

**Choi, Suzanne (HRD)**

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**From:** dhr-psccordinator@sfgov.org on behalf of wilson.l.ng@sfgov.org  
**Sent:** Friday, December 02, 2016 10:54 AM  
**To:** Ng, Wilson (BOS); L21PSCReview@ifpte21.org; Ng, Wilson (BOS); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47220 - 16/17

RECEIPT for Union Notification for PSC 47220 - 16/17 more than \$100k

The BOARD OF SUPERVISORS -- BOS has submitted a request for a Personal Services Contract (PSC) 47220 - 16/17 for \$390,000 for Initial Request services for the period 01/01/2018 -- 12/31/2023. 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/dhrrupal/node/8309> 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)**

### Legislative Management System – Training

Trainee Level	Training Functions	Approximate Trainees
Project Team & Stakeholders (~4 hours)	Acceptance Testing Variance Report	7
System Administrators (~4 hours)	Assign security to all users. Make additions/changes/deletions. Interpret and respond to all system messages. Monitor system usage, audit tracking. Install application software for new users. Install software patches and system updates. Use software configuration management tools. Perform sophisticated data queries. Maintain system integrity.	4
Legislative Clerks (~4 hours)	Create/Modify Legislative actions Agenda/Minutes preparation System search functions Query/Reporting Document management	8
Legislative Aides (~11 hours)	Legislative submission System search functions Query/Reporting	33
Department Legislative Liaisons (~2 hours)	Legislative submission System search functions Query/Reporting	30
Operations Staff - Clerical (~2 hours)	System search functions Query/Reporting Document management	5

**January 07, 2013 Regular Meeting**

AMENDED

**MINUTES**

**Regular Meeting**

**January 7, 2013**

**2:00 p.m.**

**ROOM 400, CITY HALL**

**1 Dr. Carlton B. Goodlett Place**

CALL TO ORDER

2:03 p.m.

ROLL CALL

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

President Kate Favetti presided.

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

Kevin Hughes, IBEW Local 6 requested that the Executive Officer's Inspection Request findings on the complaint filed by IBEW Local 6 be heard along with Register #0473-12-2.

APPROVAL OF MINUTES

Regular Meeting of December 17, 2012

Action: Adopted. (Vote of 4 to 0)

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

EXECUTIVE OFFICER'S REPORT (Item No. 6)

0001-13-8 Review of request for approval of proposed personal services contracts.  
(Item No. 7).

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4055-12/13	Children, Youth & Families	\$2,100,000	Vendor provides summer meals to citywide summer programs (June-August), for approximately 10 weeks each summer. (The exact length of the program schedule varies slightly, as it is based on the San Francisco Unified School District's summer vacation schedule.)	Regular	08/31/15
4056-12/13	Public Utilities Commission	\$100,000	The SFPUC intends to award an agreement for \$100,000 with a Micro-Local Business Enterprise (LBE) Structural Engineering firm on an as-needed basis to provide review of structural analysis and design, and/or assist in structural analysis and design of building projects.	Regular	12/31/17
4057-12/13	General Services Agency	\$1,500,000	The contractor will develop and implement an expanded employee outreach and education program on the City's labor laws. Primary activities include: community outreach, employee workshops and trainings, and counseling and referral services. The program will be conducted in as many languages as possible with an emphasis on immigrant and low-income communities.	Regular	02/01/16
4058-12/13	Public Works	\$225,000	Consultant shall conduct three hundred and seventy-six street and sidewalk evaluations per year for a three year period. The evaluations will take place at ninety four random commercial locations and ninety four random residential locations bi-annually. The evaluations shall be based on the twenty-one quantifiable standards rated in five different street and sidewalk categories which were established by the joint efforts of the Controller's Office and the Department of Public Works as a result of Proposition C.	Regular	03/01/16
* 4039-06/07	Board of Supervisors	Current Approved Amount \$325,000 Increase Amount Requested \$0 New Total Amount Requested \$325,000	Acquisition, development and customization of legislative reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action. The Clerk of the Board staff use this software as part of their daily activities to create agendas, minutes, generate reports and staff committee and board meetings. The public facing side of the system allows interested parties to search for meetings and legislation on the BOS website. The system is currently in use by the department.	Modification	03/31/13

3087-09/10	Airport Commission	Current Approved Amount \$50,000 Increase Amount Requested \$30,000 New Total Amount Requested \$80,000	As-needed background investigative services for safety-sensitive classifications at San Francisco International Airport (SFO) during the pre-employment hiring process. The Airport experienced highly than usual usage during the first two years of this contract, necessitating the increase.	Modi- fication	06/30/15
2000-03/04	Public Health	Current Approved Amount \$127,000,000 Increase Amount Requested \$130,000,000 New Total Amount Requested \$257,000,000	Contractor and partner agencies will work together to provide housing services and direct access to housing services including management services for chronically homeless adults, and by HIV/AIDS in San Francisco. Contractor will be responsible management and/or support services at various multi-unit targeted neighborhoods. This PSC reflects grant funds for agencies and recent RFP terms. All services were approved solicitation process of an approved Sole Source.	Modi- fication	06/30/21

Ging Louie, IFPTE Local 21; Shaw San Liu, Chinese Progressive Association; and Donna Levitt, Office of Labor Standards Enforcement, spoke on PSC #4057-12/13.

**Speakers:**

Aaron Wu and Sandra Zuriga, Public Works Department and Kyle Burns, Office of the Controller spoke on PSC #4058-12/13.  
 Shari Zinn and Gus Feldman, SEIU Local 1021 and Jacquie Hale, Department of Public Health spoke on PSC #2000-03/04.

**Action:**

- (1) Adopted the report; Approved the requests for PSC #4057-12/13 on the condition that the General Services Agency submit a progress report on its staffing and vacancies to the Commission after six (6) months. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (2) Adopted the report; Approved the requests for PSC #4058-12/13 as amended to clarify why the work cannot be done in-house and to clarify that City employees will still be used to perform some of the needed work. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)
- (3) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0077-12-6

Appeal by Larry Engstrom of the Human Resources Director's finding of insufficient evidence to sustain his charge of retaliation, EEO File #1614. (Item No. 8)

**Speakers:**

None.

**Action:**

Postponed at the request of the Human Services Agency.

0473-12-2

Appeal of Final Classification Action amending the job specifications for 9240 Airport Electrician, 9241 Airport Electrician Supervisor and 9242 Head Airport Electrician. (Item No. 9)

**Speakers:**

None.

**Action:**

Postponed to the meeting of February 4, 2013 at the request of Peter Saltzman, attorney for the Appellant. (Vote of 4 to 0)

0002-13-5

Secondary Criteria for H-32 Captain Selection Processes. (Item No. 10)



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 11/26/12

DEPARTMENT NAME: Board of Supervisors (BOS) DEPARTMENT NUMBER 01

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

TYPE OF REQUEST: [ ] INITIAL REQUEST [X] MODIFICATION (PSC# 4039-06/07 )

TYPE OF SERVICE: Software acquisition, customization, installation and user training

FUNDING SOURCE: General Fund

Table with 2 columns: Amount and PSC Duration. Rows include Original Amount (\$325,000), Modification Amount (\$0), and Total Amount (\$325,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Acquisition, development and customization of legislative tracking and reporting software for the Board of Supervisors. The Legistar system tracks the legislation of the City. It tracks legislative actions from agenda creation through final action.

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

BOS needed to replace its obsolete legislative tracking system. The system is currently in use by the department and we are in the final stages of the initial contract.

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

This is a modification to the contract originally approved with PSC 4039-06/07. The first amendment to this contract is dated May 21, 2009, however, the PSC number associated with that amendment cannot be located. The Office of Contracts Administration has requested a new approval for both the first and the second contract amendments. This form is intended to serve for both amendments.

D. Will the contract(s) be renewed: The contract will not be renewed.

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

Local 21 [Signature] 11/20/12
Union Name Signature of person mailing/faxing form Date

Union Name Signature of person mailing/faxing form Date
RFP sent to Local 21, on 08/09/06
Union Name Date Signature

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-6/07
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The contractor is installing a proprietary legislative tracking software system, customized and modified for the San Francisco legislative environment, and provides training to department staff, including "train the trainer" sessions for department civil services staff.

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

1053 IS Business Analyst - Senior, 1054 IS Business Analyst - Principal, 1063 IS Programmer Analyst - Senior, 1064 IS Programmer Analyst - Pincipal

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:

Customization of the legislative tracking system should be performed by the vendor's programmer staff.

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

No. The work is proprietary and is done on a one-time basis.

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

Yes No

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

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.  
Approximately 100 hours

• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.  
Legislative data entry clerks, legislative aides, BOS IT staff

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

Signature of Departmental Personal Services Contract Coordinator

Deborah Landis

554-4446

Print or Type Name

Telephone Number

1 Dr. Carlton B. Goodlett Pl., Room 244

San Francisco, CA 94102

Address



**MEMORANDUM**

Date: March 28, 2008  
To: Angela Calvillo, Clerk of the Board  
From: Emily Morrison, DHR Personal Services Contract Analyst  
Subject: **Approval of Extension of Time Duration for the Board of Supervisors #4039-06/07**

This is to confirm that your request to extend the duration of time to December 31, 2009, for Personal Services Contract #4039-06/07 has been approved.

If you have any questions, please contact me at (415) 557-4951.

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 8/22/06

DEPARTMENT NAME Board of Supervisors DEPARTMENT NUMBER 01

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

[ ] CONTINUING [ ] ANNUAL

TYPE OF REQUEST:

[X] INITIAL REQUEST [ ] MODIFICATION (PSC#)

TYPE OF SERVICE: Software Acquisition, customization, installation, and user training

FUNDING SOURCE: General Fund

PSC AMOUNT: \$325,000

PSC DURATION: October 2006-October 2007

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Legislative tracking software will be acquired, customized by vendor to meet some SF requirements not already met by off-the-shelf system, installed on the Board of Supervisors' server. Users will be trained by vendor, including 'Train the Trainer' sessions.

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

The Board of Supervisors must replace its obsolete legislative tracking system. Denial places the department at risk by continuing use of a system that may not be repairable should a system crash occur.

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

This is a one-time service.

D. Will the contract(s) be renewed: The contract will not be renewed.

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

local 21 Union Name, [Signature] Signature of person mailing / faxing form, 8/22/06 Date

RFP sent to local 21 Union Name, on 8/9/06 Date, [Signature] Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-06/07 STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

approved [Signature]

RECEIVED BY DEPARTMENT OF HUMAN RESOURCES 06/25/06 8:52 AM 7:43 PSC FORM 1 (9/96)

20

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **The contractor will install a proprietary legislative tracking software system, as customized/modified for the San Francisco legislative environment, and will provide training to department staff, including Train the Trainer sessions for department civil service staff.**

B. Which, if any, civil service class normally performs this work? **1053, 1054, 1063, 1064**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **The off-the-shelf system already meets 90% of the Board of Supervisors' requirements. Customization of the existing system should be performed by the vendor's programmer staff.**

B. Would it be practical to adopt a new civil service class to perform this work? **No** Explain. **The work to be performed is proprietary, and is being done on a one-time basis.**

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

Yes      No

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

B. Will the contractor train City and County employees?

- Describe training and indicate approximate number of hours. **System user and Administrator training. Approximately 100 hours.**

- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate number to be trained. **Legislative data entry clerks, legislative aides, BOS IT staff.**

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

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

*Madeleine Licavoli*

Signature of Departmental Personal Services Contract Coordinator

Madeleine Licavoli  
Print or Type Name

(415) 554-7722  
Telephone Number

1 Carlton B. Goodlett Place

Room 244

Address

21

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Bicycle counting Equipment MaintenanceFunding Source: Operating FundsPSC Amount: \$500,000PSC Est. Start Date: 02/07/2017PSC Est. End Date 01/31/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The vendor will provide both remote and in-person maintenance of the automated bicycle counter equipment and proprietary software system that is currently placed in approximately 75 locations throughout the City. The bicycle counters not only require as-needed software and equipment maintenance, but occasional battery replacement, and infrequent parts replacements, in order to continue functioning. The vendor is required to provide automatic data transmission of the system-wide data collected by the bicycle counting equipment. The vendor will provide physical inspections of the ZELT Eco-Counter equipment semi-annually.

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

The modal data collected is a critical resource for the many SFMTA projects that are prospective, in development, or in progress, and is an excellent source of information for the annual report. Should this service be denied, then this unique quality of modal data that is specific to bicycles would be absent and cause a void in the agency's abilities to produce detailed reports on transportation patterns throughout the City and measure progress towards key performance indicators within the SFMTA Strategic Plan.

**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.**

Staff have been performing small maintenance tasks with purchase ordered services, but more specialized and expansive maintenance expertise is now required.

**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.**

not applicable

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

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

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

B. Explain the qualifying circumstances:

Civil service classes can provide a small portion of the work, but not possess the proprietary software and hardware knowledge or equipment parts required to maintain these devices. Eco-Counter is the sole source able to perform this work. The bicycle counters require as-needed software and equipment maintenance.

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

- A. Specify required skills and/or expertise: The vendor would be Sole Source, Eco-Counter, and is the manufacturer of ZELT Eco-Counters. Eco-Counter must possess the expertise for the proprietary software that will be adjusted and calibrated remotely by the vendor. The vendor will possess automatic data transmission capability and the ability to provide systemwide data reports. The vendor must have staff who will conduct physical inspections of the hardware and make necessary repairs.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1091, IT Operations Support Admin I; 5288, Transportation Planner II; 7318, Electronic Maintenance Tech;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
Yes. The contractor will provide proprietary parts for the ZELT Eco-Counter.

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

Only a portion of this work can be performed by classes 7318 Electronic Maintenance Technician, 5288 Transportation Planner II, and 1091 IT Support Operations Support Administrator I.

**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 can provide a small portion of the work, but not possess the proprietary software and hardware knowledge or equipment parts required to maintain these devices. Eco-Counter is the sole source able to perform this work.
- 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. Classifications already exist, but the software and equipment parts are proprietary to the sole source vendor. The equipment maintenance on these devices are on an as needed basis beyond the required semi-annual physical inspections.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training is provided for proprietary equipment maintenance and software.
- 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 12/06/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Electrical Workers, Local 6; 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 San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43653 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017



# Receipt of Union Notification(s)

**Hamada, Cynthia**

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Tuesday, December 06, 2016 9:48 AM  
**To:** Hamada, Cynthia; L21PSCReview@ifpte21.org; oashworth@ibew6.org; khughes@ibew6.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43653 - 16/17

RECEIPT for Union Notification for PSC 43653 - 16/17 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 43653 - 16/17 for \$500,000 for Initial Request services for the period 02/07/2017 – 01/31/2022. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8314> 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)**

## Sole Source Documentation



**SFMTA**  
 Municipal  
 Transportation  
 Agency

1300 South Van Ness Avenue, San Francisco, CA 94103  
 General Services Agency, Director  
 Edward D. Reiskin, Director of Transportation

October 25, 2016

**Romulus Asenloo**  
 Acting Director, Contract Monitoring Division  
 General Services Agency  
 30 Van Ness Avenue, 2nd Floor  
 San Francisco, CA 94102

**Subject: Request for Sole Source Waiver of San Francisco Administrative Code Chapter 14B for Eco-Compteur Inc. / Eco-Counter Inc. in the Amount of \$500,000**

Dear Mr. Asenloo:

The San Francisco Municipal Transportation Agency (SFMTA) requests your approval of a sole source waiver of San Francisco Administrative Code Chapter 14B Local Business Enterprise Subcontracting Requirements for Eco-Compteur Inc. / Eco-Counter Inc.

The City has 75 bicycle counters installed around the City which function with inductive loops to continuously count and log the number of bicyclists. These inductive loops are ZELT model which are the only model capable of distinguishing between bicycles and other vehicles in the roadway. The ZELT bike counters owned by the City include software that automatically transmits data from the counters and can reconstruct the data if the data is lost. These specialized counters require routine maintenance and service, including battery replacement and software debugging.

A sole source waiver is necessary because only Eco-Compteur Inc. / Eco-Counter Inc. is capable of performing maintenance on the ZELT Eco-Counter products. In addition, Eco-Counter is the sole creator of software (Eco-Visio) and web interfaces (Eco-Link, Eco-Totem) for interpreting and analyzing bike counter data from the ZELT bicycle counters, and Eco-Counter is uniquely capable of making adjustments, remotely or in-person, to ensure optimum accuracy of the equipment.

The SFMTA would like to pursue a multi-year software and equipment maintenance contract with Eco-Compteur Inc / Eco-Counter Inc. The total cost of the agreement is not to exceed \$500,000.

Please contact Lome Aseron at [Lome.Aseron@sfmta.com](mailto:Lome.Aseron@sfmta.com) or 415.701.5332 with any questions or concerns you may have regarding this request.

Sincerely,

**Edward D. Reiskin**  
 Director of Transportation



CITY AND COUNTY OF SAN FRANCISCO
CONTRACT MONITORING DIVISION

S.F. ADMINISTRATIVE CODE CHAPTERS 12B and 14B
WAIVER REQUEST FORM
(CMD-201)

Send completed waiver requests to:
cmd.waiverrequest@sfgov.org or
CMD, 30 Van Ness Avenue, Suite 200, San Francisco, CA
94102

FOR CMD USE ONLY
Request Number: 8481
OCT
CMD

Section 1. Department Information

Department Head Signature: [Signature]
Name of Department: Municipal Transportation Agency
Department Address: 1 South Van Ness Avenue, 6th Floor, San Francisco, CA 94103
Contact Person: Jeff Banks
Phone Number: 701-5331 E-mail: Jeffrey.Banks@sfrmta.com

Section 2. Contractor Information

Contractor Name: Eco-Compteur Inc / Eco-Counter Inc Vendor No.: 79347
Contractor Address: 715-3981 St-Laurent Blvd, Montreal, QC, 1Y5, Canada
Contact Person: William Hyerle Contact Phone No.: (514) 849-9779

Section 3. Transaction Information

Date Waiver Request Submitted: October 25, 2016 Type of Contract: Sole Source, Software & Equipment Maintenance
Contract Start Date: December 1, 2016 End Date: December 31, 2021 Dollar Amount of Contract: \$ 500,000.00

Section 4. Administrative Code Chapter to be Waived (please check all that apply)

[X] Chapter 14B Note: Employment and LBE subcontracting requirements may still be in force even when a
14B waiver (type A or B) is granted.

Section 5. Waiver Type (Letter of Justification must be attached, see Check List on back of page.)

- [X] A. Sole Source
B. Emergency (pursuant to Administrative Code §6.60 or 21.15)
C. Public Entity
D. No Potential Contractors Comply (Required) Copy of waiver request sent to Board of Supervisors on:
E. Government Bulk Purchasing Arrangement (Required) Copy of waiver request sent to Board of Supervisors on:
F. Sham/Shell Entity (Required) Copy of waiver request sent to Board of Supervisors on:
G. Subcontracting Goals
H. Local Business Enterprise (LBE)

CMD/HRC ACTION
12B Waiver Granted: 14B Waiver Granted: X
12B Waiver Denied: 14B Waiver Denied:
Reason for Action: Only Eco-Compteur Inc. / Eco-Counter Inc. can performing maintenance on equipment, and
is the sole creator of the software and web interfaces needed to interpret and analyze data from the equipment.
CMD Staff: Lupe Arreola Date: 11/4/2016
CMD Director: [Signature] Date: 11/7/16
HRC Director (12B Only): Date:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC.# \_\_\_\_\_)

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

Type of Service: Marketing and Branding Services

Funding Source: General Fund

PSC Duration: 4 years

PSC Amount: \$1,000,000

**1. Description of Work**

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

The selected contractor(s) will develop and provide marketing, branding, internal and external communication plans, and media development services for the Department of Public Health. These services are essential for the Department to introduce, deliver services, and new initiatives to both internal and external audiences.

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

Expansions of the Affordable Care Act and Medicaid have increased the number of insured patients, creating a growing need for Department of Public (DPH) to better communicate and brand its services. In addition to several new and continuing internal initiatives such as the upcoming Electronic Health Record (EHR) project, continuing consolidation of services, patient and staff experience require a clear inclusive and effective communication plan. Communication and branding of services is crucial for access and achieving better health services to the community. Denial of this request will hamper the Department's ability to deliver effective services and compete in the new marketplace.

**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?**

If there is a continued need.

**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.

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

B. Explain the qualifying circumstances:

The growing number of diverse clients has created a need for the Department to provide guidance and communication to patients of programs and navigating our system. It is critical to provide clear communication of our health care services to our diverse community with its multilingual needs. Services are as-needed and short-term, as they are necessary only to establish communication and branding systems and identify best practices for reaching and providing information effectively to the large San Francisco demographic. A firm with particular experience in branding and communication to diverse communities in regards to health services, is needed to better serve our patients and provide the best patient care.

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

- A. Specify required skills and/or expertise: Contractor(s) must have experience in brand strategy and definition and with development and roll-out of new branding as well as relevant project experience in health care, public sector, change management, brand development, marketing, and media development. Contractor(s) must have experience with diverse audiences of multiple backgrounds including diverse racial, ethnic, language, sexual orientation, gender preference, and socioeconomic backgrounds. Ability and expertise in working with diverse groups; including those with lower literacy rates, differing language capabilities, those who are multi-lingual in English, Spanish, Chinese and/or Tagalog (and sometimes other languages); and cultural understanding and competency. Contractor(s) must have implementation capabilities to rollout future communication efforts including print, web, social media, public outreach campaigns, and other effective venues to reach San Francisco Health Network populations. Experience in the communication rollout of an electronic health record system is crucial for inclusive access to health care for all members of the San Francisco community.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1312, Public Information Officer; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 0933, Manager V;
- 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?**

The Department is utilizing standard efforts through the its communications section, but does not have the resources or expertise to rollout and implement these services in the time needed.

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

- A. Explain why civil service classes are not applicable.  
The wide range of resources, expertise, implementation and coordination skills for branding, marketing, and media development are as-needed services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No.

**6. Additional Information**

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



- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so; please explain what that will entail; if not, explain why not.  
There is no formal training as part of the contracts under this PSC, but some knowledge transfer is expected to civil service communication staff who will work in concert with the contractor(s) regarding current marketplace resources.
- 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 08/15/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Municipal Executive Association; 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St., Room 307 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40855 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

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**From:** dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org  
**Sent:** Monday, August 15, 2016 3:39 PM  
**To:** Hale, Jacquie (DPH); camaguey@sfmea.com (contact); staff@sfmea.com;  
L21PSCReview@ifpte21.org; Kyaun, Florence (DPH); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40855 - 15/16

RECEIPT for Union Notification for PSC 40855 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 40855 - 15/16 for \$1,000,000 for Initial Request services for the period 09/01/2016 – 08/31/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7538> 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: PUBLIC HEALTH -- DPH

Dept. Code: DPH

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

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

Type of Service: Medical Laboratory Testing Services

Funding Source: General Funds

PSC Duration: 4 years

PSC Amount: \$500,000

**1. Description of Work**

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

The contractor will perform as-needed laboratory services for urinalysis testing for the San Francisco Department of Public Health Psychiatry Division's Office-Based Opioid Treatment (OBOT) Section, to include the Standard Test Panel certified by the State of California Health and Human Services Agency, Department of Health Services. Toxicology tests will include screening urine samples for the following toxins: Phenobarbital, Secobarbital, Pentobarbital, Butalbital, Morphine, Codeine, Hydrocodone, Hydromorphone, 6-Acetylmorphine, Amphetamine, Methamphetamine, Methadone, Methadone Metabolite, Cocaine and Benzodiazepine.

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

The services are necessary in order for the Department to continue effective delivery of substance abuse services to clients of the Department of Public Health. Denial will impact program effectiveness and decrease the quality of outcomes.

**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 was performed under a purchase order administered by the Office of Contract Administration.

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

If there is a continued need.

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

**2. Reason(s) for the Request**

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

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

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

B. Explain the qualifying circumstances:

Due to the relatively low volume and specialized nature of the tests it is not practical to assume the testing function in-house.

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

A. Specify required skills and/or expertise: The contractor must have at least five years of experience providing the requested testing services; Contractor must have a commercial laboratory and all related equipment to provide such testing; Contractor must have an effective method to accept samples through the US Mail and must provide the results within the specified turnaround time in a manner specified by the City; Contractor must have trained personnel to perform the services.

B. Which, if any, civil service class(es) normally perform(s) this work? 2462, Microbiologist; 2464, Senior Microbiologist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide a fully equipped and licensed laboratory to perform the requested tests.

**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.

At the present time the Public Health Laboratory is not equipped to perform the requested low volume of intermittent, as-needed urinalysis services.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Due to the relatively low volume and specialized nature of the tests it is not practical to adopt a new civil service class for this work.

**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 will be provided. Training is not part of the purpose of the services needed.

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 10/19/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Teamsters, Local 856 Health Workers

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

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Rm. 307 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46323 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# Receipt of Union Notification(s)

**Hale, Jacquie (DPH)**

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**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, October 19, 2016 5:14 PM  
**To:** 'teamsters@ibt856.org'  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** FW: Notice for new PSC over \$100K PSC # 46323 - 16/17  
**Attachments:** 46323-1617 Medical Lab Testing Services 2.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Delivery</b>	<b>Read</b>
	'teamsters@ibt856.org'		
	DHR-PSCCoordinator, DHR (HRD)	Delivered: 10/19/2016 5:14 PM	
	Longhitano, Robert (DPH)	Delivered: 10/19/2016 5:14 PM	Read: 10/19/2016 5:18 PM

**From:** Hale, Jacquie (DPH)  
**Sent:** Wednesday, October 19, 2016 5:03 PM  
**To:** 'jlanthier@ibt856.org' <jlanthier@ibt856.org>; 'dlawson@ibt856.org' <dlawson@ibt856.org>; 'pfinn@ibt856.org' <pfinn@ibt856.org>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** Notice for new PSC over \$100K PSC # 46323 - 16/17  
**Importance:** High

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 46323 - 16/17 for \$500,000 for Initial Request services for the period 10/01/2016 – 09/30/2020. Notification of 30 days (60 days for SEIU) is required. Please see attached.



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: As-Needed Special Inspection and Testing Services

Funding Source: Interdepartmental Work Orders

PSC Amount: \$4,000,000

PSC Est. Start Date: 02/06/2017

PSC Est. End Date 07/31/2023

**1. Description of Work**

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

Provide special construction and building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services.

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

This contract will offer services that are normally not provided by the City's staff and facilities. These services are required as part of code requirement for the building inspection process. Denial could cause building code violations, occupancy denials and delays to projects that would result in additional costs to the City. The City does not possess these special expertise and testing laboratories.

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 was previously approved by the Civil Service Commission on PSC # is 4076-09/10.

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.

PSC duration exceeds 5 years to account for time needed to advertise and award contracts. Public Works' as needed services can not exceed a contract term of more than 5 years.

**2. Reason(s) for the Request**

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

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

B. Explain the qualifying circumstances:

Special testing and inspection services are required on an if and as-needed basis when the City staff is unable to perform the services due to peak workloads or lack of specialized expertise, facilities or equipment.

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

A. Specify required skills and/or expertise: Licensed and/or certified professionals with expertise in special construction materials inspection and testing for a wide variety of construction activities such as Office of Statewide Health Planning and Development (OSHPD) inspections, Corrosion Inspection and Testing,

International Conference of Building Officials (ICBO) and Certified Welding Inspection (CWI) inspections, structural, under-pinning, shoring observation, spray-applied fireproofing, etc.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5174, Administrative Engineer; 5207, Assoc Engineer; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Consultants will provide extensive testing facilities and equipment for these services. The City does not have these facilities and equipment and it is not cost-effective for the City to provide them.

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

The Department is encouraging current employees to get education, training, and certification in various special inspection and testing methods.

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

- A. Explain why civil service classes are not applicable.  
Civil Service classifications are applicable. Qualified City staff and laboratory will continuously provide certain limited special inspection and testing services; however, the broad scope of special inspection services is more specialized than the unique work exceeds the City's current capabilities of staff and equipment.
- 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. Civil Service classifications already exist. Special testing and inspection services are required on an if and as-needed basis when the City staff is unable to perform the services due to peak workloads or lack of specialized expertise, facilities or equipment.

**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, City classifications already exist. This will only be utilized on an as-needed basis.
- 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 12/12/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21**

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

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48966 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

**Dea, Tiffany (DPW)**

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**From:** dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org  
**Sent:** Monday, December 12, 2016 10:23 AM  
**To:** Camillo, Stacey (DPW); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Dea, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48966 - 16/17

RECEIPT for Union Notification for PSC 48966 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48966 - 16/17 for \$4,000,000 for Initial Request services for the period 02/06/2017 – 07/31/2023. 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/8321> 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

September 19, 2013

SCOTT R. HELDFOND  
PRESIDENT

E. DENNIS NORMANDY  
VICE PRESIDENT

DOUGLAS S. CHAN  
COMMISSIONER

KATE FAVETTI  
COMMISSIONER

GINA M. ROCCANOVA  
COMMISSIONER

JENNIFER C. JOHNSTON  
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4017-13/14; 4018-13/14; 4020-13/14 THROUGH 4022-13/14; 4045-11/12; 4061-07/08; 3035-11/12 AND 4076-09/10.**

At its meeting of September 16, 2013 the Civil Service Commission had for its consideration the above matter.

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

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

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON  
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency  
Micki Callahan, Department of Human Resources  
Jacquie Hale, Department of Public Health  
Shamica Jackson, Public Utilities Commission  
Sung Kim, Department of Public Works  
Sheila Layton, Juvenile Probations  
Joan Lubamersky, General Services Agency  
Ben Rosenfield, Controller's Office  
Jaci Fong, Office of Contract Administration  
Commission File  
Chron

POSTING FOR  
09/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4017-13/14	12	Juvenile Court	Regular	\$540,000	Contractor will provide electronic monitoring services and necessary equipment for eligible Juvenile Probation Department (JPD) youth. Service will allow the department to track youth released to the program in lieu of detention.	1/1/2014 - 1/31/2017
4018-13/14	68	Municipal Transportation Agency	Regular	\$240,000	To provide an independent evaluation of the quality of the San Francisco Municipal Transportation Agency's (SFMTA) operations as required under San Francisco Charter Section 8A.107. The consultant will conduct field research including meetings with staff reviewing data collection and calculation methodologies, evaluate/assess the integrity of data and the extent to meet the goals, objectives and standards; identify opportunities to improve services; prepare a report and present the report in public hearings before the Citizens Advisory Council, SFMTA Board of Directors, and the San Francisco Board of Supervisors.	1/1/2013 - 1/30/2019
4020-13/14	70	General Services Agency	Regular	\$1,000,000	Clean interior and exterior windows, skylights and roof windows, greenhouses, plexiglas, mirrors, stained glass, etc. at City-owned facilities in San Francisco, San Mateo and Alameda Counties.	12/1/2013 - 1/30/2016
4021-13/14	81	Public Health	Regular	\$700,000	The contractor must be a Qualified/Authorized Medical Physicist and will perform acceptance testing, calibration, consultations, and safety surveys of all imaging equipment in Radiology, Operating Room, Cardiology, Gastrointestinal, Orthopedics and Dental departments and other departments as needed and assist in the development of quality control programs in all departments within a given facility. A Qualified or Authorized Medical Physicist is an individual who is competent to practice independently in one or more of the subfields of medical physics. Normal expenditures for the Department are approximately \$40,000 / year. However, due to the SFGH rebuild and the introduction of nuclear medicine capabilities it is anticipated that the annual usage may temporarily increase, and then return to the normal levels once the facility is fully operational.	1/1/2014 - 12/31/2018
4022-13/14	81	Public Health	Regular	\$4,200,000	Contractor(s) will provide studies to comply with the requirements of City Planning, Joint Commission (which accredits hospitals), and other regulatory agencies which will include: assessment and feasibility studies of future uses for DPH buildings after the San Francisco General Hospital re-build; future bond measures; Institutional Master Plan and SFGH Campus Master Plan updates, code advisory services related to regulatory compliance issues.	5/1/2013 - 4/30/2018

Total Amount - Regular: \$6,680,000



POSTING FOR  
09/16/2013

PROPOSED PERSONAL SERVICES CONTRACTS  
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

PSC No	Dept No	Dept Description	Approval Type	Modified Amount	Cumulative Total	Description of Work	Start Date - End Date
4045-11/12	40	Public Utilities Commission	Regular	\$500,000	\$596,500	The contractor will provide helicopters and certified pilots to provide as needed services including: Aerial surveying and patrol services to support the maintenance of the power transmission system; transportation services for emergency repairs of infrastructure to areas not accessible all year; transportation to SFPUC and Hetch Hetchy Water and Power facilities in the event of unforeseen disasters or emergencies; and, priority shuttle service between the SFPUC facilities in the Sierra Nevada and the Bay Area.	11/7/2011 - 1/30/2016
4061-07/08	40	Public Utilities Commission	Regular	\$750,000	\$5,750,000	Water quality related support services including but not limited to software maintenance, technical reviews and studies; analysis of scope change impacts; permit amendments; bench-scale and pilot studies; treatment plant optimization and performance studies; mixing and fluid mechanics evaluations; regulatory compliance and reports; hydraulic modeling and reporting; and future operations planning for the overall system.	12/3/2007 - 1/30/2018
3035-11/12	81	Public Health	Regular	\$33,600	\$100,800	This temporary shuttle bus service will operate six hours a day during peak commute times to decrease the number of single-occupancy vehicles traveling to the San Francisco General Hospital (SFGH) campus. This service is intended to positively impact air quality and reduce traffic and congestion related to the Rebuild of SFGH. The shuttle will operate between SFGH and major transit hubs as directed by the SFGH Rebuild Environmental Impact Report's Environmental Mitigation Measures while the SFGH Rebuild project is underway. The goal of this project is to reduce environmental hazards from excess traffic and improve transportation options.	7/30/2011 - 6/30/2014
4076-09/10	90	Public Works	Regular	\$4,000,000	\$7,798,000	Provide special construction & building materials inspection and testing services for the City's building, construction and renovation projects on an as-needed basis. The testing agencies will utilize certified staff to perform reinforced concrete, high strength bolting, structural steel welding, masonry, shotcrete, and spray-applied fireproofing inspection and testing services. The City intends to award five (5) contracts for \$800,000 and contract duration of five (5) years each.	1/4/2010 - 2/31/2019

Sum of Modified Amounts: **\$5,283,600**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Building Commissioning to Check Building Systems

Funding Source: Real Estate Dept Project Funds

PSC Amount: \$3,000,000

PSC Est. Start Date: 03/01/2017

PSC Est. End Date 02/29/2024

**1. Description of Work**

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

Post-construction building monitoring services for building commissioning, optimization and energy efficiency. Vendor will identify the intent of the building designers for the operation of each of the building systems such as cooling, heating, ventilation systems and identifying issues that are preventing the system to operate efficiently and optimally. Building commissioning can prevent "building drift" which is when building fans, pumps, valves, boilers and chillers and the computer systems that controls the operation of them need to be tuned and recalibrated to return them to optimal operation. Vendor will provide services to multiple City buildings including City Hall, One South Van Ness, 1650 Mission, 1660 Mission, 25 Van Ness, 30 Van Ness, and the Hall of Justice. Each building will be checked every 3-4 years.

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

Denial will lead to building system operation drifting and becoming inefficient and resulting increasing operating and repair costs and higher energy usage.

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 was previously provided through a contract managed by the San Francisco Public Utilities Commission. That department has discontinued providing contract services to other departments. Real Estate is contracting for these services as it is charged with the operation and maintenance of City building and requires these professional engineering services for optimization of City buildings.

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.

See memo

**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:

As needed expertise in multiple building commissioning services to a variety of building systems.

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

- A. Specify required skills and/or expertise: Monitoring services for optimization of building heating/cooling, lighting and control systems to maintain building systems operation and energy efficiency.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5219, Senior Structural Engineer; 5241, 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?**

Building commissioning services require a broad team and specialized knowledge and expertise and are not available within the City.

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

- A. Explain why civil service classes are not applicable.  
Building commissioning requires a broad team and specialized knowledge of a number of building systems not available from the City. This is why the San Francisco Public Utilities contracted for these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. This work is related to the maintenance of building's efficient operations and requires expertise with various building types and emerging technologies used in the design of modern green buildings usually not available from the City. It is not practical to adopt a new civil service class since building optimization services is not required on a continuous basis.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
There will be no training provided. Training for specialized as needed tasks in skills that evolve and are upgraded over time would not be a good investment for the City.
- 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 12/12/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21**

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

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

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47074 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

**Lubamersky, Joan (ADM)**

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Monday, December 12, 2016 5:21 PM  
**To:** Lubamersky, Joan (ADM); L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47074 - 16/17

RECEIPT for Union Notification for PSC 47074 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47074 - 16/17 for \$3,000,000 for Initial Request services for the period 03/01/2017 – 02/29/2024. 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/8329> 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

**Lubamersky, Joan (ADM)**

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**From:** Paul Kim <pkim@ifpte21.org>  
**Sent:** Wednesday, January 11, 2017 10:43 AM  
**To:** Lubamersky, Joan (ADM)  
**Subject:** RE: Request to correct clerical error Personal Services Contract (PSC) Building Commissioning PSC 47074-16.17

Hi Joan,

After reviewing this summary, the Union has no objection with this PSC #47074 moving forward. Thank you.

Paul Kim  
Representative/Organizer  
IFPTE Local 21  
1167 Mission St, 2<sup>nd</sup> Floor  
San Francisco, CA 94103  
(415) 914-7351

**From:** Lubamersky, Joan (ADM) [mailto:joan.lubamersky@sfgov.org]  
**Sent:** Monday, January 09, 2017 1:53 PM  
**To:** Paul Kim <pkim@ifpte21.org>  
**Subject:** FW: Request to correct clerical error Personal Services Contract (PSC) Building Commissioning PSC 47074-16.17

Hello Paul.

I will call you this afternoon concerning the clerical error on this Personal Services Contract request.

If it is OK with you for us to move ahead correcting it, would you please reply to me by email to that effect?

Many thanks.

Best regards,

Joan

*Joan Lubamersky*  
General Services Agency-Office of the City Administrator  
City Hall  
One Carlton B. Goodlett Place, Room 362  
San Francisco, CA 94102  
Telephone: 1-415-554-4859  
Fax: 1-415-554-4849

**From:** Lubamersky, Joan (ADM)  
**Sent:** Wednesday, January 04, 2017 1:14 PM  
**To:** 'pkim@ifpte21.org' <pkim@ifpte21.org>  
**Subject:** Request to correct clerical error Personal Services Contract (PSC) Building Commissioning PSC 47074-16.17

Hello Paul.

I coordinate contracts for the City Administrator which includes the Real Estate Division.

I submitted PSC 47074-16.17 and listed classifications in Item 3B that were an error. I included some IT classes which should not have been included.

The Department of Human Resources advised me to request agreement from Local 21 to delete these classes from our PSC request.

This inquiry is only a clerical issue -- not about the work to be performed.

Please see attached PSC Form 1 which includes on page 2 the deletions of the IT classes.

If have no objection to this deletion, I would very much appreciate your responding to this email to let me know.

Thank you very much.

Email is the best way to reach me.

Best regards,

Joan

*Joan Lubamersky*

General Services Agency-Office of the City Administrator  
Contract Coordinator  
City Hall  
One Carlton B. Goodlett Place, Room 362  
San Francisco, CA 94102  
Telephone: 1-415-554-4859  
Fax: 1-415-554-4849



# Additional Attachment(s)



OFFICE OF THE  
CITY ADMINISTRATOR



Edwin M. Lee, Mayor  
Naomi M. Kelly, City Administrator

MEMORANDUM

DATE: January 17, 2017

TO: Honorable Civil Service Commission

FROM: *Joan Lubamersky*  
Joan Lubamersky, Contract Coordinator

SUBJ: PSC 4074-16.17, Building Commissioning  
Requested Duration Over Five Years

The Real Estate Division requests a duration of over five years to allow for continuity in the design, development and implementation of upgrades that will be necessary for City buildings. We believe that a seven year duration will provide that continuity and also allow time to transition to future potential service providers.

Historic buildings such as City Hall present special challenges in building commissioning. Any upgrades must respect that landmark status of the structure. City Hall is one of the structures that will be involved in this project.

Thank you for your consideration. We would be pleased to respond to any questions you may have.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW

Dept. Code: DPW

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

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

Type of Service: Material Testing and Special Inspection Services

Funding Source: 2016 Public Health & Safety Bond

PSC Amount: \$4,000,000

PSC Est. Start Date: 03/01/2017

PSC Est. End Date: 03/01/2023

**1. Description of Work**

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

San Francisco Public Works (Public Works) is seeking a qualified team of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the Public Health and Public Safety projects under the 2016 Public Health and Safety Bond Program (2016 PHS). The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of the building structure to ensure compliance with the approved plans and specifications. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes, Office of Statewide Health Planning and Development (OSHPD) regulations, and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel, shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding special moment-resisting frame; fiber wrapping at columns; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction tests), excavation, and backfill; and sprayed-on fireproofing.

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

MTSI services are critical in the monitoring of all structural work and are required by OSHPD, Local and State Building Codes as part of the permitting and building inspection process; however, City staff and the City's Materials Testing Lab do not possess the expertise, resources, and equipment to perform all of the structural inspection and materials testing required. If these consultant services are denied, the hospital seismic upgrade/renovation, health center, ambulance deployment facility, fire station improvements and homelessness site projects under the 2016 PHS may not be delivered in accordance with the established budgets and schedules, which may result in failure to meet voter mandate. Denial of this service could also adversely impact the City's readiness to have these essential facilities ready and operational in the event of a major earthquake.

**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 service were provided under PSC#4096-09/10 approved on March 15, 2010 for 525 Golden Gate – PUC Headquarters building; PSC#4006-09/10 approved on July 6, 2009 for San Francisco General Hospital Rebuild Project; and PSC#4021-11/12 approved on September 23, 2011 for Public Safety Building and Neighborhood Fire Stations Projects.

**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.  
2016 PHS includes many projects that will be initiated and completed in excess of the five year duration. The MTSI Consultant must be available throughout that duration to support all active projects to ensure the success of them.

**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:

The 2016 Public Health and Safety Bond program, requires specialty expertise and equipment to provide the material testing and special inspection services for an array of specialized facilities aforementioned. Due to the aggressive schedule, complexity and size of the program which occurs only periodically and would require a significant amount of personnel resources and equipment to address the needs, it would be more practical to utilize an outside consultant to focus on these areas, instead of adopting new civil service classifications to perform these tasks under a finite and aggressive timeline.

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

- A. Specify required skills and/or expertise: Consultant must possess a staff of licensed and/or certified professionals specializing in structural inspections and materials testing with expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, fiber wrapping at columns, masonry, utility seismic bracing, soil compaction, and structural masonry. Inspection personnel should possess certifications from International Conference of Building Officials (ICBO), American Concrete Institute (ACI), and/or American Welding Institute (AWI) – whichever license or certification is applicable for the specific field inspection. The MTSI consulting team shall also possess testing equipment such as the slab scanning machine with periodic maintenance and proper calibration ready to perform slab scanning as required for the various sites.

- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5304, Materials Testing Aide; 5305, Materials Testing Technician; 6318, Construction Inspector; 6319, Senior Const Inspector; 6331, Building Inspector; 6333, Senior Building Inspector; 6334, Chief Building Inspector;

- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the consulting firm must be equipped with specialized equipment to perform non-destructive welding inspection and testing and high-capacity dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs. Other equipment will be necessary to supplement equipment possessed by the City.

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

City's Materials Testing Lab has reviewed the MTSI scopes and confirmed that with the current staffing plan and division capacity, the City's Materials Testing Lab can perform only some of the required tasks, such as the soil compaction tests, concrete compression test & sampling, and reinforcing steel tensile strength test and sampling. The City's Materials Testing Lab does not have the specialty expertise and/or equipment to inspect the structural welding, drilled dowels and anchors, high-strength bolting, fireproofing, fiber wrapping at columns, utility seismic bracing, structural masonry, excavation, and backfill as required for the projects.

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

A. Explain why civil service classes are not applicable.

Civil Service Classifications are applicable. However, the more specialized MTSI services with large work scopes and resource demands, exceed the City's current capabilities of staff and equipment. The MTSI Team will be coordinated with the City's Materials Testing Lab in performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading, and etc. Civil service classifications will be utilized where applicable and when resources (staff and equipment) are available. These contractual services will be used to augment City staff when the City does not have adequate resources to address the material testing and special inspection required for the projects.

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 aggressive schedule for the 2016 Public Health and Safety Bond Program does not allow for the creation of an array of new Civil Service Classifications and purchase of necessary equipment (and housing of the equipment), to facilitate the performance of these various and specialized tasks.

**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, the contractor will not train City and County employees because the services are only needed for the duration of the projects. There will be no need to transition the works back to the City staff after the project is complete; therefore, there will be no training required from Contractor to City staff.

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 12/13/2016, the Department notified the following employee organizations of this PSC/RFP request:

Building Inspectors - 6331, 6333; Building Inspectors - Chief 6334; Prof & Tech Eng, 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43604 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

## Dea, Tiffany (DPW)

---

**From:** Dea, Tiffany (DPW)  
**Sent:** Tuesday, December 13, 2016 11:36 AM  
**To:** 'Linda Shipley'; 'pfinn@ibt856.org'  
**Cc:** DHR-PSCCoordinator, DHR (HRD); Camillo, Stacey (DPW); Lee, Michelle (DPW)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 43604 - 16/17

Good Morning,

Please see below union notification for PSC 43604-16/17 for Teamster 856 (Building Inspectors Association).

Regards,

Tiffany (Tsang) Dea

Contract Administration Division | San Francisco Public Works | City and County of San Francisco  
1155 Market Street, 4th Floor | San Francisco, CA 94103 | (415) 554-6416 | [sfpublicworks.org](http://sfpublicworks.org)  
[twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of [stacey.camillo@sfdpw.org](mailto:stacey.camillo@sfdpw.org)  
**Sent:** Tuesday, December 13, 2016 8:33 AM  
**To:** Camillo, Stacey (DPW) <[Stacey.Camillo@sfdpw.org](mailto:Stacey.Camillo@sfdpw.org)>; [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Dea, Tiffany (DPW) <[tiffany.dea@sfdpw.org](mailto:tiffany.dea@sfdpw.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43604 - 16/17

RECEIPT for Union Notification for PSC 43604 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43604 - 16/17 for \$4,000,000 for Initial Request services for the period 03/01/2017 – 03/01/2023. 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/8330> 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



Local 21

**Dea, Tiffany (DPW)**

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**From:** Paul Kim <pkim@ifpte21.org>  
**Sent:** Wednesday, January 18, 2017 12:52 PM  
**To:** Dea, Tiffany (DPW)  
**Subject:** Re: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

X Yes we are willing to waive the 30 day notification period, thank you.

Get [Outlook for iOS](#)

---

**From:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Sent:** Wednesday, January 18, 2017 11:29 AM  
**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review  
**To:** Paul Kim <pkim@ifpte21.org>  
**Cc:** Lee, Michelle (DPW) <michelle.lee@sfdpw.org>, Tang, Christine (DPW) <christine.tang@sfdpw.org>, Chin, Joe (DPW) <joe.chin@sfdpw.org>, Akin-Taylor, Jumoke (DPW) <jumoke.akin-taylor@sfdpw.org>

Hi Paul,

Can you confirm whether Local 21 is willing to waive the 30 day union notification period for PSC 43604-16/17 and 46459-16/17 as well with the revised changes?

Thank you!

Tiffany (Tsang) Dea  
Ph: 415-554-6416

---

**From:** Paul Kim [mailto:pkim@ifpte21.org]  
**Sent:** Wednesday, January 18, 2017 10:08 AM  
**To:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Cc:** Lee, Michelle (DPW) <Michelle.Lee@sfdpw.org>; Chin, Joe (DPW) <Joe.Chin@sfdpw.org>; Tang, Christine (DPW) <Christine.Tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <jumoke.Akin-Taylor@sfdpw.org>  
**Subject:** Re: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Tiffany,

The Union has no objection with these two PSCs moving forward with this new language edited into the summaries. Thank you for your time and I look forward to working with you and this team again.

Paul Kim

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**From:** Paul Kim <pkim@ifpte21.org>  
**Date:** Tuesday, January 17, 2017 at 3:57 PM  
**To:** "Dea, Tiffany (DPW)" <tiffany.dea@sfdpw.org>  
**Cc:** "Lee, Michelle (DPW)" <Michelle.Lee@sfdpw.org>, "Chin, Joe (DPW)" <Joe.Chin@sfdpw.org>, "Tang, Christine

(DPW)" <Christine.Tang@sfdpw.org>, "Akin-Taylor, Jumoke (DPW)" <Jumoke.Akin-Taylor@sfdpw.org>  
**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Tiffany, I got your voicemail, I will need until 10AM tomorrow to let you know.

Paul

**From:** Dea, Tiffany (DPW) [mailto:tiffany.dea@sfdpw.org]  
**Sent:** Tuesday, January 17, 2017 11:45 AM  
**To:** Paul Kim <pkim@ifpte21.org>  
**Cc:** Lee, Michelle (DPW) <Michelle.Lee@sfdpw.org>; Chin, Joe (DPW) <Joe.Chin@sfdpw.org>; Tang, Christine (DPW) <Christine.Tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>  
**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Paul,

I wanted to follow up on the changes to see if there are any comments or additional changes that need to be made.

The DHR Coordinator told me that I need to submit the revisions this by COB today for PSC posting.

Please let me know know.

Thank you!

Tiffany (Tsang) Dea  
Ph: 415-554-6416

**From:** Dea, Tiffany (DPW)  
**Sent:** Friday, January 13, 2017 1:57 PM  
**To:** 'Paul Kim' <pkim@ifpte21.org>  
**Cc:** Lee, Michelle (DPW) <michelle.lee@sfdpw.org>; Chin, Joe (DPW) <joe.chin@sfdpw.org>; Tang, Christine (DPW) <christine.tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>  
**Subject:** PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Paul,

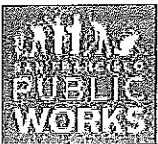
It was great to finally meet you.

Per our discussion, please see attached copies of the revised PSCs for PSC 43604-16/17 – Material Testing and Special Inspection Services and PSC 46459-16/17 – Construction Management Support Services for your review.

The changes have been highlighted in gray.

Please let me know if this revision is acceptable. If all looks good, I can make the change in the PSC database.

Thank you!



**Tiffany (Tsang) Dea**  
Contract Analyst

Contract Administration Division | San Francisco Public Works | City and County of San Francisco

Teamster  
856

**Dea, Tiffany (DPW)**

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**From:** Linda Shipley <lshipley@ibt856.org>  
**Sent:** Wednesday, January 18, 2017 11:27 AM  
**To:** Dea, Tiffany (DPW); Burns, Alexander (DPW); Donnelly, Edward (DBI)  
**Subject:** RE: PSC 43604-16/17 - Teamster 856 Request for Union Waiver



Yes, in that case we are willing to waive the notification.

Linda Shipley  
Staff Attorney  
Teamsters Local 856  
Tel: (650)635-0111  
Fax: (650)635-1632

---

**From:** Dea, Tiffany (DPW) [tiffany.dea@sfdpw.org]  
**Sent:** Wednesday, January 18, 2017 11:25 AM  
**To:** Linda Shipley; Burns, Alexander (DPW); Donnelly, Edward (DBI)  
**Subject:** RE: PSC 43604-16/17 - Teamster 856 Request for Union Waiver

Hi Linda,

This is the same one as the previous one, however, we need Teamster 856 to confirm that you are willing to waive the 30 day union notification for both PSCs.

Thanks!

Tiffany (Tsang) Dea  
Ph: 415-554-6416

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

**From:** Linda Shipley [mailto:lshipley@ibt856.org]  
**Sent:** Wednesday, January 18, 2017 11:23 AM  
**To:** Burns, Alexander (DPW) <alexander.burns@sfdpw.org>; Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>  
**Cc:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Subject:** RE: PSC 43604-16/17 - Teamster 856 Request for Union Waiver

Is this the version we reviewed during our meeting last week or are there additional revisions? If there are additional ones, can you highlight them for us?

Thank you,

Linda Shipley  
Staff Attorney  
Teamsters Local 856  
Tel: (650)635-0111  
Fax: (650)635-1632

---

From: Burns, Alexander (DPW) [alexander.burns@sfdpw.org]  
Sent: Wednesday, January 18, 2017 11:20 AM  
To: Donnelly, Edward (DBI); Linda Shipley  
Cc: Dea, Tiffany (DPW)  
Subject: PSC 43604-16/17 - Teamster 856 Request for Union Waiver

Good morning Teamster 856,

I have attached the revised PSC Form 1 for PSC 43604-16/17.

Is Teamster 856 willing to waive the 30-day notification for this PSC? If so, due to the urgent nature of this services, we are hoping to have this PSC scheduled for the commission meeting on 2/7/17.

Please email back and confirm whether Teamster 856 can waive the new 30-day union notification period.

Thank You,

[cid:image001.jpg@01CFE3B5.38E3E980]

Alexander Burns  
Contract Administration

---

San Francisco Public Works  
1155 Market Street, 4th Floor  
San Francisco, CA 94103  
Tel: (415) 554-6411  
Fax: (415) 554-6232  
E-Mail: Alexander.Burns@sfdpw.org<mailto:Alexander.Burns@sfdpw.org>

sfdpw.org<<http://www.sfdpw.org/>> \* [twitter.com/sfdpw](http://www.twitter.com/sfdpw)<<http://www.twitter.com/sfdpw>>

# **Additional Attachment(s)**

## PSC's with Similar Services

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 29, 2010 (Revised February 1, 2010)

DEPARTMENT NAME: DEPARTMENT OF PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Materials Testing and Special Inspection Services

FUNDING SOURCE: SFWD Continuing Projects Operating Fund

PSC AMOUNT: \$1,200,000 PSC DURATION: April 1, 2010 to August 1, 2012

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Materials Testing and Special Inspection (MTSI) Team will provide specialized materials testing and special inspection services for the San Francisco Public Utilities Commission (PUC) Headquarters Building Project located at 525 Golden Gate Ave. The MTSI Consultant will be the City's representative leading and coordinating the materials testing and special inspection activities for the Project to ensure compliance with all requirements of state and local regulatory agencies including the International Building Code (IBC), California Building Code (CBC), SF Department of Building Inspection (SFDBI), Special Inspection and Structural Observation, and Contract Documents.

The MTSI Team will provide specialized expertise in conjunction with Civil Service classifications that can perform these functions and will be managed by City staff.

Consultant are needed to perform special inspections and materials testing including but not limited to structural welding, concrete placement, shotcrete placement, reinforcing steel, shotcrete, bolts installed in new concrete, special post-tensioning systems, structural masonry, special grading and in-place soil density tests, excavation and backfill. The MTSI Team will also be responsible to coordinate and work in collaboration with DPW's Material Testing Lab (MTL). MTL will be utilized to perform testing for in-place soil density, reinforcing steel, drilled dowels, and anchor tension testing, and concrete sampling and compressive strength.

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

MTSI services are required by state and local regulatory agencies including SFDBI's building special inspection requirements. DPW MTL staff does not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a project of this magnitude and complexity.

Consequences of denial will result in disabling the City's opportunity of third party special inspections to verify quality, compliance to contract documents and applicable codes. Construction activities that require special inspections would be halted until a qualified consultant is provided.

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 for the San Francisco General Hospital Rebuild Program were approved via PSC# 4006-09/10 on July 6, 2009.

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

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

Local 21 Union Name Signature of person mailing/faxing form: [Signature] Date: February 1, 2010

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

\*\*\*\*\*

PSC# 4096-9/10 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and certified professionals specializing in structural inspections and materials testing including but not limited to expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, and soil compaction. Inspection personnel should possess certifications from the International Conference of Building Officials (ICBO) (or equivalent), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer License, etc.

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

The Civil Service Classifications that may be able to perform some aspects of this work include: 5207 – Asst. Engineer, 5212 – Principal Engineer, 5241 – Engineer, 5218 – Structural Engineer, 5219 – Sr. Structural Engineer, 6318 – Construction Inspector, 6319 – Sr. Construction Inspector, 5304 – Materials Testing Aid, and 5305 – Materials Testing Technician.

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

Yes. The consultant must be equipped with specialized equipment to perform on site non-destructive welding inspection and testing, high strength dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs as well as possess a fully staffed and fully functional materials testing laboratory that can perform a large volume of materials testing for a large project. DPW MTL does not have the capacity to provide large scale testing but will require that a portion of the work be performed by DPW MTL.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable but do not possess all applicable licenses needed for testing of specialized systems including air and water infiltration and curtainwall elements. In addition, significant travel is necessary to assess compliance of materials supplied at various manufacturing sites throughout the country. The highly specialized and large work scope involved demand resources that exceed the City's current staff and equipment capabilities. Upwards of 20 licensed/certified people may be needed at once to meet special inspections and materials testing demands for aspects of the project.

DPW MTL will be utilized to the extent that its capabilities allow to performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment needed.

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

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

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

B. Will the contractor train City and County employees?

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

<input type="checkbox"/>	<input checked="" type="checkbox"/>
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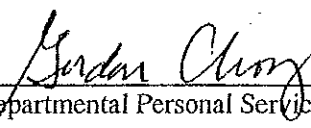
E. Has a board or commission determined that contracting is the most effective way to provide this service?

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

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420  
San Francisco, CA 94103

Address



# March 15, 2010 Regular Meeting

Civil Service Commission - March 15, 2010

## MINUTES

Regular Meeting

March 15, 2010

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

### CALL TO ORDER

2:19 p.m.

### ROLL CALL

President Morgan R. Gorrano	Present
Vice President E. Dennis Normandy	Present (Left at 3:25 p.m. Missed Item #s 8-19)
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present

President Morgan R. Gorrano presided.

### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

- (1) Daniel Boreen requested to see the viewing file.
- (2) Steve Pitocchi, SEIU Local 1021 requested that PSC #s 4092-09/10, 4096-09/10, 4097-09/10, 4100-09/10 and 4103-09/10 be severed.
- (3) Wesley Wakeford, Attorney for Stephen Kloster commented on Item #12 and urged the Commission to objectively review all materials submitted.

**APPROVAL OF MINUTES**

Regular Meeting of February 1, 2010

March 1, 2010: Postpone to the meeting of March 15, 2010.

**Action:** Approve. (Vote of 4 to 0)

Regular Meeting of March 1, 2010

**Action:** Approve. (Vote of 4 to 0)

0024-10-8

**Review of request for approval of proposed personal services contracts.  
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration

4082-09/10	Municipal Transportation Agency	<del>\$17,100,000</del> <b>\$2,569,400</b>	Provide separate professional parking garage management services at the Moscone Center Garage, North Beach/Vallejo Garage, Performing Arts Garage, and Polk/Bush Garage. Services include: oversight of collection, reconciliation and deposit of all parking & non-parking revenue; repair & maintenance of facilities and revenue control equipment; compliance with insurance & bond requirements; providing valet or valet-assisted parking services during special events; providing personnel for cashiering, janitorial & security.	Regular	<del>12/31/12</del> <b>2/29/12</b>
4085-09/10	District Attorney	\$81,840	Provide services for elder abuse victims that include: outreach & support to victims of elder abuse; community presentations to educate regarding elder abuse and legal resources; consultation to prosecution team regarding legal issues in prosecuting financial, physical, emotional, or verbal abuse of elders.	Regular	06/30/12

February 1, 2010:

- (1) Approve request for proposed personal services contract #4082-09/10. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 2 to 1; Commissioner Gorrano dissents.) Continue to the meeting of March 1, 2010. (Three (3) votes are needed for Commission action.)
- (2) Postpone PSC #4085-09/10 to the meeting of March 1, 2010.

March 1, 2010:

Postpone to the meeting of March 15, 2010.

**Speakers:**

Sheila Arcelona and Allen Kennedy, District Attorney's Office spoke on PSC #4085-09/10.

**Action:**

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

(Vote of 4 to 0)

0098-10-8

Review of request for approval of proposed personal services contract.  
(Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4093-09/10	Police	\$400,000	Provide pre-employment polygraph screening on an as-needed basis for entry level police officers, police reserve officers, police cadets and police service aides. Such screening shall include questions regarding prior police history, criminal activity, illegal drug use, drinking habits and incidents of domestic violence. Services also include providing a business site with adequate interrogation facilities divided by one-way mirrors, and equipped with one way sound devices, video and audio recording equipment.	Regular	06/30/14
4094-09/10	Public Health	\$1,300,000	Provide as-needed and after-hours security guard services, and as-needed guard/driver services for the Community Health Network, specifically for the Substance Abuse Services Unit of Ward 93, Opiate Treatment Outpatient Program (OTOP) at San Francisco General Hospital, the Silver Avenue Health Center Methadone/Office based opiate treatment program, Building 80/90 adjacent to the OTOP program, and armed guard/driver services for the operation of the Mobile Methadone Van(s).	Regular	06/30/15
			Provide architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews,		

4095-09/10	Public Works	\$3,000,000	programm-ing and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.	Regular	08/30/15
<del>4096-09/10</del>	Public Works	\$1,200,000	The Materials Testing & Special Inspection (MTSI) Team will provide specialized materials testing & special inspection services for the SFPUC Head-quarters Building Project located at 525 Golden Gate Ave. Consultant will be City's representative leading & coordinating the materials testing & special inspection activities for the Project to ensure compliance with all requirements of state & local regulatory agencies including the international Building Code, California Building Code, SF Dept. of Building Inspection, Special Inspection & Structural Observation, and Contract Documents.	Regular	08/01/12
4097-09/10	Public Works	\$200,000	Provide additional services to continue as Executive Preservation Architect, & provide architectural & engineering design services for the final phase of the Palace of Fine Arts, which includes full consultant coordination. The scope of work includes lagoon stabilization on the western portion of the lagoon, coordinating new paving along the colonnade pathway & Rotunda, new lighting design, re-grading of the site, new sidewalk curbs, installation of new metal doors, landscaping & irrigation.	Regular	07/01/11
4098-09/10	Airport Commission	\$12,500,000	Provide financial advisory services to manage San Francisco International Airport's capital financing program, including a \$4.1 billion debt portfolio. Services include but are not limited to, financial, investment, swap and rebate	Regular	06/30/15

			advisory services.		
4099-09/10	Airport Commission	\$2,500,000	Provide design & integration services for 1) Baggage Handling System (BHS) & inline explosive detection screening (EDS) systems at Terminal 3, Boarding Area E, International Terminal Building & other Airport BHS locations; services include 100% construction documents, full-service construction administration, quality control for BHS additions & modifications, 100% design & integration of programmable logic controls (PLC), pre-construction simulations, acceptance testing & integration; 2) Passenger Boarding Bridges (PBB); services include 100% construction documents, construction administration, quality control for complete PBB replacements, relocations and/or modifications, PBB integration with aircraft parking, fuel hydrant system, preconditioned air & ground power, acceptance testing with aircraft for a complete operating system.	Regular	05/31/13
4100-09/10	Airport Commission	\$26,000,000	Contractor will operate the Airport's Curbside Management Program for on-demand door-to-door van, taxicab, and limousine operations, provide customer services for air passengers seeking door-to-door transportation to leave the Airport, and facilitate services for people with special transportation needs. The contractor will monitor, coordinate and dispatch door-to-door vans, taxicabs and limousines in the holding/staging/waiting areas and curbside loading zones, as well as manage various systems supporting said operations at SFO. Airport ground transportation vehicle trip fees support the direct costs of the Program.	Regular	06/30/16
			Provide customer survey data regarding the quality of the Airport's Food and		

4101-09/10	Airport Commission	\$375,000	Beverage and Retail Services, Parking, and other facilities and services. The surveys have consistently taken place in May for the past 19 years of at least 1,400 valid respondents to reflect the summer travel season. The preliminary results need to be analyzed and submitted to SFO within 30 days from the last interview. Vendor will produce, execute, and analyze the data and present results and recommendations to SFO.	Regular	06/30/15
4092-09/10	Police	Increase Amount \$60,000 New Amount \$90,000	The Veterinarian will provide routine and emergency medical care for up to twenty horses that are part of the San Francisco Police Department Mounted Unit. Routine services average fifteen visits per year. The Veterinarian will also perform pre-purchase horse examinations.	Modification	06/30/12
4102-07/08	Public Health	Increase Amount \$4,000,000 New Amount \$6,000,000	Will provide medical transportation services between medical facilities or a patient's home on an on-call basis, available 24 hours a day, 7 days a week. Contractor(s) may transport ambulatory or non-ambulatory patients to and from medical facilities utilizing specialized vehicles. Transportation services include patient discharges from San Francisco General Hospital, Public Health Centers or Laguna Honda Hospital; transporting voluntary mental health cases to appropriate psychiatric centers; providing Department with taxi vouchers or scripts for nonemergency services.	Modification	12/31/18

March 1, 2010:

Postpone to the meeting of March 15, 2010.

Sgt. Michael Zurcher, San Francisco Police Department spoke on PSC #4093-09/10.

Jacquie Hale, Department of Public Health and Sgt. Michael Zurcher, San Francisco Police Department spoke on PSC #4094-09/10.

**Speakers:**

Mark Dorian, Department of Public Works spoke on PSC #4095-09/10.

Brook Mebrahtu, Department of Public Works and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4096-09/10.

Toks Ajike, Recreation and Parks Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4097-09/10.

Cynthia Avakian, Airport Commission and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4100-09/10.

**Speakers:**

Sgt. Robert Totah and Tom Newland, San Francisco Police Department and Steve Pitocchi, SEIU Local 1021 spoke on PSC #4092-09/10.

Sharon Kwong, Department of Public Health spoke on PSC #4102-07/08.

(1) Approve request for proposed personal services contract #4096-09/10 on the condition that the Department of Public Works engage in discussions with SEIU Local 1021. Should SEIU continue to have concerns about the contract, it may be put back on calendar for further discussion and action at the next regular meeting of April 5, 2010. In no case will the approval of the contract be delayed beyond the April 5, 2010 meeting. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

**Action:**

(2) Approve request for proposed personal services contract #4097-09/10 on the condition that contact be made with SEIU Local 1021 within 24 hours to address concerns they have with the PSC. In addition, that a response be provided to Local 1021 by the Recreation and Parks Department within the following 24 hours addressing their concerns after which the conditions



of the Civil Service Commission approval would have been met. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(3) Approve request for proposed personal services contracts on all remaining contracts. Notify the offices of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0130-10-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4103-09/10	Police	\$140,000	Provide court reporting services and transcription as needed for disciplinary hearings and Police Commission meetings, along with transcription of tapes from interviews done with the Police Department's Management Control Division and other investigative units within the Police Department.	Regular	06/30/14
4104-09/10	Public Utilities Commission	\$3,750,000	Provide analytical and technical support for SFPUC's key transmission, distribution, energy banking, and energy services contracts and agreements. Work will consist of performing qualitative and quantitative support and analysis in evaluating our existing agreements and services, individually and as a whole. Alternatives for each contract agreement will be evaluated to ensure we secure the best overall level of replacement services, at the lowest cost and minimal impact to our operations consistent with our goals and objectives.	Regular	06/30/15
			Consultant will develop a Disaster		

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 9, 2009

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Materials Testing and Special Inspection Services

FUNDING SOURCE: Proposition A, November 2008, \$887.4 Million

PSC AMOUNT: \$7 million PSC DURATION: August 3, 2009 through December 31, 2016

DESCRIPTION OF WORK

A. Concise description of proposed work:

The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the San Francisco General Hospital (SFGH) Rebuild Project (SFGHRP). The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies (Office of Statewide Health and Planning Department (OSHDP), SF Department of Building Inspection, etc.), including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting concrete frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing.

The selected MTSI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.

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

MTSI services are critical in the monitoring of all structural work and are required by Local and State Building Codes as part of the OSHDP permitting and building inspection process; however, City staff and the City's Materials Testing Lab do not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a large project such as SFGHRP. The estimated construction costs are estimated at \$717 Million.

If these services are denied, the SFGHRP may not be completed on time causing increased construction costs and failure to meet the voter mandates for Measure A (\$887.4M bond measure for the construction of a new acute care hospital care facility). By not timely completing the SFGHRP, the SFGH would not be in compliance with the State-mandated seismic Safety Standards thus risking loss of licensing for Acute Care Services at SFGH and closure after January 1, 2013

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 were provided on the Laguna Honda Hospital Rebuild Program awarded under PSC#4116-02/03 (approved May 5, 2003). Previous as-needed contracts were awarded to 5 consultants through PSC# 4023-06/07 (approved Aug. 21, 2006).

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 6/09/09

RFP sent to Local 21 Union Name on When available Date Signature

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

PSC# 4006-09/10

STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and/or certified professionals specializing in structural inspections and materials testing with expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, utility seismic bracing, soil compaction, and structural masonry. Inspection personnel should possess certifications from International Conference of Building Officials (ICBO) (or equivalent), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer license, etc.

Because the MTSI Team will be selected for a hospital construction project, the Consultant must also understand the OSHPD protocols and include relevant experience performing special inspection on projects under OSHPD jurisdiction.

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

The Civil Service Classifications that may be able to perform some aspects of the work include: 5201, Jr. Engineer; 5203, Asst. Engineer; 5207, Assoc Engineer; 5212, Principal Engineer; 5241, Engineer; 5218, Structural Engineer; 5219, Sr. Structural Engineer; 6318, Construction Inspector; 6319, Sr. Construction Inspector; 5304 Materials Testing Aide; and 5305 Materials Testing Technician

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

Yes. The firm must be equipped with specialized equipment to perform non-destructive welding inspection and testing and high-capacity dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs. Other equipment will be necessary to supplement equipment possessed by the City's Material Testing Lab to perform testing such as reinforcing steel bend and tension testing, concrete strength testing, and soil compaction. Consultants will also be providing a fully staffed testing facility that can perform large volume of materials testing for a large project.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. However, the more specialized and large work scope and resource demand for the special inspection and materials testing services exceed the City's current capabilities of staff and equipment.

The MTSI Team will be coordinated with the City's Materials Testing Lab in performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing that is within their capabilities. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the MTSI Team.

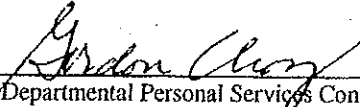
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment for a large construction project spanning approximately 6 years.

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"/> |
| <ul style="list-style-type: none"> <li>• Describe the training and indicate approximate number of hours.</li> <li>• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.</li> </ul> |                          |                                     |
| 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? An RFQ will be in process to select the consultant.   | <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

Gordon Choy (415) 554-6230  
 \_\_\_\_\_  
 Print or Type Name Telephone Number

875 Stevenson Street, Room 420  
 San Francisco, CA 94103  
 \_\_\_\_\_  
 Address

## Meeting Information

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### MINUTES Regular Meeting July 6, 2009

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

#### CALL TO ORDER

2:16 p.m.

#### ROLL CALL

President Morgan R. Gorrano	Not Present
Vice President E. Dennis Normandy	Present
Commissioner Joy Y. Boatwright	Present
Commissioner Donald A. Casper	Present
Commissioner Mary Y. Jung	Present (Left at 3:57 p.m.; Missed Items 18 & 19)

Vice President E. Dennis Normandy presided.

#### PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

None.

#### APPROVAL OF MINUTES

Regular Meeting of June 15, 2009

Action: Approve. (Vote of 4 to 0)

0211-09-1 Presentation of Appreciation to Commissioner Donald A. Casper for his service as President of the Civil Service Commission from June 3, 2008 to June 1, 2009.  
(Item No. 5)

Speakers: Vice President E. Dennis Normandy.

Action: Adopt. (Vote of 4 to 0)

0175-09-8 Review of request for approval of proposed personal services contracts. (Item No. 6)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4155-08/09	Public Utilities Commission	\$200,000	Will design, permit, supply, install and commission three (3) fully integrated and operational solar PV systems with the following rated capacities and locations: a minimum of 100 kW at City Hall and min. of 214 KW at Davies Symphony Hall.	Regular	06/30/10

- June 1, 2009:
- (1) Postpone PSC #4153-08/09 to the meeting of June 15, 2009 by mutual agreement of the Airport Commission and IFPTE Local 21 to meet and attempt to resolve their issues with no further continuances.
  - (2) Postpone PSC #4155-08/09 to the meeting of June 15, 2009 at the request of the Public Utilities Commission.

June 15, 2009: Postpone PSC #4155-08/09 to the meeting of July 6, 2009. Public Utilities Commission to provide correct classes in 3B to the Commission.

Speakers: David Scott, Public Utilities Commission

Action: Adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0193-09-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4162-08/09 <i>Postpone to 7/20/09</i>	Public Utilities Commission	\$9,000,000	Will provide specialized and technical as-needed services in the areas of water supply, storage, and transport services; water quality services; water treatment services; watershed management services; and enterprise operations and mgmt. Services.	Regular	09/01/14
4073-05/06	Controller	Increase Amount \$3,000,000 New Amount \$7,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Modification	06/30/13

- June 15, 2009:**
- (1) Postpone PSC #4162-08/09 to the meeting of July 6, 2009 at the request of the Public Utilities Commission.
  - (2) Postpone PSC #4073-05/06 to the meeting of July 6, 2009. The Office of the Controller to provide correct classes that normally perform the work (3B).

**Speakers:** Esther Reyes, Office of the Controller spoke on PSC #4073-05/06.

- Action:**
- (1) Postpone PSC #4162-08/09 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
  - (2) Adopt the Human Resources Director's report on PSC #4073-05/06. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0212-09-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-09/10	Mayor's Office of Housing	\$180,000	Will provide 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.	Regular	06/30/11
4001-09/10	Municipal Transportation Agency	\$350,000	Will provide on-site back strengthening, employee exercise, education and Wellness Program Services for Municipal Railway and Department of Parking and Traffic employees.	Regular	06/30/12
4002-09/10	Juvenile Probation	\$320,000	Will provide intensive training and coaching for Log Cabin Ranch and other JPD staff using the Missouri Model which was developed by the Contractor. The Missouri Model is the nationally recognized best practice in programming and operations.	Regular	06/30/12
4003-09/10	Port	\$600,000	Will provide final engineering design and construction observation for proposed 25-foot wide by 800-foot public promenade structure and seawall repair in the Fisherman's Wharf area between Piers 43 and 45.	Regular	09/30/12
4004-09/10	Port	\$3,000,000	Will issue a RFQ to establish a new pool of consulting teams, specializing in environmental services to provide timely and efficient consulting assistance in meeting environmental and regulatory requirements associated with Port capital project development.	Regular	10/01/14
4005-09/10	Department of Public Works	\$90,000	Provide independent structural design peer review services for the SFPUC new administration building, which has a unique and unconventional structural system solution.	Regular	06/15/10
4006-09/10	Department of Public Works	\$7,000,000	Will provide monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for the SF General Hospital (SFGH) Rebuild Project (SFGHRP).	Regular	12/31/16
4007-09/10	Department of Public Works	\$300,000	Will award one contract for a three year period, up to \$100,000 per fiscal year based on the availability of funds. This contract is for the purpose of sidewalk and gutter cleaning in the Tenderloin District area.	Regular	06/30/12
4008-09/10 <i>Postpone to 7/20/09</i>	Public Utilities Commission	\$300,000	Will provide technical services to SFPUC Biofuel Program, including program development for SF Greasecycle, research legal and regulatory compliance issues relating to biodiesel use and use of "tolling agreements".	Regular	12/31/12
4009-09/10 <i>Postpone to 7/20/09</i>	Recreation and Parks	\$80,000	Will provide full design services for skate elements of the Waller Street Skate Park. This includes all services necessary for schematic phase, design development, and participation in presentations to stakeholders.	Regular	08/01/11

4010-09/10 <i>Postpone to 7/20/09</i>	Recreation and Parks	\$400,000	Will provide complete outreach services for the 2008 Clean and Safe Neighborhood Parks Bond projects. This includes all services necessary to design a comprehensive community outreach program for selected projects.	Regular	06/30/14
4011-09/10	District Attorney	\$90,000	Will provide services to women and transgender individuals who have experienced sexual exploitation and violence and professional services coordination monthly FOPP classes as a diversion model for men arrested for their first prostitution offense.	Regular	06/30/10
4185-06/07	Human Resources	Increase Amount \$0.00 New Amount \$4,500,000	Will administer health plan membership and health care for eligible SEIU temporary exempt "as-needed" employees.	Modification	06/30/11
4089-06/07	Public Utilities Commission	Increase Amount \$1,000,000 New Amount \$3,000,000	Will provide Right of Way (ROW) Acquisition services which include easements, permits and other title material; obtaining permits to enter, ROW clearance, appraisal services; and negotiation and acquisition services.	Modification	06/30/12
4196-06/07	Department of Technology	Increase Amount \$1,000,000 New Amount \$2,000,000	Will assist DTIS cabling staff during peak periods of cabling projects. Contractor will perform basic telecommunication cabling work for different installation types. Work requires pulling cable, termination, labeling, testing and necessary prep.	Modification	08/31/10
4076-07/08 <i>Postpone to 7/20/09</i>	Children and Families Commission	Increase Amount \$300,000 New Amount \$475,000	Will provide online data system development and implementation to enable routine updates and create multiple reports.	Modification	07/01/11

**Speakers:** Oliver Hack and Astrid Zometa, Mayor's Office of Housing spoke on PSC #4000-09/10.  
Martha Johnson, Municipal Transportation Agency spoke on PSC #4001-09/10.  
Norma Nelson, Steven Reed and Kim Von Blohn, Port of San Francisco spoke on PSC #4003-09/10.  
Norma Nelson and Kim Von Blohn, Port of San Francisco spoke on PSC #4004-09/10.  
Brook Mehrahtu, Department of Public Works spoke on PSC #4005-09/10.  
Joe Chin, Department of Public Works and Ging Louie, IFPTE Local 21 spoke on PSC #4006-09/10.  
Ileana Samanc, Department of Human Resources spoke on PSC #4185-06/07.

- Action:**
- (1) Postpone PSC #4008-09/10 to the meeting of July 20, 2009 at the request of the Public Utilities Commission. (Vote of 4 to 0)
  - (2) Postpone PSC #s 4009-09/10 to the meeting of July 20, 2009 to allow a representative from the Recreation and Parks Department to be present. (Vote of 4 to 0)
  - (3) Postpone PSC #s 4010-09/10 to the meeting of July 20, 2009 at the request of the Recreation and Parks Department. (Vote of 4 to 0)
  - (4) Adopt the Human Resources Director's report on PSC #4006-09/10 on the condition that the Department of Public Works and the IFPTE Local 21 report in six months on the progress of the project as it pertains to IFPTE Local 21 represented employees. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)
  - (5) Postpone PSC #4076-07/08 to the meeting of July 20, 2009 at the request of Children and Families Commission. (Vote of 4 to 0)
  - (6) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser. (Vote of 4 to 0)

0350-06-6 Appeal by Mark Sangervasi of the Human Resources Director's finding of insufficient evidence to sustain his charge of discrimination. (Item No. 9)

**Speakers:** None.

**Action:** Postpone to the meeting of August 3, 2009 at the request of Mark Sangervasi. (Vote of 4 to 0)

0594-06-6 Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of disparate treatment discrimination and retaliation. (Item No. 10)

**Speakers:** None.

**Action:** Postpone to the meeting of August 17, 2009 at the request of Douglas Yep. (Vote of 4 to 0)

0037-07-6 Appeal by Douglas Yep of the Human Resources Director's finding of insufficient evidence to support his charge of retaliation and harassment. (Item No. 11)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: July 8, 2011

DEPARTMENT NAME: PUBLIC WORKS

DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Material Testing and Special Inspection Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$4,100,000

PSC DURATION: October 24, 2011- January 8, 2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

DPW is seeking two qualified teams of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of ESER projects. The two contract amounts are approximately \$1,900,000 and \$620,000 to provide MTSI services for the Public Safety Building and the Fire Stations component respectively. The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for Earthquake Safety and Emergency Response (ESER) Bond Program projects, including the Public Safety Building and the fire-station comprehensive & seismic renovation projects. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing. The selected MTSI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.

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

MTSI services are critical in the monitoring of all structural work and are required by Local and State Building Codes as part of the permitting and building inspection process; however, City staff and the City's Materials Testing Lab do not possess the expertise, resources, and equipment, to perform all of the structural inspection and materials testing required for a large project such as Public Safety Building and a program component of fire-station seismic projects. The estimated costs of construction is approximately \$192million and \$50million respectively. If these services are denied, the ESER Bond Program projects may not be delivered in accordance with established budgets and schedules, and may result in failure to meet voter mandates.

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 were provided on 525 Golden Gate - PUC Headquarters building (PSC#4096-09/10 approved 3/15/2010); SF General Hospital Rebuild Project (PSC#4006-09/10 approved 7/06/2009); Laguna Honda Hospital Rebuild Program (PSC#4116-02/03 approved 5/05/2003)

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

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

Local 21 Union Name

Signature of person mailing/faxing form

Date 7/12/11

RFP sent to Union Name, on Date

Signature

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

PSC# 4021-11/12 STAFF ANALYSIS/RECOMMENDATION: CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Consultant must possess a staff of licensed and/or certified professionals specializing in structural inspections and materials testing with expertise in structural welding, concrete placement, shotcrete placement, reinforcing steel placement, drilled dowels and anchors, high-strength bolting, fireproofing, masonry, utility seismic bracing, soil compaction, and structural masonry. Inspection personnel should possess certifications from International Conference of Building Officials (ICBO), American Concrete Institute (ACI), American Welding Society (AWS), Professional Engineer licensing, or equivalent as required.

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

The Civil Service Classifications that may be able to perform some aspects of the work include: 5201 Jr. Engineer; 5203, Asst. Engineer; 5207 Assoc Engineer; 5212 Principal Engineer; 5241 Engineer; 5218 Structural Engineer; 5219 Sr. Structural Engineer; 6318 Construction Inspector; 6319 Sr. Construction Inspector; 5304 Materials Testing Aide; and 5305 Materials Testing Technician

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

Yes. The firm must be equipped with specialized equipment to perform non-destructive welding inspection and testing and high-capacity dowel and anchor proof loading, shoring system movement monitoring, and non-destructive scanning of concrete walls/slabs. Other equipment will be necessary to supplement equipment possessed by City's Material Testing Lab to perform testing such as reinforcing steel bend and tension testing, concrete strength testing, and soil compaction. Consultants will also be providing a fully staffed testing facility that can perform large volume of materials testing for a large project.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable. However, the more specialized and large work scope and resource demand for the special inspection and material testing services exceed the City's current capabilities of staff and equipment.

The MTSI Team will be coordinated with the City's Materials Testing Lab in performing special inspection and materials testing services for soil compaction, rebar testing, concrete sampling testing, and rebar and anchor bolt proof loading testing that is within their capabilities. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the MTSI Team.

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

No. Civil Service classifications already exist. These services will supplement Civil Service classifications when the City staff lacks the expertise, resources, or equipment for construction projects spanning approximately 7 years.

ADDITIONAL INFORMATION (if "yes," attach explanation)

Yes No

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

B. Will the contractor train City and County employees?

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

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

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? **To Be Determined**

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

Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

(415) 554-6230

Print or Type Name

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address





# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

E. DENNIS NORMANDY  
PRESIDENT

KATE FAVETTI  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

September 28, 2011

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED  
PERSONAL SERVICES CONTRACT NUMBERS 4014-11/12  
THROUGH 4023-11/12.**

At its meeting of September 23, 2011 the Civil Service Commission had for its consideration the above matter.

ANITA SANCHEZ  
EXECUTIVE OFFICER

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

It was the decision of the Commission to adopt the report; approve request for proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ  
Executive Officer

### Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Gordon Choy, Department of Public Works
- Carina Carlos, Department of Public Works
- Marie de Vera, Department of Human Resources
- Kan Htun, Arts Commission
- Shamica Jackson, Public Utilities Commission
- Greg Kato, Treasurer & Tax Collector
- Florence Kyaun, Public Utilities Commission
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

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8/15/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4020-11/12	28	Art Commission	Regular	\$315,000	Eight WritersCorps Artis-in-Residence will conduct writing classes with youth in need at up to 14 sites in San Francisco. Artis-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artis-in-Residence will teach and monitor targeted youth to increase their learning, writing and public speaking skills. Artis-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artis-in-Residence will work for ten months from September to June.	9/1/2011 - 6/30/2012
4021-11/12	90	Public Works	Regular	\$4,100,000	DPW is seeking two qualified teams of consultants to be the City's representatives in leading and coordinating the material testing and special inspection services related to the construction of ESER projects Public Safety Building and the Fire Stations component respectively. The Materials Testing and Special Inspection (MTSI) Team will be responsible for the monitoring of the materials and workmanship of all work that is critical to the integrity of a building structure to ensure compliance with the approved plans and specifications for Earthquake Safety and Emergency Response (ESER) Bond Program projects, including the Public Safety Building and the fire-station comprehensive & seismic renovation projects. The Special Inspectors will be responsible for performing all structural inspections prescribed by Local and State Building Codes and other regulatory agencies, including but not limited to concrete placement & sampling; reinforcing steel; shotcrete, bolts installed in new concrete; drilled dowels and anchors; structural welding; special moment-resisting frame; high-strength bolting, structural masonry; special grading and in-place soil density tests (soil compaction), excavation, and backfill; and sprayed-on fireproofing. The selected MTSI Team will provide specialized expertise to supplement Civil Service classifications that can normally perform and will be managed by City staff. The City's Materials Testing Lab will also be utilized to perform testing for in-place soil density, reinforcing steel testing, drilled dowels and anchors, and concrete sampling.	10/24/2011 - 1/8/2018
4022-11/12	35	Municipal Transportation Agency	Regular	\$750,000	The real estate planning advisors or consultants will provide commercial real estate planning services and any other related services to produce a financially sound and cost-effective real estate planning analysis, study, or other work product as requested by the SFMTA. The elected real estate planning advisory or consultant will provide qualified personnel for services which may include, but are not limited to, the following: existing and strategic real estate and facilities portfolio analyses, planning, and recommendations Strategic real estate and facility planning re: real estate acquisitions and modifications required to support growth in the SFMTA's vehicle fleets and new facilities and/or upgrades; including economic evaluations, development planning, and financial analysis; Commercial retail space leasing market and analysis and issues (e.g., current zoning, height, bulk, floor area ratio [FAR], existing and surrounding uses for various sites, schematic plans for outreach meetings); Existing portfolio analysis, planning, and strategic recommendations; Transit Oriented Development planning (TOD) and analysis; and other requested advisory services.	1/1/2012 - 12/31/2017
4023-11/12	08	Treasurer/Tax Collector	Regular	\$1,200,000	TTX is seeking a proven complete Solution for the management of CCSF's Business Tax Division. The current BTS is a mainframe COBOL application whose functionality and support have long been overreached. TTX has complex requirements due to frequent legislation changes and large number of departments relying on its services. BTS does not have the flexibility to meet CCSF's growing requirements nor can it satisfy potential efficiencies from improved workflow and technologies.	7/1/2012 - 12/31/2013

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## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Construction Management Support Services (CMSS)Funding Source: 2016 Public Health & Safety BondPSC Amount: \$10,000,000PSC Est. Start Date: 03/01/2017PSC Est. End Date: 03/01/2023**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

San Francisco Public Works (Public Works) is seeking qualified consultants to provide construction management support services (CMSS) for an array of projects under the 2016 Public Health and Safety Bond Program (2016 PHS). Civil service classifications will be utilized where applicable and when resources are available. The CMSS consulting services will be used to augment City staff on an as-needed basis and when the City does not have adequate resources to address the specialized expertise and temporary peak workloads during the pre-construction, construction and post construction phases of the projects. CMSS consulting services include, but are not limited to, Contractor Procurement, Construction Administration/Document Control, Project Scheduling/Schedule Control, Budgeting/Cost Estimating/Cost Control, Constructability Review, Quality Assurance and Construction Inspection, and Risk Management, where Project Scheduling/Schedule Control, Budgeting/Cost Estimating/Cost Control, and Constructability Review are the areas requiring the primary support from the CMSS consultants.

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

The requested services are critical for monitoring all phases of the projects to ensure that the 2016 Public Health and Safety Bond Program will stay on schedule and be completed within budget, and the health care and emergency facilities will be available and seismically efficient to provide immediate response following a major earthquake. Denial of this service could negatively impact the City's readiness to have these essential facilities ready and operational in the event of a major earthquake or natural disaster.

**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 were provided under PSC#41211-14/15 approved on 9/15/14 for the Traffic Company & Forensic Services Division Facility, PSC#42862-13/14 approved on 2/3/14 for the Office of Chief Medical Examiner, PSC#4093- 10/11 approved on 3/21/11 for the Public Safety Building and selected neighborhood fire stations.

**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 Public Health and Safety Program includes many projects that will be initiated and completed in excess of the five year duration. The CMSS Consultant must be available throughout that duration to support all active projects to ensure the success of them.

**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:

The 2016 Public Health and Safety Bond program, requires specialty expertise in cost estimating, scheduling, constructability review/analysis, claim/risk management, and construction administration/document control during the pre-construction and construction phases of an array of public health and safety related projects. Due to the aggressive schedule, complexity and size of the program which requires a significant amount of personnel resources to address the specialized expertise and temporary peak workloads, it would be more practical to utilize an outside consultant to focus on these areas, instead of adopting new civil service classifications to perform these tasks under a finite and aggressive timeline.

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

- A. Specify required skills and/or expertise: Specialized expertise in Contractor Procurement (with the experience and knowledge in procuring Construction Manager/General Contractor type of projects that utilize alternative project delivery methods, and be proficient in reviewing pre-qualification and trade package submittals of the CM/GC), Budgeting and Cost Estimating (be familiar with the San Francisco bidding environment for the public sector, market trends/conditions on escalation, and labor/equipment/material resource availability, and also receive regular training on the specific trades), Project Scheduling (be experienced in utilizing the Primavera P6 platform for all scheduling reviews and analysis of multiple schedule activities), Constructability Review and Analysis (be knowledgeable in evaluating CM/GC's and General Contractor's delivered Value Engineering measures), Construction Administration and Document Controls, Quality Assurance and Construction Inspection, and Risk Management applicable to healthcare projects under OSHPD jurisdiction, community health center projects, neighborhood fire station projects, ambulance deployment facility project, and homeless service sites projects.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5212, Engineer/Architect Principal; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector; 6331, Building Inspector; 6333, Senior Building Inspector; 6334, Chief Building Inspector;
- 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?**

SF Public Works Construction Management Lead has reviewed the CMSS scopes and confirmed that several positions do not exist in Civil Service, such as Scheduling Engineers, Cost Estimators, Constructability Review Specialist, Claim/Risk Management Specialist, etc. Civil service classifications will be utilized where applicable and when resources are available. These contractual services will be used to augment City staff on an as-needed basis and when the City does not have adequate resources to address peak workloads.

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

- A. Explain why civil service classes are not applicable.
- Civil Service Classifications are applicable. However; the aggressive schedule, complexity, and size of the 2016 Public Health and Safety Bond Program requires a significant amount of personnel resources with specific knowledge and expertise in cost estimating, scheduling, constructability review/analysis, claim/risk management, construction administration/document control that may not be available with City staff. Furthermore, some of the projects also require applicable OSHPD project experience that are not available with City staff. As stated earlier, this CMSS consulting contract will address the specialized expertise and temporary peak workloads during the pre-construction and construction phases of the projects providing the construction management support services. City staff will be integrated in the team as appropriate. City staff will be responsible for directing the CMSS consultants.

- 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 aggressive schedule for the 2016 Public Health and Safety Bond Program does not allow for the creation of an array of new Civil Service Classifications to perform these various and specific works.

**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, the contractor will not train City and County employees because the services are only needed for the duration of the projects. There will be no need to transition the works back to the City staff after the project is complete; therefore, there will be no training required from Contractor to City staff.
- 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 12/13/2016, the Department notified the following employee organizations of this PSC/RFP request:  
Building Inspectors - 6331, 6333; Building Inspectors - Chief 6334; 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: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

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

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46459 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

## Dea, Tiffany (DPW)

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**From:** Dea, Tiffany (DPW)  
**Sent:** Monday, December 12, 2016 11:43 AM  
**To:** 'Linda Shipley'; 'pfinn@ibt856.org'  
**Cc:** DHR-PSCCoordinator, DHR (HRD); Camillo, Stacey (DPW); Lee, Michelle (DPW)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 46459 - 16/17

Good morning,

Please see email union notification below for PSC 46459-16/17 for Teamster 856 (Building Inspectors Association).

Regards,

Tiffany (Tsang) Dea

Contract Administration Division | San Francisco Public Works | City and County of San Francisco  
1155 Market Street, 4th Floor | San Francisco, CA 94103 | (415) 554-6416 | [sfpublicworks.org](http://sfpublicworks.org)  
[twitter.com/sfpublicworks](https://twitter.com/sfpublicworks)

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

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) [mailto:[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)] On Behalf Of [stacey.camillo@sfdpw.org](mailto:stacey.camillo@sfdpw.org)  
**Sent:** Monday, December 12, 2016 10:24 AM  
**To:** Camillo, Stacey (DPW) <[Stacey.Camillo@sfdpw.org](mailto:Stacey.Camillo@sfdpw.org)>; [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); Dea, Tiffany (DPW) <[tiffany.dea@sfdpw.org](mailto:tiffany.dea@sfdpw.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 46459 - 16/17

RECEIPT for Union Notification for PSC 46459 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 46459 - 16/17 for \$10,000,000 for Initial Request services for the period 03/01/2017 – 03/01/2023. 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/8322> 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

Local 21

**Dea, Tiffany (DPW)**

---

**From:** Paul Kim <pkim@ifpte21.org>  
**Sent:** Wednesday, January 18, 2017 12:52 PM  
**To:** Dea, Tiffany (DPW)  
**Subject:** Re: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

✂ Yes we are willing to waive the 30 day notification period, thank you.

Get [Outlook for iOS](#)

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**From:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Sent:** Wednesday, January 18, 2017 11:29 AM  
**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review  
**To:** Paul Kim <pkim@ifpte21.org>  
**Cc:** Lee, Michelle (DPW) <michelle.lee@sfdpw.org>, Tang, Christine (DPW) <christine.tang@sfdpw.org>, Chin, Joe (DPW) <joe.chin@sfdpw.org>, Akin-Taylor, Jumoke (DPW) <jumoke.akin-taylor@sfdpw.org>

Hi Paul,

Can you confirm whether Local 21 is willing to waive the 30 day union notification period for PSC 43604-16/17 and 46459-16/17 as well with the revised changes?

Thank you!

Tiffany (Tsang) Dea  
Ph: 415-554-6416

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**From:** Paul Kim [mailto:pkim@ifpte21.org]  
**Sent:** Wednesday, January 18, 2017 10:08 AM  
**To:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Cc:** Lee, Michelle (DPW) <Michelle.Lee@sfdpw.org>; Chin, Joe (DPW) <Joe.Chin@sfdpw.org>; Tang, Christine (DPW) <Christine.Tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>  
**Subject:** Re: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Tiffany,

The Union has no objection with these two PSCs moving forward with this new language edited into the summaries. Thank you for your time and I look forward to working with you and this team again.

Paul Kim

---

**From:** Paul Kim <pkim@ifpte21.org>  
**Date:** Tuesday, January 17, 2017 at 3:57 PM  
**To:** "Dea, Tiffany (DPW)" <tiffany.dea@sfdpw.org>  
**Cc:** "Lee, Michelle (DPW)" <Michelle.Lee@sfdpw.org>, "Chin, Joe (DPW)" <Joe.Chin@sfdpw.org>, "Tang, Christine



(DPW)" <Christine.Tang@sfdpw.org>, "Akin-Taylor, Jumoke (DPW)" <Jumoke.Akin-Taylor@sfdpw.org>

**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Tiffany, I got your voicemail, I will need until 10AM tomorrow to let you know.

Paul

**From:** Dea, Tiffany (DPW) [mailto:tiffany.dea@sfdpw.org]

**Sent:** Tuesday, January 17, 2017 11:45 AM

**To:** Paul Kim <pkim@ifpte21.org>

**Cc:** Lee, Michelle (DPW) <Michelle.Lee@sfdpw.org>; Chin, Joe (DPW) <Joe.Chin@sfdpw.org>; Tang, Christine (DPW) <Christine.Tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>

**Subject:** RE: PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Paul,

I wanted to follow up on the changes to see if there are any comments or additional changes that need to be made.

The DHR Coordinator told me that I need to submit the revisions this by COB today for PSC posting.

Please let me know know.

Thank you!

Tiffany (Tsang) Dea

Ph: 415-554-6416

**From:** Dea, Tiffany (DPW)

**Sent:** Friday, January 13, 2017 1:57 PM

**To:** 'Paul Kim' <pkim@ifpte21.org>

**Cc:** Lee, Michelle (DPW) <michelle.lee@sfdpw.org>; Chin, Joe (DPW) <joe.chin@sfdpw.org>; Tang, Christine (DPW) <christine.tang@sfdpw.org>; Akin-Taylor, Jumoke (DPW) <Jumoke.Akin-Taylor@sfdpw.org>

**Subject:** PSC 43604-16/17 & 46459-16/17 - Revisions for your review

Hi Paul,

It was great to finally meet you.

Per our discussion, please see attached copies of the revised PSCs for PSC 43604-16/17 – Material Testing and Special Inspection Services and PSC 46459-16/17 – Construction Management Support Services for your review.

The changes have been highlighted in gray.

Please let me know if this revision is acceptable. If all looks good, I can make the change in the PSC database.

Thank you!



**Tiffany (Tsang) Dea**  
Contract Analyst

Contract Administration Division | San Francisco Public Works | City and County of San Francisco

*Teamster 856*

**Dea, Tiffany (DPW)**

---

**From:** Linda Shipley <lshipley@ibt856.org>  
**Sent:** Wednesday, January 18, 2017 11:31 AM  
**To:** Dea, Tiffany (DPW); Burns, Alexander (DPW); Donnelly, Edward (DBI)  
**Subject:** RE: PSC 46459-16/17 - Teamster 856 Request for Union Waiver  
**Attachments:** image001.jpg

\* Yes, the Union will wave the notification period for this PSC.

Linda Shipley  
Staff Attorney  
Teamsters Local 856  
Tel: (650)635-0111  
Fax: (650)635-1632

---

**From:** Dea, Tiffany (DPW) [tiffany.dea@sfdpw.org]  
**Sent:** Wednesday, January 18, 2017 11:28 AM  
**To:** Burns, Alexander (DPW); Donnelly, Edward (DBI); Linda Shipley  
**Subject:** RE: PSC 46459-16/17 - Teamster 856 Request for Union Waiver

Hi Linda,

Can you confirm whether Teamster 856 is willing to waive the 30 day union notification for PSC 46459-16/17 as well?

This was also the same as the revisions I sent previously.

Thank you,

Tiffany (Tsang) Dea  
Ph: 415-554-6416

**From:** Burns, Alexander (DPW)  
**Sent:** Wednesday, January 18, 2017 11:22 AM  
**To:** Donnelly, Edward (DBI) <edward.donnelly@sfgov.org>; lshipley@ibt856.org  
**Cc:** Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>  
**Subject:** PSC 46459-16/17 - Teamster 856 Request for Union Waiver

Good morning Teamster 856,

I have attached the revised PSC Form 1 for PSC 46459-16/17.

Is Teamster 856 willing to waive the 30-day notification for this PSC? If so, due to the urgent nature of this services, we are hoping to have this PSC scheduled for the commission meeting on 2/7/17.

Please email back and confirm whether Teamster 856 can waive the new 30-day union notification period.

Thank You,

[cid:image001.jpg@01CFE3B5.38E3E980]

Alexander Burns  
Contract Administration

---

San Francisco Public Works  
1155 Market Street, 4th Floor  
San Francisco, CA 94103  
Tel: (415) 554-6411  
Fax: (415) 554-6232  
E-Mail: Alexander.Burns@sfdpw.org<mailto:Alexander.Burns@sfdpw.org>

sfdpw.org<<http://www.sfdpw.org/>> · [twitter.com/sfdpw](http://www.twitter.com/sfdpw)<<http://www.twitter.com/sfdpw>>

# **Additional Attachment(s)**

## PSC's with Similar Services

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval:  Expedited  Regular ( Omit Posting)

Type of Service: Specialized Construction Management Support Services - TCFSD Facility

Funding Source: General Obligation Bond Sales PSC Duration: 4 years  
PSC Amount: \$4,000,000 PSC Est. Start Date: 01/01/2015 PSC Est. End Date: 12/31/2018

**1. Description of Work**

A. Scope of Work:

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Traffic Company & Forensic Services Division (TC&FSD) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and LEED/sustainable building construction management.

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

Specialized CM Support Services including, but not limited to expertise in forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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.

Similar services were provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, PSC#4269-00/01 approved on 9/18/2000 for Laguna Honda Hospital Replacement Program, and PSC#42862-13/14 approved on February 11, 2014 for the Office of Chief Medical Examiner. However... see attached PSC Additional Response

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

**2. Union Notification:** On 07/21/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41211 - 14/15

DHR Analysis/Recommendation:

09/15/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/15/2014

09/15/2014

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

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, and Sustainable Building Construction Management applicable to construction of San Francisco Police Department (SFPD) Traffic Company and Forensic Services Division comprising of crime investigation and identification units, crime laboratories, associated lab support, and administration spaces. Please note that 50% of this facility is for laboratory functions. Experience in meeting ... see attached Additional Reponse.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5201,6318,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new forensic services facility.

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

No. These highly technical and specialized services for the delivery of a new forensic services facility are needed once every 30 to 50 years.

**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? Risk management techniques... see attached Additional Reponse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 07/21/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Specialized Construction Management Support Services - OCME Facility

Funding Source: General Obligation Bond Sales PSC Duration: 2 years 39 weeks
PSC Amount: \$1,600,000 PSC Est. Start Date: 04/01/2014 PSC Est. End Date: 12/31/2016

1. Description of Work

A. Scope of Work:

Department of Public Works (DPW) is seeking a team of qualified consultants to provide construction management support services to the City staff to address the specialized expertise and temporary peak workloads during the pre-construction and construction phases services of the new Office of Chief Medical Examiner (OCME) facility. Services include, but are not limited to, budgeting and cost estimating, construction scheduling, constructability reviews, construction administration, and Leadership in Energy & Environmental Design (LEED)/sustainable building construction management.

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

Specialized Construction Management Support Services (CMSS) including, but not limited to, expertise in autopsy complexes and forensic laboratory construction, will significantly minimize risks of exceeding project schedules and budgets due to unforeseen conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk of not meeting program objectives, and may cause the project that is part of the Earthquake Safety and Emergency Response Program to be delivered above the established budgets and behind the schedule.

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

This type of service was provided under PSC#4093-10/11 approved on 3/21/2011 for the Public Safety Building, PSC#4087-07/08 approved on 1/22/2008 for San Francisco General Hospital, and PSC#4172-07/08 approved 6/16/2008 for Laguna Honda Hospital Replacement Program. This service requires specialized expertise that is needed intermittently.

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

2. Union Notification: On 12/09/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42862 - 13/14

DHR Analysis/Recommendation: 02/03/2014

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 02/03/2014 02/03/2014



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

A. Specify required skills and/or expertise:  
See attached document titled PSC Attachment.

B. Which, if any, civil service class(es) normally perform(s) this work?  
5201,5207,6318,5504,5203,

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:

Permanent civil service employees do not possess the experience and specialized expertise in construction management support services of delivering a new medical examiner facility.

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

No. These highly technical and specialized services for the delivery of a new medical examiner facility are needed once every 30 to 50 years.

**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? Risk management techniques for capital projects: 8 hours, Architects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 01/08/2014 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 14, 2011

DEPARTMENT NAME: PUBLIC WORKS DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: Specialized Construction Management Support Services

FUNDING SOURCE: General Obligation Bond Sales

PSC AMOUNT: \$6,700,000 PSC DURATION: April 25, 2011- January 1, 2017

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/ sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.

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

Specialized CM Support Services and existing-building forensic investigation will significantly minimize risks of exceeding project schedules and budgets due to unforeseen hidden conditions and constructability issues. The denial of use of specialized services and supplemental staff to address peak workloads poses the risk that program goals will not be met, and cause projects that are part of the Earthquake Safety and Emergency Response Program to not be delivered in accordance with established budgets and schedules.

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

These specialized services have not been provided previously for the Public Safety Building or a similar Program of Essential Services Facilities.

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

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

Local 21 Union Name Corinae Carlos Signature of person mailing/faxing form 2/15/11 Date

RFP sent to Local 21 Union Name, on 11/10/10 Date, by Corinae Carlos for Jim Baker Signature

\*\*\*\*\*

PSC# 4093-10/11 FOR DEPARTMENT OF HUMAN RESOURCES USE

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Specialized expertise in Cost Estimating, Scheduling, Constructability Analysis, Sustainable Building Construction Management, and Existing-Building Forensic Investigations across a variety of project types that include new buildings, major and minor building alterations, and seismic improvement of the dedicated to fire-fighting high-pressure city-wide water system infrastructure. To avoid unanticipated program delays that could impair public safety, exceptional accuracy and precision in the above listed specialized skills particularly in renovation of multiple existing facilities in a dense, zero lot line, urban environment are required. Services provided by a Licensed Engineer or a Registered Architect in the State of California is highly-desirable and pertinent to the Program's success.

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

Resident Engineers and Construction Managers at DPW Bureau of Construction Management (BCM) normally provide services to perform core competencies of general construction management such as Construction Administration and Document Planning/Control. The construction management workload for certain ESER projects will exceed the capacity of staff at DPW BCM. Construction Administration and Document Planning tasks on individual neighborhood Fire Station projects may be performed by the Engineer Series (5201 - 5241);

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

Yes. Existing-Building Forensic Investigation will require special equipment and apparatus for explorative and investigative purposes.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Permanent civil service employees do not possess the experience and specialized expertise in interdisciplinary coordination and delivery of the indicated services, which are beyond the core competencies of construction management. Timely delivery of Earthquake Safety and Emergency Response projects is critical for essential firefighting facilities and the Public Safety Building, but may be challenged by peak work load at Bureau of Construction Management.

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

No. The specialized expertise for these building types is needed on an intermittent basis.

ADDITIONAL INFORMATION (if "yes," attach explanation)

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

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

B. Will the contractor train City and County employees?

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

- Describe the training and indicate approximate number of hours.

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

Constructability reviews and lesson learned seminars for about 8 architects, engineers, and construction management staff. Five seminars (1 per year) = 40 employees.

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"/>
--------------------------	-------------------------------------

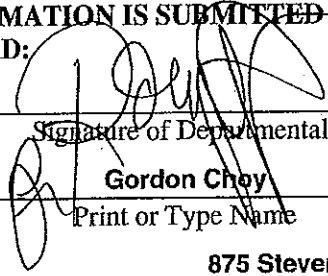
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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? **To Be Determined**

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

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

  
Signature of Departmental Personal Services Contract Coordinator

Gordon Choy

Print or Type Name

(415) 554-6230

Telephone Number

875 Stevenson Street, Room 420

San Francisco, CA 94103

Address



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

March 28, 2011

E. DENNIS NORMANDY  
PRESIDENT

DONALD A. CASPER  
VICE PRESIDENT

MORGAN R. GORRANO  
COMMISSIONER

MARY Y. JUNG  
COMMISSIONER

LISA SEITZ GRUWELL  
COMMISSIONER

ANITA SANCHEZ  
EXECUTIVE OFFICER

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4086-10/11 THROUGH 4094-10/11; 4024-09/10; 4021-07/08; AND 4171-07/08.**

At its meeting of March 21, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Postpone PSC #4089-10/11 to the meeting of April 4, 2011 due to lack of vote for action. (Quorum consisted of three Commissioners and concurrence of all three needed for action; Commissioner Seitz Gruell recused, making only two votes available.)
- (2) Withdraw PSC #4090-10/11 at the request of the Municipal Transportation Agency.
- (3) Postpone PSC #4092-10/11 to the meeting of April 18, 2011 at the request of the Public Utilities Commission.
- \* (4) Adopt the report; Approve request for PSC #4093-10/11 on the condition that one Bureau of Construction Management (BCM) employee be provided by BCM for two months at no cost to the ESER Program during the 2012-13 budget year. Notify the Office of the Controller and the Office of Contract Administration.
- (5) Adopt the report; Approve request for PSC #4094-10/11 on the condition that the Treasurer/Tax Collector consult with IFPTE Local 21 in efforts to transfer knowledge and research techniques in so far as possible; Report back to the Commission in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (6) Adopt the report; Approve request for PSC #4021-07/08 on the condition that existing vacant OLSE positions be filled and that there are no cuts to OLSE staff, and that this matter be revisited and reviewed in six (6) months. Notify the Office of the Controller and the Office of Contract Administration.
- (7) Adopt the report as verbally amended from Yes to No in 5E; Approve request for PSC #4171-07/08 on the condition that a minimum of eighteen BCM personnel will be trained in the JOC unit price information for future use. Notify the Office of the Controller and the Office of Contract Administration.
- (8) Adopt the report; Approve request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

OFFICE OF CONTRACT ADMINISTRATION  
DPM

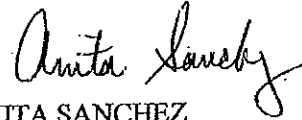
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CSC Notice of Action  
March 28, 2011  
Page 2

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

CIVIL SERVICE COMMISSION



ANITA SANCHEZ  
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Carino Carlos, Department of Public Works
- Gordon Choy, Department of Public Works
- Marie de Vera, Department of Human Resources
- Oliver Hack, Mayor's Office of Housing
- Kan Htun, Art Commission
- Shamica Jackson, Public Utilities Commission
- Florence Kyaun, Public Utilities Commission
- Joan Lubamersky, General Services Agency
- Maria Ryan, Department of Human Resources
- Tajel Shak, Treasurer/Tax Collector
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

RECEIVED  
11 MAR 30 AM 11:46  
DPW  
SAN FRANCISCO POLICE DEPARTMENT

POSTING FOR

3/21/2011

PROPOSED PERSONAL SERVICES CONTRACTS

Regular, Continuing, Annual

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
*4093-10/11	90	Public Works	Regular	\$6,700,000	Two contracts will be awarded to furnish construction management support services to City staff to address specialized expertise and temporary peak workloads for pre-construction and construction phase services for cost estimating, construction scheduling, constructability review, construction administration, construction inspections services, LEED/sustainable building construction management, and existing building forensic investigations for projects of the Earthquake Safety and Emergency Response (ESER) Bond Program, including the Public Safety Building, selected neighborhood fire stations, and selected projects of the Auxiliary Water Supply System.	4/25/2011 - 1/1/2017
4094-10/11	08	Treasurer/Tax Collector	Regular	\$100,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	3/21/2011 - 12/31/2012

DPW  
CONTRACT ADMINISTRATIONS

11 MAR 30 AM 11:46

RECEIVED

**Modification**  
**Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 40890 - 14/15)

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

Type of Service: Program Management Support Services (PMSS) for the Capital Improvement Program (CIP)

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$10,000,000

PSC Original Approved Duration: 06/01/15 - 12/31/20 (5 years 30 weeks)

PSC Mod#1 Amount: \$40,000,000

PSC Mod#1 Duration: 02/06/17-12/31/21 (1 year)

PSC Cumulative Amount Proposed: \$50,000,000

PSC Cumulative Duration Proposed: 6 years 30 weeks

**1. Description of Work**

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

The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.

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

Services are necessary to implement the large number of CIP projects while maintaining consistency in reporting and cost controls. Consultant project teams must track and report costs using a comprehensive, consistent approach to assist in the planning of resources, project funding, and to manage risk. If denied, inconsistency in project controls will delay projects and may result in lost revenue.

**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.**

Under 40890-14/15.

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

Yes, if there continues to be a need at the Airport.

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

These support services are for the Airport's CIP, which will span greater than a five year period to implement.

**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:

Specific expertise and/or knowledge is required on a short-term basis in support of the CIP.

B. Reason for the request for modification:

The Airport is in the midst of a large-scale Capital Improvement Program (CIP) and intends to extend these support services as they have been invaluable to date for streamlining Airport business processes and facilitating construction. The additional funding will continue to provide the Airport with much needed industry expertise for the deliverance of the CIP. This modification will increase the dollar amount to account for more usage of services in support of the CIP, and extend the term to align with the required duration of services.

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

- A. Specify required skills and/or expertise: Required skills include industry-leading expertise with knowledge and experience managing large, complex airport programs. In addition, expertise in project scoping and programming, design and construction management services, project controls for overall CIP are required. This work will require industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4;
- 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.  
Project Management (PM) civil service classifications exist but this work requires industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program. The existing architectural, engineering, and construction-related classifications do not have the skills and experience necessary to provide the strategic guidance the Airport needs for the Capital Improvement Program.
- 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. Positions are specific to CIP and will not be needed beyond the program. Individuals acquire required skills & experience through airport assignments across the world. The team will work alongside City PMs throughout CIP with much of their value in educating City PMs of capital program management best practices.

**6. Additional Information**

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

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training will be provided as part of this service.
- 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 12/20/16, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21;

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

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

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

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40890 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# Receipt of Union Notification(s)

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [cynthia.avakian@flysfso.com](mailto:cynthia.avakian@flysfso.com)  
**To:** [Cynthia Avakian \(AIR\); L21PSCReview@ifpte21.org; Lisa Randall \(AIR\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Lisa Randall (AIR); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Modification Request to PSC # 40890 - 14/15 - MODIFICATIONS  
**Date:** Tuesday, December 20, 2016 9:10:31 AM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$40,000,000 for services for the period February 6, 2017 – December 31, 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/8340>

Email sent to the following addresses: [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org)

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Program Management Support Services (PMSS) for the Capital Improvement Program (CIP)

Funding Source: Airport Capital Funds PSC Duration: 5 years 30 weeks

PSC Amount: \$10,000,000 PSC Est. Start Date: 06/01/2015 PSC Est. End Date: 12/31/2020

1. Description of Work

A. Scope of Work:

The Program Management Support Services Consultant (Consultant) will provide overall management expertise and oversight of the Capital Improvement Project (CIP) at the San Francisco International Airport (Airport). The scope of work will include project scoping and programming, design and construction management services, project controls for overall CIP, contract administration, cost estimating services, field inspection, document control, and other services in support of the CIP.

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

Services are necessary to implement the large number of CIP projects while maintaining consistency in reporting and cost controls. Consultant project teams must track and report costs using a comprehensive, consistent approach to assist in the planning of resources, project funding, and to manage risk. If denied, inconsistency in project controls will delay projects and may result in lost revenue.

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

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

2. Union Notification: On 03/09/2015, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21,

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40890 - 14/15

DHR Analysis/Recommendation:

05/04/2015

Commission Approval Required

DHR Approved for 05/04/2015

Approved by Civil Service Commission with conditions

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

A. Specify required skills and/or expertise:

Required skills include industry-leading expertise with knowledge and experience managing large, complex airport programs. In addition, expertise in project scoping and programming, design and construction management services, project controls for overall CIP are required. This work will require industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program.

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

5502,5504,5506,5508,

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:

Project Management (PM) civil service classifications exist but this work requires industry-leading expertise in complex airport capital program management that is only garnered from experience on another large airport capital program. The existing architectural, engineering, and construction-related classifications do not have the skills and experience necessary to provide the strategic guidance the Airport needs for the Capital Improvement Program.

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

No. Positions are specific to CIP and will not be needed beyond the program. Individuals acquire required skills & experience through airport assignments across the world. The team will work alongside City PMs throughout CIP with much of their value in educating City PMs of capital program management best practices.

**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? Training will not be included since the specialized skills required are needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/02/2015 BY:

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

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

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # 43147 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Digitization, Archiving, and Digital Documents Management SystemFunding Source: Operating BudgetPSC Original Approved Amount: \$1,837,000PSC Original Approved Duration: 02/01/16 - 01/31/20 (4 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/16-12/31/20 (47 weeks 6 days)PSC Mod#2 Amount: \$1,663,000PSC Mod#2 Duration: 03/01/17-01/31/21 (4 weeks 3 days)PSC Cumulative Amount Proposed: \$3,500,000PSC Cumulative Duration Proposed: 5 years 1 day**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS:

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

The SFMTA seeks to reduce paper documentation backlog and provide staff with an electronically-accessible library of the agency's historic and current documents. The DDMS software product will also increase productivity by minimizing the time needed to search and retrieve documents, add security protocols, and safeguard documents from fire, flood, and other disasters. The consequence of denial would be that the SFMTA would continue to print and store large volumes of paper documentation, which would be contrary to the City's conservation efforts and continue challenges in security and document retrieval.

**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.**

No.



D. Will the contract(s) be renewed?

Yes. The SFMTA will have the option to extend the agreement for up to 24 months.

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 duration is now 5 years from the initial request start date due to the delay in the RFP and Award process.

## 2. Reason(s) for the Request

A. Display all that apply

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

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

Explain the qualifying circumstances:

There is no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment.

B. Reason for the request for modification:

The initial cost estimate was low and needs to be adjusted to meet actual cost of this project that was revealed during the RFP process.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have three (3) or more continuous years in business implementing the DDMS using proprietary software and systems for a large city, county agency, or business. The number and magnitude of prior completed projects and experience should meet the quality, standards, and specifications set forth by the SFMTA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1406, Senior Clerk; 1408, Principal Clerk; 1444, Secretary 1; 1446, Secretary 2; 1450, Executive Secretary 1; 1452, Executive Secretary 2; 1454, Executive Secretary 3; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will complete the scanning services at their facilities, utilizing production-level and other specialized scanning machinery capable of high-volume scanning to obtain images that meet the SFMTA high-quality standards.

## 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 no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment. This project does not reduce any current positions. This project will establish a software system for existing civil service positions to use, enabling them to perform their job functions in an easier, expedited, and streamlined manner. Once the backlog of documents has been scanned, staff will conduct all future scanning, uploading, and maintenance of the system.

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 is a temporary service. The contractor will provide the proprietary software system and eliminate the backlog. The SFMTA staff will be responsible for ongoing scanning and electronic filing of documents into the DDMS.

**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.

See Attachment.

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 10/31/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; 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 94013

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43147 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

## Hamada, Cynthia

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Monday, October 31, 2016 11:23 AM  
**To:** Hamada, Cynthia; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo; Basconcillo, Katherine A; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Modification Request to PSC # 43147 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$1,663,000 for services for the period March 1, 2017 – January 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

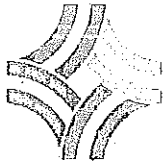
If SEIU is one of the unions that represents the classes you identified in the Initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/7539>

Email sent to the following addresses: L21PSCReview@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconcillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

# **Additional Attachment(s)**



**SFMTA**  
Municipal  
Transportation  
Agency

Edwin M. Lee, Mayor

Tom Nolan, Chairman

Cheryl Brinkman, Vice Chairman

Gwyneth Borden, Director

Edward D. Reiskin, Director of Transportation

Malcolm Heinicke, Director

Joel Ramos, Director

Cristina Rubke, Director

## ATTACHMENT

### PSC # 43147-15/16 Modification #2

Type of Service: Digitization, Archiving, and Digital Documents Management System

#### **5.B. Will the contractor train City and County employees?**

**- Describe training and indicate approximate number of hours.**

- Contractor will conduct 2-hours of end-user training per designated user on the use of the DDMS system.

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

- The project management team anticipates that three people per unit per division will be trained to use the DDMS system. Of these three positions, the project management team expects the following individuals to receive training: one administrative/management support and one analyst. There are twelve (12) unique divisions in the SFMTA. Therefore, based on the current SFMTA-organizational structure, up to one-hundred (100) civil service employees may be trained. For example, two people will be trained in each of the nine (9) units of Finance and Information Technology. The current organizational structure of the SFMTA can be accessed here:

<http://inside.sfmta.com:8088/aboutUs/SitePages/organization.aspx>.

- Civil service classes for the staff to be trained are as follows:

- (50) Administrative/Management Support: 1404 Clerk, 1406 Senior Clerk, 1408 Principal Clerk, 1444 Secretary 1, 1446 Secretary 2, 1450 Executive Secretary 1, 1452 Executive Secretary 2, 1454 Executive Secretary 3, 1840 Junior Management Assistant, 1842 Management Assistant, 1844 Senior Management Assistant;
- (50) Analysts: 1820 Junior Administrative Analyst, 1822 Administrative Analyst, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst.

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request:  Initial  Modification of an existing PSC (PSC # 43147 - 15/16)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Digitization, Archiving, and Digital Documents Management SystemFunding Source: Operating BudgetPSC Original Approved Amount: \$1,837,000PSC Original Approved Duration: 02/01/16 - 01/31/20 (4 years)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 07/01/16-12/31/20 (47 weeks 6 days)PSC Cumulative Amount Proposed: \$1,837,000PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.

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

The SFMTA seeks to reduce paper documentation backlog and provide staff with an electronically-accessible library of the agency's historic and current documents. The DDMS software product will also increase productivity by minimizing the time needed to search and retrieve documents, add security protocols, and safeguard documents from fire, flood, and other disasters. The consequence of denial would be that the SFMTA would continue to print and store large volumes of paper documentation, which would be contrary to the City's conservation efforts and continue challenges in security and document retrieval.

**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.**

No.



D. Will the contract(s) be renewed?

Yes. The SFMTA will have the option to extend the agreement for up to 24 months.

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.

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

Explain the qualifying circumstances:

There is no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment.

B. Reason for the request for modification:

Extension of Duration.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must have three (3) or more continuous years in business implementing the DDMS using proprietary software and systems for a large city, county agency, or business. The number and magnitude of prior completed projects and experience should meet the quality, standards, and specifications set forth by the SFMTA.

B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1406, Senior Clerk; 1408, Principal Clerk; 1444, Secretary 1; 1446, Secretary 2; 1450, Executive Secretary 1; 1452, Executive Secretary 2; 1454, Executive Secretary 3; 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1840, Junior Management Assistant; 1842, Management Assistant; 1844, Senior Management Assistant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will complete the scanning services at their facilities, utilizing production-level and other specialized scanning machinery capable of high-volume scanning to obtain images that meet the SFMTA high-quality standards.

## 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 no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment. This project does not reduce any current positions. This project will establish a software system for existing civil service positions to use, enabling them to perform their job functions in an easier, expedited, and streamlined manner. Once the backlog of documents has been scanned, staff will conduct all future scanning, uploading, and maintenance of the system.

- 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 is a temporary service. The contractor will provide the proprietary software system and eliminate the backlog. The SFMTA staff will be responsible for ongoing scanning and electronic filing of documents into the DDMS.

**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.  
See Attachment.
- 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 06/16/16, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous; 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 94013

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43147 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/18/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Digitization, Archiving, and Digital Documents Management System

Funding Source: Operating Budget PSC Duration: 4 years
PSC Amount: \$1,837,000 PSC Est. Start Date: 02/01/2016 PSC Est. End Date: 01/31/2020

1. Description of Work

A. Scope of Work:

The consultant will implement a Digitization, Archiving, and Digital Documents Management System (DDMS) software for the San Francisco Municipal Transportation Agency (SFMTA). This project has four phases: Phase 1) The SFMTA, with contractor assistance, will determine naming conventions, filing protocol and security access levels for system use prior to installation; Phase 2) SFMTA will designate a unit to test DDMS functionality using criteria established in Phase 1; contractor will provide system access and operation training for designated SFMTA management and administrative staff within the test unit; Phase 3) Phases 1 and 2 will be expanded to a division within the SFMTA; Phase 4) Phases 1 and 2 will be expanded to the entire agency, resulting in a centralized electronic library of agency documents and information that can be accessed by existing agency staff as needed. In addition, the contractor will, in accordance with the agency's document retention program, convert, shred or store the document backlog to the DDMS. The SFMTA estimates there are currently more than eight (8) million documents to be added to the DDMS.

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

The SFMTA seeks to reduce paper documentation backlog and provide staff with an electronically-accessible library of the agency's historic and current documents. The DDMS software product will also increase productivity by minimizing the time needed to search and retrieve documents, add security protocols, and safeguard documents from fire, flood, and other disasters. The consequence of denial would be that the SFMTA would continue to print and store large volumes of paper documentation, which would be contrary to the City's conservation efforts and continue challenges in security and document retrieval.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service has not been provided in the past.

D. Will the contract(s) be renewed? Yes. The SFMTA will have the option to extend the agreement for up to 2

2. Union Notification: On 09/11/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43147 - 15/16

DHR Analysis/Recommendation:

12/07/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/07/2015

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

A. Specify required skills and/or expertise:

The contractor must have three (3) or more continuous years in business implementing the DDMS using proprietary software and systems for a large city, county agency, or business. The number and magnitude of prior completed projects and experience should meet the quality, standards, and specifications set forth by the SFMTA.

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

1820, 1822, 1823, 1824, 1840, 1842, 1844, 1404, 1406, 1408, 1444, 1446, 1450, 1452, 1454,

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

Yes. The contractor will complete the scanning services at their facilities, utilizing production-level and other specialized scanning machinery capable of high-volume scanning to obtain images that meet the SFMTA high-quality standards.

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

A. Explain why civil service classes are not applicable:

There is no current process in place and this service has not been provided in the past. As part of this contract, the contractor will be using the DDMS to establish an electronically-accessible document library for the SFMTA. This is a temporary need as it is not reasonable to expect that SFMTA staff would be able to eliminate the massive backlog of stored documents without specialized scanning equipment. This project does not reduce any current positions. This project will establish a software system for existing civil service positions to use, enabling

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

No. This is a temporary service. The contractor will provide the proprietary software system and eliminate the backlog. The SFMTA staff will be responsible for ongoing scanning and electronic filing of documents into the DDMS.

**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? See Attachment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD  
ON 09/11/2015 BY:

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

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94013

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 44238 - 15/16)

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

Type of Service: Ridership Demographic/Travel Behavior Survey and Data Analysis

Funding Source: Operating Budget

PSC Original Approved Amount: \$450,000

PSC Original Approved Duration: 04/05/16 - 12/31/17 (1 year 38 weeks)

PSC Mod#1 Amount: \$224,000

PSC Mod#1 Duration: 04/05/16-06/30/18 (25 weeks 5 days)

PSC Mod#2 Amount: \$276,000

PSC Mod#2 Duration: no duration added

PSC Cumulative Amount Proposed: \$950,000

PSC Cumulative Duration Proposed: 2 years 12 weeks

**1. Description of Work**

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

The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.

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

Federal regulations and guidance require that the SFMTA evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. The SFMTA is also required to monitor and compare the level and quality of services provided to predominantly minority and low-income areas in order to ensure equitable services system-wide. Denial could result in the SFMTA's inability to compliance with federal regulations and result in a loss of federal funding.

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

Yes.

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

No.

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

**2. Reason(s) for the Request**

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers. The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver formal presentations.

B. Reason for the request for modification:

Additional Cost in order to comply with the Federally-required survey and reporting requirements. There is no change in duration.

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

- A. Specify required skills and/or expertise: The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report; and deliver formal presentations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1803, Performance Analyst I; 1804, Statistician; 1805, Performance Analyst II; 1806, Senior Statistician; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst;
- 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 is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers, many of whom may be limited-English proficient

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 survey is a short-term project and the service is only required during the period of regulatory compliance.

**6. Additional Information**

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

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training is provided with this service as it is only performed on demand every 3-5 years.

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.  
Continued work with Metropolitan Transportation Commission.

**7. Union Notification:** On 10/19/16, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; 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# 44238 - 15/16

DHR Analysis/Recommendation:  
Commission Approval Required

Civil Service Commission Action:



DHR Approved for 02/06/2017

# **Receipt of Union Notification(s)**

## Hamada, Cynthia

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com  
**Sent:** Wednesday, October 19, 2016 4:09 PM  
**To:** Hamada, Cynthia; thomas.vitale@seiu1021.org; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo; Basconillo, Katherine A; pcamarillo\_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR  
**Subject:** Receipt of Modification Request to PSC # 44238 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$276,000 for services for the period February 6, 2017 – June 30, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6709>

Email sent to the following addresses: L21PSCReview@ifpte21.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org pcamarillo\_seiu@sbcglobal.net Kbasconillo@sfgov.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me thomas.vitale@seiu1021.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 44238 - 15/16)

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

Type of Service: Ridership Demographic/Travel Behavior Survey and Data Analysis

Funding Source: Operating Budget

PSC Original Approved Amount: \$450,000

PSC Original Approved Duration: 04/05/16 - 12/31/17 (1 year 38 we

PSC Mod#1 Amount: \$224,000

PSC Mod#1 Duration: 04/05/16-06/30/18 (25 weeks 5 days)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$674,000

PSC Cumulative Duration Proposed: 2 years 12 weeks

1. Description of Work

A. Scope of Work:

The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.

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

Federal regulations and guidance require that the SFMTA evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. The SFMTA is also required to monitor and compare the level and quality of services provided to predominantly minority and low-income areas in order to ensure equitable services system-wide. Denial could result in the SFMTA's inability to compliance with federal regulations and result in a loss of federal funding.

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

Yes. PSC #4132-11/12.

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

2. Union Notification: On 04/08/16, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44238 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 04/19/2016

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

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a comprehensive summary report and deliver formal presentations.

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

1803,1804,1805,1806,1823,1824,9126,9128,

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:

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers, many of whom may be limited-English proficient

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

No. This survey is a short-term project and the service is only required during the period of regulatory compliance.

**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? No training is provided as part of the scope of this contract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 04/08/16 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Ridership Demographic/Travel Behavior Survey and Data Analysis

Funding Source: Operating Budget PSC Duration: 1 year 38 weeks
PSC Amount: \$450,000 PSC Est. Start Date: 04/05/2016 PSC Est. End Date: 12/31/2017

1. Description of Work

A. Scope of Work:

The contractor will plan, coordinate, and conduct an in-person survey of the San Francisco Municipal Transportation Agency's (SFMTA) transit riders to collect data on their demographics and transportation practices. The consultant will collect statistically-significant data about customer travel patterns, income levels, ethnic background, language proficiency and fare media usage both on a temporal and geographical basis. Riders will be surveyed on all routes and modes of transit vehicles, on platforms, and by telephone as necessary. The consultant shall produce a final report that includes a discussion of the survey results and relevant high-level data summaries. The SFMTA will perform this work in accordance with the Metropolitan Transportation Commission (MTC) Resolution No. 3866.

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

Federal regulations and guidance require that the SFMTA evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact on low-income/minority customers. The SFMTA is also required to monitor and compare the level and quality of services provided to predominantly minority and low-income areas in order to ensure equitable services system-wide. Denial could result in the SFMTA's inability to compliance with federal regulations and result in a loss of federal funding.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. This service was provided in the past through PSC# 4132-11/12.

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

2. Union Notification: On 02/08/2016, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44238 - 15/16

DHR Analysis/Recommendation:

04/04/2016

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/04/2016

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

A. Specify required skills and/or expertise:

The consultant must have successfully completed a minimum of one comprehensive ridership demographic survey for a major public transportation agency within the last five years. Must possess technical expertise in data research and analysis that is specific to a major transit system in a similar urban area. Must have the ability to conduct quantitative research in detail; perform person-to-person survey work; provide multi-lingual survey work; tabulate raw data; provide various reports based on data collected; analyze data and present it in a

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

1803,1804,1805,1806,1823,1824,9126,9128,

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:

This is work that will occur once every 3-5 years and requires extensive staffing for a limited time period to conduct potentially over 30,000 on-board surveys of the SFMTA customers, many of whom may be limited-English proficient

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

No. This survey is a short-term project and the service is only required during the period of regulatory compliance.

**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? No training is provided as part of the scope of this contract.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

ON 02/08/2016 BY:

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

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



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 4113 11/12)

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

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care

Funding Source: General Fund

PSC Original Approved Amount: \$50,000,000

PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount: \$41,397,887

PSC Mod#2 Duration: 02/01/17-06/30/17 (2 years 1 day)

PSC Cumulative Amount Proposed: \$91,397,887

PSC Cumulative Duration Proposed: 5 years

**1. Description of Work**

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

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

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

Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two program.

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

Yes

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

Yes.

- 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 Department expects the need for these services to continue and does not expect it will be able to provide the operational services needed to fulfill its responsibilities to provide provide access to health care for low and moderate income San Francisco residents through the Healthy San Francisco program without contracting with the San Francisco Community Health Authority (San Francisco Health Plan).

**2. Reason(s) for the Request**

A. Display all that apply

- Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The operation of Healthy San Francisco requires a Third Party Administrator (TPA) function. DPH fulfills this requirement contractually, using the same TPA infrastructure already in place with the San Francisco Health Plan (SFHP), because DPH does not operate as a TPA, and therefore does not possess the necessary administrative structure to provide the oversight, staffing to perform the functions, or the electronic database and software capacity to fulfill the claiming and reporting obligations.

- B. Reason for the request for modification:  
to extend the term and increase amount of PSC

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

- A. Specify required skills and/or expertise: Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)
- B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;
- 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.  
SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). (Continued on attachment)
- 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: Not at this time.

**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 will be provided under this contract, other than routine training required to provide any information needed to the San Francisco Health Plan (vendor) so that they may provide services described above.
- C. Are there legal mandates requiring the use of contractual services?  
Please see attached Board of Supervisors resolution.
- 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.  
San Francisco Community Health Authority

**7. Union Notification:** On 11/11/16, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Management & Superv 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: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street Room 307, San Francisco, CA 94102

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 02/06/2017

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

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**From:** Hale, Jacquie (DPH)  
**Sent:** Friday, November 11, 2016 11:15 AM  
**To:** Basconcillo, Katherine (PUC); pcamarillo\_seiu@sbcglobal.net; wendy.frigillana@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); ted.zarzecki@seiu1021.net; david.canham@seiu1021.org; Emma.Gerould@seiu1021.org; ablood@cirseiu.org; jtanner940@aol.com; thomas.vitale@seiu1021.org; sandeep.lal@seiu1021.net; Theresa.Rutherford@seiu1021.org; Joseph.Bryant@seiu1021.org; meredith.staples@seiu1021.org; gustavo.corral@seiu1021.org; ben.sizemore@seiu1021.org; leah.berlanga@seiu1021.org; TIYA.THLANG@SEIU1021.ORG; pscreview@seiu1021.org; ablood@cirseiu.org; xiumin.li@seiu1021.org; larry.bradshaw@seiu1021.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS); L21PSCReview@ifpte21.org; Hale, Jacquie (DPH)

**Subject:**

The PUBLIC HEALTH – DPH has submitted a modification request for a Personal Services Contract (PSC) for \$41,397,887 for services for the period February 1 – June 30, 2017, for PSC 4113 11/12 Third party vendor administrative and other services for Healthy San Francisco (SF Health Care Security Ordinance).

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/4349>

Email sent to the following addresses:

Basconcillo, Katherine (PUC) <kbasconcillo@sfgov.org>; pcamarillo\_seiu@sbcglobal.net; wendy.frigillana@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; ted.zarzecki@seiu1021.net; david.canham@seiu1021.org; Emma.Gerould@seiu1021.org; ablood@cirseiu.org; jtanner940@aol.com; thomas.vitale@seiu1021.org; sandeep.lal@seiu1021.net; Theresa.Rutherford@seiu1021.org; Joseph.Bryant@seiu1021.org; meredith.staples@seiu1021.org; gustavo.corral@seiu1021.org; ben.sizemore@seiu1021.org; leah.berlanga@seiu1021.org; TIYA.THLANG@SEIU1021.ORG; pscreview@seiu1021.org; ablood@cirseiu.org; xiumin.li@seiu1021.org; larry.bradshaw@seiu1021.org; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>; L21PSCReview@ifpte21.org

# **Additional Attachment(s)**

## Attachment to PSC 4113-11/12

### 1. Description of Work

#### A. Scope of Work (Continued)

(4) communicates program information to participants, (5) handles external communications and outreach activities, (6) conducts provider network development and communication, (7) ensures reimbursement to non-DPH health care providers in network, (8) manages participation of employers and employees, (9) coordinates chronic care management/health promotion services, (10) oversees customer service and (11) provides other administrative functions. SFHP provides similar services for SF PATH, a federally-supported health care program for low-income adults which the Department launched in July 2011 as required under California's 1115 Medicaid Waiver.

### 3. Description of Required Skills/Expertise

#### A. Specify required skills and/or expertise: (Continued)

Vendor also has to have access to a comprehensive, integrated medical system, which includes primary care, hospitalization, specialty care, mental health, urgent care, health education and preventive care programs.

### 4. Why Classified Civil Service Cannot Perform

#### A Explain why civil service classes are not applicable: (Continued)

SFHP serves as the entity to which covered employers under HSF provide their contributions, and it has not only DPH as a key provider (through SFGH and DPH clinics), but also a significant network of community-based providers.



Re: PSC 4113 -11/12 - Third Party Administrator for Healthy San Francisco and the City Option Program

- In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance (HCSO), charging DPH with the creation of a health care access program (Healthy San Francisco) (HSF) for eligible uninsured San Franciscans, along with a method to enable employers in San Francisco to comply (the City Option Program) by either funding the cost to enroll their employees in Healthy San Francisco, or by contributing to a Medical Reimbursement Account (MRA) to cover eligible health care expenses for those employees opting not to join HSF.
- The enabling legislation allowed for the Department to contract with a third party administrator to meet the legal requirement of administering the program operations of the City Option Program and Healthy San Francisco.
- DPH selected the San Francisco Health Plan to serve as the Third Party Administrator (TPA). The San Francisco Health Plan (SFHP) was created as the San Francisco Community Health Authority (SFCHA), which is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans.
- DPH believes that to prevent a potential conflict of interest that there is an advantage to having a neutral party receive member complaints about services, since DPH is one of the provider network options for Healthy San Francisco enrollees. Additionally, it was the desire of DPH to have a neutral party receive the employee information submitted under the City Option Program.
- DPH does not have the resources or capacity to perform the TPA functions, including owning the necessary software for programmatic operations. Without the contracted TPA (the San Francisco Health Plan), DPH would be unable to meet the requirements of administering Healthy San Francisco and the City Option Plan.
- DPH believes it would be inefficient to remove any single component of the current TPA (San Francisco Health Plan) operations, e.g., enrollment or eligibility determination, to be performed in-house by DPH. This would disconnect the overall operations of administering a TPA. DPH does not have capacity to assume the entire TPA role.
- DPH created a total of 92 FTE civil service positions, including physicians, nurse practitioners, registered nurses, social workers, psychiatrists, psychologists, and pharmacists to ensure it could serve all HSF enrollees who selected DPH (now the San Francisco Health Network) to be their health care provider.

- The following describes the functions performed by the TPA:
  - As part of the City Option Program, employees may elect to have their employer contributions placed in a Medical Reimbursement Account (MRA) to cover health care expenses or to enroll in Healthy San Francisco.
  - The TPA maintains all accounts for individual employees, and each employee may have multiple accounts. Since the program's founding, there are over 2,200 employers contributing to the City Option with over 161,000 City Option employees. Payments are made directly to the SFHP.
  - There are several proprietary IT systems that were developed and are utilized and maintained by the SFHP to administer the City Option Program (and Healthy San Francisco). This includes an employer portal where covered employers submit confidential information regarding their covered employees including roster, demographic information, wage information, SSN and payments.

DPH does not receive any employee- level information provided by employers and would be unable to verify employees' information. An employee's information must be verified prior to enrollment into HSF since the employer's contributions affect the employee fees and removes their income limit. DPH believes that an integrated and embedded enrollment unit at SFHP is essential to supporting the enrollment of covered employees who wish to enroll in HSF.

- To ensure employee access to a medical home (e.g., a primary care doctor), and shared responsibility between DPH and other non-DPH providers in providing care for the uninsured, Healthy San Francisco has a broad provider network of 34 participating medical homes, including 14 DPH San Francisco Health Network clinics and 20 community and private clinics.

In addition, Dignity Health, Kaiser, and California Pacific Medical Center (CPMC) participate in providing pharmacy, hospital and specialty care to HSF members.

- The SFHP administers the pharmacy benefits for participants assigned to certain medical homes. DPH does not have the technical ability to provide pharmacy benefits for these medical homes without risk of being non-compliant with federal regulations that guide the DPH's pharmacy program.
- DPH leverages the existing infrastructure that the SFHP has with non-DPH provider networks through its management of the San Francisco Medi-Cal plan (see above), including their proprietary claims payment system to receive data encounters from the different providers, a call center to receive customer calls and assist with member complaint and grievance processes, a provider relations department to provide technical assistance with all providers (DPH San Francisco Health Network SFHN and non-SFHN

providers) to ensure standardized Healthy San Francisco program policy implementation, and dispersal of payments to private providers based on membership, design, production and distribution of HSF materials including participant ID cards, etc.

- Prior to the implementation of the Affordable Care Act (ACA), there were approximately 50,000 individuals enrolled in Healthy San Francisco, of which 35% were served by DPH (as members of the San Francisco Health Network), and 65% were served outside of DPH. Currently, there are approximately 16,000 enrolled in HSF.
- HSF participants are required to pay income-based participation fees on a quarterly basis. For employees who receive contributions from employers, they receive a discount on their participation fee as their employer's contributions offset some of their enrollment fees. The TPA must issue quarterly invoices based on the individual participant's liability, perform collections, issue refunds, and close out accounts through waivers when collection is not made.

The Department does not have the resources to cost effectively do this function. The TPA utilizes its proprietary system to perform these premium billing functions. The Department receives a cost saving by leveraging the SFHP's existing infrastructure and does not pay a reoccurring fee to maintain individual accounts at the bank. SFHP must also transfer employee's money between their HSF and MRA accounts as appropriate.

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1 [Joint Powers Agreement with the San Francisco Health Authority.]

2  
3 **Resolution approving Joint Powers Agreement with the San Francisco Health Authority**  
4 **to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently**  
5 **operated by the San Francisco Health Authority.**

6  
7 WHEREAS, In 1994, the Legislature authorized the San Francisco Board of  
8 Supervisors to establish a health authority as a separate legal entity to operate programs  
9 involving health care services, including the authority to contract with the State of California to  
10 serve as a health plan for Medi-Cal beneficiaries (Welfare and Institutions Code Section  
11 14087.36); and

12 WHEREAS, In 1994, the Board of Supervisors established the San Francisco Health  
13 Authority pursuant to the State statute in order to provide access to comprehensive health  
14 care services for Medi-Cal beneficiaries and such other persons as the Health Authority  
15 deems appropriate (San Francisco Administrative Code Section 69.1 *et seq*); and

16 WHEREAS, The governing body of the San Francisco Health Authority consists of 19  
17 persons, 14 of whom are appointed by the Board of Supervisors; and

18 WHEREAS, the governing body of the San Francisco Health Authority includes, among  
19 other members, the Director of Public Health, the Director of Mental Health, and appointees of  
20 the Mayor and the San Francisco Health Commission; and

21 WHEREAS, The San Francisco Health Authority serves as a Knox-Keene licensed  
22 HMO providing high quality health insurance to nearly 50,000 San Francisco residents and  
23 workers through Medi-Cal and other programs; and

1           WHEREAS, The San Francisco Health Authority insures nearly one-quarter of all San  
2 Francisco children, in part through the City-funded Healthy Kids and Young Adults program;  
3 and

4           WHEREAS, The San Francisco Health Authority insures over 6,000 San Francisco In-  
5 Home Supportive Services workers using City funding; and

6           WHEREAS, The State has passed legislation instituting a 6% tax on all of the operating  
7 revenue of Medi-Cal plans, such as those operated by the San Francisco Health Authority,  
8 which tax is called the Quality Improvement Fee (QIF) (Welfare and Institutions Code Section  
9 14464.5); and

10           WHEREAS, If the QIF is applied to the San Francisco Health Authority, the result will  
11 be a transfer to the State of over \$500,000 in mainly City funds in the next fiscal year and  
12 even more in subsequent years, threatening the viability of the City-funded insurance  
13 programs; and

14           WHEREAS, The negative effects of the QIF can be mitigated if a separate legal entity  
15 is established to operate the San Francisco Health Authority's non-Medi-Cal programs such  
16 as the Healthy Kids and Young Adults and Healthy Workers programs; and

17           WHEREAS, The San Francisco Health Authority and the City and County of  
18 San Francisco may establish a separate Joint Powers Authority to operate the San Francisco  
19 Health Authority's non-Medi-Cal programs through the execution of a Joint Powers  
20 Agreement, pursuant to Government Code Section 6500 *et seq.*; and

21           WHEREAS, The proposed "Joint Powers Agreement Creating the San Francisco  
22 Community Health Joint Powers Authority" (hereafter, "Agreement"), on file with the Clerk of  
23 the Board of Supervisors in File No. \_\_\_\_\_, which is hereby declared to be a part of  
24 this resolution as if set forth fully herein, would create a joint exercise of powers authority  
25

1 ("Joint Powers Authority"), a separate legal entity that would operate the non-Medi-Cal  
2 programs currently operated by the San Francisco Health Authority, including the Healthy  
3 Families, Healthy Workers, and Healthy Kids and Young Adults programs, as well as any new  
4 programs or lines of business that the Joint Powers Authority may develop; and

5 WHEREAS, The San Francisco Health Authority approved the Agreement on March 2,  
6 2005 in Resolution No. 2005-1; and

7 WHEREAS, The proposed Agreement further provides that:

8 (i) The San Francisco Health Authority is designated as the party who will serve as  
9 administrator to execute the provisions of the Agreement;

10 (ii) The City shall not provide any capital funds for the Joint Powers Authority, nor be  
11 responsible for any operational or administrative costs incurred in fulfilling its purposes under  
12 the Agreement;

13 (iii) The debts, liabilities, and obligations of the Joint Powers Authority do not constitute  
14 the debts, liabilities, or obligations of any part to the Agreement, although the members may  
15 separately contract for or assume such responsibility; and

16 (iv) The members of the governing body established to govern the San Francisco  
17 Health Authority serve *ex officio* as the members of the governing body established to govern  
18 the Joint Powers Authority; and

19 (v) The Joint Powers Authority is required to acquire such insurance protection as the  
20 City's Risk Manager deems necessary to protect the interests of the members to the  
21 Agreement; and

22 (vi) The Agreement may be terminated by the adoption of a resolution by either the  
23 City or the San Francisco Health Authority; now, therefore, be it  
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RESOLVED, That the Board of Supervisors hereby approves the Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.



City and County of San Francisco

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

Tails  
Resolution

File Number: 050514

Date Passed:

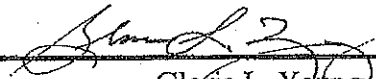
Resolution approving Joint Powers Agreement with the San Francisco Health Authority to create a Joint Powers Authority to operate the Non-Medi-Cal health plans currently operated by the San Francisco Health Authority.

March 29, 2005 Board of Supervisors — ADOPTED

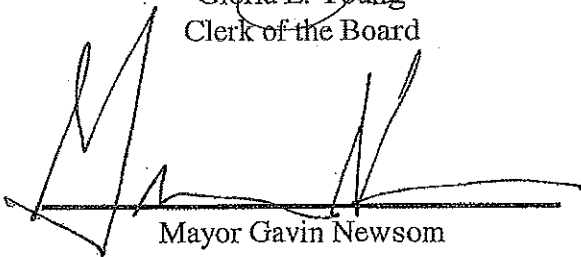
Ayes: 9 - Alioto-Pier, Ammiano, Dufty, Elsbernd, Ma, Maxwell, McGoldrick,  
Mirkarimi, Peskin  
Excused: 2 - Daly, Sandoval

File No. 050514

I hereby certify that the foregoing Resolution was ADOPTED on March 29, 2005 by the Board of Supervisors of the City and County of San Francisco.

  
Gloria L. Young  
Clerk of the Board

04.01.05  
Date Approved

  
Mayor Gavin Newsom



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH Dept. Code: DPH

Type of Request: [ ] Initial [x] Modification of an existing PSC (PSC # 4113 11/12)

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

Type of Service: Third party vendor administrative and other services for Healthy San Francisco (SF Health Care)

Funding Source: General Fund

PSC Original Approved Amount: \$50,000,000

PSC Original Approved Duration: 07/01/12 - 06/30/14 (1 year 52 we

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 07/01/14-06/30/15 (1 year)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$50,000,000

PSC Cumulative Duration Proposed: 2 years 52 weeks

1. Description of Work

A. Scope of Work:

In July 2006, the San Francisco Board of Supervisors adopted the Health Care Security Ordinance, which charged DPH with the responsibility for developing a new health access program called Healthy San Francisco. This ordinance requires DPH to "coordinate with a third party vendor to administer program operations, including basic customer services, enrollment, tracking service utilization, billing and communication with the participants." (SF Administrative Code Sec. 14.2) DPH selected the San Francisco Health Plan (SFHP) as third party vendor. SFHP, operated by the San Francisco Community Health Authority, is a governmental entity created by the City in 1994 solely to serve as a health maintenance organization to increase access to health care for low and moderate income San Franciscans. As the third party vendor for HSF, SFHP: (1) assists in eligibility and enrollment functions, (2) manages participant fee billing and collection, (3) receives utilization data and develops utilization reports, (continued on attachment)

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

Healthy San Francisco (HSF) provides comprehensive, affordable health care to uninsured adults irrespective of employment status, immigration status or pre-existing medical conditions. SF PATH provides affordable health care to low-income adults under a new federally-supported program. If denied, continued successful operation of HSF and SF PATH will be jeopardized, resulting in reduced access to care to over 55,000 uninsured adult San Francisco residents currently participating in these two program.

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.

Services have been provided in the past through earlier PSC request. See 4113 11/12

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

2. Union Notification: On 12/30/14, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021; SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Manage

\*\*\*\*\*

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4113 11/12

DHR Analysis/Recommendation:

04/06/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 04/06/2015

04/06/2015

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

A. Specify required skills and/or expertise:

Experience in providing health plan operations, such as a call center, quality improvement protocols, member services, provider network development and management, data and utilization analysis, enrollment, eligibility, experience in the development and implementation of a billing systems tied to employer participation, establishment and maintenance of medical reimbursement accounts, and experience in related outreach and communications. (Continued on attachment)

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

2903,2908,1053,1054,

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:

SFHP is uniquely qualified to provide these services, as it was established as a special entity to provide these functions and has many years experience, expertise, and systems already established to provide services for the Healthy Families, Healthy Kids and Healthy Workers programs. Its information systems have been adapted to provide an employer interface for the City Option (HSF or medical reimbursement account). (Continued on attachment)

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

Not at this time.

**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? Please see attached Board of Supervisors resolution.	<input checked="" type="checkbox"/>	<input 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? San Francisco Community Health Authority	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 12/30/14 BY:

Name: \_\_\_\_\_ Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street Room 307 San Francisco, CA 94102