



Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: March 17, 2017

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director

From: Cynthia Avakian, AIR
David Bui, DPW
Rod Goree, MTA
Jacquie Hale, DPH

Subject: **Personal Services Contracts Approval Request**

This report contains seven (7) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

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

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

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

Total of this Report	YTD Expedited Approvals FY2016-2017	Total for FY2016-2017
\$32,695,233	\$537,486,102	\$2,069,641,580

Cynthia Avakian
Airport Commission
Contracts Administration Unit
POB 8097
San Francisco, CA 94128
(650) 821-2014

David Bui
Department of Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
DB: (415) 554-6417

Rod Goree
Municipal Transportation Agency
1 South Van Ness Ave., 6th Floor
San Francisco, CA 94103
RG: (415) 646-2553

Jacque Hale
Public Health
101 Grove Street Rom 307
San Francisco, CA 94102
(415) 554-2609

Table of Contents
PSC Submissions

Regular PSCs	Department	Page
47817-16/17	Airport Commission	1
43016-16/17	Public Works	9
48659-16/17	Public Works	21
44572-16/17	Airport Commission	33
Modification PSCs		
43208-13/14	Airport Commission	42
45799-15/16	Municipal Transportation Agency	53
46529-13/14	Public Health	64

POSTING FOR

April 03, 2017

PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

Commission Hearing Date

2017-04-03

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
47817 - 16/17	AIRPORT COMMISSION	\$1,750,000.00	Contractor will assist Airport Commission (Airport) staff in: 1) initiatives in the Airport's 5-Year Strategic Plan, and 2) components of the San Francisco International Airport (SFO) Academy project which will provide a framework for employee development including learning plans with various career paths. Contractor may support the development and execution of cutting edge industry approaches to needs assessments, employee survey analyses, refining SFO's Competency Model, development of strategic management skills, and refinement of soft skills in an aviation environment with an emphasis on achieving the Airport's 5-Year Strategic Plan goals, organizational objectives and core values. Services may include as-needed individualized and small group instruction (executive coaching, leadership development, and organizational development) to senior and management staff.	April 3, 2017	June 30, 2025	REGULAR
43016 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,000,000.00	San Francisco Public Works (Public Works) is seeking qualified consultants to provide Furniture, Fixtures and Equipment (FF&E) Professional Management Services for an array of projects under the 2016 Public Health and Safety Bond Program (2016 PHS). The projects are divided into two subset groups – Public Health related projects and Public Safety related projects. The FF&E consultants will provide all necessary services required for a turnkey management solution which include, but not limited to, coordination of procurement process for the FF&E, coordination with Public Works project manager(s) and/or hospital/ clinic/ fire station/ homelessness department head(s) on the FF&E data, coordination of receipts and temporary staging of such items, coordination of departmental moves and equipment installation, and coordination of relocation/ disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications (example: Purchasers, Project Managers, Engineers/Architects). Examples of FF&E to be purchased (for Public Health related projects): patient beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines. Examples of FF&E to be purchased (for Public Safety related projects): shelter beds, supply carts, lockers, shelving, storage cabinets, and work stations.	March 1, 2017	March 31, 2023	REGULAR
48659 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$6,000,000.00	San Francisco Public Works (Public Works) is seeking qualified consultant to provide specialized Inspector of Record (IOR) services for the hospital projects under the 2016 Public Health and Safety Bond Program (2016 PHS) on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) – a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD. The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of	March 1, 2017	March 31, 2023	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties.			
44572 - 16/17	AIRPORT COMMISSION	\$15,000,000.00	The West Field Checkpoint is the most heavily utilized security checkpoint at the Airport and is the last of five to be upgraded. The project will install new high-speed gates, and access control and camera systems to improve perimeter security and deter pedestrian traffic. Further, the site will be reconfigured to increase vehicular traffic throughput and meet future checkpoint demands.	April 3, 2017	December 31, 2019	REGULAR

TOTAL AMOUNT \$25,750,000



Posting For April 03, 2017

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2017-04-03

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
43208 - 13/14 - MODIFICATIONS	April 3, 2017	AIRPORT COMMISSION -- AIR	\$4,000,000	\$28,000,000	Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes; Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.	01/01/2020	01/01/2021	REGULAR
45799 - 15/16 - MODIFICATIONS	April 3, 2017	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$2,000,000	\$4,000,000	The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.	08/01/2017	07/31/2021	REGULAR
46529 - 13/14 - MODIFICATIONS	April 3, 2017	PUBLIC HEALTH -- DPH	\$945,233	\$1,467,881	Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based	07/01/2017	06/30/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					organizations, the public and decision makers about TB.			

TOTAL AMOUNT \$6,945,233

**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: As-Needed Executive Management Development and Staff Training Consulting Services

Funding Source: Airport Operating Funds

PSC Amount: \$1,750,000

PSC Est. Start Date: 04/03/2017

PSC Est. End Date 06/30/2025

1. Description of Work

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

Contractor will assist Airport Commission (Airport) staff in: 1) initiatives in the Airport's 5-Year Strategic Plan, and 2) components of the San Francisco International Airport (SFO) Academy project which will provide a framework for employee development including learning plans with various career paths. Contractor may support the development and execution of cutting edge industry approaches to needs assessments, employee survey analyses, refining SFO's Competency Model, development of strategic management skills, and refinement of soft skills in an aviation environment with an emphasis on achieving the Airport's 5-Year Strategic Plan goals, organizational objectives and core values. Services may include as-needed individualized and small group instruction (executive coaching, leadership development, and organizational development) to senior and management staff.

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

The Airport requires additional resources with cutting edge industry knowledge to provide executive coaching, and curriculum design. Services are required to develop the SFO Academy and implement it over the next 5 years. The Airport will benefit from various and diverse expertise of contractors of different professional service providers with an array of industry best practices. If denied, senior executives may not have access to current industry coaching techniques and career development. Without these services the Airport may be unable to adapt to the changing environment and support the new workforce.

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.

Prior Civil Service Commission approval was granted under PSC# 4056-11/12.

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 includes entering into contracts from the pool of consultants with a maximum five (5) year term for each resulting contract.

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:

Services are on an as-needed basis and require the knowledge of current cutting edge industry techniques and expertise.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include specialized and current knowledge of industry trends and strategy in executive leadership coaching and strategic management training.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 0931, Manager III;
- 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?

Notification was sent to the Department of Human Resources Workforce Development Director on September 26, 2016. No objections 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 classifications are not applicable as services require knowledge of specialized current cutting edge industry trends.
- 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. Adopting a new civil service classification would not be practical as services require specialized industry knowledge.

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.
Coaching will be provided to Sr. managers consisting of up to 15 hrs/mos. Organizational development & related training will be provided to supervisors and managers up to 10 hrs/mos.
- 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 01/23/2017, the Department notified the following employee organizations of this PSC/RFP request:
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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47817 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; [Christina Chiong \(AIR\)](mailto:Christina.Chiong@AIR); [DHR-PSCCoordinator, DHR \(HRD\)](mailto:DHR-PSCCoordinator,DHR@HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47817 - 16/17
Date: Monday, January 23, 2017 5:32:31 PM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 47817 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 47817 - 16/17 for \$1,750,000 for Initial Request services for the period 04/03/2017 -- 06/30/2025. Notification of 30 days (60 days for SEIU) is required.

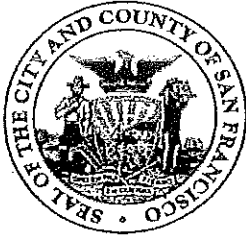
After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/8418> 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

December 13, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4056-11/12 THROUGH 4063-11/12 AND 4064-07/08.

At its meeting of December 5, 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.*

The Commission:

- (1) Withdrew PSC #4060-11/12 at the request of the Public Utilities Commission.
- (2) Adopted the report; Approved the request for PSC #4058-11/12 on the condition that the Municipal Transportation Agency submit an annual status report beginning with the first meeting of December 2012. Notified the Office of the Controller and the Office of Contract Administration.
- (3) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Sandra
ANITA SANCHEZ FOR
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Maria Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR
12/5/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4056-11/12	27	Airport Commission	Regular	\$300,000	<p>Provide as-needed individualized and small group instruction (e.g., one-on-one instruction and leadership development) to senior and managerial staff, based on the SFO Competency Model, strategic management skills in an aviation environment; aviation and airport strategic planning, aviation financial management and analysis for non-financial managers, execution in a civil service environment, strategic innovation in the public sector, change management, advanced communication skills, and negotiation skills), with an emphasis on achieving the Airport's 5 year strategic goals, organizational objectives and core values.</p> <ul style="list-style-type: none"> - Assessment of managerial employees' development and learning needs; - Leadership curriculum development, leadership curriculum implementation; - Recommendation of leadership readiness (and at what stage: from moderately ready to high performer readiness). 	12/19/2011 - 12/31/2016
4057-11/12	27	Airport Commission	Regular	\$2,000,000	<p>As part of the Airport's 5-Year Capital Plan, Airport staff will need support services with: project controls, scheduling and cost estimating, pre-construction services, peer reviews, specialty design engineers, specialty construction inspectors, and specialty material testing and commissioning services. Consultants with experience and knowledge in Airport design and construction of terminals, air-side and land-side development, special systems and commissioning experience will be required.</p>	12/19/2011 - 12/31/2016
4058-11/12	35	Municipal Transportation Agency	Regular	\$300,000	<p>Contractor will perform scheduled preventive maintenance including cleaning, adjustments, and equipment replacement or upgrades on hardware and software of San Francisco Municipal Transportation Agency (SFMTA) fixed asset video surveillance systems in at least twelve (12) SFMTA sites.</p>	12/1/2011 - 11/30/2014
4059-11/12	35	Municipal Transportation Agency	Regular	\$23,000,000	<p>The scope of this project is to rehabilitate various systems on 80 to 90 standard (40') Neoplan motor coaches. The contractor will provide all repairs, warranties, labor, inspections, engineering, tools, materials, parts, facilities and equipments required to complete this work, which includes removing and replacing major vehicle systems such as engines, transmissions, radiators, brakes, doors and air supply systems, interior and exterior body work, exterior painting, including pick-up and delivery of the coaches. All rehabilitation work will be performed off-site. Contractor will prepare all required detailed drawings, design calculations and other specified technical documentation in connection with this project. Contractor will support warranties on all rebuilt components.</p>	1/1/2012 - 1/31/2015
4060-11/12	40	Public Utilities Commission	Regular	\$500,000	<p>The City and County of San Francisco owns and maintains approximately 18,500 cobra-head type high pressure sodium (HPS) streetlight luminaires, located throughout the City's forty-nine square miles. The LED Street Light Conversion Project will replace existing HPS street light luminaires with dimmable Light Emitting Diode (LED) street light luminaires and an integrated wireless communication monitoring and control system (smart controls). The work includes lighting design for San Francisco's street lighting system and construction.</p>	12/5/2011 - 12/30/2013

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: Furniture, Fixtures and Equipment (FF&E) Management Services

Funding Source: 2016 Public Health & Safety Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 03/01/2017

PSC Est. End Date 03/31/2023

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 Furniture, Fixtures and Equipment (FF&E) Professional Management Services for an array of projects under the 2016 Public Health and Safety Bond Program (2016 PHS). The projects are divided into two subset groups -- Public Health related projects and Public Safety related projects. The FF&E consultants will provide all necessary services required for a turnkey management solution which include, but not limited to, coordination of procurement process for the FF&E, coordination with Public Works project manager(s) and/or hospital/ clinic/ fire station/ homelessness department head(s) on the FF&E data, coordination of receipts and temporary staging of such items, coordination of departmental moves and equipment installation, and coordination of relocation/ disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications (example: Purchasers, Project Managers, Engineers/Architects). Examples of FF&E to be purchased (for Public Health related projects): patient beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines. Examples of FF&E to be purchased (for Public Safety related projects): shelter beds, supply carts, lockers, shelving, storage cabinets, and work stations.

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

2016 PHS Program will require assistance with FF&E for up to a few hundred FF&E items for certain projects, such as Ambulance Deployment Facility, Public Health Lab, Dialysis, Clinics, Homeless Services Sites, and etc. City Personnel with the specific expertise and experience to manage the large and complex quantities of FF&E are not available, especially in the context of the State's hospital jurisdiction, or associated with these specialized facilities. It is essential for the FF&E consultants to provide a complete turnkey management solution from coordinating procurements to on-site installations closely with Public Works project manager(s), various facility head(s) and contractor(s) for the facilities in order to deliver the projects in accordance with the established budgets, schedules, and City and State's construction compliances. Denial of this service could adversely impact the projects' schedules and budgets, and also 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 was provided under PSC#4031-09/10 approved on September 21, 2009 for S.F. General Hospital (SFGH) Rebuild, and -- to furnish a turnkey management solution to manage the procurement process and installation of the FF&E.

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 FF&E 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 to provide an FF&E turnkey management service for an array of specialized facilities aforementioned. Due to the aggressive schedule, and complexity & size of the program which only occurs periodically and targets specific projects, it would be more practical to utilize an outside consultant to focus on the deliverables, instead of adopting new civil service classifications to get trained and perform these tasks under an aggressive timeline.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required expertise includes but is not limited to coordinating the procurement process of FF&E for a combination of hospital, health center, ambulance deployment facility, fire station, and homeless shelter projects. Specialty FF&E will need to be purchased for each project site. The consultant shall coordinate the installation process (shipping, delivery, receiving, staging, and installing) and also the disposal/relocation of existing FF&E. The consultant shall reconcile cost estimates and must have experience with OSHPD (Office of State Health Planning and Development) procedures, communications, and construction approvals if handling the Public Health subset projects. The consultant shall also have experience with construction projects conducted around an operating facility (for both Public Health and Public Safety subset projects).
- B. Which, if any, civil service class(es) normally perform(s) this work? 1950, Assistant Purchaser;
- 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?

Initial outreach has been made to the Purchaser's office, and further coordination will ensue as the Program/projects move along in definition/scopes. With the thousands of FF&E items projected as the scope of services to be covered, the Office of Contract Administration/City Purchaser and the Department of Public Health's assigned Purchasers will need assistance. Traditionally on projects/programs of large scale (example: San Francisco General Hospital Rebuild), the City's Purchasers handle paperwork approvals internal to City Hall, advertisement, response to vendors on bid inquiries, bidder qualifications, tabulation/award of bids, and confirmation of shipping/delivery/receiving/installation dates as listed on contract. The Purchaser's Office does not usually have the expertise/time to meet with clients on FF&E identification, write/suggest specification criteria, obtain/share vendor marketplace knowledge, request cost range quotations, identify/coordinate shipping times, perform staging, help with the identification/disposal/relocation of existing FF&E, cost estimate reconciliation, etc.

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, but only to a limited extent. The purchase of FF&E of this complexity and specialized application is not regularly undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the full procurement and installation process for the program. It is critical to have the FF&E management services be closely coordinated with the Project/Contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids and etc.) will be handled by City Purchasers (1950 classification series) and not by the consultant. The consultant will provide specialized expertise to assist City Staff.
- 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 condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project-specific.

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 to 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 01/23/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43016 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required
DHR Approved for 04/03/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: Paul Kim <pkim@ifpte21.org>
Sent: Tuesday, March 07, 2017 11:24 AM
To: Dea, Tiffany (DPW)
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 43016 - 16/17

✧ Yes, the union will waive the 30 day notification period so that edits on the date can be made to PSC #43016.

Paul Kim
IFPTE Local 21

From: Dea, Tiffany (DPW) [mailto:tiffany.dea@sfdpw.org]
Sent: Monday, March 06, 2017 9:51 AM
To: Paul Kim <pkim@ifpte21.org>
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 43016 - 16/17
Importance: High

Hi Paul,

Christine Tang just pointed out that I listed the incorrect PSC end date. It is supposed to be a term from 3/1/17 - 3/31/23. The current PSC lists 3/1/17 – 3/31/17, which is incorrect.

Is the union willing to waive the 30-day notification period so that I can make the edit to the duration of this PSC? I will proceed to revise the PSC duration after I receive Local 21's union waiver confirmation.

Thank you!

Tiffany Dea
Ph: 415-554-6416

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

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of david.bui@sfdpw.org
Sent: Monday, January 23, 2017 4:51 PM
To: Bui, David (DPW) <David.Bui@sfdpw.org>; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Dea, Tiffany (DPW) <tiffany.dea@sfdpw.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 43016 - 16/17

RECEIPT for Union Notification for PSC 43016 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 43016 - 16/17 for \$3,000,000 for Initial Request services for the period 03/01/2017 – 03/31/2017. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/8467> 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

GAVIN NEWSOM
MAYOR

September 23, 2009

MORGAN R. GORRONO
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

DONALD A. CASPER
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4030-09/10 THROUGH 4038-09/10; 4112-06/07; 4163-07/08 AND 4021-09/10.

At its meeting of September 21, 2009 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to approve the request for proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Luis Cancel, Arts Commission
- Gordon Choy, Department of Public Works
- Vivian Day, Department of Building Inspection
- Jessica Huey, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Mary Ng, Department of Human Resources
- Esther Reyes, Controller's Office
- Brigitte Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Tajel Shah, Treasurer/Tax Collector's Office
- Commission File
- Chron

POSTING FOR
September 21, 2009

PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dep't No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4030-09/10	90	DPW-Bureau of Architecture	Regular	\$ 4,000,000	Will provide as-needed design services for Health Facilities involving renovation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and facilities.	28-Apr-15
4031-09/10	90	Public Works	Regular	\$ 3,000,000	Will provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital-Rebuild Program.	31-Dec-16
4032-09/10	28	Arts Commission	Regular	\$ 306,000	Will conduct creative writing classes with youth in need at up to 10 sites in San Francisco. Artists-In-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated or in crisis.	30-Jun-10
4033-09/10	40	San Francisco Public Utilities Commission	Regular	\$ 2,500,000	Will provide professional construction management services to oversee a Wastewater Enterprise construction project, the Sunnydale Sewer Auxiliary Tunnel, on behalf of the SFPUC.	01-Mar-12
4034-09/10	40	San Francisco Public Utilities Commission	Regular	\$ 400,000	Will provide at minimum, daily aerial patrol of Watershed lands during CALFIRE declared fire season to be coordinated by the respective parties' designated representatives.	01-Oct-17
4035-09/10	8	Treasurer and Tax Collector's Office	Regular	\$ 400,000	Will provide new payment processing system; licensing fees and annual software maintenance costs and professional services in custom programming, installation and training.	31-Dec-14
4036-09/10	35	San Francisco Municipal Transportation Agency	Regular	\$ 217,634	Will provide labor, materials, consumables and supervision to repair, restore and rebuild two accident damaged LRVs from SFMTA's fleet of 151 vehicles.	01-Nov-10
4037-09/10	19	Building Inspection	Regular	\$ 4,200,000	Will install, configure, customize, test, and train City staff on the design, configuration, implementation, maintenance, and operation of a new proprietary Permit and Project Tracking System (PPTS).	31-Dec-16
4038-09/10	9	Controller's Office	Regular	\$ 1,500,000	Will provide municipal financing advisory services to Office of Public Finance, Controller's Office, and other City department staff in the following areas: general obligation bonds, certificates of participation and lease revenue bonds.	16-Oct-14

RECEIVED
DPW
CONTRACT ADMINISTRATIONS
09 SEP 25 AM 10:31

PERSONAL SERVICES CONTRACT SUMMARY

DATE: August 19, 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: Furniture, Fixtures, & Equipment (FF&E) Management Professional Services

FUNDING SOURCE: S.F. General Hospital Rebuild - General Obligation Bonds (Proposition A, November 2008)

PSC AMOUNT: \$3,000,000.00 PSC DURATION: 7 years (January 1, 2010 - December 31, 2016)

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide all necessary services required for a turnkey management solution for the following: procurement process for furniture, fixtures, and equipment (FF&E) for the San Francisco General Hospital - Rebuild Program; coordination with hospital department heads on the FF&E data; coordination of receipts and temporary staging of such items, of departmental moves & equipment installation, and for relocation/disposal of existing equipment. The selected consultant will provide specialized expertise to assist Civil Service classifications. Examples of FF&E to be purchased: medical beds, specialty supply & instrument carts, blood analyzers, medical lights, and patient lift machines.

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

City Personnel with the specific expertise and experience to manage the large and complex quantities of FF&E (approximately 15,000 items, including medical equipment) are not available, especially in the context of the State's hospital jurisdiction. If this scope is disseminated between existing City Classifications with partial or limited knowledge, the SFGH Rebuild Program's schedule will be delayed by the ensuing confusion and re-work, resulting in monetary damages and schedule delays. It is essential that the consultant coordinate procurements and installations closely with the Contractor for the facility to operate and comply with the State's hospital construction requirements and to be open on-time.

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

These services were previously approved on January 2, 2007 under PSC #4085-06/07, for the Laguna Honda Hospital Replacement Program - to furnish a turnkey management solution, to manage the procurement process, and installation of the FF&E.

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):

Professional & Technical Engineers, Local 21 Union Name Signature of person mailing/faxing form Date August 26, 2008

PSC# 4031-09/10 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:

Required expertise includes but is not limited to coordinating the procurement process of \$130 million of FF&E (including medical equipment) for a large hospital construction project. The departments to be housed in the hospital include emergency, trauma, intensive care, and surgery – and specialty FF&E need to be purchased for each. The consultant shall coordinate the installation process (shipping, delivery receiving, staging, and installing) and also the relocation of existing FF&E from the old hospital to the new. The consultant shall also reconcile cost estimates and must have experience with OSHPD (Office of State Health Planning and Development) procedures, communications, and construction approvals; and with working on construction projects conducted around an operating hospital facility.

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

A Purchaser from the 1950 classification series can perform some of these functions but he/she cannot provide such extensive management oversight and guidance, nor would that person be familiar with the types of FF&E that would be placed in a new hospital.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classifications are applicable, but only to a limited extent. The purchase of FF&E of this complexity and specialized applications has not been undertaken by the City. Consequently, applicable classifications do not have the required expertise in managing the procurement and installation of FF&E for this project. The smooth transition from the old hospital to the new is paramount to patient care, and it is critical that these services be closely coordinated with the Contractor's schedule. The procurement itself (data entry into ADPICS, posting of advertisements, receipt of bids, award of bids, etc.) will be handled by City Purchasers (1950 classification series) and not by the consultant. The consultant will provide specialized expertise to assist City staff.

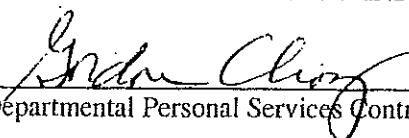
B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the condition created by the required specialized skills combined with the large size of the project occurs only periodically and is project-specific.

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"> Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. 		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? (UNKNOWN. An RFQ will be processed to select the best-qualified 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

Partial List (Sample List) of FF&E to be Purchased for San Francisco General Hospital Rebuild Program
FF&E - Furniture, Fixtures, and Equipment

Major Grouping	Sample FF&E to be Purchased
Audio/ Video/ Data	televisions, projectors, projection screens, DVD players, computers, copiers, printers, fax machines
Medical Furniture	patient beds, wheelchairs, cadaver tables, blood collecting chairs, stretchers, hampers, instrument tables, sharps cabinets, medical recliners, cribs, storage racks, medical carts, secure lockers, exam tables/chairs
Appliances	fume hoods, medical refrigeration units, medical freezers, patient lift machines, ice makers/dispensers, water filters
Office/Ancillary Furnishings	chairs/stools, tables, waste cans, carts, stools, microwave ovens, coffee makers, lamps, lobby furnishings, admissions furnishings
Medical Equipment	medical analyzers (such as pulmonary function, blood/gas), flowmeters, pacemakers, intravenous trolleys, defibrillators, treadmills, centrifuges, blood/fluid warmers, specimen incubators, microscopes, ventilators, pumps, otoscopes/ophthalmoscopes, thermometers, ultrasound machines, EKG machines, x-ray machines, physiological monitors, regulators, aspirators, electro-surgical units, anesthesia machines and accessories, dialysis machines, sterilizers
Room Fixtures	operating lights, sharps dispensers, shelves and drawers, glove dispensers, charting stations, chemical dispensing systems

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: Inspector of Record (IOR) Services

Funding Source: 2016 Public Health & Safety Bond

PSC Amount: \$6,000,000

PSC Est. Start Date: 03/01/2017

PSC Est. End Date: 03/31/2023

1. Description of Work

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

San Francisco Public Works (Public Works) is seeking qualified consultant to provide specialized Inspector of Record (IOR) services for the hospital projects under the 2016 Public Health and Safety Bond Program (2016 PHS) on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) – a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD. The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties.

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

Public Works is expecting a number of hospital projects that will require the services of Inspector of Record. This as-needed contract will provide much needed flexibility in providing the required type of IORs to meet each project at any given time. Denial of this request for as-needed contract will cause hardship on Public Works to find qualified IORs when needed and will impact project schedules as the Contractor's completed work will not be accepted by OSHPD if the work has not been inspected by an IOR. Denial of this service could also negatively impact the City's readiness to have these essential facilities ready and operational in the event of a major earthquake. Since OSHPD and the Architect of Record hold approval of the IOR in addition to the City, maximum flexibility in assigning IORs is necessary to achieve group confirmation.

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 through our As-Needed Inspector of Record (IOR) Services contracts (refer to PSC No. 42834-14/15 approved on August 3, 2015) and the SF General Hospital (SFGH) Rebuild Program, which currently has an IOR Consultant Contract specific to the Rebuild Program only (refer to PSC No. 4006-10/11 approved on July 19, 2010).

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 IOR 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 with its subset of hospital projects requires specialized Inspector of Record (IOR) services to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. Due to the aggressive schedule, IOR certification requirement, complexity and size of the program which requires a significant amount of personnel resources to address the specialized expertise and as-needed 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: Inspectors of Record must be certified by Office of Statewide Health Planning and Development (OSHPD) based on a successful "Hospital Inspector" examination. Three levels of certification provide different levels and breadth of expertise for different projects: Class A for all phases of construction including major structural construction; Class B for architectural, mechanical, electrical, fire and life safety, and anchorage of non-structural elements; and Class C for one or more areas of construction specifically, but may not inspect the complete scope of construction authorized for Class "A" or Class "B" inspectors. Additionally, IORS must maintain yearly continuing education requirements.

B. Which, if any, civil service class(es) normally perform(s) this work? 5620, Regulatory Specialist;

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?

This IOR position does not exist in Civil Service. The City has encouraged existing inspectors and engineering classifications in Construction Management to apply for and take the IOR exam – given by OSHPD. A pay bonus is granted for having and utilizing the IOR certification on a project. Currently, one City employee (5620 Regulatory Specialist) took the initiative to learn IOR inspection knowledge and duties, is active in her IOR certification, and is already employed on hospital projects. One employee is insufficient for the complexity and number of hospital projects to be implemented on the Public Health and Safety Program, so additional resources are being sought via a contractor.

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

A. Explain why civil service classes are not applicable.

City employees can perform the work only if they possess the IOR credentials issued by OSHPD. Public Works intends to utilize City staff who are OSHPD-certified to the extent that they are available and acceptable to OSHPD and the Architect of Record. Due to fluctuations in project needs and project schedules, it will be difficult to use just the one existing staff member who is qualified and willing to provide IOR 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, it would not be practical because the demand for IOR services is intermittent, required specifically for hospital projects, and the IOR certification process is independent of Civil Service classification process.

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 only a certified IOR can provide these services.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/23/2017, 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: David Bui Phone: 415-554-6417 Email: david.bui@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48659 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2017

Receipt of Union Notification(s)

Dea, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of david.bui@sfdpw.org
Sent: Monday, January 23, 2017 4:52 PM
To: Bui, David (DPW); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Dea, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48659 - 16/17

RECEIPT for Union Notification for PSC 48659 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 48659 - 16/17 for \$6,000,000 for Initial Request services for the period 03/01/2017 – 03/31/2023. 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/8468> 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)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: As-Needed Inspector of Record (IOR) Services

Funding Source: Inter-Departmental Work Orders PSC Duration: 5 years 22 weeks
PSC Amount: \$4,000,000 PSC Est. Start Date: 07/01/2015 PSC Est. End Date: 11/30/2020

1. Description of Work

A. Scope of Work:

Provide specialized Inspector of Record (IOR) services for hospital projects on an as-needed basis. As required by the Office of Statewide Health Planning and Development (OSHPD) - a State Agency, Inspectors of Record for hospital projects must be certified by OSHPD.

The role of the IOR is to provide competent and continuous inspection of all phases of hospital construction, allow OSHPD to efficiently monitor the construction process, and assure that the work is being performed in accordance with OSHPD-approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items as seismic anchorage and equipment; the bracing of all mechanical, plumbing, and electrical piping; and conduit installation in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses work performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect of Record, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. We intend to award two contracts at \$2,000,000 each.

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

SF Public Works is expecting a number of hospital projects that will require the services of Inspectors of Record. This As-Needed Contract will provide much needed flexibility in providing the required type of IORs to meet each project at any given time. Denial of this request for as-needed contract will cause hardship on Public Works to find qualified IORs when needed and will impact project schedules as the Contractor's completed work will not be accepted by OSHPD if the work has not been inspected by an IOR. Since OSHPD and the Architect of Record hold approval of the IOR in addition to the City, maximum flexibility in assigning IORs is necessary to achieve group confirmation.

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 been provided through a sub-consultant under the As-Needed Design Services for Health Facilities contract. (Refer to PSC No. 4030-09/10). The SF General Hospital Rebuild Program currently has an IOR Consultant Contract specific to the Rebuild Program only. (Refer to PSC No. 4006-10/11). Other hospital projects will have to use this as-needed consultant contract to meet the demands for IORs on a project by project basis.

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

2. Union Notification: On 06/08/2015, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42834 - 14/15

DHR Analysis/Recommendation:

08/03/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 08/03/2015



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

July 23, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4000-10/11 THROUGH 4015-10/11; 4010-08/09; 4030-05/06; 4122-07/08; 4087-06/07; 4163-06/07 AND 4138-06/07.

DONALD A. CASPER
VICE PRESIDENT

At its meeting of July 19, 2010 the Civil Service Commission had for its consideration the above matter.

MORGAN R. GORRONO
COMMISSIONER

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.*

MARY Y. JUNG
COMMISSIONER

It was the decision of the Commission to:

ANITA SANCHEZ
EXECUTIVE OFFICER

- (1) Adopt the report; Approve request for PSC #4003-10/11 on the condition that one year from July 19, 2010, the Department of Public Health apprise the Commission of efforts made to have, as much as possible the proposed work to be contracted out be performed by civil service classifications, principally 1402 Junior Clerks. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for PSC #4005-10/11. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for PSC #4010-10/11 as amended to modify the contract amount from \$600,000 to \$500,000 and the duration from 06/30/14 to 06/30/15. Notify the Office of the Controller and the Office of Contract Administration.
- (4) Adopt the report; Approve request for PSC #4010-08/09. Notify the Office of the Controller and the Office of Contract Administration.
- (5) Adopt the report; Approve request for all remaining proposed personal 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

RECEIVED
10 JUL 28 PM 1:51
DPW
CONTRACT ADMINISTRATIONS

Attachment

- c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Jesusa Bushong, San Francisco Fire Department
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Kendall Gary, Department of Technology
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Brent Lewis, Department of Human Resources
Joan Lubamersky, General Services Agency
Commission File
Chron

POSTING JR

7/19/2010

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
* 4006-10/11	90	Public Works	Regular	\$9,000,000	The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project). The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all sets performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties. IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08 - Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager. The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.	12/31/2016
4007-10/11	40	Public Utilities Commission	Regular	\$1,234,050	Work consists of engineering and design services for a 3,000 foot long, 11.5-ft. diameter sewer tunnel in the southeast section of San Francisco.	8/1/2012

4008-10/11	40	Public Utilities Commission	Regular	\$100,000	SFPUC is seeking an expert to provide technical advisory and review services for the New Irvington Tunnel project in specified fields related to construction of tunnels and associated structures/facilities, including but not limited to, tunnel construction and cost estimate, seismology and engineering geology. This expert will advise SFPUC on technical and strategic approach of the project and assist the SFPUC project team in making critical project decisions, during construction.	12/31/2014
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PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 22, 2010

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: Supplemental Inspector of Record Services

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

PSC AMOUNT: \$9 Million PSC DURATION: August 1, 2010 through December 31, 2016

I. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Inspector of Record (IOR) will be providing inspection services in support of the construction of the new hospital at San Francisco General Hospital (SFGH) Medical Center (also known as the SFGH Rebuild Project).

The role of the IOR is to provide competent and continuous inspection of all phases of the hospital construction process for the SFGH Rebuild Project, allowing the Office of Statewide Health and Planning Development (OSHPD) staff to efficiently monitor the construction process, and assuring that the work is being done in accordance with OSHPD approved plans and applicable codes. An IOR must record all construction activities that occur on site and is responsible for verifying such items such as seismic anchorage and equipment, the bracing of all mechanical, plumbing, and electrical piping and conduits are installed in accordance with the approved documents and installation procedures. The IOR also oversees all inspections and witnesses all tests performed by outside inspectors. As part of the inspection team and as the liaison between the Owner (City), the Architect, and OSHPD, the IOR observes and reports the results of each inspection to all responsible parties.

IORs must first be certified by OSHPD to perform the duties of an IOR and MUST be approved by the Architect of Record and OSHPD. The supplemental IORs awarded under this PSC will be working under the direction of the Lead IOR (currently being provided through PSC#4087-07/08 - Executive Construction Management Professional Services Contract) and the SFGH Rebuild Project Program Manager.

The City intends to issue multiple separate contracts, with each contract having a not-to-exceed contract amount.

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

Section 129825 (Senate Bill AB 2966) of the Health and Safety Code requires the hospital governing body or authority to provide for and require competent and adequate inspection by an inspector that is satisfactory to the Architect of Record or Engineer of Record and satisfactory to OSHPD (see attachment). The OSHPD approves inspectors and as part of the approval process, is authorized to conduct periodic examinations to certify and recertify hospital inspectors of record. Hospital Inspector of Records are legally mandated by OSHPD to perform inspection functions and oversee all special inspection functions on the new hospital facility construction.

Denial of this service would jeopardize the timely completion of the SFGH Rebuild Project, and the SFGH would not be in compliance with the State-mandated seismic Safety Standards, thus risking lost of licensing for Acute Care Services 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, awarded under PSC#4269-00/01 approved 9/18/00, PSC# 4172-0708 approved 6/18/08 and 3/02/09 (mod), and on the San Francisco General Hospital Rebuild Project awarded under PSC #4087-07/08 and approved on 1/22/08 and As-Needed Special Inspection and Testing Services awarded under PSC #4076-09/10 and approved on 1/04/10.

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 Bldg. Inspectors Assn Signature of person mailing/faxing form Date 6/22/10

RFP sent to Union Name, on When available Date Signature

PSC# 4006-10/11

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:

All Inspectors of Record must be certified by OSHPD as a Class A Hospital Inspector. A Class A Hospital Inspector must be familiar with all areas of construction, including: architectural (including accessibility); mechanical; plumbing; electrical; fire and life safety; structural; and anchorage of non-structural elements. A Class A IOR will be permitted to inspect projects that include major structural construction.

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

None. However, the City does have Civil Service Classifications that possess the OSHPD Class A Hospital Inspector certification (i.e. 5620 Regulatory Specialist; 6331, Building Inspector) that can perform this work.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil Service Classifications are applicable to the extent that they possess the necessary OSHPD certifications, but the complexity and size of the SFGH Rebuild Project requires a large staffing of certified IORs that cannot be met through existing City staff. DPW intends to utilize City staff that possess the OSHPD Hospital Inspector to the extent that they are available and are acceptable to OSHPD and the Architect of Record. DPW is aware of only two active City employees that possess the OSHPD Class A certification, both of which are currently assigned to the Laguna Honda Replacement Project.

The SFGH Rebuild schedule dictates that an experienced team of IORs that can be engaged immediately to meet the project schedule completion deadline of January 1, 2016.

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

No. The aggressive SFGH Rebuild schedule does not allow for the creation of a new Civil Service Class specifically to perform this specialized work. Currently, limited City staff has the experience, OSHPD certifications, and expertise to perform the services for this project.

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"/>
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•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? An RFP/RFQ will be in process to select the consultant.

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

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: Design-Build Services for West Field Checkpoint Reconfiguration

Funding Source: Airport Capital Funds

PSC Amount: \$15,000,000

PSC Est. Start Date: 04/03/2017 PSC Est. End Date 12/31/2019

1. Description of Work

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

The West Field Checkpoint is the most heavily utilized security checkpoint at the Airport and is the last of five to be upgraded. The project will install new high-speed gates, and access control and camera systems to improve perimeter security and deter pedestrian traffic. Further, the site will be reconfigured to increase vehicular traffic throughput and meet future checkpoint demands.

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

The Airport's security infrastructure is of significant importance to maintaining safety and security to employees, airline community, Airport tenants and the travelling public. The Airport is enhancing the vehicle checkpoints along the perimeter at the end of West Field Road to modernize its security operations consistent with industry practices. This work is critical to the safety and security of the Airport. If the services for this project are denied, the project could result in increased security risk for Airport operations. Unauthorized vehicle and/or pedestrian incursions into secured areas have adverse consequences and result in flight delays to the travelling public and possible loss of revenues for airline community and Airport tenants alike.

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

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

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.

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

This project is capital funded and requires expertise and knowledge in Airport security infrastructure as it pertains to checkpoints to meet TSA regulations for Airport security and operations. Specific required skills and expertise include security systems design, access control and security camera systems, programmable logic controls, security networks, and electronics.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Security checkpoint design, construction and integration is a specialized subset of the security industry for airports and requires specialized skills, knowledge, and expertise. The design and construction requires a combination of expertise in access control and security camera systems, programmable logic controls, security networks, and electronics. The integration component consists of the commissioning and activation of the Access Control and camera systems into the existing Airport systems. The Airport maintains a centralized system for all security devices and the work at this checkpoint will be an extension of that.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5214, Building Plans Engineer; 5215, Fire Protection Engineer; 5216, Chief Surveyor; 5219, Senior Structural Engineer; 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;
- 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 was sent to other City Departments regarding the issuance of this RFP. No departments responded that were capable of doing the work. Please see attached.

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

- A. Explain why civil service classes are not applicable.
Existing classifications do not have the required expertise and skills to assess and improve the Airport security infrastructure as it pertains to checkpoint security to meet TSA regulations for Airport security and operations. Existing architectural and engineering classifications do not have the breadth of expertise related to developing a comprehensive Airport security checkpoint design and system implementation. A Notice of Intent for DB services was sent to appropriate City departments on December 9, 2016 and no responses with interest in participating have been received to date. Responses were received by the deadline of December 23, 2016.
- 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, checkpoint and security infrastructure projects do not occur frequently enough to justify permanent staffing. The Airport staff will work with the contractor to obtain knowledge and experience for future checkpoint development and improvement work at the Airport.

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 this is a short-term project.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

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

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

7. **Union Notification:** On 02/02/2017, the Department notified the following employee organizations of this PSC/RFP request:
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 Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 44572 - 16/17

DHR Analysis/Recommendation:
Commission Approval Required
DHR Approved for 04/03/2017

Civil Service Commission Action:

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
To: [Cynthia Avakian \(AIR\); L21PSCReview@lfpte21.org](mailto:Cynthia.Avakian(AIR);L21PSCReview@lfpte21.org); [Ricardo Valle \(AIR\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Ricardo.Valle(AIR);DHR-PSCCoordinator,DHR(HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 44572 - 16/17
Date: Thursday, February 02, 2017 5:46:46 PM

[This sender failed our fraud detection checks and may not be who they appear to be. Learn about spoofing at <http://aka.ms/LearnAboutSpoofing>]

RECEIPT for Union Notification for PSC 44572 - 16/17 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 44572 - 16/17 for \$15,000,000 for Initial Request services for the period 04/03/2017 -- 12/31/2019. 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/8358> 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)

NOTICE OF INTENT

DATE: December 9th, 2016

TO: Public Utilities Commission, Department of Public Works, Port of San Francisco,
San Francisco Municipal Transportation Agency

SUBJECT: **NOTICE OF INTENT FOR: Request for Proposals (RFP) for Design-Build Services for the High Speed Gate Checkpoint Project at the San Francisco International Airport**

REQUESTED RESPONSE DATE IS CLOSE OF BUSINESS DAY: December 23rd, 2016

The San Francisco International Airport Design & Construction Division is seeking **Design-Build (DB) Services for the High Speed Gate Checkpoint Project** at the **San Francisco International Airport** as listed below. If your Department is interested, please fill out one of the boxes below, sign, date and send back this form via email. If the Airport has not received a response from your organization by **December 23rd, 2016** it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

SUMMARY OF SCOPE OF WORK:

The Airport is considered critical infrastructure in the Bay Area region and its security infrastructure is of significant importance to maintaining safety and security to the travelling public and those alike. As a result of recent significant security breaches, as well as the need to replace and modernize security operations, the Airport will secure Design-Build Services to design and implement the replacement and upgrade of the West Field checkpoint as part of Project 11045, High Speed Gate Checkpoint Installation ("Project"). This checkpoint is the most heavily utilized at the Airport and is the last of three to be upgraded. New high speed gates, and access control and camera systems will be added to improve perimeter security, and deter pedestrian traffic. Further, the site will be reconfigured to increase vehicular throughput and meet future checkpoint demands.

Airport staff has prepared 90% of the design required forming bridging documents to be included in the RFP. The design build services being sought is limited to only minor design changes for completion of documents for review and approval. The design services being performed by the design build contractor allows for the needed schedule efficiencies. This project has a targeted beneficial use completion date of September 15, 2017.

SUMMARY OF SERVICES REQUESTED:

The Design-Build contractor will provide design, construction and general management services, including full professional architecture and engineering design services including checkpoint design and BHS controls services, and procurement and management of design sub-consultants and trade package subcontractors. The estimated duration of the Design-Build contract is **May 2017 through January 2018**.

Please check one of the applicable boxes below, sign, date, and email back by the due date. If the Airport has not received a response from your organization by **December 23rd, 2016**, it shall be assumed that your staff is not available to perform these services and the Airport will execute a contract service order for completion of these services.

SFO, DESIGN & CONSTRUCTION DIVISION
NOTICE OF INTENT

Request for Proposals (RFP) for Design-Build Services for the High Speed Gate Checkpoint Project at the San Francisco International Airport

Our Department is interested.

If your department is interested in providing these services, the Project Manager for this RFP will contact you for further discussions.

Our Department is not interested or available to perform these services.

NAME: _____

DEPARTMENT: _____

SIGNATURE: _____

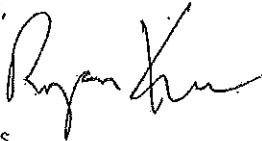
Date: _____

Questions regarding this request should be sent via email to:

Ryan Kuss at ryan.kuss@flysfo.com

Thank you in advance for your consideration.

Sincerely,



Ryan Kuss
Project Manager
Design and Construction Division
San Francisco International Airport

cc: Cynthia Avakian

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 # 43208 - 13/14)

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

Type of Service: Professional Services- Project Management Support Services:Terminal 1 Enabling Projects

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$16,000,000

PSC Original Approved Duration: 12/02/13 - 12/01/18 (5 years)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 12/01/18-12/31/19 (1 year 4 weeks)

PSC Mod#2 Amount: \$4,000,000

PSC Mod#2 Duration: 01/01/20-01/01/21 (1 year 2 days)

PSC Cumulative Amount Proposed: \$28,000,000

PSC Cumulative Duration Proposed: 7 years 4 weeks

1. Description of Work

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

Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.

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

San Francisco International Airport (SFO) must replace the existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. The enabling projects must be completed to allow for construction of the new facilities. If the PMSS teams for the enabling projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operation at SFO.

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

Yes, PSC 43208-13/14

D. Will the contract(s) be renewed?

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

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This request is for very specialized work involved with a number of diverse Terminal 1 Enabling projects.

B. Reason for the request for modification:

Increase time and compensation

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work including taxi lanes, roadways, parking lots, and checkpoints; emergency response facilities; gas stations and car washes; and industrial buildings.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1070, IS Project Director; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

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

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: As stated above, classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal 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.
No training is anticipated. As stated above, major construction and terminal projects do not occur frequently. Services included in this request are specific to the T1 Program.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, PMA Consultants

7. Union Notification: On 02/24/17, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43208 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2017

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Friday, February 24, 2017 2:07 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-
PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 43208 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$4,000,000 for services for the period January 1, 2020 -- January 1, 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/5897>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 43208 - 13/14)

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

Type of Service: Professional Services- Project Management Support Services:Terminal 1 Enabling Projects

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$16,000,000

PSC Original Approved Duration: 12/02/13 - 12/01/18 (5 years)

PSC Mod#1 Amount: \$8,000,000

PSC Mod#1 Duration: 12/01/18-12/31/19 (1 year 4 weeks)

PSC Cumulative Amount Proposed: \$24,000,000

PSC Cumulative Duration Proposed: 6 years 4 weeks

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

Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.

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

San Francisco International Airport (SFO) must replace the existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. The enabling projects must be completed to allow for construction of the new facilities. If the PMSS teams for the enabling projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operation at SFO.

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

Yes, PSC 43208-13/14

D. Will the contract(s) be renewed?

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

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

Project Management Support Services (PMSS) teams with experience at airports will manage the

design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. There are six enabling construction projects that will take five years to manage and construct.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This request is for very specialized work involved with a number of diverse Terminal 1 Enabling projects.

B. Reason for the request for modification:

Need to add money and time to align with contract.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work including taxi lanes, roadways, parking lots, and checkpoints; emergency response facilities; gas stations and car washes; and industrial buildings.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1070, IS Project Director; 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5209, Industrial Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5502, Project Manager 1; 5504, Project Manager 2; 5506, Project Manager 3; 5508, Project Manager 4; 6318, Construction Inspector; 6319, Senior Const 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?

On September 26, 2013, the department sent a Notice of Intent to other City Departments. However, none responded with the ability to perform this work.

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

A. Explain why civil service classes are not applicable.

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

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: As stated above, classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal 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.
There is no training provided as part of this request. See Attached

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

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

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

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

7. Union Notification: On 10/01/15, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, 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: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43208 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 10/23/2015

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: Professional Services- Project Management Support Services:Terminal 1 Enabling Projects

Funding Source: Airport Capital Funds PSC Duration: 5 years
PSC Amount: \$16,000,000 PSC Est. Start Date: 12/02/2013 PSC Est. End Date: 12/01/2018

1. Description of Work

A. Scope of Work:

Project Management Support Services (PMSS) teams with experience at airports to manage the design and construction of the Terminal 1 Redevelopment Program (T1 Program) Enabling Projects. Work will include project planning, controls, reporting, scheduling, budgeting, document control, coordination, design management, contracts management and constructability review for the following enabling projects: 1) Temporary Boarding Area B and Passenger Security Screening Checkpoint; 2) South Field demolition and hazardous material abatement; 3) Utility infrastructure upgrades and relocations; 4) Security and Special Systems improvements; 5) Various airport, airline, and agency related tenant relocations; and 6) South Field facility relocations, including the vehicle screening checkpoint, emergency response facility, aircraft taxi lanes, Ground Transportation Unit, Airport Commission car wash, gas station, and radio shop.

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

San Francisco International Airport (SFO) must replace the existing Terminal 1 and Boarding Area B due to significant infrastructure and gate capacity deficiencies. The enabling projects must be completed to allow for construction of the new facilities. If the PMSS teams for the enabling projects are denied, the T1 Program cannot proceed and existing facilities may need to close due to unsafe facilities and airlines may cease operation at SFO.

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 a need for such services at SFO.

2. Union Notification: On 10/07/2013, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43208 - 13/14

DHR Analysis/Recommendation:

12/02/2013

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 12/02/2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current experience related to airport terminals and associated facilities; demolition and hazardous material abatement; utility infrastructure upgrades; security and special systems; redevelopment of interior spaces; airfield and landside site work including taxi lanes, roadways, parking lots, and checkpoints; emergency response facilities; gas stations and car washes; and industrial buildings.

B. Which, if any, civil service class(es) normally perform(s) this work?
1044,1070,5201,5211,5502,5508,6318,6319,5203,5207,5209,5504,5506,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

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

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

As stated above, classifications exist but not with the specialized knowledge of airport requirements. Major construction and terminal projects do not occur frequently enough to justify permanent staffing.

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 anticipated. As stated above, major construction and terminal	<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 11/06/2013 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 45799 - 15/16)

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

Type of Service: Vision Zero Communications Development

Funding Source: City Safety Funds

PSC Original Approved Amount: \$2,000,000

PSC Original Approved Duration: 09/22/15 - 12/30/16 (1 year 14 weeks)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 12/31/16-07/31/17 (30 weeks 2 days)

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

PSC Mod#2 Duration: 08/01/17-07/31/21 (4 years 1 day)

PSC Cumulative Amount Proposed: \$4,000,000

PSC Cumulative Duration Proposed: 5 years 44 weeks

1. Description of Work

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

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

**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.
via PSC #45799-15/16**

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:

Additional services have been identified that increased the duration of the contract.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

B. Reason for the request for modification:

Additional costs and duration for added services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required 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. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally performed by these classes and the work is temporal.

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.
This is a campaign strategy and messaging contract service that does not include training.
- 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.
Barbary Coast Consulting and MIG, Inc.

7. **Union Notification:** On 02/24/17, the Department notified the following employee organizations of this PSC/RFP request:
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: Rod Goree Phone: 415.701.5381 Email: rod.goree@sfmta.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2017

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of rod.goree@sfmta.com
Sent: Friday, February 24, 2017 10:26 AM
To: Hamada, Cynthia (MTA); L21PSCReview@ifpte21.org; Hamada, Cynthia (MTA); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 45799 - 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 \$2,000,000 for services for the period August 1, 2017 -- July 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/dhrrupal/node/8476>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # 45799 - 15/16)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Vision Zero Communications DevelopmentFunding Source: City Safety FundsPSC Original Approved Amount: \$2,000,000 PSC Original Approved Duration: 09/22/15 - 12/30/16 (1 year 14 weeks)PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 12/31/16-07/31/17 (30 weeks 2 days)PSC Cumulative Amount Proposed: \$2,000,000 PSC Cumulative Duration Proposed: 1 year 44 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

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.
via PSC #45799-15/16.**D. Will the contract(s) be renewed?**

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply** Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

B. Reason for the request for modification:

An extension of duration is needed to complete these services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5289, Transportation Planner III; 5290, Transportation Planner IV; 5502, Project Manager 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

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 service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required 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. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not... (See Attached.)

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 these services.

- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Barbary Coast Consulting and MIG, Inc.

7. Union Notification: On 01/27/17, the Department notified the following employee organizations of this PSC/RFP request:
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# 45799 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 01/30/2017

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: Vision Zero Communications Development

Funding Source: City Safety Funds PSC Duration: 1 year 14 weeks
PSC Amount: \$2,000,000 PSC Est. Start Date: 09/22/2015 PSC Est. End Date: 12/30/2016

1. Description of Work

A. Scope of Work:

The Contractor will develop a campaign strategy and messaging for roadway safety campaigns. The contractor will research and develop strategies, creative work and social media campaigns based on best-practices for safety campaigns that have shown actual reductions in collision rates and changes in people's behavior.

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

This work will provide the necessary strategies, designs and communications campaigns for ensuring that the City's Vision Zero efforts attain a high level of buy-in and behavior change based on national and international best practices. If this service is denied, then the goal to reduce roadway fatalities and severe collisions by implementing needed safety campaigns will not be met.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC. A similar type of service was provided via PSC approval was 4029-13/14.

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

2. Union Notification: On 07/21/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45799 - 15/16

DHR Analysis/Recommendation:

09/21/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 09/21/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The consultant must possess expert knowledge of communications strategy and messaging development, including the use of research and data collection to ensure a successful campaign design. Experience in developing multi-lingual behavior-change outreach programs. Demonstrated ability to create educational and communications campaigns that result in measurable changes in behavior.

B. Which, if any, civil service class(es) normally perform(s) this work?
5289,5290,5502,

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 service is necessary to develop a new communications strategy and messaging plan. It is very specialized and cannot be completed by a single person, but relies on multiple expert competencies. Due to the temporary nature of each task, it is more efficient and effective to use a contractor with the necessary expertise and experienced staffing to perform the required work

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

No. Civil service classes already exist. Once the study and report are developed, existing city staff will be able to ensure that its implementation occurs and that the strategy continues to provide safety benefits. The required safety campaign development and educational message development services are not work that is normally

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? This is a campaign strategy and messaging contract service that does not i	<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 07/21/2015 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request: Initial Modification of an existing PSC (PSC # 46529 - 13/14)

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

Type of Service: California Tuberculosis (TB) Controller's Association (CTCA) Fiscal Agent

Funding Source: Grant

PSC Original Approved Amount: \$522,648

PSC Original Approved Duration: 07/01/14 - 06/30/18 (4 years)

PSC Mod#1 Amount: \$945,233

PSC Mod#1 Duration: 07/01/17-06/30/21 (3 years 1 day)

PSC Cumulative Amount Proposed: \$1,467,881

PSC Cumulative Duration Proposed: 7 years 1 day

1. Description of Work

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

Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.

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

TB controller's association is critical organization for the San Francisco tuberculosis (TB) program that helps coordinate the state and local TB program state TB diagnosis and treatment guideline revision and development, coordination of communication to the general public, decision makers (local elected and other elected officials), education to TB program staff through its biannual conference and business meeting. Through CTCA, the San Francisco TB control program continues to develop policies and work to change outdated legislation at the state level to improve TB control practices. (Continued on attachment)

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

Services have been provided in the past through earlier PSC request. See 46529 - 13/14

D. Will the contract(s) be renewed?

Only if funding continues.

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, as they enable San Francisco's

participation in the continued updating of statewide guidelines by the partnership of the California Department of Public Health and California Tuberculosis (TB) Controllers Association, including guidelines for diagnosis and treatment, infection control, case management, care coordination, investigation, screening and reporting. The Centers for Disease Control (CDC) notes that TB is one of the world's deadliest diseases, with one third of the world's population infected and a rate of 3.0 cases per 100,000 persons reported in the United States in 2015 (a rate that has remained relatively stable since 2013). The CDC also notes that TB is a leading killer of people who are HIV infected.

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:

These services are limited to support of TB-related activities funded by a grant from the State and support regional efforts to provide training, information and education related to TB.

B. Reason for the request for modification:

To increase the amount and extend the term

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Expertise in resource management appropriate to the fiscal intermediary services needed.

B. Which, if any, civil service class(es) normally perform(s) this work? 1652, Accountant II; 1823, Senior Administrative Analyst; 2230, Physician Specialist;

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.

Services are temporary and are not intended to continue beyond the term of the grant which supports them.

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 services are specific the grant that funds them and are otherwise not needed.

6. Additional Information

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

No.

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

While the purpose of the contract does not include formal training of Civil Service staff, Continuing Education credits training for physicians and nurses is available at the CTCA annual conference, and the CTCA makes up to date materials available on its website.

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

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

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

No.

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

No.

7. **Union Notification:** On 02/17/17, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Physicians and Dentists - 8CC; 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# 46529 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 04/03/2017

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, February 17, 2017 4:30 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; jduritz@uapd.com;
L21PSCReview@ifpte21.org; Girma, Mahlet (DPH); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 46529 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$945,233 for services for the period July 1, 2017 -- June 30, 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/8562>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM1")

Attachment to 46529-13/14

1. B. Explain why this service is necessary and the consequence of denial: (Continued)

Denial of this contract will essentially bring to a halt, an organization that has served local TB programs, TB providers, and California communities for over a decade. It has been pivotal in helping bring California and San Francisco TB case numbers down to the lowest numbers in history, although progress has stalled. It employs one employee who is the administrator of the organization and will not be able to be retained if this contract is not renewed. The CTCA is a model organization for the nation, and its practices and policies are being adopted at the national level at the National TB Controller's Association. The San Francisco TB program has limited ability to advocate for resources high TB burden, urban communities, and CTCA is an effective voice.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH. Dept. Code: DPH

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

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

Type of Service: California Tuberculosis (TB) Controller's Association (CTCA) Fiscal Agent

Funding Source: Grant PSC Duration: 4 years

PSC Amount: \$522,648 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2018

1. Description of Work

A. Scope of Work:

Provide fiscal intermediary services for the California Tuberculosis (TB) Controller's Association (CTCA), including resource management and support of the CTCA Executive Administrator, who will coordinate TB-related training opportunities for DPH staff to acquire Continuing Medical Education (CME) units and Continuing Education Units (CEUs), coordination of policy development for TB screening, treatment, enforcement, and compliance with mandated State and local functions, and support for regionalized development of outreach to the media, private providers, community based organizations, the public and decision makers about TB.

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

TB controller's association is critical organization for the San Francisco tuberculosis (TB) program that helps coordinate the state and local TB program state TB diagnosis and treatment guideline revision and development, coordination of communication to the general public, decision makers (local elected and other elected officials), education to TB program staff through its biannual conference and business meeting. Through CTCA, the San Francisco TB control program continues to develop policies and work to change outdated legislation at the state level to improve TB control practices.

(Continued on attachment)

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. PSC 4130-11/12

D. Will the contract(s) be renewed? Only if funding continues.

2. Union Notification: On 08/25/2014, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21; Physicians and Dentists - 8CC; Prof & Tech Eng, Local 21; Professional & Tech Engrs,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46529 - 13/14

DHR Analysis/Recommendation: 11/03/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 11/03/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expertise in resource management appropriate to the fiscal intermediary services needed.

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

1652,2230,1823,

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:

Services are temporary and are not intended to continue beyond the term of the grant which supports them.

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

No, the services are specific the grant that funds them and are otherwise not needed.

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

YES NO

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

YES NO

B. Will the contractor train City and County employee?

YES NO

While the purpose of the contract does not include formal training of Civil S

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

YES NO

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

YES NO

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

YES NO

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Francisco Public Health Foundation

YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 10/06/2014 BY:

Name: Jacquie Hale

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

Address: 101 Grove Street, Room 307

San Francisco, CA 94102