




Edwin M. Lee
Mayor

Micki Callahan
Human Resources Director

Date: September 1, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director 

From: Joan Lubamersky, ADM
Melissa Ng, CON
Stacey Camillo, DPW
William Lee, DEM
Cynthia Hamada, MTA
Shamica Jackson/Stacey Lo, PUC
Jolie Gines, TIS
Cynthia Avakian, AIR
Kris Damalas, ECN

Subject: **Personal Services Contracts Approval Request**

This report contains seventeen (17) 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
\$115,400,000	\$443,981,579	\$1,066,349,337

Joan Lubamersky
General Services Agency
1 Dr. Carlton B. Goodlett Pl., Rm. 362
San Francisco, CA 94102
(415) 554-4859

Kris Damalas
Economic and Workforce Development
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103
415-701-4870

Melissa Ng
Controller
1 Dr. Carlton B. Goodlett Place, Room 306
San Francisco, CA 94102
415-554-5109

Stacey Camillo
Department of Public Works
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-4886

William Lee
Department of Emergency Management
1011 Turk Street
San Francisco, CA 94102
415-558-3866

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

Shamica Jackson
Stacey Lo
Public Utilities Commission
525 Golden Gate Ave., 8th Floor
San Francisco, CA 94102
SJ: (415) 554-0727
SL: (415) 554-1860

Jolie Gines
Technology
1 South Van Ness Ave., 2nd Floor
San Francisco, CA 94103
415-581-3974

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

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POSTING FOR

September 19, 2016

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

2016-09-19

APPLY

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
46005 - 15/16	GENERAL SERVICES AGENCY - CITY ADMIN	\$500,000.00	Implement a Case Management System (CMS) and Laboratory Information Management System (LIMS) that incorporates all of the investigative cases management and LIMS instrument interfacing. Order tests and result workflow of the Office of the Chief Medical Examiner.	September 1, 2016	August 31, 2019	REGULAR
40172 - 16/17	CONTROLLER	\$5,000,000.00	Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.	September 20, 2016	September 19, 2021	REGULAR
42622 - 16/17	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$3,000,000.00	The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.	January 1, 2017	July 1, 2020	REGULAR
41337 - 15/16	DEPARTMENT OF EMERGENCY MANAGEMENT	\$28,000,000.00	For the long term maintenance agreement Motorola will perform the following activities on all equipment and software: Infrastructure Repair with Advanced Replacement, 24X7X365 Telephone and Technical Support, Case Management and Resolution, Preventative Maintenance, Microwave Subsystem Maintenance, 3rd Party Component Maintenance, In-Building System Maintenance, Airport System Maintenance, System and Network Monitoring, Security/Anti-virus Monitoring and Update Service, Subscriber Repair Bank credit, Software Subscription Agreement for Wave and Infor Asset Management and a System and Software Refresh Agreement - to ensure no software or hardware component becomes obsolete and/or unsupported by the vendor.	July 1, 2017	December 31, 2035	REGULAR
41094 - 15/16	MUNICIPAL TRANSPORTATION AGENCY	\$1,500,000.00	The contractor will provide community outreach, employment barrier removal, job readiness, and workforce training services that prepare participants for job placement via employment referral and training programs, such as CityBuild and First Source, in trade apprenticeships and non-trade employment that emerge from the San Francisco Municipal Transportation Agency's (SFMTA) Central Subway Project. The contractor will communicate with, establish a rapport with, and provide services to ethnic minority communities and women. The contractor will facilitate personal development for clients, including: acting as liaison with appropriate legal, medical, and social services; ensuring the acquisition of basic job readiness skills such as punctuality, workplace etiquette, interview skills, resume writing; and,	September 19, 2016	December 31, 2018	REGULAR

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			ensuring the acquisition of workplace skills such as use of industry specific technologies, tools, and procedures.			
41052 - 15/16	PUBLIC UTILITIES COMMISSION	\$9,000,000.00	The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in its retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing program administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and \$4 million, with contract capacity up to nine years and \$9 million. The SFPUC was awarded a grant of \$535,000 from the California Department of Water Resources to help implement the Program.	September 1, 2016	August 30, 2025	REGULAR
46157 - 16/17	PUBLIC UTILITIES COMMISSION	\$3,000,000.00	This project involves replacing the portion of the Southeast Outfall (SEO) that crosses Islais Creek, immediately parallel to, and west of, the Third Street Bridge in San Francisco, CA. The SEO is part of the City of San Francisco's combined sewer system, which collects and treats both sanitary sewage and stormwater. The SEO Islais Creek crossing is currently comprised of two ductile iron pipes (36-inch and 42-inch). The pipes were constructed across Islais Creek and are buried in the bottom of the creek bed. The pipes have been determined by City engineering staff to be at the end of their useful life, and have exhibited failures on several occasions, most recently in July 2015. The new Islais Creek crossing will consist of two new 54-inch outside diameter high density polyethylene (HDPE) buried pipes to replace the existing 36-inch and 42-inch pipes at the crossing. Additionally, one new structure on each side of the creek is being proposed to tie the new pipes to the existing system. The new structures will also contain actuated valves and pipes to divert flow to the new or existing systems.	January 2, 2017	December 31, 2021	REGULAR
46958 - 16/17	PUBLIC UTILITIES COMMISSION	\$2,000,000.00	Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD) -operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.	September 15, 2016	September 15, 2023	REGULAR
47902 - 15/16	GENERAL SERVICES AGENCY - TECHNOLOGY	\$3,000,000.00	This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SEGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.	September 6, 2016	June 30, 2021	REGULAR

TOTAL AMOUNT \$55,000,000



Posting For September 19, 2016

Proposed Modifications to Personal Services Contracts

Commission Hearing Date

2016-09-19

APPLY

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4042-10/11 - MODIFICATIONS 2016	September 19, 2016	AIRPORT COMMISSION -- AIR	\$450,000	\$1,500,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	06/01/2018	06/30/2021	REGULAR
4027-11/12 - MODIFICATIONS 2016	September 19, 2016	AIRPORT COMMISSION -- AIR	\$4,000,000	\$6,000,000	San Francisco International Airport plans to upgrade its industrial waste water treatment (IWWT) plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.	07/01/2016	12/31/2020	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4087-12/13 - MODIFICATIONS	September 19, 2016	AIRPORT COMMISSION -- AIR	\$45,000,000	\$80,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	01/01/2019	12/31/2020	REGULAR
4099-09/10 - MODIFICATIONS	September 19, 2016	AIRPORT COMMISSION -- AIR	\$7,000,000	\$23,700,000	<p>Baggage Handling System:Design and integrate baggage handling systems(BHS)and in-line explosives detection screening(EDS)systems at Terminal 3, Boarding Area E, International Terminal Building and other Airport BHS locations:(i)100% complete biddable construction documents,(ii) full-service construction administration, (iii)quality control for BHS additions and modifications,(iv)100% design and integration of programmable logic controls(PLC),(v) Pre-construction simulations, and(vi)acceptance testing and integration with servers, switches, motor controls, and TSA screening equipment for a complete operating system. Passenger Boarding Bridges:Provide design and integration services required for the passenger boarding bridges(PBBs)at Boarding Area B, Boarding Area E and other Airport locations:(i)100% complete biddable construction documents,(ii) full-service construction administration,(iii)quality control services for complete PBB replacements, relocations and/or modifications,(iv)PBB integration with aircraft parking, fuel hydrant system, preconditioned air and ground power, (v)acceptance testing with aircraft complete system.</p> <p>Scope Change: The scope of services will add work for: 1) Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svcs. required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life; 2)International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog. for design &</p>	07/01/2017	12/31/2021	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
4002-13/14 - MODIFICATIONS 2016	September 19, 2016	AIRPORT COMMISSION -- AIR	\$2,250,000	\$3,750,000	<p>construction mgmt. svcs. required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3) Airport Wide Safety & Optimization Proj. for design-build svcs. required for safety & maintenance access improvements for the TSA's in-line explosives detection screening (EDS) & associated BHS equipment.</p> <p>The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.</p>	09/20/2016	12/31/2020	REGULAR
4040-13/14 - MODIFICATIONS 2016	September 19, 2016	GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW	\$1,500,000	\$2,100,000	<p>Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.</p>	04/01/2019	12/31/2022	REGULAR
35111 - 14/15 - MODIFICATIONS 2016	September 19, 2016	ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN	\$200,000	\$300,000	<p>The contractor will work with the Office of Economic and Workforce Development (OEWD) and other City Departments to evaluate the City's local hire policies including those contained in the City's Admin Codes Chapter 6, 83, HUD section 3, Federal Goals and San Francisco Redevelopment/Office of Community Investment and Infrastructure (OCII) Goals, and assist with writing required annual mandatory local policy reports to be submitted to the Mayor's Construction Workforce Advisory Committee. In addition, the contractor will work with CityBuild on material and proposal development to ensure the sustainability of the CityBuild programs.</p>	01/01/2019	12/31/2019	REGULAR
4071 - 09/10 - MODIFICATIONS 2016	September 19, 2016	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$2,000,000	<p>Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.</p>	11/01/2016	10/31/2018	REGULAR

TOTAL AMOUNT \$60,400,000

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

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

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

Type of Service: Implement Medical Examiner Case and Lab Management System

Funding Source: General Fund

PSC Duration: 2 years 52 weeks

PSC Amount: \$500,000

1. Description of Work

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

Implement a Case Management System (CMS) and Laboratory Information Management System (LIMS) that incorporates all of the investigative cases management and LIMS instrument interfacing. Order tests and result workflow of the Office of the Chief Medical Examiner.

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

A new facility will open in 2017 to house the functions of the Medical Examiner. Denial of this request would require moving an old and inefficient system to the new facility. Opportunities would be lost for improvements in specimen "Chain of Custody" and reduction in delay in issuance of Cause of Death documents. The Office of the Medical Examiner would be in danger of losing the accreditation of the National Association of Medical Examiners.

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 were provided under contract under PSC 4025-08/09. At one time, there was an attempt to develop a system in-house, but it failed.

D. Will the contract(s) be renewed?

Yes, it is likely that contracts for smaller numbers of hours will be renewed.

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

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This contract is to create an improved, integrated data system for the Office of the Chief Medical Examiner that meets requirements for accreditation of the office.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Ability to provide and implement a vendor specific forensic science specific case management and laboratory information management system that incorporates laboratory instruments interfaces and automated testing.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1044, IS Engineer-Principal; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

These services are not available from other resources within the City, especially with regard to knowledge of the medico-legal needs of the Office of the Chief Medical Examiner.

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

- A. Explain why civil service classes are not applicable.
Civil service classes do not have the specialized knowledge of medico-legal protocols, issues and requirements to perform the 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. This work requires knowledge of the many aspects of services of the Medical Examiner including but not limited to registration and case management, evidence and property tracking, laboratory information systems, instrument interfacing and quality control. This is a one time effort, with periodic upgrades. It is expected that the system would not need to be replaced for over ten years. Therefore it would not be practical to adopt a new civil service class and employ multiple employees to perform this work. Additionally, the new system must be entirely in place prior to the Office of the Chief Medical Examiner moving into a new facility in late 2017-early 2018.

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.
Training will be provided to department employees on systems applications and methods. Please see training memorandum.
- 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 05/17/2016, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21

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

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

Address: One Carlton B. Goodlett Place Room 352 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46005 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Tuesday, May 17, 2016 2:11 PM
To: Lubamersky, Joan (ADM); richardisen@gmail.com; L21PSCReview@ifpte21.org; Lubamersky, Joan (ADM); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46005 - 15/16

RECEIPT for Union Notification for PSC 46005 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN – ADM has submitted a request for a Personal Services Contract (PSC) 46005 - 15/16 for \$500,000 for Initial Request services for the period 09/01/2016 – 08/31/2019. 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/6827> 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)



OFFICE OF THE
CITY ADMINISTRATOR



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

MEMORANDUM

May 16, 2016

TO: Department of Human Resources
FROM: *Joan Lubamersky*
Joan Lubamersky, Contract Coordinator
SUBJECT: Training Memorandum, PSC 46005-15:16

Training will be provided to employees in systems knowledge, application use and infrastructure configuration, and troubleshooting the system for the Laboratory Information System (LIMS) and Case Management System (CMS) at the Office of the Chief Medical Examiner.

The product will be managed by City staff.

The contractor will provide 40 to 80 hours training to the following employees:

0965 Department Head (Chief Medical Examiner)
0952 Deputy Director/Medical Examiner's Administrator
1823 Senior Administrative Analyst
1452 Executive Secretary II
1406 Senior Clerk
9922 Public Service Aides
2598 Assistant Medical Examiner
2577 Medical Examiner's Investigator I
2578 Medical Examiner's Investigator II
2579 Medical Examiner's Investigator III
2403 Forensic Lab Analyst
2523 Forensic Autopsy Technician
2458 Chief Forensic Toxicologist
2457 Forensic Toxicologist Supervisor
2456 Forensic Toxicologist
1044 IS Engineer Principal
1054 IS Business Analyst-Principal

City and County of San Francisco
Request for Proposals for
Office of the Chief Medical Examiner (OCME)
Case Management and Laboratory Information System
GSA-OCME RFP 2016-3



*pages 1-14
only -
summary
of work
to be
performed*

Date issued: March 24, 2016 (Revised through Change #3)
Pre-Proposal Conference: April 4, 11:00 a.m., 2016
(Mandatory to bid) Office of the Medical Examiner Conference Room
850 Bryant St.
San Francisco, CA 94103
Proposal Due: May 6, 2016, 4:00 p.m.
Pacific Daylight Savings Time

City and County of San Francisco
**Request for Proposals for Office of the Chief Medical
 Medical Examiner (OCME) Case Management and Laboratory
 Information System**

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The Office of the Chief Medical Examiner

Section I: Introduction and Background

Introduction

The Office of the Chief Medical Examiner (OCME) is mandated by California State law to investigate and certify all sudden, unexpected and/or violent deaths in the City and County of San Francisco. The Chief Medical Examiner can use any and all medicolegal investigative techniques, including autopsy, to establish both the cause and manner of death (natural, accident, homicide, suicide or undetermined).

Currently there are thousands of cases in the registration files of the Medical Examiner. Each year OCME adds 1200-1300 cases with 1,326 reported for FY 2013-2104. The OCME annual report is available at: <http://sfgov.org/medexaminer/sites/default/files/FileCenter/Documents/10737-AnnualReport2013-2014.pdf>

All of these cases have extensive manual property documentation, storage and retrieval requirements. This includes financial, and material inventory, storage, and release of the decedent's possessions. The current system is a hybrid of paper forms, Excel spreadsheets with duplicate data entry into the internally developed case management and laboratory databases. An important component of case work is performed by the Laboratory Division. In this latest report year, 906 cases were screened, generating thousands of postmortem forensic toxicology test orders and results for alcohol and related compounds, common prescription and illicit drugs and medication, as well as blood testing for metabolites (drugs) and carboxyhemoglobin (carbon monoxide). In these or other postmortem cases, Medical Examiners take histology tissue samples of organs and tissues which are made into slides and stained for microscopic examination. In the case of homicides the slide evidence must be labeled and stored for indefinite preservation.

Separately from death investigations, the Laboratory Division of OCME performs testing on either internal or external cases submitted by local enforcement agencies for Human Performance Forensic testing; principally for alcohol and secondarily for other drugs. In FY 2013-14 there were 959 tests performed on 152 cases.

Finally the Forensic Laboratory Division provides formal consultation and Court testimony on both OCME cases and cases involving laboratory testing. During FY 2010-11 approximately 53 hours were provided for consultation, and 62 hours on Court Testimony.

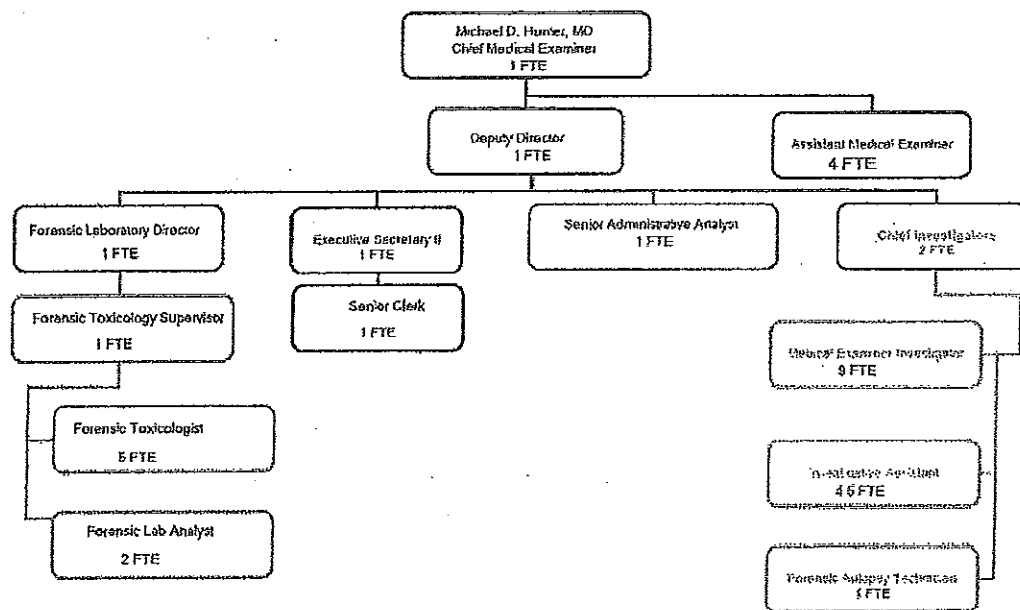
The OCME seeks the timely replacement of existing information systems as it prepares to move into a new facility. City residents have funded the relocation of the Medical Examiner out of the cramped, seismically deficient Hall of Justice at 850 Bryant St. into a modern, expanded disaster resilient facility in the Bayview neighborhood in San Francisco. The new facility will house each of the Office of the Chief Medical Examiner's programmatic and first-responder functions consisting of: a medical complex, forensics laboratory, administration, field investigations, building support, and public functions, such as body identification. The Medical Examiner will be equipped to provide continuous and reliable service with enhanced capacity to efficiently process caseloads and produce timely results for victims of crimes, for the criminal justice system, and for medical authorities. It will be a two-story building with 46,000 square feet of space, with room for 50 employees with relocation expected between fall of 2017 and spring of 2018.

Office of the Chief Medical Examiner (OCME)

Current Organization Chart

March 2016

(34.5 FTE Position Count)



Current Production Systems at OCME

The automated portion of OCME's hybrid system consists of two operational databases Medex and NIKTOX. These Microsoft Access architecture databases serve the separate functions of registration/ case management and Laboratory test/ workload/ and resulting functions. Currently there are no electronic interfaces between these two systems or to the instruments.

Current Laboratory Instruments

The Agilent instruments below are running a variety of versions of the ChemStation software.

Quantity	Description (all with auto samplers unless otherwise indicated)
6	Agilent MS
6	Agilent FID
2	Agilent LC/ MS – MS
1	Beckman UV-VIS
1	Nova 16 Chemistry Analyzer
1	Randox Evidence EV3600 Immunoassay System
1	Shimadzu LC-QTOF
1	Waters LC-QTOF (Planned)
19	Total

Current Medical, Non-laboratory, medical devices (no interfaces planned for this scope of work)

Quantity	Description
1	Lodox Statscan VE X-Ray
1	Siemens Somatom Definition AS 20 CT Scan
1	Mortec LW458 QC Body Scale

The list of laboratory and medical instructions will be updated at time of contract negotiations.

Section II: Statement of Work and Requirements

High Level Scope, Schedule, Budget, and Quality

Scope:

The OCME seeks a vendor whose company has installed and supported commercial off the shelf software (COTS) installations and are current in use at government clients. OCME expects that its selected system, with recommended upgrades, will be supported by its vendor for at least 10 years after contract execution. It is anticipated that the system function will include functions typically found in these modules: Registration and Case Management, Evidence and Property Tracking, Laboratory Information System (including Chemistry, Histology/Pathology, Toxicology modules), supply/ inventory management, Instrument Interfacing and QC), Morgue Management, and Administrative functions including Charge Capture, Document Management, Photograph Management, Letter Generation, Person Identification, and Reporting. Other modules of interest include billing, court scheduling, instrument quality control, and mobile device support.

Key functional areas are:

- Robust Search features built on Person Identifiers, date, and location
- Chain of Custody transfer
- Evidence Registration and unique identification
- "Parent Child", AKA "Daughter" Evidence. The ability to split one evidence item into multiple items and to track up all items and down the Chain of Custody (COC).

The detailed RFP items are listed in the next schedule and responses should be detailed in the Proposal response:

Schedule:

The intent of this project is to bring the Administrative, Case Management and Investigative system into production within 6 months of contract signing/ Notice to Proceed (NTP) and Lab system with interfaces 6 months afterwards or by the end of summer of 2017.

The anticipated term of the contract will be three (3) years, with an option for 2 three year extensions.

Budget:

The proposal should contain sufficient information for the OCME to build a detailed one year installation budget, to accurately estimate a maintenance budgets for years 2 and 3 and to build a development budget to add features (e.g. remote access), optional modules, or additional users to estimate costs of a three year contract.

Quality Metrics:

Successful installation by OCME and the successful vendor will allow OCME to meet these goals:

Key Performance Indicators for the Case Management and LIMS

Within 12 months of contract/ NTP signing the new system implementation will:

- Create the platform to speed investigation for all Medical Examiner divisions and shorten turnaround times for death investigation and human performance workflows.
- End the manual data entry of lab results used to prosecute cases in the criminal justice system. The chance for human error will be reduced and the findings will be less susceptible to challenge. This will be accomplished by linking listed lab instruments to an integrated LIMS database and Case Management system.
- Decrease lab testing turn around time (TAT), reducing the time until families can receive final death certificates and departments can move forward with criminal proceedings.
- Support National Associations of Medical Examiner (NAME) accreditation standards and reduce the number of annual findings from the previous year's inspection.

Key Maintenance Indicators for the Case Management and LIMS

- Avoid operational disruption to operations by maintaining currently compliant turn around times of notifying family members of deaths within 24 hours of receiving a new case.
- Avoid lengthening the toxicology test final result time to greater than 90 calendar days of test order submission.

Items Excluded from this RFP:

- Business Process Re-engineering
- Interfacing non-laboratory instruments or medical devices to the system
- Remote access from other City Departments
- System relocation services to a new facility

Detailed Level Work and Requirements

The items the remainder of this section should be addressed in the response by the Proposer in Tab 2c in their proposal response.

System Requirements:

1. Computer platform

Proposers may submit a client hosted, vendor hosted, or cloud solution. For all hosted solutions, the data center must be located in the Continental United States.

For any proposed platform, OCME desires a System with both (1) production, (2) Development/ test instances. Training may be conducted on either system as appropriate.

- a. Describe the recommended server and workstation requirements including operating systems, Internet browsers, ranging from a system of 50 licensed/ 25 concurrent users up to a system of 500 named users with 50 concurrent users. You may list the minimum system requirements separately for the second development/ test copy of the system.
- b. Describe the peripheral requirements, particularly the printers, scanners, bar code readers and printers by make and model number.
- c. Describe the middleware software, especially third party software required, and within that particularly any required versions of Oracle java.
- d. List the database make and model proposed, and typical size (GBs) of clients of the two sizes listed in "a" above after one year.
- e. Describe either backup recommendations, or backup capabilities for hosted systems include utilities required for backup and restoration.
- f. For hosted system state recommended bandwidth requirements per user, especially for imaging activities.
- g. Describe any special networking or security requirements (e.g. VLANs, workstation administrator access to use particular software features).
- h. Include a high level network diagram of how the system would be configured and software access delivered to the end user.

2. System Security and Microsoft Integration

- a. Describe Account-based security capability for administrators to define different access levels to the tool by roles, including per department (e.g., Investigations versus Laboratory).
- b. Describe any integration with Microsoft Active Directory
- c. Describe your audit report capability including the difference between auditing a viewing of a record and changing (or deleting) a record.

- d. Describe any ability to integrate, out-of-box, with Microsoft Office 365 Outlook-based employee calendar and e-mail services for auto-notification purposes.
- e. Describe how the solution allows the password security options to ensure strong passwords, password expiration and password lockout features.
- f. Describe any two factor or multi-factor authentication features available, including biometric options.
- g. Describe or list any privacy and security standards met by the system (e.g. Department of Justice (DIJ) DOJ 2640 F for PII, Criminal Justices (CJIS) Security Policy, HIPAA HITECH 2009 final rules) for data access, storage, and management of personally identifiable information (PII).

Proposed Software Name and Version Release and 10 Year Road Map

For the proposed system, provide the software name and the first live year with a commercial client, the number of clients currently using this software, your usual time table for minor and major releases (e.g. quarterly, annually), and your organizations long term plans for software version releases and support over the next 10 years. If you expect to retire this platform before 12/31/2026, what is your customer migration path?

3. Software Training

System Administration and end user training will be an important contributor towards the success of this project. We are planning to request on-site vendor supplied training as part of this project. You are welcome to attach or insert links to your end-user documentation.

- a. Please describe your standard training approach and practice.
- b. Please attach page(s) from your end user manual describing:
 - (i) How to look up a case or person
 - (ii) How to create a new case

4. Detailed Feature Lists

The Vendor should respond in the first box with one of the four codes below. There is space for brief comments next to each listed feature.

R	This feature is present without customization and can be verified at a customer reference site.
P	This feature is present or can be configured without customization(s) or additional cost
C	This feature can be configured or code customized at additional cost, or by use of functionality that is targeted for a future release.
N/A	This feature is Not Available

Detailed Features: Billing, Morgue, Reporting, System Administration and Workflow Features

Billing and Financial

No	Feature Description	Response	Comments
1.	Ability to associate cost per analysis, test, or procedure		
2.	Ability to generate quarterly cost vs receivables lab report		
3.	Ability to generate invoices and statements		
4.	Ability to hold Accounts Receivable Payer List		
5.	Ability to hold multiple fee schedules by date		
6.	Billing Module for services and supplies		
7.	Report of Cost Recovery by quarter by client Agency		
8.	Report on revenue generated by external cases		
9.	Report which calculates cost of analysis performed		
10.	Public Storefront: Ability to link Public website to a public search of public record case summaries.		
11.	Public Storefront: Ability to link to a Public display a pricing menu for services such as "Proof of Death Letter" or "Transportation"		

No	Feature Description	Response	Comments
12.	Public Storefront: Ability to accept and process order payments directly or through a 3 rd party partner.		

Case Management and Chain of Custody (COC), and Field Investigations

No	Feature Description	Response	Comments
1.	Ability to attach electronic records to case files.		
2.	Ability to change the case type.		
3.	Ability to attach electronic files to case.		
4.	Ability to create up to 100 case types		
5.	Ability to integrate digital image records to case files.		
6.	Ability to integrate radiographic and CT records to case files.		
7.	Ability to integrate chemistry, toxicology, pathology, and other lab reports to case files.		
8.	Case notes field-subject behavior		
9.	Track Chain Of Custody (COC) via barcode		
10.	Evidence medication data entry drop down menu.		
11.	Property items data entry drop down menu		
12.	Ability to track changes by date in next of kin & Pub Guardian.		
13.	Contact list per case includes legal "next of kin" and "property" owner contacts. Includes multiple modes of contact and multiple potential relationships to decedent.		
14.	Contact list screen per case		
15.	Contacts can be used for multiple modalities, e.g. property, evidences, case management meetings.		
16.	Contacts can fulfill multiple functions, e.g. property recipient, law enforcement, social workers.		
17.	Data field for Presence/ condition/ absence of tamper proof seal		

Question 18: Case Management Data Conversion

OCME wishes to load more than 25,000 Case and demographic flat file records from its databases without attached documents and without laboratory information. Describe your company's experiences with this type of conversion and your typical method of performing a conversion.

Medical Examiner

No	Feature Description	Response	Comments
1.	Ability to create and save autopsy reports in draft status.		
2.	Workflow ability to review by case type.		
3.	Ability to create or revise an addendum which may be attached to a final report.		

Morgue Management and Morgue System Administration

No	Feature Description	Response	Comments
1.	Ability to schedule remains release.		
2.	Ability to track body location by mass casualty ID Station.		
3.	Disaster Morgue Inventory Management & report		
4.	Mortuary Census by length of stay & report		
5.	Multiple location/ sub-location Morgue & report		
6.	Report of bodies by date range by disposition & report		
7.	Support for body release/ cremation return		
8.	Ability to flag body as contagious or hold.		

Reporting, Case, Staff, Summary and Letters

No	Feature Description	Response	Comments
1.	Ability to create custom reports which cross reference demographic fields against lab results		
2.	Ability to integrate case, and autopsy data in reports.		
3.	Ability to populate death certificate in the California State EDRS. (www.edrs.us)		
4.	Ability to use case name/address contact list to generate letters.		
5.	Autopsy Report		
6.	Case Report by case type and subtype		
7.	Evidence Inventory Report by case and location		

No	Feature Description	Response	Comments
8.	Evidence Report by type and location by custom date range of case		
9.	Daily Census/ Case Report		
10.	No Case Report (not Med Examiner case)		
11.	Property Inventory		
12.	Property-Auction List Report for Administration		
13.	Report of "contacts" by case		
14.	Report of calls related to case		
15.	Investigator Report by case		
16.	Notification Report by case by date		
17.	User audit report of system use		
18.	Case by Month Report		
19.	Manner of Death Report by type, subtype with a Date Range		
20.	Motor Vehicle Collision by Date Range Report		
21.	Police Screen Report		
22.	Report of quarterly subject name, analysis		
23.	Report on case type by period		
24.	Report on demographics by age, race, gender etc.		
25.	Child Death Review List		
26.	Family Letter		
27.	Invoice and late notice generation		
28.	Letters of Non-Contagion		
29.	Proof of Death Report		
30.	Property Letters customized on-line or after generation into a Word document.		
31.	Pathology specimens, monthly, annual, and custom date ranges		
32.	Specimens, monthly, annual, and custom date ranges		
33.	Lab Results by case by specimen, monthly, annual, and custom date ranges		
34.	Release to contact report detailing release of business record by case to person with date/time released.		

System Administration

No	Feature Description	Response	Comments
1.	Ability to auto set retention by case type (e.g. Homicide) or specimen type (e.g. firearm).		

2.	Ability to generate reports in "locked PDF" electronic file format.		
3.	Ability to locate evidence location in slide, box, container or checkout.		
4.	Ability to override destruction date.		
5.	Auto close COC by destruction verification.		
6.	Auto-generate case/evidence/ property numbers.		
7.	Case Accession number convention support		
8.	Data entry has auto date/time stamp.		
9.	Maintain a date/time log of dictation processing.		
10.	Security setting to restrict "Close/ re-open Case".		
11.	Evidence destruction date support		
12.	Ability to restrict viewing of 'restricted case' by user ID.		
13.	Ability to track Administrative Hearings, Court appearance or consultation time by User, attach documents, and produce reports.		
14.	Ability to reclassify evidence as property and end COC.		
15.	Ability to reclassify property as evidence and start COC.		
16.	Ability to capture longitude, longitude, and altitude of selected case locations for use with geographical information systems or data export.		

System Remote Access

No	Feature Description	Response	Comments
1.	Ability to access system in the field.		
2.	Ability to create new cases in the field.		

User Search Function

No	Feature Description	Response	Comments
1.	Ability to find case by "Soundex" name search.		
2.	Ability find case by "Location" + "Date Range".		
3.	Ability to find case by City street intersection or address.		

4.	Ability to find case by referencing other external identification numbers in the system (e.g. police case #, SSN).		
5.	Ability to hold up to 10 Alias Name Fields.		
6.	Ability to link cases to other case numbers.		
7.	Ability to track all evidence by location e.g. box, container, through COC.		
8.	Ability to track Evidence Release and Return.		
9.	Ability to track slide COC through "send out" process.		
10.	Print/ look up COC audit by case on demand.		
11.	Ability to find specimens, tests, aliquots, case user ID on Case COC & print report.		
12.	Ability to merge two cases into one case.		

Workflow Management

No	Feature Description	Response	Comments
1.	Ability to define workflow roles, worklist, complete work items.		
2.	Ability for users to possess a worklist automatically receiving system generated work items and new item notification.		
3.	Ability for users to transfer work items to other users.		
4.	Ability to denote how person was positively identified.		
5.	Ability to case review data packet by author		
6.	Ability to check out/in individual Evidence items.		
7.	Ability to data entry Evidence Log data elements.		
8.	Ability to generate electronic or paper receipts to Laboratory Director during release of report or transfer of evidence.		
9.	Ability to require director to review case before closing it.		
10.	Ability to split one evidence item into two or more "child" items and maintain COC.		
11.	Ability to track property by case or item.		
12.	Ability to track specimen with box location.		
13.	Ability to upload photos from SIM cards to current case.		

No	Feature Description	Response	Comments
14.	Capability to create case during time of receiving report of death.		
15.	Start Chain of Custody COC by barcode.		
16.	Transfer Chain of Custody COC by barcode.		
17.	Support for two user ID verification for property inventory intake.		
18.	Support for public user digital signature pad for releases and receipt forms.		
19.	Require check number for release of property cash disbursement.		
20.	Support Release of property by item only to defined "contact" named person in system.		

Workflow Management

Question #21

In the current Medex system, staff have the ability to place a case onto a daily report for discussion. In some cases where a body is not expected for two days, they may wish to place it on a future daily report. The report is used for daily management review and for follow up actions by medical examiners and investigative staff. With reference to the sample, please describe how your system would replicate or replace this "Workflow and Reporting Daily Case Management Report"

Case#	Name	Date of Death	Age	Sex	Summary	ME	FINDINGS
2018-1345	Anonymous, Abigail SFPD Case#: 99-999-9999 <input checked="" type="checkbox"/> Adult Protective Services (APS) <input type="checkbox"/> Finger Prints	12/09/2018	69	F	Schizophrenia, alcohol withdrawal - Last seen alive on 12/15/2018 in the company of a friend who informed by text that press key on car being checked. E3 walked by car on 12/16/2018 and reported to her that car was consistent with the report. The car was towed. Positive blood alcohol or drug test, hypoxia, cyanosis, and methemoglobinemia. Family reports a long history of drug abuse.		
2018-1346	Test, Joseph SFPD Case#: <input type="checkbox"/> Adult Protective Services (APS) <input type="checkbox"/> Finger Prints		22	M	URGENT		
2018-1345	Dee, John 23 SFPD Case#: 99-999-9998 <input type="checkbox"/> Adult Protective Services (APS) <input checked="" type="checkbox"/> Finger Prints		47	M			
2018-1348	Test, Jane SFPD Case#: <input type="checkbox"/> Adult Protective Services (APS) <input type="checkbox"/> Finger Prints		66	M	URGENT		

Receipt Count: 4

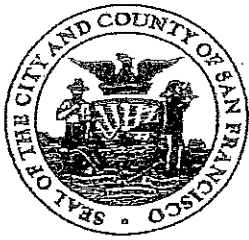
The Vendor should respond in the first box with one of the four codes below. There is space for brief comments next to each listed feature.

R	This feature is present without customization and can be verified at a customer reference site.
P	This feature is present or can be configured without customization(s) or additional cost
C	This feature can be configured or code customized at additional cost, or by use of functionality that is targeted for a future release.
N/A	This feature is Not Available

Detailed Features: Laboratory Information Management System Features

LIMS Operations (Chemistry, Histology, and Pathology)

No	Feature Description	Response	Comments
1.	Ability to approve/deny for individual or batch test results.		
2.	Ability to accept and track COC forms.		
3.	Ability to bar code label and track specimens (e.g. vials, slides).		
4.	Ability to batch process & report by spec type e.g. blood.		
5.	Ability to data enter lab results for supervisor review.		
6.	Ability to quality control data and to generate a Levey-Jennings control chart.		
7.	Ability to manage supplies and materials via barcode.		
8.	Ability to scan labeled specimens for COC.		
9.	Ability to schedule individual order of tests within panel testing.		
10.	Ability to set multiple criteria for QC tests.		
11.	Ability to track consumables by test by case.		
12.	Dictionary of specimen types		
13.	Instrument result and metadata available to authorized LIMS users		



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRONO
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

YU-YEE WU SHERIDAN
COMMISSIONER

September 18, 2008

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4022-08/09
THROUGH 4029-08/9 AND 4052-06/07.

At its meeting of September 15, 2008 the Civil Service Commission had for its consideration the above matter.

ANITA SANCHEZ
EXECUTIVE OFFICER

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

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- cc: Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Bugene Clendinen, District Attorney
- Jennifer Johnston, Department of Human Resources
- Naomi Kelly, Office of Contract Administration
- William Lee, Department of Emergency Management/Division of Emergency Services
- Joan Lubamersky, Administrative Services & Mayor's Office of Public Finance
- Brigette Rockett, Department of Human Resources
- Ben Rosenfield, Controller
- Neal Tanaguchi, Department of Building Inspection
- Commission File
- Chron

POSTIN - FOR
September 15, 2008

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

PSC No.	Dept/No	Dept/Maine	Approval Type	Contract Amount	Description of work	Duration
4022-08/09	4	District Attorney's Office	Regular	\$200,000.00	Will provide independent evaluation of programs developed by the District Attorney's Office, including Back on Track program, Re-entry Center and other Programs serving victims, at-risk youth and former offenders.	30-Jun-09
4023-08/09	35	San Francisco Municipal Transportation Agency	Regular	\$900,000.00	Will provide an off-site facility to collect pre-employment, post-accident, return to duty, reasonable suspicion breath and urine samples for SFMTA employees and contractors in compliance with DOT/FTA testing regulations.	30-Nov-11
4024-08/09	70	General Services Agency, Real Estate Division	Regular	\$900,000.00	Will provide parking garage operation and management at the 1050 Mission Street Garage consisting of transient and monthly parking for 105 vehicles.	30-Jun-14
4025-08/09	70	GSA/Medical Examiner	Regular	\$100,000.00	Will design, implement and support a Laboratory Information Management System (LIMS) that incorporates all of the Instruments and testing equipment in the Forensic Laboratory of the Medical Examiner's Office.	30-Sep-09
4026-08/09	70	GSA/Medical Examiner	Regular	\$500,000.00	Will provide specialized toxicological analyses performed by an accredited laboratory.	14-Mar-11
4027-08/09	77	Department of Emergency Management	Regular	\$148,600.00	Will provide the Bay Area UASI with a Comprehensive, Strategic Plan for the 700 MHz public safety communications system.	01-Nov-08
4028-08/09	77	Department of Emergency Management	Regular	\$488,440.00	Will plan, coordinate, produce, and the conduct of 30 State Fire Marshall Incident Management Team Courses to class sizes of approx. 30 in geographically diverse locations throughout the ten county Urban Area Security Initiative region.	31-Dec-09
4029-08/09	77	Department of Emergency Management	Regular	\$1,087,651.00	Will provide strategic planning for the Bay Area UASI's exercise program. The services provided will include: planning, coordination, production, and the conduct of the Bay Area UASI's participation in Silver Sentinel 2008.	31-Dec-08



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CONTROLLER -- CON

Dept. Code: CON

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

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

Type of Service: City Services Auditor Consulting Services

Funding Source: Annual Appropriation

PSC Amount: \$5,000,000

PSC Est. Start Date: 09/20/2016 PSC Est. End Date 09/19/2021

1. Description of Work

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

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

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

Proposition C, passed by the City's voters in November 2003, amending City Charter Section 3.105 to instruct the Controller to also serve as the City Services Auditor. Per Section F1 (112) of Appendix F, "the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapter 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City Agencies."

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.

These services were provided through: PSC#4073-05/06 approved on 2/6/06 and amended on 4/16/07 and on 7/6/09. PSC#4042-11/12 approved on 10/17/11 and amended on 6/12/13. PSC#42855-13/14 approved on 4/7/14.

D. Will the contract(s) be renewed?

Contracts are not intended to be ongoing or long-term

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 Controller's Office is mandated to increase the production of independent management and performance audits and performance reviews, review street and park maintenance standards, review citywide standards for contracting processes, and administer a whistleblower hotline and website for employee and citizen complaints (City Charter Appendix F: Authority and Duties of City Services Auditor).

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:

Highly specialized and certified services are intermittent and short-term and highly specialized in nature

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Contractors must have successfully performed at least two or more projects in a specified service area/type for a complex governmental organization or related enterprise and demonstrate expertise through firm and staff qualifications, project plans and approaches, and client references. Such services may include: financial, performance, and management auditing services; organizational and programmatic assessment and technical assistance services; establishing and implementing comparative jurisdictional performance
- B. Which, if any, civil service class(es) normally perform(s) this work? 1684, Auditor II; 1686, Auditor III; 1805, Performance Analyst II; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prncpl Admin Analyst II; 1830, Perf Analyst III Project Mgr; 0922, Manager I; 0923, Manager II; 0931, Manager III; 0933, Manager V;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

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

Based on the qualifications stated above, no civil service class normally performs this work, as it includes a wide range of scale, scope and required expertise based on numerous factors including policymaker and department head requests and needs identified on both a periodic and ad-hoc basis. Selected consultants would work with the following job classifications: 0922 Manager I, 0923 Manager II, 0931 Manager III, 0933 Manager V, 1684 Auditor II, 1686 Auditor III, 1805 Performance Analyst II, 1830 Performance Analyst III-Project Manager, 1823 Senior Administrative Analyst, 1824 Principal Administrative Analyst, 1825 Principal Administrative Analyst II. It is expected that services would result in cross training and knowledge transfer.

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

- A. Explain why civil service classes are not applicable.
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance.
- 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. These services are short-term, intermittent, and specialized in nature.

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.
Current civil service classes do not possess expertise for highly specialized audits, investigations, comparative or best practice analyses, and training services to improve City department performance. These highly specialized and certified services are intermittent and short-term and highly specialized in nature.
- 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 07/22/2016, 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: Melissa Ng Phone: 415-554-5109 Email: melissa.ng@sfgov.org

Address: City Hall, Room 306 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 40172 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of melissa.ng@sfgov.org
To: [Nq_Melissa \(CON\); L21PSCReview@iftpte21.org](mailto:Nq_Melissa.CON@L21PSCReview@iftpte21.org); camaguey@sfmea.com (contact); staff@sfmea.com; [Nq_Melissa \(CON\)](mailto:Nq_Melissa.CON); DHR-PSCCoordinator; [DHR \(HRD\)](mailto:DHR (HRD))
Subject: Receipt of Notice for new PCS over \$100K PSC # 40172 - 16/17
Date: Friday, July 22, 2016 11:23:31 AM

RECEIPT for Union Notification for PSC 40172 - 16/17 more than \$100k

The CONTROLLER – CON has submitted a request for a Personal Services Contract (PSC) 40172 - 16/17 for \$5,000,000 for Initial Request services for the period 09/20/2016 – 09/19/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7897> 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)

through the whistleblower/complaint hotline and website and the Controller's disposition of those complaints; and

(4) Where it deems appropriate, hold public hearings regarding the results of benchmark studies and audits to encourage the adoption of "best practices" consistent with the conclusions of the studies and audits. An audio or video recording of such hearings shall be made available for public inspection free of charge.

(Added November 2003)

F1.112. OUTSIDE EXPERTS.

(a) Notwithstanding any other provision of this Charter or any ordinance or regulation of the City and County of San Francisco, the Controller shall be authorized to contract with outside, independent experts to assist in performing the requirements of this Appendix. In doing so, the Controller shall make good faith efforts as defined in Chapter 12D of the Administrative Code to comply with the provisions of Chapters 12 et seq. of the Administrative Code, but shall not be subject to the approval processes of other City agencies. The Controller shall submit an annual report to the Board of Supervisors summarizing any contracts issued pursuant to this Section and discussing the Controller's compliance with Chapters 12 et seq. Contracts issued by the Controller pursuant to this Section shall be subject, where applicable, to the requirements of Section 9.118.

(b) No outside expert or firm shall be eligible to participate or assist in an audit or investigation of any issue, matter, or question as to which that expert or firm has previously rendered compensated advice or services to any individual, corporation or City department other than the Controller. The Controller shall adopt appropriate written regulations implementing this provision, and shall incorporate this requirement in all written contracts with outside experts and firms utilized pursuant to this Section.

(Added November 2003)

F1.113. CONTROLLER'S AUDIT FUND.

Notwithstanding any other provision of this Charter, the Mayor and Board of Supervisors shall be required to budget an amount equal to at least two-tenths of one percent (0.2%) of the City's overall budget, apportioned by fund and excluding bond related debt, to implement this provision. This amount shall be referred to as the Controller's Audit Fund, and shall be used exclusively to implement the duties and requirements of this Appendix, and shall not be used to displace funding for the non-audit related functions of the Controller's Office existing prior to the date this provision is enacted. If the funds are not expended or encumbered by the end of the fiscal year, the balance in the fund shall revert to the General Fund or the enterprise funds where it originated.

(Added November 2003)

F1.114. OPERATIVE DATE; SEVERABILITY.

(a) This charter amendment shall be operative on July 1, 2004. This amendment shall not affect the term or tenure of the incumbent Controller.

(b) If any section, subsection, provision or part of this charter amendment or its application to any person or circumstances is held to be unconstitutional or invalid, the remainder of the amendment, and the application of such provision to other persons or circumstances, shall not be affected.

Civil Service Commission

[LISTEN](#)
[TEXT ONLY](#)
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April 16, 2007 Regular Meeting

MINUTES

Regular Meeting
April 16, 2007

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

CALL TO ORDER

2:01 p.m.

ROLL CALL

President Thomas T. Ng	Present
Vice President, Alicia D. Becerril	Not Present
Commissioner Donald A. Casper	Present
Commissioner Morgan R. Gorrono	Present
Commissioner Yu-Yee Wu	Present

President Thomas Ng presided.

PUBLIC COMMENT ON MATTERS APPEARING ON THE AGENDA

Ed Warshauer, SEIU Local 1021 indicated he wished to speak on Item #7.
Michael Seville, IFPTE Local 21 wished to sever PSC #4144-06/07.
Steve Ponder stated that he and Rich David were available to discuss Item #7.

APPROVAL OF MINUTES

Regular Meeting of April 2, 2007

Action:

Approve. (Vote of 4 to 0)

**0266-07-8 Review of request for approval of proposed personal services contracts.
(Item No. 5)**

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4141-06/07	Environment	\$120,000	Will provide conversions of hybrid electric vehicle to plug-in hybrid electric vehicle with advanced lithium batteries. This is highly specialized work done by only a few companies that are developing the technology.	Regular	03/31/08
4142-06/07	Airport	\$875,000	Will provide international aviation strategy and consultation services to various governmental agencies. Assist in various bilateral aviation negotiations; provide access to and contacts in a multitude of domestic and international carriers.	Regular	06/30/14
4143-06/07	Municipal Transportation Agency	\$9,650,000	Will provide procurement and remanufacturing of MTA streetcars. The Contractor shall supply all labor, inspections, engineering, tools, materials, parts, facilities, and equipment required to remanufacture the PCC.	Regular	06/30/10
4144-06/07	Public Utilities Commission	\$1,918,900	Will provide software development services to allow the City to successfully transition Scheduling Coordinator and Meter Data Management Agent duties away from PG&E.	Regular	03/31/11
4145-06/07	Public Utilities Commission	\$100,000	Will provide investment banking services for clean renewable energy bonds.	Regular	01/31/08
4043-04/05	Recreation & Parks	Increase Amount \$500,000 New Amount \$800,000	Will provide environmental analysis services to complete the environmental analyses for the Natural Area Program Management Plan and to satisfy the requirements of CEQA guidelines, NEPA, and City, State and Federal regulations.	Regular	05/15/09
4067-06/07	Public Utilities Commission	Increase Amount \$100,000 New Amount \$245,000	Will provide litigation support services - provide the technical expertise and project history regarding a SFPUC project involved in a lawsuit and assist the City Attorney's office in the current	Regular	03/31/08

			lawsuit.		
4073-05/06	Controller	Increase Amount \$3,000,000 New Amount \$4,500,000	Will perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function.	Regular	02/01/10
4086-05/06	Public Health	Increase Amount \$5,300,000 New Amount \$8,700,000	Will provide highly specialized medical and surgical subspecialty services to medically indigent adults as well as clients under the San Francisco County Medical Assistance Program, the San Francisco County Jail and the In-Home Support Service Plan.	Regular	06/30/09

Speakers: Galen Leung and Jeff Hoglind, Airport Commission spoke on PSC #4142-06/07.
 Louis Maffei, Municipal Transportation Agency spoke on PSC #4143-06/07.
 Esther Reyes, Controller's Office spoke on PSC #4073-05/06.
 Sean McFadden, Recreation & Parks spoke on PSC #4043-04/05.
 Jacquie Hale, Department of Public Health spoke on PSC #4086-04/05.
 Pauson Yun and Pamela Husing, Public Utilities Commission and Michael Seville, IFPTE Local 21 spoke on PSC #4144-06/07.

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

0038-07-7 Determination of future employability: permanent civil service appointment of Mohamad Amlashi, IS Engineer - Senior (Job Code 1043) Department of Public Works. (Item No. 6)

Speakers: None.

Action: Postpone to the meeting of May 7, 2007 at the request of the Department of Public Works. (Vote of 4 to 0)

0267-07-3 Salary Survey for Registered Nurse Classifications (Charter Section A8.403), 2007-2008. (Item No. 7)

Speakers: Steve Ponder, Department of Human Resources
 Rich David, Department of Human Resources



MEMORANDUM

TO: Leorah Dang, PSC Analyst

FROM: Mary Hom, Senior Contracts Analyst *MMH*
 Lily Conover, Contracts Manager – Department PSC Coordinator *[Signature]*

DATE: 06/07/2013

SUBJECT: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4042-11/12

Approval Date: 10/17/2011

Description of Service(s):

Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.

Original Approved Amount:	\$ 3,000,000	Original Approved Duration:	11/01/2011-10/31/2016
Modification #1 Amount:	\$ 1,499,999	Modification #1 Duration:	11/01/2016- 03/31/2019
Total PSC Amount:	\$ 4,499,999	Total PSC Duration:	11/01/2011-03/31/2019

Reason for the modification:

This request is to increase the contract dollar amount and contract term.

Attachment: Copy of approved PSC Summary

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 6/12/2013

By: *[Signature]*
Micki Callahan, Human Resources Director



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 20, 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 NUMBER 4040-11/12
THROUGH 4048-11/12.

At its meeting of October 17, 2011 the Civil Service Commission had for its consideration the above matter.

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

It was the decision of the Commission to:

- (1) Adopt the report; Approve the request for PSC #4040-11/12 on the condition that the Airport Commission submit an annual report to the Commission on the status of the ongoing work. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve 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

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Jesusa Bushong, San Francisco Fire Department
- Micki Callahan, Human Resources Director
- Vivian Day, Department of Building Inspection
- Marie de Vera, Department of Human Resources
- Shamica Jackson, Public Utilities Commission
- Naomi Kelly, Office of Contract Administration
- Florence Kyaun, Public Utilities Commission
- Sean McFadden, Recreation & Park Department
- Esther Reyes, Controller's Office
- Ben Rosenfield, Controller
- Maria Ryan, Department of Human Resources
- Commission File
- Chron

POSTING FOR
10/17/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4040-11/12	27	Airport Commission	Regular	\$7,255,000	Travel, Medicine, Urgent Care, and Occupational Health services for San Francisco International Airport's (SFO) passengers, visitors, and Commission employees, as well as for employees of tenants of the airport through a medical clinic.	7/1/2012 - 6/30/2018
4041-11/12	27	Airport Commission	Regular	\$124,000,000	The selected design-build contractor will provide specialized expertise to finalize the design and provide construction services necessary to complete the Terminal 3, Boarding Area E (BAE) Improvements. The Project will expand the existing boarding area to meet Airport's passenger forecast including complete interior design and remodel of Hold Rooms, restrooms, passenger amenities, and airline and concessions stand space, all with new finishes, furniture, fixtures and equipment. Scope of work will also include new Art Enrichment Program; barrier removal, construction and increase of Baggage Handling Systems (BHS); Heating ventilation and air conditioning (HVAC), Plumbing, Fire Protection, Power, Metering, Lighting, Life Safety, Fire Alarm, Visual and Audible Paging System modifications; State and Dynamic Signs; Hydrant Fuel System (HFS); Passenger Boarding Bridge upgrades; Aircraft Apron Paving; Special Systems rooms; Tenant Wiring Closes and Backboard Cable System, WiFi infrastructure; new Access Control and Closed-Circuit Television (CCTV) systems. The BAE Improvements project will reconfigure the Transportation Security Administration (TSA) security checkpoint and departures lobby to improve security and operational efficiency with minor improvements at passenger drop off at curbside and baggage claim area. This will be a Leadership in Energy and Environmental Design (LEED) certified project. Please see attached Section 01010 Summary of Work for additional information.	10/17/2011 - 10/17/2016
4042-11/12	09	Controller	Regular	\$3,000,000	Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.	11/1/2011 - 10/31/2016
4043-11/12	19	Building Inspection	Regular	\$1,648,962	The Code Enforcement Outreach program is designed to help property owners/managers as well as tenants, especially individuals of limited or non-English speaking skills, in the city of San Francisco, understand housing code compliance issues by providing education, counseling, mentoring and mediation. Contractors will work with City inspectors, existing non-profit agencies, landlords and tenants to facilitate better access to services related to proper residential building maintenance and occupancy issues associated with the San Francisco Housing Code and to expedite the code enforcement procedure by setting out landlords/tenants respective rights and responsibilities. As necessary, contractors will provide bilingual services (Spanish, Chinese, Vietnamese, Russian, etc.) required in each of the affected communities.	1/1/2012 - 6/30/2017



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

April 11, 2014

E. DENNIS NORMANDY
VICE PRESIDENT

NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACTS NUMBER 42855-13/14.

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

At its meeting of April 7, 2014 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report. Approved the request for PSC# 42855-13/14; notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Mary Hom, Controller's Office
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administrator
Commission File
Chron

PSC No	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date
42676 - 13/14	PUBLIC HEALTH	\$3,360,000.00	Contractor(s) will provide capacity building and reduce disparities in access to mental health services among Filipino, Southeast Asian (Laotian, Cambodian and Vietnamese) and Samoan populations in San Francisco, with priority given to the South of Market, Tenderloin, Bayview and Visitation Valley communities. The work will include building the capacity of community based organizations, schools, ethnic specific cultural centers and intervention services, outreach and engagement, mental health promotion activities and psycho-social education, behavioral health screening and assessment, referrals and linkage, and short term therapeutic services.	January 1, 2014	December 31, 2018
46631 - 13/14	PUBLIC HEALTH	\$1,344,000.00	Contractor(s) will provide innovative mental health services to low income, socially isolated older adults through a system of care to integrate mental health programs, older systems of care, the community and a network of peer support services so they may work together to identify, reintegrate and engage this hard to reach population. The work emphasizes peer support and the trust found in these relationships as a novel and powerful means of engagement and linking the population to services.	January 1, 2014	December 31, 2018
48236 - 13/14	PUBLIC HEALTH	\$840,000.00	Contractor(s) will provide capacity building, policy and advocacy for adolescents and transitional age youth services (emphasis on treatment of trauma) in San Francisco.	January 1, 2014	December 31, 2018
42855 - 13/14	CONTROLLER	\$5,000,000.00	Perform specialized audit, analytical and technical assistance consulting and training services to maximize the effectiveness of the Controller's Office City Services Auditor function to assess and improve the financial condition and performance of City departments.	March 1, 2014	February 28, 2019
41256 - 13/14	AIRPORT COMMISSION	\$250,000.00	System support for SFO's Automated Vehicle Identification/Ground Transportation Information Systems (AVI/GTIS). Contractor will provide AVI/GTIS system monitoring and telephone support during business hours, bi-weekly system maintenance, AVI system preventative maintenance, and software configuration and refinement. The AVI/GTIS system measures ground transportation (GT) and taxi traffic volume that corresponds to the number of trips made for drop-offs and pick-ups at SFO.	April 1, 2014	June 30, 2016

TOTAL AMOUNT \$14,876,000

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: Engineering and Architectural Services for a new Emergency Medical Services Facility

Funding Source: Capital Planning Fund & GO Bond

PSC Amount: \$3,000,000

PSC Est. Start Date: 01/01/2017

PSC Est. End Date 07/01/2020

1. Description of Work

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

The proposed work under consideration is to provide architectural and engineering design services for Design Development through the completion of construction. The design is for a new San Francisco Fire Department (SFFD) Ambulance and Paramedic Emergency Medical Services (EMS) facility at 2245 Jerrold Avenue. This new EMS facility will consist of a seismically safe three-story facility and adjacent three-story parking structure. This EMS facility will house and deploy ambulance and paramedic staff, as well as provide enhanced ambulance restocking and a centralized depot which will increase overall ambulance dispatching efficiency.

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

The end product of this project will provide a new multistory EMS facility. The existing EMS facility which provides ambulance dispatching functions is seismically unsafe, and may not withstand a major earthquake event. The existing facility has also become insufficient for the SFFD's current needs to serve the public. The consequence of denial of this proposal is that the design of this project cannot be completed, and the existing EMS facility will remain insufficient to meet the SFFD's needs, and remain susceptible to failure during a major earthquake event. The effect of this will further limit the ambulatory response capabilities of being able to respond to emergencies after said major earthquake event.

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

Similar services were approved by the Civil Service Commission on July 6, 2015 for Fire Station 35 under PSC# 43808-14/15.

D. Will the contract(s) be renewed?

No

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The design services proposed are needed during a period of time during which City staff availability will not meet the staffing needs.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Architectural and engineering expertise in the design of a new EMS facility valued at more than \$40 million. Engineering licenses are required.

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

City staff will provide architectural and engineering design services for Schematic Design. City staff will also deliver Project Management of the project. The proposed consultant team will collaborate with City's A/E staff for peer reviews, while services are provided.

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

A. Explain why civil service classes are not applicable.

City staff do not have the capacity necessary to provide the services during the required timeline. City staff will provide overall project management services as well as peer reviews for the project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical since this is a peak workload situation where there's no evidence that the workload will continue at the current high level. As City staff resources and availability fluctuate, the applicable existing civil service class may be available to perform the design services in the future.

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. One or two seminars will be provided by the consultant, presenting lessons learned on issues resolved during design. Five to fifteen Engineers and Architects.

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 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 42622 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Lim, Michelle (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Monday, July 25, 2016 4:53 PM
To: Camillo, Stacey (DPW); L21PSCReview@ifpte21.org; Lim, Michelle (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 42622 - 16/17

RECEIPT for Union Notification for PSC 42622 - 16/17 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS – DPW has submitted a request for a Personal Services Contract (PSC) 42622 - 16/17 for \$3,000,000 for Initial Request services for the period 01/01/2017 – 07/01/2020. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7903> 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 – DPWDept. Code: DPWType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Mechanical, Electrical, Plumbing, & Structural Engineering Services for Fire Station 35Funding Source: General Obligation BondPSC Amount: \$7,500,000PSC Est. Start Date: 05/11/2015 PSC Est. End Date 12/31/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Public Works is seeking a qualified team of specialized engineering consultants to provide engineering design and construction support services for the new Fire Station no. 35 facility. The consultant will collaborate with Public Works' team of architects and structural engineers.

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

The service is necessary in order to provide engineering expertise to support architectural City staff. Denial of this request will inhibit Public Works' ability to augment its in-house Architectural and Engineering (A/E) team with the necessary capability and capacity to provide engineering services for a facility to be constructed over water, and with potential historical significance. A significant part of this project will be to upgrade and rebuild damaged piers.

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

A/E services for the Public Safety Building were approved via PSC#4095-08/09 and for the Cruise Terminal via PSC#4018-09/10. (Please see uploaded documents for previously approved PSCs for similar services)

**D. Will the contract(s) be renewed?
No, not at this time****E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.**

The specialized engineering consultation will be needed in the early planning phase to assist the City on navigating multiple regulations and project requirements for this essential maritime service building project. The engineering services will be required through the warranty period, which is anticipated at 24 months from substantial completion.

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:

There is one boat house Station 35 project in the portfolio of fire stations in the City. This facility, once complete, is expected to be operational for 50 to 75 years; it is funded by the Earthquake Safety and Emergency Response (ESER) Bond Program. The construction of a maritime fire station is specialized and unique.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The consultant team must consist of professional engineers licensed in the state of California for the respective disciplines. We are looking for specialized engineering services for design and construction support of an essential service building built over the water. Maritime construction requires a team of consultants who understands the risks and the prevailing regulations that are applicable to the project.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No, facilities and equipment will not be provided.

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

Project Management has reviewed the scopes of work with Public Works Bureau Managers for architect and engineering and to review the capability, capacity, and potential project risks. City staff will provide architectural services, structural engineering services, peer review of mechanical, plumbing, electrical engineering, and project management of the project (above pier). This consultant team will collaborate with City A/E staff.

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

- A. Explain why civil service classes are not applicable.
Permanent civil service employees do not possess the experience and specialized expertise in maritime design and construction for delivering an essential service facility.
- 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. Fire Station 35 is currently the only boathouse station within the City's portfolio of fire stations. This service requires specialized expertise that will not be required on an ongoing basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. (please 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.
No.

7. **Union Notification:** On 05/08/2015, 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: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43808 - 14/15

DHR Analysis/Recommendation:

action date: 07/06/2015

Commission Approval Required

Approved by Civil Service Commission

07/06/2015 DHR Approved for 07/06/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: DEPARTMENT OF EMERGENCY MANAGEMENT – ECD

Dept. Code: ECD

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

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

Type of Service: 800MHz Radio System Maintenance Agreement

Funding Source: General Fund

PSC Amount: \$28,000,000

PSC Est. Start Date: 07/01/2017

PSC Est. End Date 12/31/2035

1. Description of Work

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

For the long term maintenance agreement Motorola will perform the following activities on all equipment and software: Infrastructure Repair with Advanced Replacement, 24X7X365 Telephone and Technical Support, Case Management and Resolution, Preventative Maintenance, Microwave Subsystem Maintenance, 3rd Party Component Maintenance, In-Building System Maintenance, Airport System Maintenance, System and Network Monitoring, Security/Anti-virus Monitoring and Update Service, Subscriber Repair Bank credit, Software Subscription Agreement for Wave and Infor Asset Management and a System and Software Refresh Agreement - to ensure no software or hardware component becomes obsolete and/or unsupported by the vendor.

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

The Public Safety Radio system is what Police, Fire, Sheriff and Emergency Management Department use every day to communicate during 9-1-1 emergencies. This system has to be reliable, stable and always be under vendor support. This maintenance agreement is necessary to ensure that the public safety radio system has no downtime vendor support is available for all service related issues. It is critical that all portions of the system stay under vendor support, and this agreement will do so. If the system, or subsystem components become obsolete, the vendor will update the system to remove the obsolete parts. Also, the vendor will be responsible for curing all priority 1 issues within 12 hours of detection, to ensure the system uptime.

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 under PSC 4073 12-13

D. Will the contract(s) be renewed?

Unknown at this time

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

This Contract is for the long term maintenance, software licensing and system upgrade of the City's 800MHz Emergency Radio System used by City agencies including Police, Fire, Sheriff, Emergency Management, Parking Enforcement, Park and Rec, Public Health, San Francisco Airport and several other City Departments and Outside Agencies. The current maintenance agreement expires in Sept. 2017, so this new maintenance agreement will fund maintenance of the current system for 3 years until the new system is operational. Once the new system is operational, it will fund the maintenance and system upgrades for the new system for 15 years.

2. Reason(s) for the Request

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

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

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

B. Explain the qualifying circumstances:

This request is in conjunction with the system installation agreement - capital/major IT project that needs diverse skills, expertise and knowledge.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The equipment and software is proprietary to Motorola Solutions and its subcontractors. These is specific knowledge and training needed on the proprietary equipment being provided by the vendor.

B. Which, if any, civil service class(es) normally perform(s) this work? 1042, IS Engineer-Journey; 1043, IS Engineer-Senior; 7362, Communications Systems Tech; 7368, Senior Comm Systems Technican; 0932, Manager IV;

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

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

The City staff will be Tier 1 maintenance support for all issues, and this agreement will allow City Technicians to contact Motorola to assist in further system issues. The equipment and software is proprietary to Motorola Solutions and its subcontractors. These is specific knowledge and training needed on the proprietary equipment being provided by the vendor. City staff will be trained on the equipment to be the first level of support for the system.

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

A. Explain why civil service classes are not applicable.

The Civil Service Classes will continue to be first level troubleshooting and technical support for the system. Motorola will be used when the fix is beyond repair for a city employee, and requires vendor intervention.

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 equipment is proprietary and needs vendor support.

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.
Training of City Maintenance/engineering Staff will be included every other year.

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 05/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Management & Superv Local 21; Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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

Name: William Lee Phone: 415-558-3866 Email: william.lee@sfgov.org

Address: 1011 Turk St San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41337 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Geddes, Michelle (ECD)

From: dhr-psccordinator@sfgov.org on behalf of william.lee@sfgov.org
Sent: Wednesday, May 25, 2016 5:43 PM
To: Lee, William (ECD); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.Ji@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; amakayan@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; L21PSCReview@ifpte21.org; Geddes, Michelle (ECD); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41337 - 15/16

RECEIPT for Union Notification for PSC 41337 - 15/16 more than \$100k

The DEPARTMENT OF EMERGENCY MANAGEMENT -- ECD has submitted a request for a Personal Services Contract (PSC) 41337 - 15/16 for \$28,000,000 for Initial Request services for the period 07/01/2017 -- 12/31/2035. 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/7024> 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)

City and County of San Francisco
Request for Proposals for
Public Safety Radio Replacement Project



Date issued:	June 8, 2015
Pre-proposal conference:	June 23, 2015, 1:00 PM
Site visits:	July 8-17, 2015
Proposal due:	August 24, 2015, 5:00 PM

Request for Proposals for Public Safety Radio Replacement Project

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- C. The Contractor must train the City employees or designated individuals. The quantity of train-the-trainer trainees expected for operator training includes 15 participants total over 25 separate sessions at locations identified by each department.
- D. Operator training must include the following categories:
 - 1. Portable Unit Operation (structured as on-site at City specified location, Train-the-Trainer)
 - 2. Mobile Unit Operation (structured as on-site at City specified location, Train-the-Trainer)
 - 3. Dispatch Console Operation (on-site at City specified location, Train-the-Trainer)
- E. The Contractor must provide computer-based customizable training materials for use by City trainers in subsequent training to train City user personnel.

2.13.4 OTHER TRAINING REQUIREMENTS

- A. The Contractor must conduct all training at a location selected by the City. The Contractor must coordinate with the City regarding number of attendees and schedule.
- B. The Contractor must schedule classes for technical support and operators/users as near to system cutover as possible. The Contractor must schedule classes beneficial for engineering support by the City engineering personnel as early as possible after contract award so that the City engineering personnel have full understanding of the system architecture as implementation progresses.
- C. The Contractor must provide all instructional material, including printed manuals, audio, video, interactive self-paced personal computer programs, and complete equipment-operating instructions for all technical and operational training classes.
- D. The Contractor must provide exact model and series of equipment being delivered for hands-on use and operation during training.
- E. All instructional material provided must be subject to the approval of the City and must become property of the City.

2.14 WARRANTY, MAINTENANCE, AND SUPPORT

The Contractor support includes the initial 1-year warranty, 24x7 on-site support, software and firmware upgrade support, and spare parts and equipment.

2.14.1 WARRANTY

- A. The system and subscribers must include a warranty period of 1 year. The warranty period must commence upon System Acceptance defined in Section 2.12.12.
- B. System performance, installation, and all hardware, parts, software, and materials (including third-party equipment) must be warranted for a period of 1 year, including all related return and delivery fees.
- C. The Contractor must provide their top tier of 24x7 on-site support for the first 12 months following System Acceptance.
- D. The Contractor must provide a single toll-free telephone number that is staffed and available 24 hours a day, 7 days a week, 365 days a year, for service requests and warranty claims.
- E. Beginning 12 months after System Acceptance, the City technical staff must be the first line of maintenance with the Contractor providing support as required. City

RFP for Public Safety Radio Replacement Project

- personnel will escort the Contractor to all sites requiring Contractor level on-site support.
- F. Service and repair must be performed 24 hours a day, 7 days a week, 365 days a year. There must be no additional charges for work outside of normal Contractor business hours.
 - G. The City must have the right to perform any maintenance and/or repairs required during the warranty period without voiding or affecting the Contractor's warranty.
 - H. In the event that Contractor level support is required, the following repair response time and repair-completed time criteria must be in effect:
 - 1. The Contractor must contact the City within 30 minutes of telephone notification by the City of a Critical Service issue. The City defines Critical Service issue as an event that results in a loss of voice traffic on the system as follows:
 - i. Any failure which causes a loss of 15% or more in capacity or coverage. (Any failure resulting in the loss of one entire trunked site or 2 or more simulcast channels at all sites.)
 - ii. Any failure which causes a loss of simulcast capability
 - iii. Any failure which causes a loss of the primary core
 - iv. Any system failure that causes the loss of two or more consoles
 - v. Any failure that renders the logging recorder inoperable
 - vi. The failure of two or more repeaters
 - vii. Concurrent failure of three or more switches and/or routers
 - viii. Failure of the receiver voting system
 - ix. Corruption of any system database
 - 2. The Contractor's qualified service representative and the City representative must attempt to resolve the Critical Service issue over the phone or via remote network management.
 - 3. If the Contractor's qualified service representative and the City representative cannot resolve the issue remotely or over the phone, then the City must make the determination regarding the criticality of the service issue and whether the Contractor must dispatch qualified service representative to the site experiencing the service issue. The Contractor's qualified service representative must be physically present at the site that requires service within 4 hours of City's decision to escalate the call to on-site service. On-site Contractor's service representative must make every effort to resolve the Critical Service issue within 12 hours from the time the critical service issue was reported.
 - 4. For all other (non-critical service) issues, the Contractor must categorize the priority of the issue (at a minimum, levels 2-5) and have a tiered repair response time and repair-completed time criteria to cure the system issue.
 - I. The Contractor must repair all equipment, hardware, and software throughout the implementation, migration, and warranty periods.
 - J. The following procedures must be followed during the warranty period:
 - 1. The Contractor must provide the City with written documentation indicating the cause of the service outage, the resolution, and all post-repair testing procedures

RFP for Public Safety Radio Replacement Project

to ensure proper operation. In the event the Contractor uses City-owned spares to complete a repair, the documentation must include the model and serial number of both the defective unit and the spare.

2. Hardware:

- i. For all equipment needing factory or depot repairs, the Contractor must maintain a comprehensive tracking system to track units to and from the factory/depot.
- ii. Replacement parts must be new or original repaired parts only.
- iii. Fixed equipment mail-in board repair must be completed within seven calendar days of receipt. Equipment must be returned to the City via second-day shipping, with tracking number provided to the City.
- iv. Serialized units sent in for depot repair must not be exchanged unless specifically authorized by the City. The original unit must be repaired and returned.

3. Software and Firmware:

- i. The Contractor must warrant all software and firmware.
- ii. During the installation and warranty periods, the Contractor must provide, at no additional cost, commercially available upgrades of all software and firmware originally sold to the City. The frequency and timing of installation of upgrades during this period must be at the sole discretion of the City based on availability by the Contractor.
- iii. The Contractor must make every effort to separate corrective revisions from enhancements. If the Contractor is unable to do so, and new releases are necessary to correct problem(s), then the Contractor must provide the entire release (including hardware and firmware enhancements as required) to the City at no additional expense.
- iv. The Contractor must provide all back-up media and revised software manuals to the City at the time of any software revisions at no cost.
- v. The Contractor must update all devices to the same and latest release level prior to the conclusion of the warranty period at no additional cost to the City.

K. Recurring Failures and Manufacturer Defects:

1. Any fixed equipment or fixed equipment module that fails twice during the acceptance test or twice during the first twelve months after System Acceptance must be indicative of a recurring or systemic failure or defect that warrants further investigation by the Contractor and City. If the defect is deemed by the City to be systemic after the investigation is completed, the Contractor must then be responsible for replacing at no additional cost to the City all fixed equipment and/or fixed equipment modules related to the recurring or systemic failure, not only the specific equipment affected.
2. The Contractor, at no additional cost to the City, must correct latent design defects or recurring problems relating to software, firmware, hardware, or overall system design, during the warranty period.
3. During the warranty period, the Contractor must correct all system malfunctions due to software at no additional cost to the City.

4. If, during the first 5 years after System Acceptance, 25% of any type of Contractor supplied equipment or material fails, Contractor must replace this equipment or material at no additional cost to the City.

2.14.2 SOFTWARE AND FIRMWARE UPGRADE SUPPORT

The Contractor must provide software and firmware upgrades during the warranty period at no additional cost to the City.

2.14.3 PARTS AVAILABILITY

- A. The Contractor must certify that replacement parts for all delivered equipment must be available for a period of at least 10 years after the equipment is no longer in production.
- B. In the event the Contractor plans to discontinue manufacture of any product-line or stocking any part required for maintenance in the City system, the Contractor must send written notice to the City 24 months prior to the date of discontinuance to allow for last-time buys and spares replenishment.

2.14.4 SYSTEM SPARE EQUIPMENT

- A. The Contractor must include recommended initial spare parts and equipment to be procured as part of the initial contract for the system, subsystems, and individual equipment.
- B. The initial spare parts and equipment must include, but is not limited to, the following:
 1. All Contractor identified Field Replaceable Units (FRUs)
 2. All infrastructure components having no FRUs, but that can cause a critical failure (e.g., antenna systems, other non-modular components), including all third party equipment items
 3. Power supplies
 4. Required and/or recommended test, measurement, calibration, and repair kits
 5. Recommended diagnostic equipment to support City maintenance activities
 6. Initial spares for less critical items must also be enumerated
- C. The spare parts and equipment must include items that will rapidly and completely restore all critical system functionality with the least amount of effort (e.g., board replacement instead of troubleshooting to component level when a critical unit fails).
- D. The Contractor must determine the types and quantities of spares based on their proposed system size and design.
- E. The Contractor must define the primary equipment category each spare kit supports (e.g., transceiver board for a base radio or interface board for a router).

2.14.5 LIFECYCLE SUPPORT

- A. The Contractor must provide spare parts and equipment at a discounted rate for the life of the contract.
- B. The Contractor must provide technical support at a discounted rate for the life of the contract.
- C. The Contractor must provide engineering services at a discounted rate for the life of the contract.

2.14.6 OPTIONAL SYSTEM POST-WARRANTY SUPPORT

- A. The City must have the option to purchase post-warranty service for the system. The Contractor must offer OPTIONAL service tier(s) for the system for years 2 through 18, in 1-year increments.
- B. Software Support and Upgrades: The Contractor must provide discounted software support and upgrades for the system.
 - 1. The City requires a firm fixed price for system hardware and software refresh (Parts, software and services) to bring the system up to the then current revision level at 6 years and 12 years post Final System Acceptance.
- C. Extended Warranty: The Contractor must offer extended warranty for all supplied equipment for up to an additional 2 (total of 3) years in 1-year increments.

3.0 SUBMISSION REQUIREMENTS

3.1 TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Proposals must be received by 5:00 p.m., on August 24, 2015, 5:00 PM. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person and left at the Sheriff Front desk at 1011 Turk St. San Francisco, CA 94102 or mailed to:

**Department of Emergency Management
1011 Turk St.
San Francisco, CA 94102**

Attn: 800 MHz Radio Replacement Project RFP

Proposers shall submit 10 hard copies of the proposal and two copies, separately bound, of required CMD Forms in a sealed envelope clearly marked "**800MHz Radio Replacement Project – CMD forms**" to the above location. In addition, please submit 2 USB drives with a soft copy of the proposal and CMD forms included on the drive. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

3.2 FORMAT

Please use three-hole recycled paper, print double-sided to the maximum extent practical, and submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and that pages have margins of at least 1" on all sides (excluding headers and footers).

3.3 CONTENT

Firms interested in responding to this RFP must submit the following information, in the order specified below:

Technical Proposal Contents

1. Cover Letter

Section 1 shall be a Cover Letter and introduction, and shall include the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the firm's federal tax ID number and a list of subcontractors, if any. The cover letter shall include a statement that the proposal is valid for 180 days after receipt.

2. Table of Contents

Section 2 shall be a detailed Table of Contents and shall include an outline of the submittal, identified by sequential page number and by section reference number and section title as described herein.

3. Executive Summary

Section 3 shall be an Executive Summary containing a brief overview of the proposed system and offered services.

4. Proposer Capabilities

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 1, 2012 REVISED

DEPARTMENT NAME: Department of Technology DEPARTMENT NUMBER 75

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

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

TYPE OF SERVICE: Repair and Maintenance Motorola Equipment

FUNDING SOURCE: Federal Grant and General Funds

Table with 4 columns: Amount, PSC Duration, Modification #, and Total Amount. Rows include Original Amount, Modification #1, Modification #2, and Total Amount.

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.

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

The new 800 MHz radio system provides many improvements over the conventional systems, such as enhanced capacity, coverage, reliability, interoperability, etc. The Motorola Radio System currently services about 9,000 city users.

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

The service has been provided by Motorola in the past and this is the first time a Civil Service Approval is being requested for professional services.

D. Will the contract(s) be renewed: When the contract expires in 2017, the contract will have to go through a competitive bid in order for it to be renewed

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

Local 21
415 864 2166
Union Name

Signature of person mailing/faxing form

November 13, 2013
Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to Union Name, on Date, Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4073-12/13
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Skills and expertise required are knowledge of proprietary Motorola equipment for repair and maintenance.

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

None.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The equipment is proprietary to Motorola. No City employees can complete maintenance on these equipment.

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

No, the equipment is proprietary to Motorola.

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

Yes No

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

B. Will the contractor train City and County employees?

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

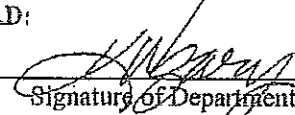
C. Are there legal mandates requiring the use of contractual services?

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

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

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? *The proposed work will be completed by Motorola, who currently has a contract with the Department of Technology.*

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

 2/12/13
Signature of Departmental Personal Services Contract Coordinator

Kendall Gary 415 581 4066
Print or Type Name Telephone Number

One South Van Ness Ave., 2nd Floor
San Francisco, CA 94103
Address

POSTING FOR
02/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4069-12/13	68	Municipal Transportation Agency	Regular	\$500,000	The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.	3/4/2013 - 3/3/2018
4070-12/13	68	Municipal Transportation Agency	Regular	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical well-being, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening; orthopedic assessments; nutrition; stress reduction; weight control; and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training; and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	3/1/2013 - 2/28/2018
4071-12/13	77	Emergency Management	Regular	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area Urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	1/1/2013 - 2/31/2015
4072-12/13	61	Public Health	Regular	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	3/2/2013 - 2/28/2015
4073-12/13	75	Dept. of Technology	Regular	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	9/22/1997 - 9/22/2017

Total Amount - Regular: \$43,052,200

February 04, 2013 Regular Meeting

MINUTES

Regular Meeting

February 4, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

President Kate Favetti	Present
Vice President Scott R. Helfond	Present
Commissioner Mary Y. Jung	Present (Absent during Item #'s 13-15 & 16-19)
Commissioner E. Dennis Normandy	Present

President Kate Favetti presided.

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

None.

APPROVAL OF MINUTES

Regular Meeting of January 7, 2013

Action: Adopted. (Vote of 4 to 0)

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

No report.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

No report.

0021-13-8 Review of request for approval of proposed personal services contracts.
(Item No. 7)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4059-12/13	Controller	\$75,000	<p>The Contractor will conduct a benchmarking study to identify best practices in community engagement.</p> <p>specifically as they relate to planning the City's general obligation bond programs' construction & capital projects. In this context, community engagement includes information, consultation, engagement, and empowering activities that provide members of the public with direct ways to be involved in public life & decision making, particularly on issues in which they have a direct interest. The City greatly values citizen input & community engagement, as they are vital components for the City's construction planning & decision making. The goal of this study is to determine potential cost savings by identifying improvements to the City's current community engagement practices. The Contractor will</p> <p>(1) describe the City's current policies & practices for engaging communities & soliciting public input; (2) identify & research at least three comparable jurisdictions to determine community engagement best practices; and (3) recommend a set of best practices & a roadmap of strategies & plans for how to implement effective, cost-efficient community engagement.</p>	Regular	11/30/13

4060-12/13	Controller	\$75,000	<p>The Contractor will conduct a benchmarking study to map San Francisco's project compliance & approval process & policies, specifically as they relate to the City's general obligation bond programs' construction & capital projects. The goal of this study is to determine opportunities for time & cost efficiency gains by identifying improvements to the process. As such, the selected Contractor will:</p> <p>(1) describe the City's current project compliance & approval process & policies; (2) identify & research at least three comparable jurisdictions to determine project compliance & approval process best practices; and (3) recommend a roadmap of strategies & plans for how to improve the City's project compliance & approval process, making it more time and cost efficient.</p>	Regular	12/31/13
4061-12/13	Environment	\$1,000,000	<p>A qualified environmental professional contractor to conduct environmental site assessments, prepare cleanup plans and conduct remediation of privately-owned and public properties located in the Southeast area of San Francisco, as part of a Brownfield's project supported by federal grant awards from the U.S. Environmental Protection Agency (EPA). Specifically, the environmental professional is required to develop opinions and conclusions regarding conditions indicative of releases or threatened releases of hazardous substances and petroleum chemicals, as specified by EPA regulations (70 FR 68070, Nov. 1, 2005), for Brownfield sites.</p>	Regular	12/30/17
4062-12/13	Environment	\$5,000,000	<p>Assist the Department of designing, developing, facilitating, and implementing outreach and social marketing programs and creative multilingual campaigns in various areas including waste reduction, reuse, recycling, toxics reduction, energy efficiency and climate adaptation, etc. Additionally, contractor will provide research assistance such as surveys, focus groups, and other forms of market research.</p>	Regular	06/30/18
4063-12/13	Art Commission	\$77,200	<p>Artist team will design & fabricate a ceramic tile mosaic for the Aurelius Walker Stair 28 Replacement Project.</p>	Regular	12/31/16
4064-12/13	City Planning	\$75,000	<p>The San Francisco Planning Department is soliciting a vendor to conduct a market analysis of selling Transferable Development Rights (TDRs) from City-owned properties, including studying the impact of proposed San Francisco zoning amendments on the existing TDR program and benchmarking other cities that has implemented TDR programs in which TDRs from publicly owned properties are sold.</p>	Regular	06/30/14
4065-12/13	Human Resources	\$800,000	<p>Provide a web-based, vendor-hosted human resources system for City job application, recruitment, testing, certification/referral processing and applicant demographics reporting capabilities. Services will include implementation planning and delivery, data migration, and robust technical support, including system upgrades and maintenance, as well as as-needed system training and customization services.</p>	Regular	06/30/18

4066-12/13	Public Utilities Commission	\$600,000	<p>The work under this agreement includes identifying surplus SFPUC properties that are candidates for revenue enhancement; accessing project and entitlement feasibility and economics; making entitlement applications; building and sustaining local government and community relationships to generate project support; beginning and managing environmental review; securing necessary local government entitlement approvals; and generating sale or lease publicity and arranging a sale and or lease program.</p>	Regular	07/01/18
4067-12/13	Public Utilities Commission	\$950,000	<p>Design a visitor's center, named the Alameda Creek Watershed Center (Center), in close proximity to the historic Sunol Water temple in Sunol, CA. The center, approximately 7,500 sq. ft. is to be designed to accommodate interpretative exhibit areas including an aquarium, an auditorium/conference area, learning laboratory, event gathering space, classes and staff offices. The grounds of the Center are to be integrated fully into the buildings design and should engage visitors in experiential water-inspired learning, bioregionalism and watershed dynamics as well as provide a peaceful retreat. The architectural/engineering team will need to work closely with City landscape architects to develop an inspirational and functional project. There will be an option to provide construction support services.</p>	Regular	07/31/16
4068-12/13	Public Utilities Commission	\$1,500,000	<ol style="list-style-type: none"> 1. Act as legal holder of conservation easements placed on various sites within SFPUC lands in Alameda Creek and/or Peninsula Watersheds. 2. Hold and administer a non-wasting endowment account as per CDFG requirements for investment policies. 3. Perform monitoring at least one time per year, and no more than twice per year for compliance with land use activities at sites. 4. Prepare reports on the results of the land use compliance monitoring inspections, and provide these reports to government Permit Agencies and SFPUC on an annual basis. 5. Enforce the terms of the conservation easement. 6. Provide Notice of Violation to SFPUC and Permit Agencies in the event of a violation of the terms of the conservation easement. 7. Require the restoration of any damage that takes place on conservation lands. 	Regular	01/31/16
4069-12/13	Municipal Transportation Agency	\$500,000	<p>The consultant will analyze the San Francisco Municipal Transportation Agency's (SFMTA) transportation (all modes) impacts on potential land use, employment, housing, transit service, and transportation infrastructure changes. The SF-CHAMP San Francisco Regional travel Model is the official transportation modeling tool for San Francisco and is certified as compliant with the Regional Transportation Plan by the Metropolitan Transportation Commission. The consultant is an expert working with this unique proprietary software product and will use the model to forecast changes in regional travel.</p>	Regular	03/03/18

4070-12/13	Municipal Transportation Agency	\$2,000,000	Develop and maintain an employee wellness program that enables employees to reach optimal physical wellbeing, fitness, injury prevention, and complements existing San Francisco Municipal Transportation Agency (SFMTA) services and programs by implementing, providing and managing the following services: (1) Comprehensive Risk Assessments to include: blood pressure screening, orthopedic assessments, nutrition, stress reduction, weight control, and chronic illness screening (2) Exercise and Education Centers (up to eight locations) to include professional quality fitness equipment with supervision and training, and healthy lifestyle and training programs (3) Therapeutic Program to include yoga, zumba, tai chi, massage, and similar therapeutic modalities (4) Data tracking, data management, and data reporting to measure outcomes	Regular	02/28/18
4071-12/13	Emergency Management	\$1,200,000	The contractor will provide training and exercise curriculums for the Bay Area urban Areas Security Initiative (UASI). Services will include review of existing regional catastrophic plans for each operational area; develop and conduct Homeland Security Exercise and Evaluation Program (HSEEP) tabletop exercises; develop a web-based interactive training curriculum for each Bay Area County; coordinate with CalEMA Golden Guardian regarding exercise design for use in Urban Shield; create a strategic plan addressing future growth and best practices from regional catastrophic training and exercise projects.	Regular	12/31/15
4072-12/13	Public Health	\$1,200,000	The contractor will perform neuromonitoring services for patients undergoing operating room procedures at San Francisco General Hospital. Neuromonitoring services consist of the patient being connected to electrodes during surgery and spontaneous electrophysiologic signals are obtained and interpreted periodically or continuously throughout the course of the operation.	Regular	02/28/15
* 4073-12/13	Department of Technology	\$28,000,000	Technical Support services for the Motorola radios used by the San Francisco Police Department, the Sheriff's Department, the Fire Department, the Department of Emergency Management, the Department of Public Works and the Public Utilities Commission.	Regular	09/22/17
4094-10/11	Treasurer/Tax Collector	Current Approved Amount \$100,000 Increase Amount Requested \$250,000 New Total Amount Requested \$350,000	A consultant will be engaged to assist the Treasurer-Tax Collector in implementing a Request for Proposals process for banking services that will result in a contract for bank services for the City and County of San Francisco.	Modification	12/31/14

4009-07/08	Environment	<p>Current Approved Amount \$2,249,000</p> <p>Increase Amount Requested \$2,750,000</p> <p>New Total Amount Requested \$4,999,000</p>	<p>Will conduct technical assistance and consulting for City Depts. engaged in the design, construction and operation of new bldgs., major renovations, tenant improvements and existing buildings where sub-contractors for specific areas of expertise are required: research, economic, technical and environmental analyses, energy modeling, green building and LEED (or other approved green building rating system) consulting, building commissioning, post-occupancy evaluation, policy and program design and implementation support.</p>	Modification:	03/31/15
4023-09/10	Public Utilities Commission	<p>Current Approved Amount \$2,300,000</p> <p>Increase Amount Requested \$0</p> <p>New Total Amount Requested \$2,300,000</p>	<p>Contract work consists of environmental tasks in support of the Upper Alameda Creek Filter Gallery Project. The completed project would recapture water released from the Calaveras Reservoir. Tasks will include: coordination and work plan preparation; environmental document scoping; environmental background and field studies; alternatives analysis; preparation of draft environmental documents; public review of draft environmental documents; response to public comments; preparation of final environmental documents; and, mitigation monitoring plan preparation.</p>	Modification	03/01/19
4028-06/07	Public Library	<p>Current Approved Amount \$1,050,000</p> <p>Increase Amount Requested \$1,100,000</p> <p>New Total Amount Requested \$2,150,000</p>	<p>The San Francisco Public Library (Library) seeks a Contractor to develop a program to interpret and coordinate data, design form format, and issue notices and forms for the Library in multiple languages. The services include transforming electronic data, via File Transfer Protocol (FTP) to generate around 1,000 library notices per day, printing text of notices onto designated forms, and mailing them to library patrons first class presorted on the same day. Initially, the Contractor and Library staff will meet to define the specifications for and design each of the required forms: reserves, overdue, billed items, holds expired, and holds cancelled. Subsequent changes and/or additions to the forms would be made as-needed and, on occasion, the Library would provide additional inserts, or camera-ready copy of same, to be included in the mailings.</p>	Modification	06/30/22

0021-13-8 (continued)


Speakers:

Lily Conover and Mark dela Rosa, Controller's Office spoke on PSC# 4059-12/13.

Micki Callahan and Donna Kotake spoke on PSC# 4055-12/13.

David Scott and Rosanna Russell, PUC spoke on PSC #4066-12/13.

Starl Zinn, SEU Local 1021, Jacquie Hale, Patricia Coggan and Lawrence Nichols, Department of Public Health spoke on PSC# 4072-12/13.

 Jolie Gines and Joseph John, Department of Technology spoke on PSC# 4073-12/13.

Action:

(1) Approved the request to withdraw PSC # 4055-12/13 at the request of Department of Human Resources. (Vote of 4 to 0)

(2) Adopted the report; Approved the request for approval of PSC# 4066-12/13 as amended to reflect contract duration of five years instead of six. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(3) Adopted the report. Approved the request for approval of PSC # 4072-12/13 on the condition that the department reports back on its discussion with SEIU after one year. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)



(4) Adopted the report. Approved the request for approval of PSC # 4073-12/13 as amended to reflect that the contract will be renewed after it has come before the Board of Supervisors. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

(5) Adopted the report. Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0022-13-1 Municipal Transportation Agency's Summary of Appealed Future Employment Restrictions Placed by SFMTA. (Item No. 8)

Speakers: None.

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

0017-13-1 Department of Human Resources Report of Provisional Appointments. (Item No. 9) - Action Item

Speakers: None.

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

0018-13-1 Department of Human Resources Report on Promotive Only Announcements. (Item No. 10)

Speakers: None.

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

0019-13-1 Department of Human Resources Report on Position-Based Testing Program. (Item No. 11)

Speakers: None.

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

0020-13-1 Department of Human Resources Department Report on Exempt Positions Under Charter Section 10.104.16 through 10.104.18. (Item No. 12)

Speakers: Kerry Ko, Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY – MTADept. Code: MTAType of Request: Initial Modification of an existing PSC (PSC # _____)Type of Approval: Expedited Regular Annual Continuing (Omit Posting)Type of Service: Workforce Development Services for the San Francisco CommunityFunding Source: Federal FundsPSC Amount: \$1,500,000PSC Est. Start Date: 09/19/2016 PSC Est. End Date 12/31/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide community outreach, employment barrier removal, job readiness, and workforce training services that prepare participants for job placement via employment referral and training programs, such as CityBuild and First Source, in trade apprenticeships and non-trade employment that emerge from the San Francisco Municipal Transportation Agency's (SFMTA) Central Subway Project. The contractor will communicate with, establish a rapport with, and provide services to ethnic minority communities and women. The contractor will facilitate personal development for clients, including: acting as liaison with appropriate legal, medical, and social services; ensuring the acquisition of basic job readiness skills such as punctuality, workplace etiquette, interview skills, resume writing; and, ensuring the acquisition of workplace skills such as use of industry specific technologies, tools, and procedures.

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

SFMTA's Central Subway Project is subject to federal workforce participation requirements (25.6% minority—with diversity within the minority population and 6.9% female). If this service is denied, SFMTA risks being in violation of federal workforce participation requirements and will not be able to contribute to serving the public good to decrease unemployment in minority communities and among women.

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 not been provided in the past.

D. Will the contract(s) be renewed?

No.

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

not applicable

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

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

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

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

B. Explain the qualifying circumstances:

This project is short-term and requires multiple specializations given the grassroots and community-based nature of project-specific outreach. The contractor will provide meeting facilities for outreach events. Additionally, the contractor will serve clients in their offices and in the community. The Federal funding source requires award of these funds via the Small Business Enterprise and Disadvantaged Business Enterprise programs.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: These services require: grassroots organizing expertise; experience working with ethnic minority communities and women and the capacity to do direct, in-person outreach with community participants. The contractor must have familiarity with the scope of services provided by the SFMTA. The contractor must possess demonstrated success with comparable projects involving similar target populations.
- B. Which, if any, civil service class(es) normally perform(s) this work? 9702, Employment & Training Spec 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide meeting facilities for outreach events. Additionally, contractor will serve clients in their offices and in the community.

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

Some of this work could be performed by the civil service class 9702 Employment and Training Specialist, but is unable to because of the grassroots organization nature and specialization of the required service.

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 can perform a portion of these services. However, this project is short-term and requires multiple specializations given the grassroots and community-based nature of project-specific outreach.
- 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. This is a one-time, short-term service related to the SFMTA Central Subway Project.

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 of city employees is included with this contract service.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

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

7. **Union Notification:** On 06/24/2016, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; SEIU 1021 Miscellaneous; SEIU Local 1021

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# 41094 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Friday, June 24, 2016 4:48 PM
To: Hamada, Cynthia; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez, Ricardo; Basconcillo, Katherine A; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; Hamada, Cynthia; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41094 - 15/16

RECEIPT for Union Notification for PSC 41094 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 41094 - 15/16 for \$1,500,000 for Initial Request services for the period 09/20/2016 – 12/31/2018. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrDrupal/node/7671> 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)

FTA Funding Requirements & SBE/DBE.

- D. Contractor shall obtain a license or other permission or right to enter "Group B" private properties (see Technical Specifications 31 09 15), and any other property and associated improvements located adjacent to the Site or in the Construction Area that Contractor determines may be affected by the Work, for the purposes of preconstruction inspection and documentation of the condition of the property and its improvements.
- E. If Contractor determines any other property and its improvements located adjacent to the Site or in the Construction Area requires monitoring equipment, other equipment, compensation grouting, or other materials to protect such property and improvements from the Work, Contractor shall obtain a license or other permission or right to enter, inspect, and place, maintain, repair and remove such monitoring equipment, other equipment, compensation grouting or other material.
- F. The Engineer shall provide Contractor a list of properties and property owners for which the City has obtained a license for the purposes described in the preceding paragraph CD. As directed by City, for any property for which the City has not obtained a license or other permission to enter and for which access is necessary to perform or safeguard the Work, Contractor shall obtain permission by license agreement for the activities described in the preceding paragraph CD. Contractor shall use only the form license agreement provided by the Engineer. Contractor shall immediately notify the Engineer if a property owner refuses access or is otherwise uncooperative with Contractor. The Engineer will assist the Contractor in obtaining the property owner's permission to enter, but that assistance shall not relieve Contractor of its responsibility to document the preconstruction condition of properties, to monitor said properties during construction, and repair any damage arising from the Work.
- G. The work and tasks described in this Special Provision and in related provisions of the Contract Documents are Incidental Work.

SP-18 FEDERAL CONTRACTING REQUIREMENTS



18.01 COMPLIANCE AND PRECEDENCE

 Contractor shall comply with all applicable federal contracting requirements, including but not limited to those set out in this Section SP-18. If there is any conflict between any federal contracting requirement and any provision of this Contract, the federal requirement shall prevail. The provisions contained in the document entitled "FTA Requirements for Construction Contracts" are incorporated into this Agreement. If there is any conflict between the FTA terms and conditions and any other terms and conditions of this Contract, the FTA terms and conditions shall take precedence."

18.02 DEFINITIONS

- A. Approved Project Budget means the most recent statement, approved by the FTA, of the costs of the Project, the maximum amount of Federal assistance for

which the City is currently eligible, the specific tasks (including specified contingencies) covered, and the estimated cost of each task.

- B. Contractor means the individual or entity awarded a third party contract financed in whole or in part with Federal assistance originally derived from FTA.
- C. Cooperative Agreement means the instrument by which FTA awards Federal assistance to a specific Recipient to support a particular Project or Program, and in which FTA takes an active role or retains substantial control.
- D. Federal Transit Administration (FTA) is an operating administration of the U.S. DOT.
- E. FTA Directive includes any FTA circular, notice, order or guidance providing information about FTA's programs, application processing procedures, and Project management guidelines. In addition to FTA directives, certain U.S. DOT directives also apply to the Project.
- F. Grant Agreement means the instrument by which FTA awards Federal assistance to a specific Recipient to support a particular Project, and in which FTA does not take an active role or retain substantial control, in accordance with 31 U.S.C. § 6304.
- G. Government means the United States of America and any executive department or agency thereof.
- H. Project means the task or set of tasks listed in the Approved Project Budget, and any modifications stated in the Conditions to the Grant Agreement or Cooperative Agreement applicable to the Project. In the case of the formula assistance program for urbanized areas, for elderly and persons with disabilities, and non-urbanized areas, 49 U.S.C. §§ 5307, 5310, and 5311, respectively, the term "Project" encompasses both "Program" and "each Project within the Program," as the context may require, to effectuate the requirements of the Grant Agreement or Cooperative Agreement.
- I. Recipient means any entity that receives Federal assistance directly from FTA to accomplish the Project. The term "Recipient" includes each FTA "Grantee" as well as each FTA Recipient of a Cooperative Agreement. For the purpose of this Agreement, Recipient is the City.
- J. Secretary means the U.S. DOT Secretary, including his or her duly authorized designee.
- K.  Third Party Contract means a contract or purchase order awarded by the Recipient to a vendor or Contractor, financed in whole or in part with Federal assistance awarded by FTA.
- L.  Third Party Subcontract means a subcontract at any tier entered into by Contractor or third party subcontractor, financed in whole or in part with Federal assistance originally derived from FTA.
- M. U.S. DOT is the acronym for the U.S. Department of Transportation, including its operating administrations.

18.03 BUY AMERICA

The Contractor agrees to comply with 49 U.S.C. 5323(j) and 49 CFR Part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include microcomputer equipment, software, and small purchases (less than \$100,000) made with capital, operating, or planning funds. Contractor agrees to be solely responsible for all costs relating to compliance with the Buy America requirements. Failure to comply with these requirements constitutes a material breach of this Contract. See 49 CFR § 661.17. Contractors who intentionally or willfully fail to comply with the Buy America requirements may also be subject to debarment or suspension proceedings. 49 CFR §§ 661.18, 661.19.

18.04 CARGO PREFERENCE REQUIREMENTS - Use of United States-Flag Vessels

The Contractor agrees: (a) to use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying Contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels; (b) to furnish within 20 Working Days following the date of loading for shipments originating within the United States or within 30 Working Days following the date of leading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described above to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590 and to the FTA recipient (through the Contractor in the case of a subcontractor's bill-of-lading.); and (c) to include these requirements in all subcontracts issued pursuant to this Contract when the subcontract may involve the transport of equipment, material, or commodities by ocean vessel.

18.05 SEISMIC SAFETY REQUIREMENTS

The Contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and Contractor will certify to compliance to the extent required by the regulation. The Contractor also agrees to ensure that all work performed under this Contract, including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

18.06 ENERGY CONSERVATION REQUIREMENTS

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in any state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

18.07 ACCESS TO RECORDS AND REPORTS

- A. The Contractor agrees to provide the City and County of San Francisco, the FTA Administrator, the Comptroller General of the United States or any of their

Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

14. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, apprentice trainee, helper, or laborer), dates of changes in status, hours worked per week in the indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, Contractors shall not be required to maintain separate records.
15. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

D. DBE/SBE Assurances.

1. Pursuant to 49 C.F.R. Section 26.13, the Contractor is required to make the following assurance in its agreement with SFMTA and to include this assurance in any agreements it makes with subcontractors in the performance of this contract:
2. The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor or subcontractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as SFMTA deems appropriate.

18.16 SUBSTANCE ABUSE

Contractor shall comply with U.S. DOT regulations, "Drug Free Workplace Requirements (Grants)" 49 C.F.R. Part 29, Subpart F, and other applicable U.S. DOT and FTA regulations and guidance pertaining to substance abuse (drugs and alcohol) that may be promulgated.

18.17 BONDS

See Section 10.02 of General Provisions.

18.18 DEBARMENT AND SUSPENSION


See Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**MUNICIPAL TRANSPORTATION AGENCY
Small Business Enterprise Program
For Federally-Funded Construction Contracts**


PART ONE

SMALL BUSINESS ENTERPRISE PROGRAM

I. POLICY

 The Municipal Transportation Agency ("Agency") of the City and County of San Francisco is committed to a Small Business Enterprise (SBE) Program ("Program") for the participation of SBEs in contracting opportunities to comply with the federal regulations in 49 CFR Part 26, issued March 4, 1999, as amended from time to time (the "Regulations"). The Regulations are incorporated into this Program as though fully set forth herein. It is the intention of the Agency to create a level playing field on which SBEs can compete fairly for contracts and subcontracts relating to the construction activities of the San Francisco Municipal Transportation Agency ("SFMTA").

A. APPLICABILITY

 Under 49 CFR Sections 26.3 and 26.51, and in response to the Federal Transit Administration's ("FTA") March 23, 2006, publication of the Department of Transportation's ("DOT") guidance concerning the federal Disadvantaged Business Enterprise ("DBE") program that applies to grant recipients within the Ninth Circuit, the SFMTA, a recipient of federal financial assistance from the FTA, is required to implement race-neutral means of facilitating DBE participation. The SFMTA's SBE Program is in accordance with DOT's guidance that, absent a disparity study, the SFMTA must meet its overall annual DBE goal using race-neutral means. This Program applies to the following types of SFMTA contracts that are funded, in whole or in part, by DOT financial assistance:

Construction – Building, Heavy; Construction – Dredging and surface Cleanup; Construction (specialty trades); General Freight Trucking; Hazardous Waste Collection, Trucking; Remediation; Testing Labs; Computer Programming and Design; Architecture & Engineering Services; Surveying and Mapping; Drafting (design services); Landscape Architecture; Building Inspection; Machinery and Equipment Rental (construction); Merchant Wholesalers, Durable Goods; Public Relations; and Telecommunications.

B. OBJECTIVES

The objectives of this program are to:

1. Remove barriers to SBE participation in the bidding, award and administration of SFMTA contracts;
2. Assist SBEs to develop and compete successfully outside of the Program;
3. Ensure that the Program is narrowly tailored in accordance with 49 CFR Part 26;

4. Ensure that only SBEs meeting the eligibility requirements are allowed to participate as SBEs;
5. Identify business enterprises that are qualified as SBEs and are qualified to provide SFMTA with required materials, equipment, supplies and services; and to develop a good rapport with the owners, managers and sales representatives of those enterprises;
6. Develop communications programs and procedures which will acquaint prospective SBEs with SFMTA's contract procedures, activities and requirements and allow SBEs to provide SFMTA with feedback on existing barriers to participation and effective procedures to eliminate those barriers; and
7. Administer the Program in close coordination with the various divisions within SFMTA so as to facilitate the successful implementation of this Program.

C. ADMINISTRATION OF PROGRAM

The Executive Director/CEO of the SFMTA is responsible for adherence to this policy. The Contract Compliance Office (CCO) shall be responsible for the development, implementation and monitoring of this program. All SFMTA personnel shall adhere to the provisions and the spirit of the program. Virginia Harmon, Contracts and Procurement Senior Manager, is the DBE Liaison Officer (DBELO) for the SFMTA, located at 1 So. Van Ness Avenue, 6th Floor, San Francisco, CA 94103, telephone number (415) 701-4404, electronic mail address virginia.harmon@sfmta.com.

D. PROHIBITED DISCRIMINATION

SFMTA does not exclude persons from participation in, deny benefits to, or otherwise discriminate against any persons in connection with the award and performance of any contract governed by the Regulations on the basis of race, color, sex or national origin. The City and County of San Francisco also prohibits discrimination on the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, disability or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status).

SFMTA does not directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of this program with respect to individuals in the groups or categories or having the characteristics listed above.

SFMTA has signed the federal assurances regarding non-discrimination required under 49 CFR Section 26.13.

E. NON-DISCRIMINATION IN EMPLOYMENT


SFMTA will evaluate the bidder's response to the Construction Employment Information (SFMTA SBE Form No. 3) to determine whether the bidder is in compliance with the Nondiscrimination Requirements.

Should SFMTA deem it necessary, the SFMTA will seek a written commitment from the proposer to use good faith efforts to provide equal employment opportunities during the term of the contract. One measure of such a commitment would be comparing utilization of women and minorities with the relevant labor market in order to improve parity between the composition of the proposer's workforce and the available labor market. The bidder may be required to provide SFMTA with the relevant data regarding its labor market.

II. DEFINITIONS

Any terms used in this Program shall have the meaning set forth below:

A. Small Business Enterprise (SBE)

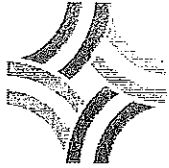


An SBE is a for-profit, small business concern with a three (3) year average gross revenue not exceeding the thresholds set forth in Section III. B for construction type work and is certified under any of the following programs: the State of California's Small Business Program ("State Program"), the City and County of San Francisco's LBE Program ("City Program"), or the California Unified Certification Program ("Federal DBE program").

III. SBE PARTICIPATION AND SUBCONTRACTING REQUIREMENTS

A. SBE Participation Goal

The Contract Compliance Office has established a **twenty percent (20%)** SBE participation goal for this contract. Small business firms may qualify for this program by enrollment in either the State of California's Small Business Program with the Department of General Services ("State Program"), the California Unified Certification Program with a U.S. Department of Transportation recipient ("Federal DBE program"), or the City and County of San Francisco's LBE program with the San Francisco General Services Agency ("City Program"). This SBE goal will apply to the following types of contracts or scope of work in the contract: Construction – Building, Heavy; Construction – Dredging and Surface Cleanup; Construction (specialty trades); General Freight Trucking; Hazardous Waste Collection, Trucking; Remediation; Testing Labs; Computer Programming and Design; Architecture & Engineering Services; Surveying and Mapping; Drafting (design services); Landscape Architecture; Building Inspection; Machinery and Equipment Rental (construction); Merchant Wholesalers, Durable Goods; Public Relations; and Telecommunications.



SFMTA
Municipal
Transportation
Agency

Edwin M. Lee, *Mayor*

Tom Nolan, *Chairman*

Cheryl Brinieman, *Vice-Chairman*

Gwyneth Borden, *Director*

Malcolm Heinicke, *Director*

Edward D. Reiser, Jr., *Director of Transportation*

Lee Hsu, *Director*

Joé Ramos, *Director*

Cristina Rubke, *Director*

Additional Information

**Workforce Development Services for the San Francisco Community
PSC #41094-15/16 submitted on June 24, 2016.**

See the weblinks for CityBuild.

<http://hope-sf.org/citybuild.php>

<http://oewd.org/city-build>

See the weblink for First Source.

<http://oew.org/first-source>

SF HOPE

<http://hope-sf.org/citybuild.php>



[About HOPE SF](#) [For Residents](#) [Work](#) [Partner](#) [Invest](#) [Get Involved](#)



[Home](#) > [Work](#) > [Job Training](#) > [CityBuild](#)

Work: Job Training: CityBuild Academy



CityBuild Academy is a construction job training program offered to residents, enabling residents to participate in rebuilding their communities.

CityBuild is a program of the San Francisco Office of Economic and Workforce Development. This 12-week pre-apprenticeship program is designed to prepare people for employment in a variety of skilled trades. CityBuild also offers recruiting, training, and placement services to job-seekers.

After receiving Citybuild training, HOPE SF residents are eligible for employment in the HOPE SF rebuilding process. They also qualify for numerous entry-level jobs in the construction trades.

In 2008-09, HOPE SF and CityBuild began working with residents of Hunters View. This process began with pre-training every interested Hunters View resident. Successful graduation from the pre-training program (RAMP) guarantees acceptance into the CityBuild Academy Program.

CityBuild Program Successes

- More than 954 job placements since inception.
- 294 job placements in the last fiscal year alone.
- 72% of people who start CityBuild graduate from CityBuild.
- 86% placement rate for Academy graduates.

What's New at CityBuild?

HOPE SF residents who do not speak English as a first language **still** qualify! Vocational ESL is now part of the CityBuild Academy curriculum.

CityBuild now incorporates green construction, including solar installation, in the curriculum to ensure you that workers understand green materials on the jobsite.

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CityBuild FAQs

Am I qualified for CityBuild?

To qualify, applicants must meet the following criteria:

- San Francisco residency
- High school diploma or GED
- Valid CA driver's license
- U.S. citizenship or proof of eligibility to work in the U.S.
- Ability to pass drug tests

How do I apply?

First, attend a scheduled orientation.

You **MUST** bring a Valid ID or Driver's License, **PLUS** a Social Security Card.

Orientations take place at the Career-Link Center at 3120 Mission Street at Cesar Chavez.

- Second Thursday of each month, 10-11 am OR

IN THIS SECTION

[Job Training](#)
 - [RAMP](#)
 - [CityBuild](#)
[Employment Opportunities](#)
[Contracting Opportunities](#)

RELATED LINKS

[The Basics](#)
[Community Builders](#)
[Service Connectors](#)
[Background and History](#)

JOIN OUR EMAIL LIST

Receive the quarterly HOPE SF newsletter and other updates

- Fourth Thursday of each month, 6-7 pm

How long does CityBuild take to complete?

CityBuild Academy is a 12-week, highly structured pre-apprenticeship program. Classes start at 7 am and end at 3:30 pm, Monday through Friday.

HOPE SF Initiative, 1 South Van Ness Ave. 5th
Floor, San Francisco CA 94103 415.701.5500
hope.sf@sfgov.org
© 2013. HOPE SF

What is the difference between CityBuild and RAMP?

The primary mission of CityBuild Academy is to offer San Francisco residents state-of-the-art construction skills training that prepares them for entry-level work in various skilled trades.

If you do not qualify for CityBuild now, but you are interested in a job in the construction trades, then RAMP may be right for you. RAMP prepares people who do not yet qualify for the CityBuild Academy by helping obtain a GED, a valid ID, and important job skills. Plus, RAMP isn't only for people who want to enter CityBuild. It also prepares students for other job and job training opportunities.

Will participating in CityBuild guarantee me a job?

No. In this economy, construction has slowed and fewer jobs are available. However, more than 80% of CityBuild graduates are placed in jobs, and HOPE SF residents have priority for the construction jobs on HOPE SF sites.

I'm not interested in construction, but I want job training. How do I find out about other types of programs?

The Office of Economic and Workforce Development offers a range of jobs and job training opportunities for HOPE SF Residents.

If you live in the SFHA housing in any of the HOPE SF communities (Hunters View, Potrero Terrace & Annex, Westside Courts, Alice Griffith, and Sunnydale) please visit your local one-stop Center (see below) for information about applying for jobs and job training programs in San Francisco. You can also learn more by visiting the Office of Economic and Workforce Development. Residents of Hunters View can also find out about jobs by visiting www.Huntersview.info/employment.html.

Access Points

Comprehensive Access Point: 1500 Mission Street (@ 11th, San Francisco, CA 94103; Tel: 415.575.4570
Chinatown Neighborhood Access Point: 601 Jackson Street, San Francisco, CA 94133; Tel: 415.677.7500
Western Addition Neighborhood Access Point: 1449 Webster Street (@ Geary), San Francisco, CA 94115; Tel: 415.655.2620
Visitacion Valley Neighborhood Access Point: 1009 Sunnydale Avenue, San Francisco, CA 94134; Tel: 415.239.8705

Where can I find more information about CityBuild Academy?

CityBuild is a partnership between the City and County of San Francisco, Construction trade unions, City College of San Francisco, and community-based organizations. Visit the CityBuild website or call them at 415.401.4889.

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City Build

<http://oewd.org/city-build>

CityBuild

What does this Program Offer?

The CityBuild Academy (CBA) Offers:


- 18 week Pre-Apprenticeship training in partnership with City College of San Francisco, Evans Center
- Hands-on training and instruction in the 26 Building Trades
- Classroom instruction and up to 15 college credits
- Case management and retention services
- Supportive services (uniforms, union indenture fees)
- Industry certifications, including: CPR and First Aid, OSHA 10, HAZWOPER, Fork Lift/Skid Steer, and Boom Lift
- Access to CityBuild's Women Leadership and Mentorship Group
- Job referrals and placement assistance
- Math tutoring and preparation
- Vocational English as a Second Language (VESL) support offered through City College of San Francisco



Construction Administration & Professional Service Academy (CAPSA) Offers:

- 18 week training and career development program
- Classroom instruction and college credit through City College of San Francisco, Mission Center
- Training in Microsoft Office, Quickbooks, construction terminology, and introduction to cost estimating and scheduling
- Case management and retention services
- Access to employer networks
- Job referrals and placement assistance
- Job readiness training
- On-the-job training internship with a partner construction company

Already have experience?

If you are a Union or experience construction worker, utilize the CityBuild Employment Networking Services by following the required steps:

- Domicile documentation and attendance at one Information Session is required. Information Session schedule and details are listed on the  CityBuild Academy Flyer.

-  Click to complete a CityBuild Certification Form.
- Present proof of identity with completed form: California Driver's License, California Identification Card, Consular Identification Card, U.S. or foreign passport
- Proof of San Francisco residency: utility bills, bank statements, public benefits letter may be accepted. Download  CityBuild Domicile Requirements for more information.
- Proof of construction experience: proof of union membership, any construction related certifications, resume, etc.
- Meet with CityBuild Staff and bring your completed Certification Form and required proof documents during drop-in hours.

Drop-in Hours:

Every Monday, 11:00am to 3:00pm
 Mission Street Career Link Center
 3120 Mission Street
 San Francisco, CA 94110

Qualifications to Join

CBA minimum qualifications:

- Age 18 years or older
- San Francisco residency (proof required)
- High School Diploma or GED
- Valid Driver's License
- 8th grade reading and math skills
- Ability to lift at least 70 lbs.
- Successfully pass a drug test

CAPSA minimum qualifications:

- Age 18 years or older
- San Francisco residency (proof required)
- High School Diploma or GED
- Minimum 1 year administrative experience
- Computer proficiency and 25 WPM typing speed
- Current resume

Program Timeline

CBA Timeline:

- **Job Readiness Training (JRT):** Mandatory 2 week preparedness instruction
- **Academy Training Cycles:** Enrollment in 1 of the annual 18 week cycles:
 1. Spring: January - May
 2. Summer: June - October

CAPSA Timeline:

- **Job Readiness Training (JRT):** Mandatory 2 week preparedness instruction
- **Academy Training Cycles:** Enrollment in 1 of the annual 18 week cycles:
 1. Spring: January - May
 2. Fall: August - December

How to Get Started

For CBA and CAPSA:

1. **Attend an Orientation**
 - Meet with a case manager
 - Complete application
 - Submit documents
2. **Complete Job Readiness Training**
 - 2 week JRT
 - Interview
 - Pass drug test*
3. **Acceptance and Enrollment in the Academy**
 - Complete placement test*
 - Selection and enrollment





*Applies to CityBuild Academy (CBA) only.

Already signed up with CityBuild?

- Sign up for the Networking Eligibility List at the Mission Career Link Center on 3120 Mission Street during business hours or during drop-in hours with a CityBuild Employment Liaison.

*Please note: It is required that CityBuild Academy clients meet with CityBuild Employment Liaisons at least once a month to remain active on the Networking Eligibility List.

Download the CityBuild Flyer

-  English Version
-  Chinese Version
-  Spanish Version
-  Tagalog Version

Background Information about the Program

CityBuild Academy:

CityBuild Academy aims to meet the demands of the construction industry by providing comprehensive pre-apprenticeship and construction administration training to San Francisco residents. CityBuild began in 2006 as an effort to coordinate City-wide construction training and employment programs and is administered by OEWD in partnership with City College of San Francisco, various community non-profit organizations, labor unions, and industry employers. CityBuild Academy offers an 18-week pre-apprenticeship and construction skills training program at the City College of San Francisco, Evans Campus. Trainees can earn up to 15 college credits while learning foundational skills and knowledge to enter the construction trades and succeed as new apprentices. Trainees are given the opportunity to obtain construction-related certifications such as OSHA 10, Forklift, Skid Steer, CPR and First Aid. Several program instructors are construction industry specialists with years of field experience. In addition, CBA partners with Habitat for Humanity, and the San Francisco Fire Department's Neighborhood Emergency Response Training to provide experience outside the classroom setting. Since 2006, 874 San Francisco residents have graduated from CityBuild Academy and 753 graduates have secured employment in various construction trades.

Construction & Administration Professional Service Academy:

The Construction Administration and Professional Service Academy (CAPSA) is a semester-long program offered at the City College of San Francisco, Mission Campus. The program prepares San Francisco residents for entry-level careers as professional construction office administrators. The bi-annual training is intensive and participants graduate with knowledge of the construction sequence of work, construction office accounting, construction project coordination and other professional skills. Since 2010, over 217 San Francisco residents have completed the program and over 130 graduates have been placed in administrative positions.

Participating Partners

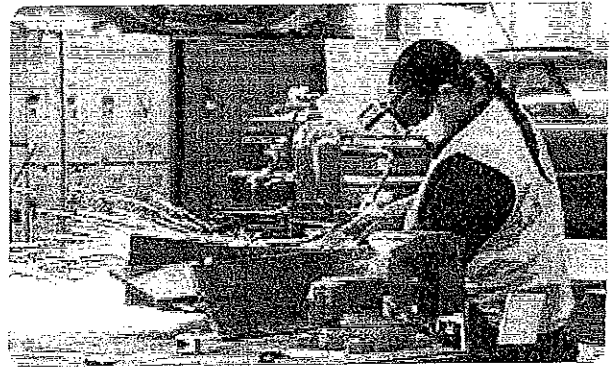
- A. Philip Randolph Institute
- Anders and Anders Foundation
- Asian Neighborhood Design
- Bay Area Plastering Industry Joint Apprenticeship Training Committee
- Carpenters' Training Committee of Northern California
- Cement Mason Pre-Apprenticeship Training Program
- Charity Cultural Services Center
- City College of San Francisco
- Ironworkers Apprenticeship Training
- Mayor's Office of Housing & Community Development
- Mission Hiring Hall
- Northern California Laborer's Training Center
- Office of Community Investment & Infrastructure
- Port of San Francisco
- San Francisco Adult Probation Department
- San Francisco Fire Department
- San Francisco International Airport
- San Francisco Municipal Transit Authority
- San Francisco Public Utilities Commission

First Source Hiring Program
<http://oewd.org/first-source>

First Source Hiring Program

What is First Source?

The First Source Hiring Program was created to connect dislocated workers and economically disadvantaged individuals with entry level jobs. These jobs are generated by the City and County of San Francisco's investments. It was enacted into law (Chapter 83 of the City's Administrative Code) in 1998, and the ordinance was last modified in April 2006. These jobs are generated by the City and County of San Francisco's investments, including:



- Any activity that requires discretionary action by the City's Planning Commission related to a commercial activity over 25,000 square feet including, but not limited to conditional use, project authorization under San Francisco Planning Code Section 309 and office development under Planning Code Section 320, et sec.
- Any building permits applications for a residential project over 10 units.
- City issued public construction contracts in excess of \$350,000.
- City contracts for goods and services in excess of \$50,000.
- Leases of City property.
- Grants and loans issued by City departments in excess of \$50,000.

How Does First Source Work?

- For businesses or non-profits who receive a non-construction or professional services contract from a City Department over \$50,000, those successful bidders are required to project the number of entry-level job openings they expect during the contract period and forward that information to First Source.
- For City issued construction contracts in excess of \$350,000, or for private developments that fall within the scope of the Chapter 83 requirements, CityBuild is the operational arm of First Source in working with construction contractors to hire local residents for apprentice positions.
- Entry-level jobs are defined as those non-managerial position that require either no education above a high school diploma (or equivalency) OR no more than 2 years of specific training or work experience.
- Successful bidders are required to post their entry-level openings with First Source and offer the City the first opportunity to refer qualified candidates to those positions.
- While the ordinance does not require an employer to hire a specific candidate, it does require that employers make a good faith effort to hire referrals from the City's workforce development system.

First Source Employers

For construction and related services, please contact us at (415) 701-4848 and ask to speak with one of our CityBuild Compliance Officers.

For non-construction services, please contact us at (415) 701-4848 and ask to speak with one of our Business Services Specialists.

Forms

The forms listed below are not all inclusive and may differ slightly depending on specific contracts, leases, and/or other San Francisco related business investments.

First Source Hiring Fact Sheet (Revised 1. 2013)

First Source Hiring Program – Non-Construction Positions

Employer Projection of Entry Level Positions 2015.pdf

Employment Verification Form (Revised 4.2014)

First Source Hiring Program – Construction Positions

First Source Hiring Fact Sheet - Publicly Funded Construction (Revised 10. 2013) (PDF)

First Source Hiring Fact Sheet - Privately Funded Construction (Revised 9. 2013) (PDF)

CityBuild First Source Form 1 - Workforce Projections (Revised 7. 2013) (DOC)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: High Efficiency Toilets & Urinals Direct Install Program (PRO.0049)

Funding Source: Water Conservation Funds

PSC Duration: 9 years

PSC Amount: \$9,000,000

1. Description of Work

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

The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in its retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing program administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and \$4 million, with contract capacity up to nine years and \$9 million. The SFPUC was awarded a grant of \$535,000 from the California Department of Water Resources to help implement the Program.

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

Services are necessary because the SFPUC needs the Program to expand its successful conservation assistance initiatives to reach more customers and achieve greater water savings. Launching an expanded service to replace water-wasting toilets and urinals in commercial and residential buildings with high-efficiency models was identified in SFPUC's 2014 drought emergency declaration as a priority action to save water and extend supplies. Denial of the contract will impact SFPUC's ability to meet near-term goals to extend water supplies during the drought and achieving the Commission's long-term conservation demand reduction goals of 4 million gallons per day. Furthermore, the \$535,000 grant award was contingent on the administration of a Direct Install Program.

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

The SFPUC recently completed a \$5 million High-Efficiency Toilet Direct Install Program under CS-930R (PSC #4136-07/08), launched in 2010 that replaced more than 9,000 toilets in low-income homes and affordable housing facilities.

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 San Francisco Public Utilities Commission's (SFPUC) High-Efficiency Toilet and Urinal Direct Install Program has the potential to replace upwards of 10,000 inefficient plumbing fixtures. Administration of the Program will require multiple years to conduct consumer marketing, screening, identification on eligible sites, and to perform toilet and urinal installations. While the contract capacity for the Program is up to nine years, the selected contractor will implement an initial Program of up to four years and up to \$4,000,000. After the initial four years, the Department will report back to the Civil Service Commission. Additional services will be provided based upon consumer demand, and the identification of fixtures eligible for replacement under the Program rules.

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

This is a limited duration Program to install the fixtures, rather than an ongoing activity. Opportunities for the SFPUC to achieve water conservation savings through plumbing fixture replacements programs are declining due to the limited number of older, high-volume plumbing fixtures that remain in the service area. Therefore, long term staffing is not required. In addition, Administrative Code section 6.1 (J) limits a "public work" to work on City owned facilities. Under the SFPUC's Rules and Regulations for water service, the customer is solely responsible for plumbing fixtures downstream of the water meter, usually located in the sidewalk. City forces cannot perform installation work on private property, without a contract between the private property owner and the City to permit access for a public purpose. However, having City forces do the installations is only part of the program, which includes pre-installation water use audits and post-installation repairs and handling warranty claims. The use of a contractor allows the City to shift the risk of future liability (e.g. defective fixtures, faulty installations causing leaks; damaged tile, etc.) to the contractor through standard insurance and indemnity provisions in the contract, as well as control the budget for the installations.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The expertise required in carrying out this Program will be the administration of the Direct Install Program, including conducting consumer marketing programs and creating materials, creating and managing a call center to respond to customer needs, conducting detailed water-efficiency audits in the residential and commercial sectors, and performing procurement and installation of high-efficiency toilet and urinal plumbing fixtures.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7213, Plumber Supervisor 1; 7239, Plumber Supervisor 2; 7250, Utility Plumber Supervisor 1; 7284, Utility Plumber Supervisor 2; 7316, Water Service Inspector; 7347, Plumber; 7388, Utility Plumber; 7463, Utility Plumber Apprentice; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The selected contractor may provide storage for toilets and urinals installed through the Program.

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

The SFPUC has reviewed possible civil service classifications and determined that no classification can perform all of the tasks that are required to fully implement the program, which includes post-installation service such as handling warranty claims for defective fixtures. No civil service class can perform all of the services required under this agreement that are in addition to the plumbing installations: conducting detailed water-efficiency audits in the residential and commercial sectors, having experience in conducting consumer marketing programs, and managing a call center.

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

A. Explain why civil service classes are not applicable.

Administrative Code section 6.1(J) limits a "public work" to work on City owned facilities. Under the SFPUC's Rules and Regulations for water service, the customer is solely responsible for plumbing fixtures downstream of the water meter, usually located in the sidewalk. City forces cannot perform installation work on private property, absent a contract between the private property owner and the City to permit access for a public purpose. Having City forces do the installations is only part of the program, which includes pre-installation water use audits and post- installation repairs and handling warranty claims. Use of a contractor allows the City to shift the risk of future liability (e.g. defective fixtures, faulty installations causing leaks; damaged tile, etc.) to the contractor through standard insurance and indemnity provisions in the contract, as well as control the budget for the installations.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this is a limited duration Program to install the fixtures and administer the program, rather than an ongoing activity. Opportunities for the SFPUC to achieve water conservation savings through plumbing fixture replacement programs are declining due the limited number older, high-volume plumbing fixtures that remain in the retail service area.

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.
Explanation of training has not been provided by the department**

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

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

**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 07/05/2016, the Department notified the following employee organizations of this PSC/RFP request:
Laborers, Local 261; Plumbers, Local 38**

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

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94122

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41052 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Tuesday, July 05, 2016 1:58 PM
To: Lo, Stacey; LiUNA.local261@gmail.com; Lo, Stacey; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41052 - 15/16

RECEIPT for Union Notification for PSC 41052 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 41052 - 15/16 for \$9,000,000 for Initial Request services for the period 09/01/2016 – 08/30/2025. 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/7576> 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

Lo, Stacey

From: Lo, Stacey
Sent: Tuesday, July 05, 2016 3:32 PM
To: LiUNA.local261@gmail.com
Cc: Isen, Richard; DHR-PSCCoordinator, DHR; Jackson, Shamica; Kyger, Todd
Subject: RE: Receipt of Notice for new PCS over \$100K PSC # 41052 - 15/16
Attachments: PSC No. 43039-14-15 appr 05.04.15.pdf

Hello Local 261 staff:

I hope all is well. Attached is the subject Personal Services Contract (PSC) for your review:
<http://apps.sfgov.org/dhrdrupal/node/7576>.

This PSC was previously submitted and approved under PSC #43039-14/15, approved on May 4, 2015 (attached for reference). However, according to Civil Service Commission rules, if the department still wishes to contract out those personal services, but fails to execute a contract under the PSC within one year of approval, the department must submit a new PSC request. The SFPUC still plans to execute a contract in the near future; therefore, we are now re-submitting the PSC under PSC #41052-15/16.

If possible, we'd like to expedite this PSC since it is for the same services as the previous PSC, and was already approved by CSC and Local 261 had no objections. Since Local 261 has already reviewed the PSC the first time around, if there are no objections this time as well, we'd like to request that Local 261 respond to this email stating that they have no objections to the PSC and they waive the 30-day union notice period.

Thank you.

Stacey Lo
San Francisco Public Utilities Commission Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sfgov.org

—Original Message—

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of SLo@sfgov.org
Sent: Tuesday, July 05, 2016 1:58 PM
To: Lo, Stacey; LiUNA.local261@gmail.com; Lo, Stacey; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41052 - 15/16

RECEIPT for Union Notification for PSC 41052 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41052 - 15/16 for \$9,000,000 for Initial Request services for the period 09/01/2016 -- 08/30/2025. Notification of 30 days (60 days for SEIU) is required.

Lo, Stacey

From: Lo, Stacey
Sent: Tuesday, July 05, 2016 3:32 PM
To: 'larryjr@ualocal38.org'; 'ljmazzola@ualocal38.org'; 'jchiarenza@ualocal38.org'
Cc: Isen, Richard; DHR-PSCCoordinator, DHR; Jackson, Shamica; Kyger, Todd
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41052 - 15/16
Attachments: PSC No. 41052-15-16 to Local 38.pdf; PSC No. 43039-14-15 appr 05.04.15.pdf

Hello Local 38 Staff:

I hope all is well. Attached is the subject Personal Services Contract (PSC) for your review. You are receiving this notice because a position(s) in your union is listed on the PSC and your union notification email is not listed in the new PSC Database.

This PSC was previously submitted and approved under PSC #43039-14/15, approved on May 4, 2015 (attached for reference). The SFPUC also met with Local 38 for this PSC, and after discussion, the union did not dispute the PSC. However, according to Civil Service Commission rules, if the department still wishes to contract out those personal services, but fails to execute a contract under the PSC within one year of approval, the department must submit a new PSC request. The SFPUC still plans to execute a contract in the near future; therefore, we are now re-submitting the PSC under PSC #41052-15/16.

If possible, we'd like to expedite this PSC request since it is for the same services as the previous PSC, and was already approved by CSC and Local 38 had no objections. Since Local 38 has already reviewed the PSC the first time around, if there are no objections this time as well, we'd like to request that Local 38 respond to this email stating that they have no objections to the PSC and they waive the 30-day union notice period.

Thank you.

Stacey Lo
San Francisco Public Utilities Commission Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sfgwater.org

—Original Message—

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of SLo@sfgwater.org
Sent: Tuesday, July 05, 2016 1:58 PM
To: Lo, Stacey; LiUNA.local261@gmail.com; Lo, Stacey; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 41052 - 15/16

RECEIPT for Union Notification for PSC 41052 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION – PUC has submitted a request for a Personal Services Contract (PSC) 41052 - 15/16 for \$9,000,000 for Initial Request services for the period 09/01/2016 – 08/30/2025. Notification of 30 days (60 days for SEIU) is required.

Choi, Suzanne (HRD)

From: Larry Mazzola Jr. <larryjr@ualocal38.org>
Sent: Friday, August 26, 2016 9:03 AM
To: Lo, Stacey (PUC); John Chiarenza
Subject: RE: protest

Confirmed

From: Lo, Stacey [<mailto:SLo@sfwater.org>]
Sent: Wednesday, August 24, 2016 4:20 PM
To: Larry Mazzola Jr. <larryjr@ualocal38.org>; John Chiarenza <jchiarenza@ualocal38.org>
Subject: RE: protest

Hello Larry and John,

In regards to the below email, can you please confirm that you are referring to PSC # 41052 - 15/16 (PRO.0049: High Efficiency Toilets & Urinals Direct Install Program) and that Local 38 has no objections to the PSC?

Thanks,

Stacey Lo
San Francisco Public Utilities Commission
Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
(415) 554-1860
SLo@sfwater.org

From: Larry Mazzola Jr. [<mailto:larryjr@ualocal38.org>]
Sent: Thursday, August 11, 2016 2:38 PM
To: Lo, Stacey
Cc: John Chiarenza
Subject: protest

Stacey, thank you for the information you provided us about the toilet job. We are happy to hear that Bacon Plumbing will be performing the work. In light of this, Local 38 will drop it's protest. Thank you.

Larry Mazzola Jr

Additional Attachment(s)



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 Project 1 – Lower Cherry Aqueduct Emergency Rehabilitation Project.....5

 Project 2 – Rinconada Water Treatment Plant Powdered Activated Carbon (PAC) Treatment.....6

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Budget Summaries – Recycled Water Projects.....10

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Introduction

The Bay Area Drought Relief Program (Bay DRP) is a diverse set of well-considered, widely vetted, and cost-effective solutions to water supply and drought-related issues/needs around the San Francisco Bay Area. In funding this effort, the California Department of Water Resources (DWR) will support the significant investments of the Bay Area's water agencies, public agencies, and non-governmental organizations.

Organization of Project Budget Summaries

The Bay DRP consists of grant administration and 11 drought-preparedness projects geographically spanning all four regions of the Bay Area, with four primary areas of benefit:

- Water Supply Enhancement
- Recycled Water
- Human Right to Water
- Drought Preparedness

The total cost of implementing this Proposal is \$111,291,230. Of this amount, \$53,716,921 (48%) is non-state match funding, \$24,595,886 is other state funding, and \$0 is being requested as a disadvantaged community funding match waiver. A total of \$32,978,423 is being requested under the Proposition 84 Integrated Regional Water Management (IRWM) Drought Grant Program. The Proposal budget summary is shown in PSP Table 8, below.

Budget Summaries – Drought Preparedness Projects

This section presents budget summaries for the projects listed below.

Project ID#	Project Proponent	Project Title
10	StopWaste	Bay Area Regional Drought Relief Conservation Program
11	MMWD	WaterSMART Irrigation with AMI/AMR

Project 10 – Bay Area Regional Drought Relief Conservation Program

Overview

The grand total cost of the Bay Area Regional Drought Relief Conservation Program (Program) is \$10,018,471. Alameda County Waste Management Authority (StopWaste) will oversee the administration of the Program (which includes management of 12 project agencies, accounting, and legal work; reviewing work products; approving invoices and quarterly reports; and preparing documents for ABAG review), while project proponents will provide rebates to customers who participate in the Program; each of the 12 agencies/organizations in the Program is responsible for implementing its individual rebate program. Grant and cost-share funding will be used to provide rebates to participating customers in the Program. Project proponents will submit invoices quarterly, with accompanying quarterly reports, to StopWaste in accordance with the format specified by the DWR Grant Agreement and StopWaste's agreement with each participating agency. These invoices will be based on rebate forms and records provided by the project proponents. StopWaste, with assistance from a consultant, will coordinate invoice submission and maintain records. An estimated \$230,971 will cover Program Administration efforts by StopWaste.

Program implementation will require \$10,018,471 and will be funded by the grant and matching funds from each of the 12 project proponents. This Program provides rebates to reduce water use of the three largest residential and commercial water users: lawns, toilets, and clothes washers, which account for more than 60% of the water use in a typical single-family home. Landscape Rebates will be provided with the goal of replacing 2,269,335 square feet of lawn with climate-appropriate landscaping and drip irrigation. Toilet/Urinal Rebates will be provided to replace approximately 10,634 older, high-volume toilets/ urinals with new high-efficiency models that are EPA WaterSense certified. The Direct Install Program will directly install 6,170 EPA WaterSense-certified high-efficiency toilets and urinals to eligible multi-family and commercial customers. Clothes Washer Rebates will be provided for 25,729 customers to install new, high-efficiency clothes washers.

The Drought-Resistant Soil and Garden Marketplace Project will improve drought resiliency by helping residents sheet-mulch their lawns. As overseen by StopWaste, this Project will convert a minimum of 100 lawns with sheet mulch and reach a minimum of 8,000 consumers over an 18-month period, with a projected water savings of 5 AF.

The Cost Detail Table (following the PSP Table 7 project budget summary) provides detail for the estimated Program costs. Columns A through F show Program costs based on unit costs and the targeted number of rebates (Columns A and B). Columns G and H provide detail on DWR grant costs per unit and as a total, respectively, from requested DWR grant funding. Columns I and J provide detail on agency costs per unit and as a total, respectively, from participating agencies in the Program. Columns K and L provide detail on the percentage of Program costs covered by DWR and participating agencies, respectively. Columns M through R provide detail on water savings and associated cost savings estimates.

Rebate amounts are developed based on a number of factors, including an agency's avoided cost of water, the cost of the fixture being rebated, current and expected market conditions (including codes and standards), estimated water savings, and (most importantly) what rebate amount will move customers to purchase the fixture. The consumer return on investment from installation of fixtures and equipment is considered in assessing an effective incentive level. As an example, a number of agencies had previously set their Lawn to Landscape Conversion rebates at 50 cents per square foot of lawn converted, primarily based on agency avoided cost. However, due to the high cost to replace a lawn with a water-wise landscape, these agencies have increased their rebates to \$1 or more per square foot. This new rebate level will result in more customer participation. Project proponents will assess rebate levels on a regular basis and make adjustments as market conditions and other factors change.

The quantity of rebates estimated to be issued by each agency was developed based on historic, current, and anticipated customer demand. Project proponents will aim to meet that demand so that no eligible customers are refused a rebate. Individual agency projections are combined to quantify the number of rebates for the grant.

Conservation projects are the least costly water supply alternatives. At a total project cost of \$10,018,471 to reduce consumption by 24,046 AF over the 20-year Project time horizon, the simple average cost per AF saved is equal to \$416 (\$9,784,339/24,046 AF). The Project-generated energy savings, greenhouse gas reductions, and avoided impacts of non-point-source pollution reduction are value-added benefits but beyond the scope of this benefit/cost analysis.

Since the initial proposal submission, the Drought Conservation Project has made a few minor changes to the total budget. Recognizing that water agencies will reduce rebate amounts as the market for efficient products, including toilets, urinals and washers, matures, we reduced the estimated rebate amounts used to calculate the budget. The grant portion will still fund up to 75% of the rebate cost, and the project will be able, in some cases, to provide a great number of rebates. This increased the cost-effectiveness of the program from \$454 per AF, to \$414 per AF. Related, the budget in the table below separates out the cost-share that will come from the rebate provided (column b), from the cost-share anticipated from labor to implement the program.

PSP Table 7. Project Budget					
Proposal Title: Bay Area Drought Relief Program (Bay DRP)					
Project Title: Bay Area Regional Drought Relief Conservation Program					
Project serves a need of a DAC?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Funding Match Waiver request?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
Category		(a)	(b)	(c)	(d)
		Requested Grant Amount	Cost Share: Non-State Fund Source* (Funding Match)	Cost Share: Other State Fund Source	Total Cost
(a)	Direct Project Administration	\$230,971	\$0	\$0	\$230,971
(b)	Land Purchase/Easement	\$0	\$0	\$0	\$0
(c)	Planning/Design/Engineering/Environmental Documentation	\$0	\$0	\$0	\$0
(d)	Construction/Implementation	\$5,763,000	\$ 2,302,100	\$1,722,400	\$9,787,500
(e)	Grand Total	\$5,993,971	\$ 2,302,100	\$1,722,400	\$ 10,018,471
SUMMARY AGENCY MATCHING FUNDS					
BAWSCA	\$371,113				
ACWD	\$365,758				
EBMUD	\$359,050				
CCWD	\$319,620				
Zone7	\$202,112				
Sonoma	\$402,954				
Solano	\$392,333				
Marin	\$256,899				
City Napa	\$198,570				
SFPUC	\$438,968				

SCVWD	\$682,124
StopWaste	\$35,000
Total	\$4,024,500

Cost Detail Table: Project 10 Bay Area Regional Drought Relief Conservation Project

Rebate Type	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Rebate Unit Cost	Total Number of Rebates	Unit Description	Total Rebate Cost	Total Agency Labor Cost	Total Program Cost	DWR Unit Cost	DWR Total Cost	Agency Unit Cost	Agency Total Cost	DWR Cost as % of total	Agency Cost as % of total	Total Annual Water Savings (AF/Yr.)	Life of Savings (years)	Total Life Savings (AF)	DWR Cost per AF Saved (\$/AF)	Agency Cost per AF Saved (\$/AF)	Total Project Cost per AF Saved (\$/AF)
	(\$)	(#)		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(%)	(%)	(AF/Yr.)	(years)	(AF)	(\$/AF)	(\$/AF)	(\$/AF)
Landscape Rebates	\$ 1.00	2,269,300	Per Square Foot	\$ 2,269,300	\$ 476,553	\$ 2,749,257	\$0.75	\$1,701,975	\$0.46	\$1,047,282	62%	38%	235	20	4,692	\$363	\$223	\$586
Toilet/Urinal REBATES	\$ 100.00	10,634	Per Toilet or Urinal	\$ 1,063,400	\$ 374,849	\$ 1,438,199	\$ 5.00	\$797,500	\$60.25	\$640,699	55%	45%	188	20	3,755	\$212	\$171	\$383
Toilet/Urinal Direct Installation	\$ 350.00	6,170	Per Toilet or Urinal	\$ 2,159,500	\$ 86,987	\$ 2,246,497	\$ 00.00	\$1,234,000	\$164.10	\$1,012,497	55%	45%	150	20	3,000	\$411	\$338	\$749
Washer Rebates	\$ 100.00	25,729	Per Washer	\$ 2,572,900	\$ 645,798	\$ 3,218,548	\$ 5.00	\$1,929,525	\$50.10	\$1,289,023	60%	40%	630	20	12,599	\$153	\$102	\$255
Education						\$ 135,000		\$100,000		\$35,000		74%	26%					
Admin						\$ 230,971		\$230,971										
Total Conservation Rebate Program				\$ 8,065,100	\$ 1,584,196	\$ 10,018,471		\$ 5,283,123		\$ 4,024,500	60%	40%	1,202	20	24,046	\$249	\$167	\$417

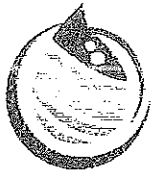
Prop 84 Conservation Group Budget
Detailed Budget - updated December 10, 2024

GRANT AWARD	ACWD	BAWSCA	CCWD	City Napa	EBMUD	Marin	SCVWD	SFPUC	Solano	Sonoma	Zone7	StopWaste	TOTAL
Landscape Rebates	\$187,500	\$150,000	\$275,250	\$225,000	\$160,500	\$37,500	\$375,000	\$0	\$205,000	\$26,225	\$60,000	0	\$1,701,975
Toilet/ Urinal REBATES	\$135,000	\$160,000	\$0	\$0	\$74,500	\$74,500	\$250,000	\$0	\$0	\$67,500	\$86,000	0	\$797,500
Toilet/ Urinal Direct Installation	\$0	\$0	\$0	\$0	\$0	\$151,000	\$0	\$535,000	\$300,000	\$248,000	\$0	0	\$1,234,000
Washer Rebates	\$212,500	\$225,000	\$224,750	\$90,000	\$300,000	\$75,000	\$375,000	\$0	\$30,000	\$193,275	\$204,000	0	\$1,929,525
Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Admin												\$230,971	\$230,971
TOTAL	\$ 535,000	\$ 535,000	\$500,000	\$ 315,000	\$ 535,000	\$338,000	\$1,000,000	\$535,000	\$535,000	\$ 335,000	\$300,000	\$ 330,971	\$ 5,993,971

TOTAL MATCH	ACWD	BAWSCA	CCWD	City Napa	EBMUD	Marin	SCVWD	SFPUC	Solano	Sonoma	Zone7	StopWaste	TOTAL
Landscape Rebates	\$115,375	\$92,300	\$169,371	\$138,450	\$98,761	\$23,075	\$230,750	\$0	\$126,143	\$16,137	\$36,920	0	\$1,047,282
Toilet/ Urinal REBATES	\$108,450	\$128,513	\$0	\$0	\$59,889	\$59,828	\$200,874	\$0	\$0	\$54,225	\$28,930	0	\$640,699
Toilet/ Urinal Direct Installation	\$0	\$0	\$0	\$0	\$0	\$123,896	\$0	\$438,968	\$246,150	\$203,484	\$0	0	\$1,012,497
Washer Rebates	\$141,933	\$150,300	\$150,250	\$60,120	\$200,400	\$50,100	\$250,500	\$0	\$20,040	\$128,108	\$136,272	0	\$1,289,023
Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000
Admin													
TOTAL	\$ 365,758	\$ 371,113	\$319,620	\$ 198,570	\$ 359,050	\$256,899	\$ 682,124	\$438,968	\$392,333	\$ 402,954	\$202,112	\$ 35,000	\$ 4,024,500

TOTAL	ACWD	BAWSCA	CCWD	City Napa	EBMUD	Marin	SCVWD	SFPUC	Solano	Sonoma	Zone7	StopWaste	TOTAL
Landscape Rebates	\$ 302,875	\$ 242,300	\$ 444,621	\$ 363,450	\$ 259,261	\$ 60,575	\$ 605,750	\$ -	\$ 391,143	\$ 42,363	\$ 96,520	\$ -	\$ 2,745,257

Toilet/ Urinal REBATES	\$ 243,450	\$ 288,513	\$ -	\$ -	\$ 134,389	\$ 134,326	\$ 450,874	\$ -	\$ -	\$ 121,725	\$ 64,520	\$ -	\$ 1,438,199
Toilet/ Urinal Direct Installation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,896	\$ -	\$ 973,958	\$ 546,150	\$ 451,484	\$ -	\$ -	\$ 2,246,497
Washer Rebates	\$ 354,433	\$ 375,300	\$ 375,000	\$ 150,120	\$ 500,400	\$ 125,100	\$ 625,500	\$ -	\$ 50,040	\$ 322,383	\$ 340,272	\$ -	\$ 3,218,548
Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 135,000
Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230,971
TOTAL	\$ 900,758	\$ 906,113	\$819,620	\$ 513,570	\$ 894,150	\$594,899	\$1,682,124	\$973,958	\$927,333	\$ 987,954	\$502,112	\$ 365,971	\$10,018,471



MEMO

Date: June 25, 2015

To: Michael Brown, Executive Officer
 Civil Service Commission

From: Stacey Lo, PSC Coordinator
 Contract Administration Bureau

Re: PSC No. 43039-14/15 (PRO.0011) from 05/04/2015 CSC Meeting

On May 4, 2015, the Civil Service Commission conditionally approved Personal Services Contract (PSC) No. 43039-14/15 (PRO.0011) Installation of High Efficiency Toilets & Urinals in Retail Customer Properties, "with the provision that the Public Utilities Commission report back after the initial four years and revise PSC Summary Form 3B to include the Civil Services Classifications that can do the work." The affected unions were notified of the changes and were given the required 30-day notice. The Department met with Local 38 on June 2, 2015, and after discussion, the union did not dispute the PSC.

As requested, the following changes have been made to the:

- PSC Database
- Civil services classifications for Question 3B on PSC Form 1

Please contact me if necessary at 415-554-1860 or SLo@sfgwater.org.

Best regards,
 Stacey Lo

Enclosures:

Notice of Action (05/04/15)
 Original PSC
 Original Union Notification
 Amended PSC
 Second Union Notification

Edwin M. Lee
 Mayor

Ann Moller Caen
 President

Francesca Vietor
 Vice President

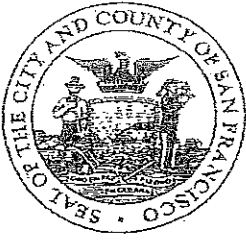
Vince Courtney
 Commissioner

Ayson Moran
 Commissioner

Ite Kwon
 Commissioner

Harian L. Kelly, Jr.
 General Manager





CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

Sent via Electronic Mail

May 8, 2015

E. DENNIS NORMANDY
PRESIDENT

DOUGLAS S. CHAN
VICE PRESIDENT

KATE FAVETTI
COMMISSIONER

SCOTT R. HELDFOND
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

MICHAEL L. BROWN
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 40120-14/15; 40890-14/15; 41667-14/15; 43039-14/15; 44699-14/15; 46613-14/15; 48730-14/15; 47321-14/15; 48175-14/15 AND 4159-09/10.

At its meeting of May 4, 2015 the Civil Service Commission had for its consideration the above matter.

The Commission took the following actions:

- 1) Approved PSC #40890-14/15 with the condition that the San Francisco International Airport specifies that although there is no specific training, the consultant will work alongside Civil Service employees, and as a result should benefit from the expertise of the consultant.
- 2) Approved PSC #43039-14/15 with the provision that the Public Utilities Commission report back after the initial four years and revise PSC Summary Form 3B to include the Civil Service Classifications that can do the work.
- 3) Adopted the report and approved the request for all remaining PSGs (PSC numbers 40120-14/15, 41667-14/15, 44699-14/15, 46613-14/15, 48730-14/15, 47321-14/15, 48175-14/15 and 4159-09/10). This shall serve to notice the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN
Executive Officer

Cc: Cynthia Avakian, Airport
Micki Callahan, Department of Human Resources
Jolie Gines, Department of Technology
Jacquie Hale, Department of Public Health
Shamica Jackson, Public Utilities Commission
Stacey Lo, Public Utilities Commission
Ben Rosenfield, Controller's Office
Jaci Fong, Contract Administration
Commission File
Chron

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

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

Type of Service: Installation of High Efficiency Toilets & Urinals in Retail Customer Properties (PRO.0011.15)

Funding Source: Water Conservation Funds PSC Duration: 9 years 2 days
PSC Amount: \$9,000,000 PSC Est. Start Date: 08/01/2015 PSC Est. End Date: 07/31/2024

1. Description of Work

A. Scope of Work:

The San Francisco Public Utilities Commission (SFPUC) is implementing a High-Efficiency Toilet and High-Efficiency Urinal Direct Install Program ("Program") for customers in the retail service area. Through this Program, an estimated 10,000 older, high-flush volume toilets and urinals located in private residential and commercial properties will be replaced with high-efficiency models. The services will include performing program administration, program marketing, auditing, and leak detection services, as well as plumbing services to replace inefficient fixtures. Customers with the greatest potential for water savings will be prioritized, as well as those that have not previously received SFPUC financial incentives for replacement of toilets and urinals. The selected vendor for the program will administer an initial program phase of up to four years and \$4 million with contract capacity up to nine years and \$9 million. The SFPUC was awarded a grant of \$535,000 from the California Department of Water Resources to help implement the Program.

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

Services are necessary because SFPUC needs the Program to expand its successful conservation assistance initiatives to reach more customers and achieve greater water savings. Launching an expanded service to replace water-wasting toilets and urinals in commercial and residential buildings with high-efficiency models was identified in SFPUC's 2014 drought emergency declaration as a priority action to save water and extend supplies. Denial of the contract will impact SFPUC's ability to meet near-term goals to extend water supplies during the drought and achieving the Commission's long-term conservation demand reduction goals of 4 million gallons per day. Furthermore, the \$535,000 grant award was contingent on the administration of a Direct Install Program.

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

The SFPUC is currently nearing completion of a \$5 million High-Efficiency Toilet Direct Install Program under CS-930R (PSC #4136-07/08), launched in 2010 that is on track to replace more than 9,000 toilets in low-income homes and affordable housing facilities.

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

2. Union Notification: On 05/04/2015, the Department notified the following employee organizations of this PSC/RFP request: Plumbers, Local 38, Laborers, Local 261,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 43039 - 14/15

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/04/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The expertise required in carrying out this Program will be in conducting detailed water-efficiency audits in the residential and commercial sectors, performing procurement and installation of high-efficiency toilet and urinal plumbing fixtures, experience in conducting consumer marketing programs, and managing a call center.

B. Which, if any, civil service class(es) normally perform(s) this work?
7316,7347,7213,7239,7250,7284,7388,7463,7514,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
The selected contractor may provide storage for toilets and urinals installed through the Program.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Administrative Code section 6.1(J) limits a "public work" to work on City owned facilities. Under the SFPUC's Rules and Regulations for water service, the customer is solely responsible for plumbing fixtures downstream of the water meter, usually located in the sidewalk. City forces cannot perform installation work on private property, absent a contract between the private property owner and the City to permit access for a public purpose. Having City forces do the installations is only part of the program, which includes pre-installation water use audits and

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

No, this is a limited duration Program to install the fixtures and administer the program, rather than an ongoing activity. Opportunities for the SFPUC to achieve water conservation savings through plumbing fixture replacement programs are declining due the limited number older, high-volume plumbing fixtures that remain in

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?
No, because Civil Service classifications do not perform plumbing services YES NO
- C. Are there legal mandates requiring the use of contractual services? YES NO
- D. Are there federal or state grant requirements regarding the use of contractual services? YES NO
- E. Has a board or commission determined that contracting is the most effective way to provide this service? YES NO
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? YES NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/30/2015 BY:

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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



MEMORANDUM

DATE: April 23, 2013
 TO: Leorah Dang, DHR-PSC Coordinator
 Department of Human Resources (Dept. 33)
 FROM: Shamica Jackson, PSC Coordinator
 Kofo Domingo, Contract Analyst
 San Francisco Public Utilities Commission (Dept. # 40)
 RE: Request for Administrative Approval of PSC Modification (less than 50%)

Shamica Jackson

PSC No: 4163-07/08 Approval Date: 10/04/2010

Description of Service(s): The SFPUC implemented a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of \$200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program. (CS-930R)

Original Approved Amount:	<u>\$600,000</u>	Original Approved Duration:	<u>07/01/2008 – 06/30/2011</u>
Modification 1 Amount:	<u>\$1,300,000</u>	Modification 1 Duration:	<u>07/01/2011 – 06/30/2012</u>
Modification 2 Amount:	<u>\$3,400,000</u>	Modification 2 Duration:	<u>07/01/2012 – 06/30/2013</u>
Modification 3 Amount:	<u>\$0</u>	Modification 3 Duration:	<u>07/01/2013 – 12/30/2015</u>
Total Amount as Modified:	<u>\$5,300,000</u>	Total Duration as Modified:	<u>07/01/2008 – 12/30/2015</u>

Reason for the modification: To align the PSC duration with the contract duration.

Attachments: Copy of modification two (2) PSC.

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: Approved

Approval Date: 5/1/2013

By: Micki Callahan
 Micki Callahan, Human Resources Director

Edwin M. Lee
Mayor

Art Torres
President

Vinco Courtney
Vice President

Ann Moller Caen
Commissioner

Francesca Victor
Commissioner

Anson Moran
Commissioner

Hadan L. Kelly, Jr.
General Manager



PERSONAL SERVICES CONTRACT SUMMARY

DATE: 08/19/2010

DEPARTMENT NAME: San Francisco Public Utilities Commission DEPARTMENT NUMBER 40

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

TYPE OF REQUEST: [] INITIAL REQUEST [x] MODIFICATION (PSC# 4163-07/08)

TYPE OF SERVICE: Purchase and installation of high-efficiency toilets for SFPUC customers (CS-930R)

FUNDING SOURCE: Grant funds and water conservation operating funds

Table with 4 columns: Amount, Modification, PSC Duration, Total PSC Duration. Rows include Original Amount (\$600,000), Modification 1 (\$1,300,000), Modification 2 (\$3,400,000), and Total Amount (\$5,300,000).

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Supplemental Attachment A:

B. Explain why this service is necessary and the consequences of denial: The program is a central component of the SFPUC's water conservation effort which has set long-term demand reduction goals of 4 million gallons per day by 2018. The HET program has two main goals: 1) to save water and 2) to provide new fixtures, technical services, and educational materials and assistance to an underserved community that is challenged to participate in traditional rebate programs, but tends to be most severely impacted by resource costs. Denial of amending this contract will limit the number for low-income customers who benefit from lowered water use and costs and reduce San Francisco's overall water savings and efforts to meet aggressive, mandated water reduction goals.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided in the past and currently being provided by PSC No. (4163-07/08).

D. Will the contract(s) be renewed: Yes.

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

L21 Local 38 Union Name

Shamica Jackson Signature of person mailing/faxing form

08/19/2010 Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4163-07/08

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

- Must be a California licensed plumbing contractor in business for a minimum of three (3) years with experience in residential toilet installations and programs, particularly on the technical (install) end.
- Must have experience with similar scale plumbing programs within the past 5 years.

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

7347: Plumber

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes perform tasks on public works projects, and would not be authorized to work on private property.

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

No, this is a one time, grant-funded project to install the fixtures. Furthermore, current classifications are not authorized to work on the customer side of the meter.

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

	<u>Yes</u>	<u>No</u>
A. Will the contractor directly supervise City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B. Will the contractor train City and County employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Describe the training and indicate approximate number of hours.		
• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.		
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
See attached.		
E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes, by PUC Res. # 03-0245 adopted 12/15/2003.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator	
Shamica Jackson	415-554-0727
Print or Type Name	Telephone Number
1155 Market Street, 9 th Floor	
San Francisco, CA 94103	
Address	

Supplemental Attachment A:

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The SFPUC is implementing a High Efficiency Toilet (HET) Direct Install Program for SFPUC Customers in the retail service area. The program allows for the replacement of high-volume toilets (i.e., 3.5 gallons per flush (gpf) or more or old and poorly performing toilets rated at 1.6 gpf that actually flush higher) located in low-income properties with HET models (i.e., 1.28 gpf or less). The contractor purchases and installs the HETs, using Local 38 union plumbers, and coordinates the recycling of replaced fixtures. Funding over the PSC duration allows for installation of approximately 6,000 toilets in low-income properties. The contract's remaining funds are dedicated to vouchers for select SFPUC customers who will receive HETs at no cost without the SFPUC paying for installation services. The SFPUC was awarded two grants of \$200,000 each from the U.S. Bureau of Reclamation (USBR) and the California Department of Water Resources (DWR) to help launch the program.

As of spring 2010, there are approximately 7,000 participants in the SFPUC low-income service discount Community Assistance Program (CAP) with an estimated, average enrollment of 100 new participants every month. In January 2010, the SFPUC added the requirement that to enroll in or remain on CAP, all participants have to participate in the direct install program and schedule a free water conservation evaluation conducted by SFPUC conservation inspectors to determine eligibility for potential toilet replacement. The evaluation also provides the opportunity to educate customers on conservation practices; help detects plumbing leaks and provides free conservation devices. With participation now a requirement, the SFPUC is committed to reaching as many CAP customers who qualify for toilet replacement as possible. To do so, requires additional funding by the SFPUC.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: Design, Permitting, Construction Support for Southeast Outfall (PRO.0055)

Funding Source: SFPUC Wastewater Funds

PSC Duration: 4 years 52 weeks

PSC Amount: \$3,000,000

1. Description of Work

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

This project involves replacing the portion of the Southeast Outfall (SEO) that crosses Islais Creek, immediately parallel to, and west of, the Third Street Bridge in San Francisco, CA. The SEO is part of the City of San Francisco's combined sewer system, which collects and treats both sanitary sewage and stormwater. The SEO Islais Creek crossing is currently comprised of two ductile iron pipes (36-inch and 42-inch). The pipes were constructed across Islais Creek and are buried in the bottom of the creek bed. The pipes have been determined by City engineering staff to be at the end of their useful life, and have exhibited failures on several occasions, most recently in July 2015. The new Islais Creek crossing will consist of two new 54-inch outside diameter high density polyethylene (HDPE) buried pipes to replace the existing 36-inch and 42-inch pipes at the crossing. Additionally, one new structure on each side of the creek is being proposed to tie the new pipes to the existing system. The new structures will also contain actuated valves and pipes to divert flow to the new or existing systems.

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

This service is necessary because the current pipes could potentially fail at any time. The consequences of denial will ultimately delay the repair and replacement of this critical piece of infrastructure in the City's combined sewer system, potentially causing further regulatory fines from violation of the City's National Pollutant Discharge Elimination System permit. Due to the project's location, construction periods are strictly regulated by multi-governmental jurisdictions. After various environmental considerations and regulations, the project is limited to construct within Islais Creek only during very limited months (June to November) due to environmental constraints.

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 not been provided in the past.

D. Will the contract(s) be renewed?

Possibly, if construction is delayed on the project.

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

not applicable

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

This is a short-term project that requires highly specialized skills, including: design of structures in marine environments, design of temporary coffer dams, contaminated soil handling, design of deep foundation systems in marine environments, and condition assessment of deteriorated ductile iron pipes and deep pile foundation systems.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The required skills for these highly specialized design services include expertise in: design of structures in marine environments, design of temporary coffer dams, contaminated soil handling, design of deep foundation systems in marine environments, and condition assessment of deteriorated ductile iron pipes and deep pile foundation systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, the contractor may provide multiple barges, large diameter high density polyethylene fusion welders, cranes, and large excavation equipment.

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

The department has engaged with multiple City agencies; however, after discussion, it was determined that City engineering staff does not have the necessary expertise or specialized design experience to complete this complex project. City staff does not have the expertise in the design of structures in marine environments. The SFPUC Engineering Management Bureau staff will provide design oversight for this project.

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

- A. Explain why civil service classes are not applicable.
Civil service classes are not applicable because City staff do not have the expertise or highly specialized experience needed to design this project,
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class because this work will be short term. This is a unique project with highly specialized skills.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Approximately 20 civil, structural, & mechanical engineers will be trained for 4 hours in pipe design in marine environments and 4 hours in condition assessment of ductile iron pipes in marine environments.
- 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 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

Name: Stacey Lo Phone: 415-554-1860 Email: SLo@sfgwater.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46157 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Lo, Stacey

From: dhr-psccordinator@sfgov.org on behalf of SLo@sfgwater.org
Sent: Monday, July 25, 2016 11:39 AM
To: Lo, Stacey, amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Lo, Stacey, DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46157 - 16/17

RECEIPT for Union Notification for PSC 46157 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46157 - 16/17 for \$3,000,000 for Initial Request services for the period 01/02/2017 – 12/31/2021. Notification of 30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrdrupal/node/7896> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION – PUC

Dept. Code: PUC

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

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

Type of Service: Corrosion Engineering Services for Water Supply and Treatment Division (PRO.0012)

Funding Source: Water Supply&Treatment Op. funds

PSC Duration: 7 years 1 day

PSC Amount: \$2,000,000

1. Description of Work

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

Assist San Francisco Public Utilities Commission (SFPUC) personnel in providing corrosion control engineering support for projects pertaining to maintenance of Water Supply and Treatment Division (WSTD)-operated pipeline segments, tanks and storage vessels, and other WSTD facilities. Services to be provided include: corrosion condition assessment surveys of pipelines; cathodic protection interference mitigation; leak investigation; and other corrosion engineering tasks as identified in the WSTD's Corrosion Master Plan.

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

This service is necessary to maintain and upgrade the corrosion protection system to prevent corrosion of our drinking water pipelines. This service will reduce the risks associated with unplanned water outages and increase the reliability of our drinking water transmission system. This service is necessary to further our on-going efforts of the Water System Improvement Program to upgrade and repair the aging water system serving San Francisco and the Bay Area. These tasks require corrosion control expertise and experience which is not yet fully available from City employees. If these services are denied, the SFPUC may not have the corrosion engineering assistance needed to maintain its pipelines and facilities.

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

These services have been provided using PSC #49500-13/14, CS-362 As-Needed Corrosion Control Engineering Services in the past. The work under that contract is as-needed and not for one particular project, whereas this contract is specifically to assist the WSTD in carrying out its Corrosion Master Plan, which includes bi-annual or annual survey of the condition of assets.

D. Will the contract(s) be renewed?

No, the SFPUC has no immediate plans to renew these contracts.

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

These services are needed for more than 5 years because for the internal pipeline inspection the pipeline is required to be off-line, but to maintain the required level of water services, these pipelines can only be taken off-line during the very limited shut-downs allowed.

2. Reason(s) for the Request

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

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The required specialized services are project-specific and do not require steady, long-term staffing by civil servants.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Expertise in: performing close interval pipe-to-soil survey of pipelines and interpreting field investigation data to determine pipe condition; analysis of cathodic protection system failures; and troubleshooting, startup, and testing of cathodic protection systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Engineers in current civil classifications perform some of the more standard corrosion control engineering work. These corrosion control engineering consultants will be utilized when specialized corrosion engineering is required that is not normally performed by engineers in the current civil service classifications.
- 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. SFPUC currently has two engineers whose main focus is on corrosion protection of the water infrastructure. Due to the heavy workload within the SFPUC and complex corrosion problems within the Operation Department, we need this professional service now to assist in the immediate corrosion protection needs of the water transmission system. It would not be practical to adopt a new civil service class to perform this work, as it is specialized and not routine.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
The SFPUC engineers will be trained on the specific types of corrosion control design measures and the identification and interpretation of specific corrosion found on the water pipeline systems. The corrosion engineers and pipeline engineers will typically receive the corrosion training. At least, 3 SFPUC engineers will be trained to gain knowledge and experience on Corrosion Protection.

- 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 07/25/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46958 - 16/17

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

From: dhr-pescoordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: [Jackson, Shamica](mailto:Jackson.Shamica@ifpte21.org); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; [Sanchez, Daniel](mailto:Sanchez.Daniel@DHR-PSCCoordinator.DHR); [DHR-PSCCoordinator, DHR](mailto:DHR-PSCCoordinator.DHR)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46958 - 16/17
Date: Monday, July 25, 2016 5:02:06 PM

RECEIPT for Union Notification for PSC 46958 - 16/17 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 46958 - 16/17 for \$2,000,000 for Initial Request services for the period 09/15/2016 – 09/15/2023. 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/7898> 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: PUBLIC UTILITIES COMMISSION – PUC Dept. Code: PUC

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

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

Type of Service: As-Needed Corrosion Control Engineering Services (CS-362)

Funding Source: from individual projects PSC Duration: 5 years 27 weeks

PSC Amount: \$2,000,000 PSC Est. Start Date: 06/05/2014 PSC Est. End Date: 12/15/2019

1. Description of Work

A. Scope of Work:

Assist SFPUC personnel in support of its Corrosion Control Program, by performing corrosion investigation, design, and inspection work on an as-needed basis. Services the consultants have performed or may be asked to perform are: expert witness consultations, technical review, troubleshooting, startup and testing of the corrosion control systems, risk assessment, evaluation of new technology, data analysis, emergency field investigation, activation of cathodic protection systems, materials selection, internal/external pipeline and tank inspection, laboratory analysis, failure analysis, and other specialized services related to corrosion engineering. Contract work also consists of performing specialized Corrosion Control Engineering Services on an as-needed basis, including but not limited to corrosion investigation, design and inspection work.

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

Some of these projects require expertise which is not available from City employees. If these services are not available, design projects cannot be completed.

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. These services have been previously approved under PSC #4073-07/08 (CS-904). As-Needed contracts are a total of 5 years and cannot be renewed. Thus, we are issuing a new Personal Services Contract.

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

2. Union Notification: On 03/20/2014, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49500 - 13/14

DHR Analysis/Recommendation: 05/19/2014

Commission Approval Required Approved by Civil Service Commission

DHR Approved for 05/19/2014 05/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Expert witness consultation, technical review, troubleshooting, startup and testing of corrosion control systems is needed. Areas of expertise include data analysis, material selection and failure analysis of cathodic protection systems.

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

5203,5207,5241,

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:

Engineers in current civil classifications perform some of the more routine engineering work. These As-needed Services will be utilized when specialized corrosion engineering will be required that is not normally performed by engineers in these current civil service classifications.

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

No. Engineers are needed to perform engineering design for projects, but this level of resources is not a steady long term need, warranting hiring of additional personnel.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD ON 03/20/2014 BY:

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

Address: 525 Golden Gate Ave. San Francisco, CA

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - TECHNOLOGY – TIS

Dept. Code: TIS

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

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

Type of Service: SFGovTV Captioning Services

Funding Source: General Funds

PSC Amount: \$3,000,000

PSC Est. Start Date: 09/06/2016 PSC Est. End Date 06/30/2021

1. Description of Work

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

This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SEGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.

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

The closed caption text is necessary for Americans with Disabilities Act (ADA) compliance. It provides equal access to city government hearings and proceedings to people with hard of hearing conditions and to the hearing impaired. Denial would jeopardize the City's obligations under the ADA and compromise our efforts in ensuring that the City and its programs are fully accessible to and useable by people with disabilities.

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

The services were rendered by a vendor approved by the Civil Service Commission under 4099-11/12.

D. Will the contract(s) be renewed?

Yes.

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

These services will always be needed because of the Federal requirement to comply with the ADA regulations.

2. Reason(s) for the Request

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

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

B. Explain the qualifying circumstances:

The City does not have the equipment to complete this initiative.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A Real-time captioner must be able to caption at a minimum rate of 225 wpm and must have strong vocabulary and language skills. Captionists must accurately convey the dialogue and other audio information in the program. The captions must be spelled correctly and be reasonably in synch with program audio.

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

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, because SFGovTV facilities does not have the space for on-site personnel, but the work will be closely coordinated with the vendor.

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

There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.

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

A. Explain why civil service classes are not applicable.

There is no civil service class that normally performs this work. Real time captioning requires additional training and operations of computer software to encode text to video.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No., Due to the amount of meetings video taped by SFGovTV, it would not be feasible to have on-site staff. The lengths of meetings are unpredictable and can range from 30 minutes to 10 plus hours.

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.

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 07/26/2016, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47902 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 09/19/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccoordinator@sfgov.org on behalf of jolie.gines@sfgov.org
Sent: Tuesday, July 26, 2016 4:15 PM
To: Gines, Jolie (TIS); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrrios, Ricardo (PDR); Basconillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; MRainsford@Local39.org; Wendy.Frigilliana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@citseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@Local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; LIUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com (contact); ecdemvoter@aol.com; Gines, Jolie (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47902 - 15/16

RECEIPT for Union Notification for PSC 47902 - 15/16 more than \$100k

1 The GENERAL SERVICES AGENCY - TECHNOLOGY -- TIS has submitted a request for a Personal Services Contract (PSC) 47902 - 15/16 for \$3,000,000 for Initial
49 Request services for the period 09/06/2016 -- 06/30/2021. Notification of
30 days (60 days for SEIU) is required.

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

<http://apps.sfgov.org/dhrrupal/node/7566> 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)

City and County of San Francisco

Request for Proposals for

SFGovTV Captioning Services



DT-RFP Fiscal Year 2017-02

Date issued: _____ July 2016

Optional Pre-proposal conference: 11 a.m. PDT, Tuesday, 9 August 2016

****Dial-in teleconference only****

Proposal due: 5 p.m. PDT, _____ August 2016

Request for Proposals for SFGovTV Captioning Services

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Appendices:

- A. CMD Attachment 2: Requirements for Architecture, Engineering and Professional Services Contracts, for contacts \$50,000 and over document (separate document).
Proposers must submit the following forms:

- Form 2A CMD Contract Participation form
- Form 2B CMD "Good Faith" Outreach Requirements form
- Form 3 CMD Non-discrimination Affidavit
- Form 5 CMD Employment form

The following form may be required, depending on the circumstances:

- Form 4 Joint Venture Participation Schedule

- B. Standard Forms: Listing and Internet addresses of Forms related to Taxpayer Identification Number and Certification, to Business Tax Declaration, and to Chapters 12B and 12C, and 14B of the S.F. Administrative Code. B-1
- C. Agreement for Professional Services (form P-600) separate document
- D. Scope of Work
- E. Calculation of Charges

**Request for Proposals for
SFGovTV Captioning Services**

I. Introduction and Schedule

A. General

SFGovTV (“SFGovTV”), a division of the City and County of San Francisco (“CCSF” or “City”) Department of Technology (“DT”), provides live and recorded broadcast and streaming services to the public. SFGovTV broadcasts City and County of San Francisco board and commission meetings via local channels 26 and 78, San Francisco’s government cable channels. SFGovTV also produces original programming highlighting City services and points of interest.

SFGovTV seeks closed and open captioning services, including real-time transcription of official government meetings, for broadcast and video stream distribution. Space limitations at the SFGovTV facility preclude on-site provision of such services. SFGovTV seeks contracted services that meet state and federal (e.g. ADA) requirements and enhance citizen engagement by providing timely captions with a high rate of transcription accuracy.

The contract shall have an original term of three (3) years. In addition, the City shall have two (2) options to extend the term for a period of one (1) year each, which the City may exercise in its sole, absolute discretion.

B. Schedule

The anticipated schedule for selecting a consultant is:

<u>Proposal Phase</u>	<u>Date</u>
RFP is issued by the City	<u>July 2016</u>
Pre-proposal teleconference (optional)	<u>11 a.m. PDT, Tuesday, 9 August 2016</u>
Deadline for submission of written questions or requests for clarification	<u>Noon, Friday, 12 August 2016</u>
Proposals due	<u>5 p.m. PDT, August 2016</u>

II. Scope of Work

Please see the detailed Scope of Work described in Appendix D, attached.

The Scope of Work is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project.

The following are work tasks assumed necessary to provide high quality, accurate captioning services for SFGovTV. Proposing teams may suggest a modified scope as part of their proposal.

1. Caption live, in-progress meetings during the day and evening hours.
2. Provide compatible equipment to interface with SFGovTV broadcast and video stream.
3. Demonstrate (live test) to 96% accuracy according to the National Shorthand Reporters Association standard.
4. Maintain captioning staff who are certified by the National Court Reporters Association or comparable.
5. Bill the City according to specific formats and department allocations.

III. Submission Requirements

A. Time and Place for Submission of Proposals

Proposals must be received by 5:00 p.m. PDT, on Wednesday, 17 August 2016. Postmarks will not be considered in judging the timeliness of submissions. Proposals, inquiries, and questions may be emailed to:

DT.RFP@sfgov.org

Hard copies of proposals may be mailed or shipped to:
SFGovTV Captioning RFP FY17
CCSF-DT
One South Van Ness, 2d floor
San Francisco, CA 94103
(415) 581-4000

Proposers shall submit one (1) electronic and four (4) hard copies of the proposal and one (1) electronic copy of required CMD Forms to the above addresses. Proposals that are submitted by fax will not be accepted. Late submissions will not be considered.

B. Format

The Department of Technology will place proposals in three-ring binders for the review panel. Please use three-hole recycled paper, print double-sided to the maximum extent practical, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the department prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial) in 12 point type, and that pages have margins of at least 1" on all sides (excluding headers and footers).

If your response is lengthy, please include a Table of Contents.

You must also submit an electronic version of the proposal.

C. Content

Firms interested in responding to this RFP must submit the following information, in the order specified below:

1. Introduction and Executive Summary (up to 2 pages)

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2. Project Approach (up to 3 pages)

Describe the services and activities that your firm proposes to provide to the City. Include the following information:

- a. Overall scope of work tasks; and
- b. Schedule and ability to complete the project within the City's required time frame; and
- c. Assignment of work within your firm's work team.

3. Firm Qualifications (up to 4 pages)

Provide information on your firm's background and qualifications which addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. A brief description of your firm, as well as how any joint venture or association would be structured; and
- c. A description of not more than three (3) projects similar in size and scope prepared by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary. Descriptions should be limited to one page for each project. If joint consultants or subconsultants are proposed provide the above information for each.

4. Team Qualifications (up to 5 pages)

- a. Provide a list identifying: (1) each key person on the project team, (2) the project manager, (3) the role each will play in the project, and (4) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
- b. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

5. References (up to 3 pages)

Provide references for the lead consulting firm, lead project manager, and all subconsultants, including the names, addresses and telephone numbers or email addresses of three (3) recent clients (preferably other public agencies).

6. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the following:

RFP for SFGovTV Closed Captioning Services

- a. Total fee for each of the disciplines identified in the Scope of Work with a not-to- exceed figure; and
- b. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.

IV. Evaluation and Selection Criteria

A. Minimum Qualifications

Any proposal that does not demonstrate that the proposer meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

- Technical Capability (Certified Individuals)
- Experience (Prior work of the Firm)
- Support (Positive reviews of prior work)
- References
- No services stoppage

B. Selection Criteria

The proposals will be evaluated by a selection committee comprised of parties with expertise in disability rights, public or government broadcasting, and information services. The City intends to evaluate the proposals generally in accordance with the criteria itemized below.

Responsiveness to the following:	Points available:
Technical requirements (Individual Qualifications)	15
Experience (Firm Qualifications)	25
Support (Firm Qualifications and	10
References	Pass/Fail
Continuity of Service (No Work Stoppage)	Pass/Fail
Price	50

V. Pre-proposal conference and Contract award

A. Pre-Proposal Conference

Proposers are invited to participate in a pre-proposal teleconference on Tuesday, 9 August 2016, at 11 a.m. PDT. A conference bridge number will be made available upon request: please email DT.RFP@sfgov.org. If this RFP requires a subcontracting goal under Chapter 14B, then proposers (primes) must participate in the pre-proposal teleconference. All questions will be addressed at this conference and any available new information will be provided at that time. All questions and any available new information will also be posted in the same place and manner as the publication of this RFP. If you have further questions regarding this RFP, please email the address listed above.

B. Contract Award

The Department of Technology will select a proposer with whom SFGovTV staff and DT-Contracts shall commence contract negotiations. The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further

negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Department of Technology, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

VI. Terms and Conditions for Receipt of Proposals

A. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the Department, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Inquiries Regarding RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

DT.RFP@sfgov.org

Please reference the title of this RFP in the subject line. Questions and answers will be posted regularly prior to the deadline in the same place and manner in which this RFP is published. Proposers are responsible for checking the website frequently.

C. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten calendar days after the RFP is issued, provide written notice to the Department setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. Change Notices

The Department may modify the RFP, prior to the proposal due date, by issuing Bid Addendum(s), which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the Department prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s).

E. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

F. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the Department may require a proposer to provide oral or written clarification of its proposal. The Department reserves the right to make an award without further clarifications of proposals received.

G. Errors and Omissions in Proposal

Failure by the Department to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. Financial Responsibility

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. Proposer's Obligations under the Campaign Reform Ordinance

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or candidates for such an office, or committee controlled by such officer or candidate at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- the officer's re-election campaign
- a candidate for that officer's office
- a committee controlled by the officer or candidate.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a candidate for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

J. Sunshine Ordinance

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

K. Public Access to Meetings and Records

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

L. Reservations of Rights by the City

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

M. No Waiver

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

N. Local Business Enterprise Goals and Outreach

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it

now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

1. LBE Subconsultant Participation Goals

The LBE subconsulting goal for this project is TBD but not more than 15% of the total value of the goods and/or services to be procured.

Each firm responding to this solicitation shall demonstrate in its response that it has used good-faith outreach to select LBE subcontractors as set forth in S.F. Administrative Code §§14B.8 and 14B.9, and shall identify the particular LBE subcontractors solicited and selected to be used in performing the contract. For each LBE identified as a subcontractor, the response must specify the value of the participation as a percentage of the total value of the goods and/or services to be procured, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the proposal. LBEs identified as subcontractors must be certified with the San Francisco Contract Monitoring Division at the time the proposal is submitted, and must be contacted by the proposer (prime contractor) prior to listing them as subcontractors in the proposal. Any proposal that does not meet the requirements of this paragraph will be non-responsive.

In addition to demonstrating that it will achieve the level of subconsulting participation required by the contract, a proposer shall also undertake and document in its submittal the good faith efforts required by Chapter 14B.8(C) & (D) and CMD Attachment 2, Requirements for Architecture, Engineering and Professional Services Contracts.

Proposals which fail to comply with the material requirements of S.F. Administrative Code §§14B.8 and 14B.9, CMD Attachment 2 and this RFP will be deemed non-responsive and will be rejected. During the term of the contract, any failure to comply with the level of LBE subcontractor participation specified in the contract shall be deemed a material breach of contract. Subconsulting goals can only be met with CMD-certified LBEs located in San Francisco.

2. LBE Participation

The City strongly encourages proposals from qualified LBEs. Pursuant to Chapter 14B, the following rating discount will be in effect for the award of this project for any proposers who are certified by CMD as a LBE, or joint ventures where the joint venture partners are in the same discipline and have the specific levels of participation as identified below. Certification applications may be obtained by calling CMD at (415) 252-2500. The rating discount applies at each phase of the selection process. The application of the rating discount is as follows:

a. A 10% bid discount shall be applied to Small LBEs and Micro-LBEs bidding as primes; or

b. A 2% bid discount will be applied to an SBA-LBE, except that the 2% discount shall not be applied at any stage if it would adversely affect a Small LBE or Micro-LBE bidder.

If applying for a rating discount as a joint venture: The LBE must be an active partner in the joint venture and perform work, manage the job and take financial risks in proportion to the required level of participation stated in the proposal, and must be responsible for a clearly defined portion of the work to be performed and share in the ownership, control, management responsibilities, risks, and profits of the joint venture. The portion of the LBE joint venture's work shall be set forth in detail separately from the work to be performed by the non-LBE joint venture partner. The LBE joint venture's portion of the contract must be assigned a commercially useful function.

3. CMD Forms to be Submitted with Proposal

a. All proposals submitted must include the following Contract Monitoring Division (CMD) Forms contained in the CMD Attachment 2: 1) CMD Contract Participation Form, 2) CMD "Good Faith Outreach" Requirements Form, 3) CMD Non-Discrimination Affidavit, 4) CMD Joint Venture Form (if applicable), and 5) CMD Employment Form. If these forms are not returned with the proposal, the proposal may be determined to be non-responsive and may be rejected.

b. Please submit only two copies of the above forms with your proposal. The forms should be placed in a separate, sealed envelope labeled CMD Forms.

If you have any questions concerning the CMD Forms, you may contact the Contract Monitoring Division Contract Compliance Officer for the Department of Technology at (415) 581-2310.

VII. Contract Requirements

A. Standard Contract Provisions

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Appendix C. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

Proposers are urged to pay special attention to the requirements of Administrative Code Chapters 12B and 12C, Nondiscrimination in Contracts and Benefits (§10.5.1 and §10.5.2 in the template Agreement); the Minimum Compensation Ordinance (§10.7 in the template Agreement); the Health Care Accountability Ordinance (§10.8 in the template Agreement); the First Source Hiring Program (§10.9 in the template Agreement); and applicable conflict of interest laws (§10.2 in the template Agreement), as set forth in paragraphs B, C, D, E and F below.

B. Nondiscrimination in Contracts and Benefits

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the CMD's website at www.sfcMD.org.

C. Minimum Compensation Ordinance (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §10.7 in the template Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and

that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

D. Health Care Accountability Ordinance (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

E. First Source Hiring Program (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://www.workforcedevelopmentsf.org/> and from the First Source Hiring Administrator, (415) 401-4960.

F. Conflicts of Interest

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California. The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

G. Change in Corporate Form

The awarded Contractor will use best efforts to comply with City requirements in the event of a change in Contractor corporate form.

H. No Service Gap or Discontinuity

The awarded Contractor will accept the City's standard terms and conditions, with the added assurance of no service termination or discontinuity in the event of late payment or any other reasonably foreseeable delay.

VIII. Protest Procedures

A. Protest of Non-Responsiveness Determination

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

B. Protest of Contract Award

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

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

C. Delivery of Protests

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

DT.RFP@sfgov.org

Or mailed to:

CCSF-DT/Contracts
One South Van Ness, 2d floor
San Francisco, CA 94103
Attention: Protest – SFGovTV Captioning RFP

Appendix A

Standard Forms

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFP package. Instead, this Appendix describes the forms, where to find them on the Internet (see bottom of page 2), and where to file them. If a contractor cannot get the documents off the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

If a contractor has already filled out items 1-3 (see note under item 3) on the chart, **the contractor should not do so again unless the contractor's answers have changed.** To find out whether these forms have been submitted, the contractor should call Vendor File Support in the Controller's Office at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call Contract Monitoring Division at (415) 252-2500.

Item	Form name and Internet location	Form	Description	Return the form to; For more info
1.	Request for Taxpayer Identification Number and Certification http://sfgsa.org/index.aspx?page=4762 www.irs.gov/pub/irs-fill/fw9.pdf	W-9	The City needs the contractor's taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
2.	Business Tax Declaration http://sfgsa.org/index.aspx?page=4762	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as "conducting business in San Francisco" must register with the Tax Collector	Controller's Office Vendor File Support City Hall, Room 484 San Francisco, CA 94102 (415) 554-6702
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits http://sfgsa.org/index	CMD-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with	Human Rights Comm. 25 Van Ness, #800 San Francisco, CA 94102-6059 (415) 252-2500

RFP for SFGovTV Closed Captioning Services

Item	Form name and Internet location	Form	Description	Return the form to; For more info
	aspx?page=4762 In Vendor Profile Application		spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the answers on this form. Contract-by-Contract Compliance status vendors must fill out an additional form for each contract.	
4.	CMD LBE Certification Application http://www.sfgsa.org/index.aspx?page=6058 In Vendor Profile Application		Local businesses complete this form to be certified by CMD as LBEs. Certified LBEs receive a rating bonus pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by CMD by the proposal due date.	Contract Monitoring Unit 30 Van Ness Avenue, Suite 200 San Francisco, CA 94102 Phone: (415) 581-2310

Where the forms are on the Internet

Office of Contract Administration

Homepage: www.sfgov.org/ocal
 Purchasing forms: Click on "Required Vendor Forms" under the "Information for Vendors and Contractors" banner.

Contract Monitoring Division

CMD's homepage: <http://sfgsa.org/index.aspx?page=5365>
 Equal Benefits forms: <http://sfgsa.org/index.aspx?page=5359>
 LBE certification form: <http://sfgsa.org/index.aspx?page=5364#Section%20V>

Appendix D
Scope of Services to be Performed

1. Description of Services

Contractor shall provide in quantities and at times as ordered during the period of the contract, real-time captioning of City board and commission meetings that are broadcast on SFGovTV channel 26 & 78, San Francisco's government cable television channels. Most meetings are closed captioned, but the contractor must be able to provide open captions upon request. Due to space limitations at the SFGovTV facility, the captioning must be performed off-site.

A. User Departments

SFGovTV covers approximately 25 to 40 hours of live meetings each week all needing captioning. These meetings take place both during daytime and evening hours. Most need live captions, although some are done as a remote production and get captioned later on in the weeks. Meetings of the following boards and commissions are regularly scheduled to be captioned on SFGovTV. These are examples and is not a complete list.

1. Board of Supervisors – Full Board meeting
2. Board of Supervisors – Budget & Finance Committee
3. Board of Supervisors – City Operations and Neighborhood Services Committee
4. Board of Supervisors – Government Audits & Oversight Committee
5. Board of Supervisors – Land Use & Transportation Committee
6. Board of Supervisors – Public Safety and Neighborhood Services Committee
7. Board of Supervisors – Rules Committee
8. Aging and Adult Services
9. Board of Appeals
10. Building Inspection Commission/Abatement Appeals Board
11. Community Investment and Infrastructure, Commission
12. Disaster Council
13. Education, SFUSD Board of
14. Entertainment Commission
15. Commission on the Environment
16. Ethics Commission
17. Fire Commission
18. Health Commission, Department of Public Health
19. Health Service Board
20. Historic Preservation Commission
21. Human Rights Commission
22. Local Agency Formation Commission
23. Mayor's Disability Council
24. Municipal Transportation Agency
25. Planning Commission
26. Police Commission
27. Port Commission
28. Public Utilities Commission

29. Recreation and Park Commission
30. Redistricting Task Force
31. Retirement Board, San Francisco Employees'
32. Small Business Commission
33. Transbay Joint Powers Authority Board of Directors
34. Transportation Authority Full Board
35. Transportation Authority Finance Committee
36. Transportation Authority Personnel Committee
37. Transportation Authority Plans & Programs Committee
38. Transportation Authority Vision Zero Committee
39. Treasure Island Development Authority
40. Treasure Island Mobility Management Agency
41. Mayor's Press Conferences

B. Scheduling

Most meetings are regularly scheduled and take place on a weekly or monthly schedule. Usually from 8:00 a.m. to 11:00 p.m., Monday through Friday. Meeting times range from 15 minutes to eight hours or more. The City will try to provide Contractor with at least two (2) days advanced notice of schedule changes; however, there may be occasional scheduling changes that will need to be made upon shorter notice. The City reserves the right to add additional meetings, or cancel meetings as necessary.

C. Equipment

The City currently owns Four (4) Evertz DH-9084 HD 7825CCE-AUD-3G, closed caption encoder for 3G/HD/SD-SDI video signals. Contractor can connect to these system with an internet IP connection or direct telephone line connection.

Compatibility with this equipment is required unless the contractor can demonstrate that there is a technical or operational advantage to using another type of equipment. Due to space limitations, the captioning must be performed off-site.

D. Testing Requirements

Contractor will be required to perform a test of their equipment at the SFGovTV facility to demonstrate their ability to perform off-site captioning. Contractors will be evaluated both for accuracy of the captions as well as for technical quality of the equipment/software used for the service. For "live" real-time captioning, the City requires that a qualified real-time captioner/court reporter must have an accuracy rate of at least 96%, which is the standard set by the National Shorthand Reporters Association.

All captioners must be certified by the National Court Reporters Association (NCRA) or a similar agency/board. Valid certificates are subject to verification annually, but not more frequently without cause.

E. Technical Support

Contractor must provide a technical support person who will meet with DT clients and a DT representative in case of new applications, modifications to existing applications, or any problems relating to said applications.

F. Please include the following information in your proposal.

- 1) References with complete contact information (mailing address, email, and phone).
- 2) A list of equipment/software to be used by the contractor as part of the contract to ensure compatibility with SFGovTV equipment.
- 3) Captioning cost per hour (billed by 1/4 hour) including billing structure (by the hour or by event).
- 4) Is there a minimum hourly charge the City will incur for short meetings? If so, what is the cost?
- 5) Will the City be charged for a standby time?
- 6) Will you provide an electronic, unedited transcript of each meeting?
- 7) Will you create a Master Dictionary for the City?
- 8) Will you provide a technical liaison during the initial set-up and during the meeting?
- 9) How will your company verify quality levels?
- 10) Do you hire real-time captioners who are certified by the State of California or other similar certifying authority? If so, please include certification information with your bid.
- 11) Include your proposed timeline for the service to become operational.

2. City Department Responsibilities

- A. Monitor and document Contractor's performance and furnish to DT Project Manager copies of records, correspondence and all other documentation relevant to Contractor's performance.
- B. Establish quality control measures as applicable to Departments' operation and provide written report to DT Project Manager on any unsatisfactory performance by Contractor.
- C. Verify Contractor's invoices and ensure that payment terms reflect any applicable cash discount for payment within 30 days when stated in the contract.
- D. Process invoices in a timely manner so as to benefit City from any cash discount offered for prompt payment.

3. Price

- A. Prices must be firm for the entire term from award date through the first two (2) years of the contract period. Subsequent Years Three (3), Four (4), or Five (5) of the effective term will be price adjusted at the City's discretion. Contractor may request an increase once per City fiscal year (July 1 through June 30) in accordance with the price adjustment provision described below.
- B. Prices include all costs chargeable to the City. Contractor will assume all costs including personnel salaries, transportation and any other expense for the training of his/her employees. No charges to City are to be made for training.

4. Price Adjustment

The cost bid shall remain firm for the first two (2) years of the contract period. Costs for the remaining year (Year 3 of 3), and any extension(s) after the first full contract term, shall be subject to adjustment only if increases occur in the industry at large. If very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year. Allowable increases will match the latest yearly percentage (%) increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease, in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. Any requested cost increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. The City shall document and submit to the Contractor any requested cost decrease at least ninety (90) days prior to the contract anniversary date. The parties shall mutually approve any cost modification in writing. Any approved cost adjustments shall become effective upon the anniversary date of the contract.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, if the increases are considered to be excessive, or if the decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City upon giving thirty (30) days written notice to the Contractor can cancel the contract.

5. Awarded Items

- A. If during the term of the contract, Contractor's service is determined to be unacceptable for a particular department, and such deficiency is documented, it is understood and agreed that the service will be canceled and removed from the contract without penalty to the City. City's sole obligation to Contractor is payment for services performed prior to cancellation date. City shall give Contractor 10 days' notice prior to any cancellation. City will purchase the required service from any source in the manner as determined by City.
- B. Contractor must notify City by certified mail, 30 days in advance of any changes in the services required in the contract. Any changes made without the approval of the City will constitute default and will result in termination of the agreement.

6. Ordering

- A. Services to be furnished under this contract shall be ordered through a release from the appropriate City Blanket Purchase Order during the effective period of the contract.
- B. All invoices for payments shall show the Blanket Purchase Order number, complete description of services, quantity and contract price. Contractor shall use reasonable efforts to indicate which services, and which sessions, apply to which City departments and hearings.

7. Additions and Deletions of Services

- A. The City reserves the right to add to the services specified in this contract, or to delete any portion thereof, at any time, and if such right is exercised by the City the total fee shall be increased or reduced in the same ratio as the estimated cost of the work added or deleted to the estimated cost of the work as originally planned. If work/service has already been satisfactorily accomplished, as determined by the City, on the portion of the services or work to be deleted,

the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

- B. The aggregated cost of all services added to the contract during the contract term shall not exceed 20% of the total estimated cost of the original contract. The same limit applies to any extension(s).
- C. All services added to the contract shall be approved through issuance of a contract modification.
- D. In the event the aggregated cost of the contract increases by more than 20% of the total estimated value of the original contract, or the increase totals more than \$50,000, the amount over 20% or \$50,000 shall be bid in accordance with City's Standard Purchasing Procedures. The resulting bid award shall be added to the contract through a contract modification (if the same Contractor is awarded) or the issuance of a new contract (if a different contractor is awarded) and include Contractor's name and information, complete service description, delivery information and pricing information.
- E. The contract term for additional services added to the contract after the initial award shall be the remaining term of the existing contract and any extension thereof.

8. Reports by Contractor

Each year, 90 days before each anniversary date of this contract, Contractor must furnish a report of the total services ordered under this contract during the preceding 12 months. The report must be in a format acceptable to the City and must list by department or location the following: all services awarded under this contract; total quantity and dollar value of each service ordered, including services for which there were no orders. Contractor must also furnish a separate similar report for the total of all services ordered by City which are not part of this contract. The timely submission of all reports is a necessary and material term and condition of this Agreement. The reports, including any copies, shall be submitted on recycled paper and printed on double-sided pages to the maximum extent possible.

Contractor shall send reports to:

City and County of San Francisco
Department of Technology Contracts Administration
SFGovTV, General Manager
1 South Van Ness Avenue, 2nd Floor
San Francisco, CA 94103

9. Department Liaison

In performing the services provided for in this Agreement, Contractor's liaison with the Department of Technology will be Jack Chin, General Manager, SFGovTV.

Appendix E
Calculation of Charges

Item	Description	Estimated Hours per week	Unit price	Multiplier for each year	Annual Price
1 .	Captioning Cost per hour	32		x 52	
2 .	Cost for Additional Equipment	N/A		x 1	
3 .	Installation and/or set-up charges	N/A		x 1	
4 .	Cost for Standby Captioner per hour	0.25			
5 .	Minimum Charge for short meetings per hour	0.25			
	TOTAL				



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
VICE PRESIDENT

SCOTT R. HELDFOND
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

March 23, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4095-11/12
THROUGH 4101-11/12; 3048-10/11; 4023-98/99; 4041-10/11; 4098-
04/05; 4001-09/10 AND 4109-08/09.

At its meeting of March 19, 2012 the Civil Service Commission had for its consideration the above matter.

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

The Commission adopted the following:

- (1) Adopted the report; Approved request for PSC #4001-09/10 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved 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

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
- Parveen Boparai, Municipal Transportation Agency
- Micki Callahan, Human Resources Director
- Marie de Vera, Department of Human Resources
- Kendall Gary, Department of Technology
- Merrick Pascual, Mayor's Office of Economic Workforce Development
- Maria Ryan, Department of Human Resources
- Shawn Wallace, San Francisco Police Department
- Commission File
- Chron

POSTING FOR
3/19/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4095-11/12	27	Airport Commission	Regular	\$150,000	Perform an airport economic impact study to quantify SFO's current economic impact to the local and state economy. The study will quantify the direct, indirect, and induced impacts associated with the SFO's operations as related to economic activity, earnings and jobs at SFO and businesses directly related to the Airport. The standard industry practice is to seek outside expertise because of the objectivity and credibility it provides to the results of the study.	3/20/2012 - 12/31/2013
4096-11/12	27	Airport Commission	Regular	\$180,000	Provide an independent assessment and recommendation on measures to improve the shared-ride system at SFO. The consultant will interview current permittees and airline passengers; provide an in-depth diagnostic study of existing program; study best practices from intermodal hubs nationwide; identify key area of opportunities to improve shared-ride distribution; and determine optimal number and size of van companies to service SFO.	4/1/2012 - 3/31/2013
4097-11/12	27	Airport Commission	Regular	\$500,000	The consultant will analyze the Airport Signage systems, environment, and program as well as provide an overall assessment and recommendations for signage. In addition, the consultant will survey passengers, identify the top five (5) problem areas and provide analysis and recommendations on how these issues should be solved. In order to be able to adequately assess and make recommendations on signage and wayfinding, the consultant must have an expert technical understanding of signage philosophies and systems within a large hub airport setting that integrates multiple terminals, floor levels, concession areas, ground transportation and parking structures. The Airport staff does not have the expertise of knowing what is taking place in other airports, and needs the assistance of a consultant expert.	3/15/2012 - 6/30/2015
4098-11/12	27	Airport Commission	Regular	\$90,000,000	This request is for design-build services, separate from the Master Architect services approved under PSC #4034-10/11. The Airport's design consultant, approved under PSC #4034-10/11, will prepare bridging documents for the design-build request for proposal. The selected design-build contractor will prepare the final design, as the Engineer of Record.	3/1/2012 - 3/1/2015
4099-11/12	75	Dept. of Technology	Regular	\$860,000	This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and broadcast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.	4/1/2012 - 6/30/2015
4100-11/12	35	Municipal Transportation Agency	Regular	\$175,000	This is a pilot program to integrate Clipper Card as an optional source of payment at San Francisco Municipal Transportation (SFMTA) parking garages. The contractor will provide Clipper Card equipment, technical support, installation, computer software, and operational upgrades on existing Parking Access and Revenue Control System (PARCS) in SFMTA off-street parking facilities. The contract includes warranties for the system.	4/1/2012 - 3/31/2014

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2-7-2012

DEPARTMENT NAME: Telecom & Information Services

DEPARTMENT NUMBER: 75

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

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

TYPE OF SERVICE: Closed Captioning Services

FUNDING SOURCE: General Funds

PSC AMOUNT: \$860,000 (estimated) PSC DURATION: April 1, 2012 to June 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work: This contract will consist of services for captioned text added to video for the City's Board of Supervisors' meetings, Mayor's press conferences, 14 City commissions video tape, and cablecast by the San Francisco Government Television (SFGovTV) on cable channels 26 and 78. Closed caption text will also be added to the original programs produced by SFGovTV for City departments.

B. Explain why this service is necessary and the consequence of denial: The closed caption text is necessary for Americans with Disabilities Act (ADA) compliance. It provides equal access to city government hearings and proceedings to people with hard of hearing conditions and to the hearing impaired. Denial would jeopardize the City's obligations under the ADA and compromise our efforts in ensuring that the City and its programs are fully accessible to and useable by people with disabilities.

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

This service has been provided in the past under a City contract.

D. Will the contract(s) be renewed? The term of the contract will include optional one-year renewal periods.

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

[X] IFPTE Local 21 Sheila A Maxwell 1-10-2012
Union Name Signature of person mailing/faxing form Date

[] Union Name Signature of person mailing/faxing form Date

[X] RFP sent to IFPTE Local 21, on 1-10-2012 [Signature]
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099-11/12
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: **A Real-time captioner must be able to caption at a minimum rate of 225 wpm and must have strong vocabulary and language skills. Captionists must accurately convey the dialogue and other audio information in the program. The captions must be spelled correctly and be reasonably in synch with program audio.**

B. Which, if any, civil service class normally performs this work? **There is no civil service class that normally performs this work. The closest related job class is 8138 which is a court reporter, but real time captioning requires additional training and operations of computer software to encode text to video.**

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

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: **There is currently no civil service class that can perform this duty.**

B. Would it be practical to adopt a new civil service class to perform this work? Explain. **No, Due to the amount of meetings video taped by SFGovTV, it would not be feasible to have on-site staff. The lengths of meetings are unpredictable and can range from 30 minutes to 10 plus hours.**

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

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

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

B. Will the contractor train City and County employees?

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

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

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

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

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

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

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

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

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

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

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

Kendall Gary 2/8/12
Signature of Departmental Personal Services Contract Coordinator
Kendall Gary 581-4066
Print or Type Name Telephone Number

1 South Van Ness, 2nd Floor
San Francisco, CA 94103
Address

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 # 4042-10/11)

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

Type of Service: As-Needed Pavement Assessment Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$700,000

PSC Original Approved Duration: 12/01/10 - 11/30/15 (5 years)

PSC Mod#1 Amount: \$350,000

PSC Mod#1 Duration: 12/01/15-05/30/18 (2 years 25 weeks)

PSC Mod#2 Amount: \$450,000

PSC Mod#2 Duration: 06/01/18-06/30/21 (3 years 4 weeks)

PSC Cumulative Amount Proposed: \$1,500,000

PSC Cumulative Duration Proposed: 10 years 30 weeks

1. Description of Work

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

Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.

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

On an as-needed basis to deal with unique pavement problems where Airport staff lacks knowledge and experience. Lack of timely solution to these problems would create delays and possible suspension of projects.

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 4042-10/11

D. Will the contract(s) be renewed?

If there continues to be a need for such services at the Airport.

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

This duration is to line up with the end of the contract.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Specialized pavement assessment services are required on an as-needed basis.

B. Reason for the request for modification:

Increase the amount and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultant to have extensive experience and knowledge on pavement condition surveys and assessments in accordance with FAA's Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (item P-401), subject to Aircraft loading.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Civil service classes are applicable but some tasks may be beyond the experience and expertise of staff, such as determining the pavement conditioning index, expert analyses and expert witness related to the FAA criteria.

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, since this work is only used if the scope is beyond capabilities and expertise of the existing Civil Service staff.

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.

Please see attached document.

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.
Nichols Consulting Engineers

7. **Union Notification:** On 08/01/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4042-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Monday, August 01, 2016 5:20 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4042-10/11 - 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 \$450,000 for services for the period June 1, 2018 – 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/3897>

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

Additional Attachment(s)

Describe Training including number of hours. Indicate occupational type of City & County employees to receive training:

Consultant will train Airport staff on surveying pavement conditions using City owned equipment and vehicles. The plan is to train approximately 3 - 5 junior, assistant and associate civil engineers for about 80 hours each, so they will be proficient in performing pavement condition surveys.



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: Hot Mix Asphalt Paving Handbook **Date:** 9/27/2013 **AC No:** 150/5370-14B
Initiated by: AAS-100 **Change:**

1. What is the purpose of this advisory circular (AC)?

This AC provides general guidance on asphalt paving operations. The Hot-Mix Asphalt Paving Handbook 2000 (handbook) is in Appendix 1 of this AC. The handbook concentrates on field practices for asphalt paving, including plant operations, transportation of materials, surface preparation, laydown, compaction, and quality control processes.

Developed under the sponsorship of the National Asphalt Pavement Association (NAPA), the American Association of State Highway and Transportation Officials (AASHTO), Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), US Army Corps of Engineers (USACE), American Public Works Association (APWA), and the National Association of County Engineers (NACE), this handbook promotes a common understanding among those involved in asphalt paving, resulting in improved construction.

2. Does this AC cancel any prior ACs?

This AC cancels AC 150/5370-14A, Hot Mix Asphalt Paving Handbook, dated July 24, 2001.

3. To whom does this AC apply?

The handbook provides government and contractor personnel with a comprehensive view of asphalt paving. The guidelines and recommendations contained in this AC are provided by the FAA as guidance only and are not binding or regulatory.

4. What is the purpose of this revision?

This AC is a reissuance of the "Hot-Mix Asphalt Paving Handbook 2000." The information presented in the handbook is still valid and, although most of the information can be found in other documents, the bulk of the information in the handbook remains useful for airport operators. The handbook is unaltered.

The users of this handbook should note the following points when applying it to FAA airport projects:

- The handbook was written for use by a wide audience and is not specific to airport paving operations. Some of the information presented may not agree with current FAA specifications; however the essence of the information is still valid. Refer to other FAA ACs such as AC 150/5320-6, Airport Pavement Design and Evaluation and AC

150/5370-10. Standards for Specifying Construction of Airports for current specifications requirements.

- Chapter 2, Project Organization, is generic and not specific to any one agency or organization. As stated in the preface to the document, “The handbook is not intended to cover administration, contracting procedures, site investigation, geometric design, structural design, or mix design, although some general information is included concerning contract administration and mix design. Therefore, existing agency policies and procedures will have precedence in these areas.”
- HMA paving in an airport environment presents its own unique set of safety issues over and above personnel safety discussed in the “Safety” paragraph in Chapter 2. Refer to AC 150/5370-2. Operational Safety on Airports During Construction for additional guidance on airport safety requirements.
- Chapters 8 and 9, Batch Plants and Parallel Flow Drum-mix Plants, respectively, and Table 8-1, Required Aggregate Temperatures, discuss reclaimed asphalt pavement (RAP) and indicate allowable amounts up to 50 percent. The FAA limits RAP to 30 percent in Items P-401 and P-403 in AC 150/5370-10.
- Chapter 11, Surge and Storage Silos and Truck-Loading Techniques, includes excessive storage times of 2-3 days in some cases. These storage times exceed FAA Items P-401 and P-403 specifications in AC 150/5370-10.
- Chapter 14, Surface Preparation, presents cutback asphalt (MC-30/70) as typical for prime coats, but today’s contractors commonly use an asphalt emulsion. The ranges stated in this chapter for prime and tack coat application rates vary from current FAA specifications.
- Chapter 17, Joint Construction, discusses tapered joints (both transverse and longitudinal), wedge joints, etc. FAA specifications require cutting back of all longitudinal cold joints. FAA does not recommend the use of wedge joints to construct longitudinal joints on airfields.

5. Are there any related documents?

Airfield Asphalt Pavement Technology Program (AAPTTP) Project 05-01, Airfield Asphalt Pavement Construction Best Practices Manual, dated December 2008, provides a good companion document to the handbook and is specific to airport pavement construction. This manual is written for both FAA and Department of Defense (DoD) users among others, so most of the information on specification requirements is general, but within range of current FAA specifications. It discusses best practices for construction of HMA mixtures including all aspects of controlling mixture quality during construction such as stockpiling, mix design, plant operations, trucking, placement, compaction, and quality control/quality assurance testing. The intended audience is the inspector, technician, designer, and contractor personnel involved in construction and quality control testing as well as the foreman and superintendent. This and other AAPTTP reports are available at the following website: <http://www.aaptt.us/>.

6. Where can I send comments or suggestions?

Send comments or suggestions for improving this AC to:

Manager, Airport Engineering Division
Federal Aviation Administration
800 Independence Avenue SW
Washington DC 20591

7. How can I get this and other FAA publications?

You can view a list of all ACs at http://www.faa.gov/regulations_policies/faa_regulations/.



Michael J. O'Donnell

Director of Airport Safety and Standards

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4042-10/11)

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

Type of Service: As-Needed Pavement Assessment Services

Funding Source: Airport Operating Funds
PSC Original Approved Amount: \$700,000 PSC Original Approved Duration: 12/01/10 - 11/30/15 (5 years)
PSC Mod#1 Amount: \$350,000 PSC Mod#1 Duration: 12/01/15-05/30/18 (2 years 25 weeks)
PSC Mod#2 Amount: PSC Mod#2 Duration:
PSC Cumulative Amount Proposed: \$1,050,000 PSC Cumulative Duration Proposed: 7 years 25 weeks

1. Description of Work

A. Scope of Work:

Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.

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

On an as-needed basis to deal with unique pavement problems where Airport staff lacks knowledge and experience. Lack of timely solution to these problems would create delays and possible suspension of projects.

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

Yes. PSC 4042-10/11

D. Will the contract(s) be renewed? If there continues to be a need for such services at the Airport.

2. Union Notification: On 09/09/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4042-10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 09/19/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultant to have extensive experience and knowledge on pavement condition surveys and assessments in accordance with FAA's Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (item P-401), subject to Aircraft loading.

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

5241,

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

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are applicable but some tasks may be beyond the experience and expertise of staff, such as determining the pavement conditioning index, expert analyses and expert witness related to the FAA criteria.

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

No, since this work is only used if the scope is beyond capabilities and expertise of the existing Civil Service staff.

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

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

ON 09/09/14 BY:

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

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



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

November 4, 2010

NOTICE OF CIVIL SERVICE COMMISSION ACTION

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4041-10/11 THROUGH 4049-10/11; 4163-09/10; 4088-09/10 AND 4003-08/09.

At its meeting of November 1, 2010 the Civil Service Commission had for its consideration the above matter.

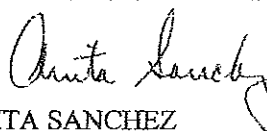
PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the report; Approve request for proposed PSC #4046-10/11 on the conditions that (1) Department of Public Works/Bureau of Construction Management (DPW/BCM) has scheduled forty-two of its employees to take the HAZWOPER refresher training course in December 2010; (2) DPW will provide training for at least eight (8) employees for the HAZWOPER (either the 24-hour or the 40-hour) course during the next three years; and (3) All training will be funded from departmental or bureau training budget, if available. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for proposed PSC #4163-09/10 on the conditions that (1) the Human Rights Commission and IFPTE Local 21 will engage in good faith discussions concerning the suitability of portions of the contracted work to be performed by civil service classifications; and (2) should an agreement be reached between the Human Rights Commission and IFPTE Local 21 regarding an allocation of work, that the parties return to the Commission with a request for reopening this approval. Notify the Office of the Controller and the Office of Contract Administration.
- (3) Adopt the report; Approve request for all remaining proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

POSTING FOR
11/1/2010

PROPOSED PERSONAL SERVICES CONTRACTS
Regular, Continuing, Annual

FSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Start Date - End Date
4041-10/11	27	Airport Commission	Regular	\$225,000	The vendor will provide software development for the SAFE software, an identity management system that interfaces with SFO's multiple physical access control security systems. Proposed modules will assist the Airport in managing the Airport ID Media Badge Program; Visitor ID Media, Vehicle Permits, SAFE Analytics, Invoice Transactions, and others as deemed necessary. Proposed software development includes networking specialized printers used for ID Media Badge Program.	11/1/2010 - 10/31/2013
4042-10/11	27	Airport Commission	Regular	\$700,000	Provide as needed pavement assessment services in accordance with Federal Aviation Administration's (FAA) Advisory Circular (AC 150/5370), including but not limited to plant mix bituminous pavements (Item P-401) subject to Aircraft loading, data review, and analysis of pavement reports; consultation with other pavement and geotechnical consultants; performance of pavement engineering analysis; review of existing and proposed pavements; preparation of reports and recommendations; performance of recommended further studies; and to provide expertise in the analysis of special problems pertaining to the design and construction of pavements at the San Francisco International Airport.	12/1/2010 - 11/30/2015
4043-10/11	77	Emergency Management	Regular	\$220,000	Contractor will revise the Bay Area Homeland Security Strategy, Conduct Risk and capability assessments for the Bay Area, and provide technical assistance with Federal Emergency Management Agency data calls and investment justifications.	11/1/2010 - 3/31/2012
4044-10/11	35	Municipal Transportation Agency	Regular	\$2,500,000	The SFMTA requires the services of a contractor to provide comprehensive investigative services on workers' compensation claims arising out of employment or in the course of employment. Investigative services include: written and recorded statements; background investigations; forms and releases; medical records retrieval; subrogation investigations; medical facility canvassing; database and online research; surveillance; investigators' court appearances; and the acquisition, storage and accessibility of video documentation. All services must make use of current technologies to the extent possible.	11/15/2010 - 11/14/2015
4045-10/11	82	Public Health	Regular	\$200,000	The contractor will provide implementation and support services for the Hill-Rom Navicare WatchChild application to be installed and used by San Francisco General Hospital. The San Francisco General Hospital (SFGH) Obstetric In-patient Unit will use the WatchChild labor and delivery documentation system to document fetal heart monitoring and care provided to mothers, pre and postpartum. The amount of this PSC request includes only the amount of the professional services needed to install and bring the application to full production status.	1/1/2011 - 6/30/2016
4046-10/11	90	Public Works	Regular	\$3,000,000	The Consultant will provide as-needed hazardous materials surveys and work plans, third-party oversight, and industrial hygiene services on City projects involving the abatement of asbestos, lead and other hazardous materials on property owned, operated and/or maintained by the City and County of San Francisco. Services may also involve air and noise monitoring. DPW intends to award (5) Master Agreements, each not-to-exceed \$600,000 for these as-needed services.	10/1/2010 - 10/1/2016

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4027-11/12)

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

Type of Service: Construction Management Services for the Industrial Waste Water Treatment

Funding Source: Airport Capital Funds

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

PSC Original Approved Duration: 09/19/11 - 06/30/16 (4 years 40 weeks)

PSC Mod#1 Amount: \$4,000,000

PSC Mod#1 Duration: 07/01/16-12/31/20 (4 years 26 weeks)

PSC Cumulative Amount Proposed: \$6,000,000

PSC Cumulative Duration Proposed: 9 years 15 weeks

1. Description of Work

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

San Francisco International Airport plans to upgrade its industrial waste water treatment (IWWT) plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. It is in desperate need of being replaced. Repairs and upgrades have allowed this plant to operate but the plant has reached its lifespan. The IWWT Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant (IWTP) established by the California Regional Water Quality Control Board Order R2-2007-0060. The IWWT project is being developed using in-house staff and is a complex, time-sensitive project requiring the expertise of outside firms

with expert staff. Project and construction management services are needed to ensure proper and timely development of the IWWT project. This project is of limited duration and involves specialty design and oversight. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4027-11/12

D. Will the contract(s) be renewed?

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

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

The increase of this PSC is needed to address the need to re-bid the design and construction work under PSC 4087-12/13.

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 sort of plants are built every thirty to forty years so hiring experience industrial waste design/construction professionals would be impractical.

B. Reason for the request for modification:

Increase amount and duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Project design and construction management skills with direct and current industrial waste water treatment plant processes, sanitary sewer and reclaimed water system process experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays, and all other project control skill sets to support this project through design and development, and construction to ensure timely and accurate construction and commissioning is essential to ensure compliance with appropriate California discharge regulations.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 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 Airport will use an experienced Mechanical Engineer as the Project Manager (5211) to manage this project with assistance from current Airport staff. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully. Staff in these classifications have the appropriate industrial waste and sanitary sewer expertise in managing Airport utility asset development, design and construction, including commissioning at the Airport, and will supervise the contracted work. Expertise from a professional that has more up-to-date knowledge of industrial and sanitary processes is needed to augment Airport staff. The schematic design is critical to the success of this project and City staff does not have the expertise to complete this critical phase timely.

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. These sort of plants are built every thirty to forty years so hiring experience industrial waste design/construction professionals would be impractical.

6. Additional Information

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

No.

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

No training will be provided.

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

No.

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

No.

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

No.

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

No.

7. Union Notification: On 08/10/16, 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@flysfo.com

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4027-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flsfo.com
Sent: Wednesday, August 10, 2016 10:22 AM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4027-11/12 - 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 July 1, 2016 -- December 31, 2020. 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/7967>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: January 18, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Process and Building Design for an Industrial Waste Treatment Plant

FUNDING SOURCE: Airport Capital Funds

TOTAL PSC AMOUNT: \$35,000,000 TOTAL PSC DURATION: 3/18/13 - 12/31/18

1. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.

B. Explain why this service is necessary and the consequences of denial: The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. The IWTP Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant established by the California Regional Water Quality Control Board Order R2-2007-0060. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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

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

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

IFPTE, Local 21
Union Name

Cynthia Avakian Feb 20 2013 3:50 PM
Signature of person mailing/faxing form

January 18, 2013
Date

RFP sent to: IFPTE, Local 21
Union Name

on Est. to be sent in Spring 2013
Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4007-12/13
STAFF ANALYSIS/RECOMMENDATION:

Approved 3/18/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. **Specify required skills and/or expertise:** Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.

B. **Which, if any, civil service class normally performs this work?** Engineering classes 5201, 5207, 5241 exist but their expertise is not applicable to this project.

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:** On December 11, 2012, the Airport sent a Notice of Intent to other City Departments; however, none responded with the ability to perform this work. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.

B. **Would it be practical to adopt a new civil service class to perform this work? Explain.** No. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers 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?** No, however, the Airport Commission has approved Resolution #12-0270 to issue an RFP for these services.

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

F. **Will the proposed work be completed by a contractor that has a current personal Services contract with your department?** An RFP is estimated to be issued in Spring 2013 and the results of that process are not known at this time.

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

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

Cynthia P. Avakian Cynthia Avakian
Feb 20 2013 3:51 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 27, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-12/13 THROUGH 4096-12/13; 4034-11/12.

At its meeting of March 18, 2013 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

1. Adopted the report, and approved the request for approval of PSC# 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report, and approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport
 - Parveen Boparai, Municipal Transportation Agency
 - Jeanne Buick, Department of Human Resources
 - Jesusa Bushong, Fire Department
 - Micki Callahan, Human Resources Director
 - Jaci Fong, Office of Contract Administrator
 - Kendall Gary, Department of Technology
 - Leorah Dang, Department of Human Resources
 - Karen Henderson, Mayor's Office
 - Greg Kato, Treasurer/Tax Collector
 - William Lee, Department of Emergency Management
 - Diane Lim, Adult Probation
 - Ben Rosenfield, Controller
 - Shawn Wallace, Police Department
 - Commission File
 - Commissioners' Binder
 - Chron

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PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4081-12/13	08	Treasurer/Tax Collector	Regular	\$350,000	Customization of the proprietary software program, Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	3/1/2013 - 2/28/2015
4082-12/13	08	Treasurer/Tax Collector	Regular	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. The software must be configured to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2015
4083-12/13	08	Treasurer/Tax Collector	Regular	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4084-12/13	08	Treasurer/Tax Collector	Regular	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4085-12/13	13	Adult Probation	Regular	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	4/1/2013 - 6/30/2016
4086-12/13	27	Airport Commission	Regular	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	3/19/2013 - 9/8/2018

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PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4087-12/13	27	Airport Commission	Regular	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	3/18/2013 - 12/31/2018
4088-12/13	27	Airport Commission	Regular	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	3/18/2013 - 12/31/2016
4089-12/13	31	Fire Department	Regular	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	7/1/2013 - 6/30/2015
4090-12/13	25	Mayor	Regular	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	2/1/2013 - 6/30/2016
4091-12/13	40	Public Utilities Commission	Regular	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	5/6/2013 - 5/31/2015
4092-12/13	40	Public Utilities Commission	Regular	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	5/1/2013 - 4/30/2016

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PERSONAL SERVICES CONTRACT SUMMARY

DATE: May 23, 2011DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27

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

TYPE OF REQUEST:

INITIAL REQUEST MODIFICATION

TYPE OF SERVICE: Construction Management Services for the Industrial Waste Water Treatment Plant (IWWT) Project

FUNDING SOURCE: Airport Capital FundsPSC AMOUNT: \$2,000,000 PSC DURATION: 9/19/2011 to 6/30/2016**1. DESCRIPTION OF WORK****A. Concise description of proposed work:**

San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. It is in desperate need of being replaced. Repairs and upgrades have allowed this plant to operate but the plant has reached its lifespan. The IWWT Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant (IWTP) established by the California Regional Water Quality Control Board Order R2-2007-0060. The IWWT project is being developed using in-house staff and is a complex, time-sensitive project requiring the expertise of outside firms with expert staff. Project and construction management services are needed to ensure proper and timely development of the IWWT project. This project is of limited duration and involves specialty design and oversight. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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

This is a new request.

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

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

IFPTE, Local 21	<i>Cynthia P. Clark</i>	June 15, 2011
_____ Union Name	_____ Signature of person mailing/faxing form	_____ Date

RFP sent to:	IFPTE, Local 21	on	May 16, 2011	<i>Cynthia P. Clark</i>
	_____ Union Name		_____ Date	_____ Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4027 - 11/12
STAFF ANALYSIS/RECOMMENDATION:

Approved 9/23/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Project design and construction management skills with direct and current industrial waste water treatment plant processes, sanitary sewer and reclaimed water system process experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required. Project schedule development and analysis, project controls, regulatory compliance, analysis of claims and delays, and all other project control skill sets to support this project through design and development, and construction to ensure timely and accurate construction and commissioning is essential to ensure compliance with appropriate California discharge regulations.

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

Knowledgeable staff in industrial waste processes in classifications 5211, 5201, 5207, 6318 and 6319 will be working on this project. However, their knowledge and skills are limited. We want to augment this team with a consultant with more specialized technical knowledge for a successful project.

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 Airport will use an experienced Mechanical Engineer as the Project Manager (5211) to manage this project with assistance from current Airport staff. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully. Staff in these classifications have the appropriate industrial waste and sanitary sewer expertise in managing Airport utility asset development, design and construction, including commissioning at the Airport, and will supervise the contracted work. Expertise from a professional that has more up-to-date knowledge of industrial and sanitary processes is needed to augment Airport staff. The schematic design is critical to the success of this project and City staff does not have the expertise to complete this critical phase timely.

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

No. These sort of plants are built every thirty to forty years so hiring experience industrial waste design/construction professionals would be impractical.

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

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers 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? Attached is Airport Commission Resolution No. 11-0137. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP has been issued to a pool of consultants created in April 2010 and the results of that process are not known at this time. | <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

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

September 28, 2011

E. DENNIS NORMANDY
PRESIDENT

KATE FAVETTI
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 4024-11/12
THROUGH 4038-11/12; 3076-09/10; 4040-10/11; AND 4023-08/09.

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

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

It was the decision of the Commission to:

- (1) Adopt the report; Approve request for PSC #4034-11/12 as amended. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request for all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Parveen Boparai, Municipal Transportation Agency
Rachel Buerkle, Department of the Environment
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Kendall Gary, Department of Technology
Kan Htin, Arts Commission
Sharnica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Diane Lim, Adult Probation Department
Joan Lubamersky, General Services Agency
Esther Reyes, Controller's Office
Maria Ryan, Department of Human Resources
Officer Shawn Wallace, San Francisco Police Department
Commission File
Chron

POSTING FOR
9/19/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4024-11/12	13	Adult Probation	Regular	\$300,000	Contractor will provide 1) a comprehensive review and audit of the Department's policies and procedures, and update and improve policies and procedures to ensure that they are in compliance with local, state and federal law and which incorporate best practices in adult probation; 2) facilitation and support of the Community Corrections Partnership Collaboration; 3) an evaluation of Department case files on probationers sent to state prison in 2010; 4) creation of a training plan for the Department; 5) grant writing and research; 6) demographic analysis.	7/1/2011 - 7/30/2013
4025-11/12	27	Airport Commission	Regular	\$500,000	The SFO Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work.	9/19/2011 - 6/30/2016
4026-11/12	27	Airport Commission	Regular	\$1,750,000	The Contractor shall provide routine maintenance, scheduled maintenance/preventive maintenance, non-scheduled maintenance, ordinary wear and other maintenance and repair services, 24-hour on call response seven (7) days a week, 365 days a year, equipment maintenance and repair activity documentation as well as reporting on the Airport-owned Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS). The PBBs and BHSs were maintained by the airlines under their lease and use agreements in the past.	10/1/2011 - 9/30/2016
4027-11/12	27	Airport Commission	Regular	\$2,000,000	San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design-build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wastewater software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work.	9/19/2011 - 6/30/2016
4028-11/12	28	Art Commission	Regular	\$800,000	Artist team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building.	7/1/2011 - 6/30/2014

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4087-12/13)

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

Type of Service: Process and Building Design for an Industrial Waste Treatment Plant

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$35,000,000

PSC Original Approved Duration: 03/18/13 - 12/31/18 (5 years 41 weeks)

PSC Mod#1 Amount: \$45,000,000

PSC Mod#1 Duration: 01/01/19-12/31/20 (2 years 1 day)

PSC Cumulative Amount Proposed: \$80,000,000

PSC Cumulative Duration Proposed: 7 years 41 weeks

1. Description of Work

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

The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.

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

The existing Mel Leong Treatment Plant is a combined sanitary sewer and industrial waste treatment plant. The sanitary sewer plant was rebuilt and put into operation in 2004. The industrial waste plant was built in 1979 and has exceeded its life expectancy of 20 years. The IWTP Project will replace the process building and laboratory in order to meet the discharge requirements for the industrial waste treatment plant established by the California Regional Water Quality Control Board Order R2-2007-0060. Denial will cause project delays, which will affect Airport operations and compliance with California Regional Water Quality Control Board orders.

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 4087-12/13

D. Will the contract(s) be renewed?

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

- 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:
Need to increase this PSC to address increased costs from the re-bidding of the original contract.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

B. Reason for the request for modification:

Increase amount and duration.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5207, Assoc Engineer; 5241, Engineer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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 at this time.

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

No.

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

No.

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

No.

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

No

7. **Union Notification:** On 08/10/16, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4087-12/13

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Wednesday, August 10, 2016 10:32 AM
To: Cynthia Avakian (AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4087-12/13 - 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 \$45,000,000 for services for the period January 1, 2019 – December 31, 2020. 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/7968>

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

Additional Attachment(s)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Engineering and construction firms with specialized experience in design and construction of industrialized waste treatment plants. Project design and construction skills with direct and current industrial waste water treatment plant processes, sanitary sewer and recycled water system experience are required. Specific expertise in current processing technology, plant security, specialized treatment operating systems, structural systems, and special systems is required.

B. Which, if any, civil service class normally performs this work? Engineering classes 5201, 5207, 5241 exist but their expertise is not applicable to this project.

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: On December 11, 2012, the Airport sent a Notice of Intent to other City Departments; however, none responded with the ability to perform this work. Staff in classes 5201, 5207, 6318 and 6319 will be working on this project and will be utilized fully on the construction management team. Staff in these classifications will supervise the contracted work, but do not have the required expertise and specialized skills to perform all of the work related to this project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No. Industrial waste water treatment plants are built every thirty to forty years, so hiring experienced industrial waste design/construction professionals would be impractical.

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

- | | Yes | No |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Describe the training and indicate approximate number of hours. | | |
| • Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers 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? No, however, the Airport Commission has approved Resolution #12-0270 to issue an RFP for these services. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal Services contract with your department? An RFP is estimated to be issued in Spring 2013 and the results of that process are not known at this time. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

Cynthia P. Avakian Cynthia Avakian
Feb 20 2013 3:51 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

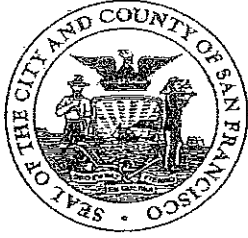
(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 27, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-12/13 THROUGH 4096-12/13; 4034-11/12.

At its meeting of March 18, 2013 the Civil Service Commission had for its consideration the above matter.

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

The Commission:

1. Adopted the report, and approved the request for approval of PSC# 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report, and approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c: Cynthia Avakian, Airport
Parveen Boparai, Municipal Transportation Agency
Jeanne Buick, Department of Human Resources
Jesusa Bushong, Fire Department
Micki Callahan, Human Resources Director
Jaci Fong, Office of Contract Administrator
Kendall Gary, Department of Technology
Leorah Dang, Department of Human Resources
Karen Henderson, Mayor's Office
Greg Kato, Treasurer/Tax Collector
William Lee, Department of Emergency Management
Diane Lim, Adult Probation
Ben Rosenfield, Controller
Shawn Wallace, Police Department
Commission File
Commissioners' Binder
Chron

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03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4081-12/13	08	Treasurer/Tax Collector	Regular	\$350,000	Customization of the proprietary software program Columbia Ultimate Business Solutions (CUBS) will be required due to legislative changes, including the Gross Receipts Tax and Business Registration Fee Ordinance (Proposition E passed November 6, 2012) and the Moscone Expansion District fee.	3/1/2013 - 2/28/2015
4082-12/13	08	Treasurer/Tax Collector	Regular	\$1,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured a proprietary software solution for Cashiering under PSC# 4035-09/10, 9/21/2009. the software must be configured to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2015
4083-12/13	08	Treasurer/Tax Collector	Regular	\$3,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4084-12/13	08	Treasurer/Tax Collector	Regular	\$6,000,000	The Gross Receipts Tax and Business Registration Fees Ordinance (2012 Proposition E) was approved by San Francisco voters on November 6, 2012. It mandates that the City implement changes to local business taxes and registration fees by January 1, 2014 with a phased implementation through 2018. The Treasurer & Tax Collector has previously procured proprietary software that requires data migration and business process development to meet the requirements of the Ordinance.	3/1/2013 - 6/30/2018
4085-12/13	13	Adult Probation	Regular	\$335,000	A fully automated, web-based telephone reporting system based on interactive voice response (IVR) technology. The system will have the capacity of automating the reception and dissemination of information by APD officers and their clients. It will allow APD and its partners to modify clients' information and generate reports regarding clients' enrollment and compliance on programs required by the conditions of their supervision. The system will be accessible to APD clients, APD staff and its partners 365 days a year, 24 hours a day. Officers will have the ability to pre-record individual and group messages for clients.	4/1/2013 - 6/30/2016
4086-12/13	27	Airport Commission	Regular	\$4,500,000	Staff is proposing to implement an Asset Management program to create a new way of managing the Airport's facilities, which provides the Airport with the ability to cost-effectively manage its assets across their life cycles. The Airport seeks to hire a consultant that has expertise in asset management, facility condition assessments, and asset-related system integrations for medium or large hub U.S. airports, similar non-U.S. airports, and/or multi-functional facilities found on campuses of comparable size that are varied in building type, renewal life cycles, and occupancy.	3/1/2013 - 9/8/2018

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PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4087-12/13	27	Airport Commission	Regular	\$35,000,000	The Airport plans to upgrade its industrial waste treatment plant (IWWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control.	3/18/2013 - 12/31/2018
4088-12/13	27	Airport Commission	Regular	\$1,000,000	Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water.	3/18/2013 - 12/31/2016
4089-12/13	31	Fire Department	Regular	\$1,200,000	Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract.	7/1/2013 - 6/30/2015
4090-12/13	25	Mayor	Regular	\$150,000	Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses.	2/1/2013 - 6/30/2016
4091-12/13	40	Public Utilities Commission	Regular	\$400,000	Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.	5/6/2013 - 5/31/2015
4092-12/13	40	Public Utilities Commission	Regular	\$600,000	The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City.	5/1/2013 - 4/30/2016

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4099-09/10)

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

Type of Service: Design & Integration Svcs for Baggage Handling Sys (BHS) & Passenger Loading Bridge Improvt

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 05/03/10 - 05/31/13 (3 years 4 weeks)

PSC Mod#1 Amount: \$6,700,000

PSC Mod#1 Duration: 06/20/11-06/30/15 (2 years 4 weeks)

PSC Mod#2 Amount: \$3,500,000

PSC Mod#2 Duration: no duration added

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

PSC Mod#3 Duration: 07/01/15-06/30/17 (2 years 1 day)

PSC Mod#4 Amount: \$7,000,000

PSC Mod#4 Duration: 07/01/17-12/31/21 (4 years 26 weeks)

PSC Cumulative Amount Proposed: \$23,700,000

PSC Cumulative Duration Proposed: 11 years 35 weeks

1. Description of Work

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

Baggage Handling System: Design and integrate baggage handling systems(BHS)and in-line explosives detection screening(EDS)systems at Terminal 3, Boarding Area E, International Terminal Building and other Airport BHS locations:(i)100% complete biddable construction documents,(ii) full-service construction administration, (iii)quality control for BHS additions and modifications,(iv)100% design and integration of programmable logic controls(PLC),(v) Pre-construction simulations, and(vi) acceptance testing and integration with servers, switches, motor controls, and TSA screening equipment for a complete operating system.

Passenger Boarding Bridges:Provide design and integration services required for the passenger boarding bridges(PBBs)at Boarding Area B, Boarding Area E and other Airport locations:(i)100% complete biddable construction documents,(ii) full-service construction administration,(iii)quality control services for complete PBB replacements, relocations and/or modifications,(iv)PBB integration with aircraft parking, fuel hydrant system, preconditioned air and ground power, (v)acceptance testing with aircraft complete system.

Scope Change

The scope of services will add work for: 1)Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svcs. required for essential improvements to existing

Airport BHS equipment that is obsolete or beyond its useful life; 2) International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog. for design & construction mgmt. svcs. required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3) Airport Wide Safety & Optimization Proj. for design-build svcs. required for safety & maintenance access improvements for the TSA's in-line explosives detection screening (EDS) & associated BHS equipment.

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

Subsequent to our initial request, we determined that essential Airport wide BHS improvements were required to support operations (excluding Terminal 2); and we received federal grants to: 1) modernize the TSA's CBIS and associated BHS at the International Terminal and Terminal 3, Boarding Area F; and 2) provide baggage safety screening and optimization to existing systems in order to improve TSA maintenance activities. All of this requires additional BHS design, construction management, and construction activities. Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity and reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, and the PLC and other systems are beyond their useful life, and must be replaced to maintain operations. The Boarding Area B and E PBB's were originally designed for aircraft that are now obsolete, equipment is beyond its useful life, and parts are unavailable. PBB's must be reconfigured in some cases to support airline relocations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4099-09/10

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

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
Additional time is needed to address new TSA design and equipment requirements.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

There are currently no civil service classes which have the technical expertise in the design, programming, & integration of these specialized Airport operating systems.

B. Reason for the request for modification:

Additional money and time to address new TSA design and equipment requirements.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: BHS design & integration is unique to this specialized industry. Design requires a combination of specialized expertise in baggage handling conveyor

systems, programmable logic controls, electronics, motor controls, & TSA explosives detection systems. Passenger Boarding Bridge design & integration requires special expertise in pre-conditioned air systems, 400hertz power systems, aircraft parking, fuel hydrant systems, & portable water systems that are unique to passenger boarding bridges

- B. Which, if any, civil service class(es) normally perform(s) this work? 5504, Project Manager 2; 5508, Project Manager 4;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

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

Not Applicable

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

- A. Explain why civil service classes are not applicable.
There are currently no civil service classes which have the technical expertise in the design, programming, & integration of these specialized Airport operating systems.
- 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, because once the BHS & passenger boarding bridges are designed & integrated the design services is no longer required.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.
No training will be provided.
- 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, CAGE, Inc. has the contract.

7. Union Notification: On 08/09/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099-09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfso.com
Sent: Tuesday, August 09, 2016 4:38 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Theresa Lopez (AIR); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4099-09/10 - 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 \$7,000,000 for services for the period July 1, 2017 -- December 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1373>

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

Additional Attachment(s)

AIRPORT COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION NO. 10-0021

AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR CONTRACT 8974.1, BOARDING AREA E BAGGAGE HANDLING SYSTEM AND PASSENGER BOARDING BRIDGE IMPROVEMENTS DESIGN AND INTEGRATION

- WHEREAS, following the completion of the Terminal 2 (T2) Renovations Program, and the relocation of American Airlines from Boarding Area E (BAE) into T2, the Airport will take the opportunity to remodel BAE prior to relocating Continental and US Air into that facility; and
- WHEREAS, the scope of work for remodeling BAE includes significant improvements to the baggage handling system (BHS) and passenger boarding bridges (PBB), as well as making various other infrastructure and architectural improvements; and
- WHEREAS, the proposed RFP for Contract 8974.1 will seek professionals to provide the necessary design and integration services for BHS and PBB improvements at BAE; and
- WHEREAS, the estimated value for these professional services is \$1,000,000; and
- WHEREAS, the construction work for the BHS and PBB will be competitively bid based on the bid documents prepared by the successful firm; and
- WHEREAS, through the RFP process, the Airport will establish minimum qualifications in terms of firm and key personnel experience and expertise; and
- WHEREAS, the Airport will convene a three-member selection panel to review the proposals of firms meeting the minimum qualifications, interview the firms, and develop a ranking of the most qualified firms based on the firm and key personnel's relevant qualifications and experience in BHS and PBB design and integration; and
- WHEREAS, Staff will return to the Commission with a recommendation to approve the selection panel's nomination of the highest ranked firm, and request authorization to enter into negotiations; and
- WHEREAS, pending the successful outcome of negotiations, Staff will return to the Commission with a recommendation to award a contract to the successful firm; and
- WHEREAS, Staff will work with the HRC to establish the LBE goals; now, therefore be it
- RESOLVED, that this Commission hereby authorizes the Director to issue a Request for Proposals for professional services for Contract 8974.1, Boarding Area E Baggage Handling System and Passenger Boarding Bridge Improvements Design and Integration.

I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of JAN 26 2010


Secretary

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIR

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4099-09/10)

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

Type of Service: Design & Integration Svcs for Baggage Handling Sys (BHS) & Passenger Loading Bridge Improv

Funding Source: Airport Capital Funds

PSC Original Approved Amount: \$2,500,000

PSC Original Approved Duration: 05/03/10 - 05/31/13 (3 years 4 weeks)

PSC Mod#1 Amount: \$6,700,000

PSC Mod#1 Duration: 06/20/11-06/30/15 (2 years 4 weeks)

PSC Mod#2 Amount: \$3,500,000

PSC Mod#2 Duration: no duration added

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

PSC Mod#3 Duration: 07/01/15-06/30/17 (2 years 1 day)

PSC Mod#4 Amount:

PSC Mod#4 Duration:

PSC Cumulative Amount Proposed: \$16,700,000

PSC Cumulative Duration Proposed: 7 years 8 weeks

1. Description of Work

A. Scope of Work:

The scope of services will add work for: 1)Airport Wide As-Needed baggage handling Services (BHS) Improvements for design & construction mgmt. svcs. required for essential improvements to existing Airport BHS equipment that is obsolete or beyond its useful life; 2)International Terminal & Terminal 3, Boarding Area F Checked Baggage Inspection System (CBIS) Modernization Prog. for design & construction mgmt. svcs. required for the Trans. Security Admin. (TSA)'s CBIS modernization prog. to replace security screening & associated BHS equipment that is obsolete or beyond its useful life; & 3)Airport Wide Safety & Optimization Proj. for design-build svcs. required for safety & maintenance access improvements for the TSA's in-line explosives detection screening (EDS) & associated BHS equipment.

See attached document(s).

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

Terminal 3, Boarding Area E will be vacated by American Airlines in early 2011 when American Airlines moves to Terminal 2. The BHS has insufficient capacity & reliability for the three new airlines that will occupy the facility. The International Terminal BHS includes the first in-line EDS system in the USA, & the programmable logic controls(PLC) & other systems are beyond their useful life, & must be replaced to maintain operations. (see 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.

Yes, PSC 4099-09/10

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

2. Union Notification: On 04/29/14, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099-09/10

DHR Analysis/Recommendation:

06/02/2014

Commission Approval Required

Approved by: Civil Service Commission

DHR Approved for 06/02/2014

06/02/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

BHS design & integration is unique to this specialized industry. Design requires a combination of specialized expertise in baggage handling conveyor systems, programmable logic controls, electronics, motor controls, & TSA explosives detection systems. Passenger Boarding Bridge design & integration requires special expertise in pre-conditioned air systems, 400hertz power systems, aircraft parking, fuel hydrant systems, & portable water systems that are unique to passenger boarding bridges

B. Which, if any, civil service class(es) normally perform(s) this work?
5504,5508,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

There are currently no civil service classes which have the technical expertise in the design, programming, & integration of these specialized Airport operating systems.

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

No, because once the BHS & passenger boarding bridges are designed & integrated the design services is no longer required.

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

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/29/14 BY:

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

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request: Initial Modification of an existing PSC (PSC # 4002-13/14)

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

Type of Service: Lenel OnGuard Access Control System - Maintenance and Integration Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$1,500,000

PSC Original Approved Duration: 09/01/13 - 12/31/18 (5 years 17 weeks)

PSC Mod#1 Amount: \$2,250,000

PSC Mod#1 Duration: 09/20/16-12/31/20 (2 years 1 day)

PSC Cumulative Amount Proposed: \$3,750,000

PSC Cumulative Duration Proposed: 7 years 17 weeks

1. Description of Work

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

The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (<http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security>) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.

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

These services are necessary to keep both the software and hardware components of the Airport's access control system fully functional and integrated across terminals. If manufacturer certified maintenance and support services are not maintained, the availability of the system would be compromised which could jeopardize the security of the Airport and traveling public.

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, see original approval for PSC #4002-13/14

D. Will the contract(s) be renewed?

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

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 requested duration corresponds to the anticipated contract term for the access control system services.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The manufacturer requires certified technicians to work on this system and does not provide training and certification to end users of the product.

B. Reason for the request for modification:

Increase the amount and extend the term.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Manufacturer provided training and certification that is not available to end users of the product. Specific skills include the ability to support a variety of physical security hardware, as well as the ability to support interfaces to camera systems and other Access Controls Systems like Intergraph, PSIM and Quantum Secure. The certified technician must also know all aspects of the control software, from hardware configuration, monitoring, user and access-class configuration, data back-ups to reporting.

B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 7287, Sprv Electronic Main Tech; 0923, Manager II;

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 manufacturer does not grant the necessary certifications to end users of the product. Purchasing of the system software and hardware mandates use of manufacturer-approved and certified vendors.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, as the manufacturer does not grant the necessary certifications to its end users.

6. Additional Information

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

No.

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

No training will be involved as the manufacturer does not grant the necessary certifications to its end users.

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

No.

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

No.

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

No.

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

No.

7. **Union Notification:** On 08/18/16, the Department notified the following employee organizations of this PSC/RFP request:

Prof & Tech Eng, Local 21; Municipal Executive Association; Electrical Workers, Local 6;

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

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

Address: PO Box 8097, San Francisco, CA, 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4002-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@fysfo.com
To: [Cynthia Avakian \(AIR\)](mailto:Cynthia.Avakian@AIR); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; camaguey@sfmea.com (contact); staff@sfmea.com; khughes@ibew6.org; [Christina Chiong \(AIR\)](mailto:Christina.Chiong@AIR); DHR-PSCCoordinator, [DHR \(HRD\)](mailto:DHR(HRD))
Subject: Receipt of Modification Request to PSC # 4002-13/14 - MODIFICATIONS
Date: Thursday, August 18, 2016 12:02:26 PM

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 \$2,250,000 for services for the period September 20, 2016 – December 31, 2020. 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/7889>

Email sent to the following addresses: khughes@ibew6.org staff@sfmea.com camaguey@sfmea.com L21PSCReview@ifpte21.org amakayan@ifpte21.org

PERSONAL SERVICES CONTRACT SUMMARY

DATE: April 8, 2013

DEPARTMENT NAME: AIRPORT COMMISSION

DEPARTMENT NUMBER: 27

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

TYPE OF REQUEST: [X] INITIAL REQUEST [] MODIFICATION

TYPE OF SERVICE: Lenel OnGuard Access Control System - Maintenance and Integration Services

FUNDING SOURCE: Airport Operating Funds

PSC AMOUNT: \$1,500,000

PSC DURATION: 9/1/2013 - 12/31/2018

I. DESCRIPTION OF WORK

A. Concise description of proposed work: The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.

B. Explain why this service is necessary and the consequences of denial: These services are necessary to keep both the software and hardware components of the Airport's access control system fully functional and integrated across terminals. If manufacturer certified maintenance and support services are not maintained, the availability of the system would be compromised which could jeopardize the security of the Airport and traveling public.

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

This is a new service.

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

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

IFTPE, Local 21 Local 6, IBEW Union Name
Cynthia Avakian Jun 6 2013 12:35 PM Signature of person mailing/faxing form
April 8, 2013 Date

RFP sent to: IFTPE, Local 21 Local 6, IBEW Union Name
June 4, 2013 Date
Cynthia Avakian Jun 6 2013 12:35 PM Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4002 - 13/14

STAFF ANALYSIS/RECOMMENDATION: Approved 7/1/13

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Manufacturer provided training and certification that is not available to end users of the product. Specific skills include the ability to support a variety of physical security hardware, as well as the ability to support interfaces to camera systems and other Access Controls Systems like Intergraph, Physical Security Information Manager and Quantum Secure. The certified technician must also know all aspects of the control software, from hardware configuration, monitoring, user and access-class configuration, data back-ups to reporting.

B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this work. However, the following classifications will be involved in supervising this work: 1054, 0923, and 7287.

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 manufacturer does not grant the necessary certifications to end users of the product. Purchasing of the system software and hardware mandates use of manufacturer-approved and certified vendors.

B. Would it be practical to adopt a new civil service class to perform this work? Explain. No, as the manufacturer does not grant the necessary certifications to its end users.

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 (e.g., clerks, civil engineers, etc.) and approximate numbers 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? No, however, the Airport Commission has approved Resolution # 13-0061 for this work.

<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 is being conducted the results of that process are not known at this time.

<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:

Cynthia P. Avakian Cynthia Avakian
Jun 6 2013 12:35 PM

Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

(650) 821-2014

Print or Type Name

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

July 01, 2013 Regular Meeting

MINUTES

Regular Meeting

July 1, 2013

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:00 p.m.

ROLL CALL

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

President Scott R. Helfond presided.

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

Kevin Hughes, Local 6, spoke about the transferred funding from a Class 9242 Airport Electrician Head position to a Class 0931 Manager III position. The minimum qualifications for the 0931 Manager III at the Airport align with other 0931 Manager III positions in the City and also square with what the airport stated in managing a 13 million budget and 77 FTE. Local 6 had concerns how suddenly the position does not require a degree with major coursework in engineering, business administration, and public administration.

Gabriela Cardona, former Redevelopment Agency employee inquiring about a status report on the holdover roster and eligible list for Architectural Associate.

Phil Trujillo, Attorney for appellant in Item 14

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 17, 2013

Action: Adopted (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

None.

Other announcements: None.

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

Update on the Request to Fill hiring procedures. Also reported that City Government has not been affected due to BART strike.

EXECUTIVE OFFICER'S REPORT (Item No. 6)

None.

0188-13-8

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

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4000-13/14	Airport Commission	\$450,000	Veterinary care services for at approximately 14 canine members of the K9 Union of the San Francisco Police Dept. Airport Bureau. Care will include as-needed examinations, disease prevention programs, diet and weight management services, medications, and treatments as necessary for various conditions and illnesses.	Regular	6/30/2016
4001-13/14	Airport Commission	\$900,000	The contractor will provide specialized customer service training to all members of the airport community via facilitated guest service enhancement sessions on site. The contractor will design and deliver workshops intended for single airport tenant employee groups and for mixed sessions, consisting of multiple tenant participants. Vendor will also write a customer service introductory script for use in computer-based learning sessions that will be required by SFO of all new employees within the airport.	Regular	12/31/2018

4002-13/14	Airport Commission	\$1,500,000	The Airport has an ongoing need for hardware and software support which must be provided by a Lenel OnGuard trained and certified vendor. The Lenel OnGuard Access Control System provides measures for controlling access to the secured areas of the Airport, as required by Transportation Security Regulation Part 1542 (http://www.tsa.gov/stakeholders/subchapter-c-civil-aviation-security) through card readers, door locks and sensors. Due to the complexities of the system and consequence of error, the manufacturer does not grant this certification to its end users, but rather certifies third parties as Lenel certified vendors to perform the work.	Regular	12/31/2015
4003-13/14	Art Commission	\$76,000	Artist or artist team will design and fabricate a ceramic tile mosaic for the Vermont Street Stars Public Art Project.	Regular	12/31/2014
4004-13/14	Fire Department	\$1,250,000	Contractor provides clinical quality assurance services for Fire Department, Emergency Medical Services (EMS) and the Department of Emergency Management (DEM).	Regular	12/31/2013
4005-13/14	Public Utilities Commission	\$3,500,000	Contractor to provide staff, equipment and services to complete monitoring of vegetation restoration of Water System Improvement Program (WSIP) Construction Sites to support the SFPUC's permit compliance. Perform field work including vegetation transect surveys, invasive species identification, photo documentation, and field training for Contractors; perform management tasks including recommendations for remedial actions needed to meet restoration success criteria, Quality Assurance/Quality Control of Contractor work, schedule and budget management, and regular correspondence with the SFPUC; develop tools for data collection and communicating required actions (i.e., forms and checklist); and prepare annual monitoring reports including supporting photos, figures, and maps.	Regular	11/26/2020
3001-12/13	Office of Economic and Workforce Development	Current Approved Amount \$49,000 Increase Amount Requested \$110,000 New Total Amount Requested \$159,000	The Office of Economic and Workforce Development (OEWD) received a training cost reimbursement grant from the California Employment Training Panel (ETP). In order for OEWD to be reimbursed for its training cost, training information and data need to be reported to Employment Development Department (EDD) on a monthly basis. Steve Duscha Advisories is responsible for submission of all data collected, through ETP's online system. This service is essential services to OEWD being reimbursed.	Modification	12/31/2015
3036-11/12	Art Commission	Current Approved Amount \$100,000 Increase Amount Requested \$50,000 New Total Amount Requested \$150,000	A Bay Area consultant who specializes in coordinating multiple City, state and federal requirements for the construction of culturally based renovations and construction, will serve in a critical advisory capacity to assist with the management of a renovation project at Bayview Opera House located at 4705 Third Street. This work entails working with and maintaining relationships, as well as coordinating efforts with other city agencies, principally with the Department of Public Works, San Francisco Municipal Transit Agency, Mayor's Office of Disability, Department of Real Estate, and others. This will also include coordinating with the Bayview Opera House tenant organization and its board, the San Francisco Architectural Heritage Foundation and other neighborhood groups. The consultant will advise on preservation requirements, programmatic use of a cultural facility, coordinate multiple high visibility restoration projects and help to improve project efficiency and coordination.	Modification	6/30/2014
3062-10/11	Municipal Transportation Agency	Current Approved Amount \$46,500 Increase Amount Requested \$53,500 New Total Amount Requested \$100,000	The consultant will facilitate the formation of an Independent Review Panel (IRP) to review and evaluate aspects of the Central Subway (Program) tunneling program impact on the Bay Area Rapid Transit District (BART) facilities within the zone of influence. The IRP will review contract documents and provide expertise, advice and consultation as to tunneling design and the construction performance of the contractor.	Modification	3/31/2015

3041-11/12	Board of Appeals	Current Approved Amount:	Research names and addresses of property owners and occupants within 150 feet of properties subject to appeals filed at the Board of Appeals format information on mailing labels create and deliver map the scale, list and three sets of mailing labels to Board Department's need for these services is ongoing. Additional funding necessary for second one-year extension.	Mod- fication	8/30/2014
		\$32,000			
		Increase Amount Requested:			
		\$25,000			
New Total Amount Requested:					
		\$57,000			

Speakers:
 Cynthia Avakian, Airport Commission spoke on PSC #4001-13/14
 Mark Corso, Fire Department spoke on PSC #4004-13/14
 Jane Wang, Municipal Transportation Agency spoke on PSC #3052-10/11

0188-13-8 cont.

- Action:**
- 1) Continued PSC #4001-13/14 to the meeting of July 15, 2013 to properly notify Municipal Executives Association. (Vote of 4 to 0)
 - 2) Continued PSC #4004-13/14 to the meeting of July 15, 2013 to clarify amount and duration of contract. (Vote of 4 to 0)
 - 3) Postponed PSC #4005-13-14 to the meeting of July 15, 2013 at the request of the Public Utilities Commission. (Vote of 4 to 0)
 - 4) Adopt the report; Approve the request for all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0189-13-5

Secondary Criteria for H-4 Inspector, Selection Processes. (Item No. 8)

Action: Approved proposed Secondary Criteria. (Vote of 4 to 0)

0183-13-8

Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (Item No. 9)

PSC#	Department	Amount	Type of Service	Type of Approval	Duration
4004-12/13	Art Commission	Current Approved Amount:	Nine Winter Corps Artists-in-Residence will conduct creative writing classes with youth in need at up to 20 sites in San Francisco. Artists-in-Residence will serve youth who may be educationally disadvantaged, recently immigrated, homeless, incarcerated, or in crisis. Artists-in-Residence will teach youth to increase their learning, writing and public speaking skills. Artists-in-Residence will plan and organize lesson plans, facilitate writing workshops; compile, design and edit publications of youth writing; and help to organize city-wide literary arts events for participating youth. Artists-in-Residence will work for 10-12 months from August to June.	Mod- fication	8/30/14
		\$330,000			
		Increase Amount Requested:			
		\$70,000			
New Total Amount Requested:					
		\$400,000			

June 3, 2013: Postponed PSC 4004-12/13 to the meeting of June 17, 2013, after Department notifies IFPTE Local 21.

June 17, 2013: Postponed to the meeting of July 1, 2013 at the request of the Art Commission.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4040-13/14)

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

Type of Service: As-Needed Waterproofing Consultation Services

Funding Source: Inter-Departmental Work Orders

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 12/01/13 - 12/31/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$200,000

PSC Mod#1 Duration: 01/01/19-03/31/19 (12 weeks 5 days)

PSC Mod#2 Amount: \$1,500,000

PSC Mod#2 Duration: 04/01/19-12/31/22 (3 years 39 weeks)

PSC Cumulative Amount Proposed: \$2,100,000

PSC Cumulative Duration Proposed: 9 years 4 weeks

1. Description of Work

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

Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.

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

Waterproofing consultants are a highly specialized consultant who is an expert in the area of construction details and specifications that are geared towards minimizing or eliminating the risk of water intrusion in buildings. While Architects know many things about waterproofing and include typical and custom waterproofing details in our drawing sets, the Waterproofing Consultant is an expert who is current and knowledgeable about all aspects of waterproofing. The scope of the waterproofing consultant is to review the drawings and specifications for sound waterproofing details and specifications to minimize water intrusion. In addition, the Waterproofing Consultant provides field observations during construction to ensure that the construction is proceeding per the drawings and specifications in relation to waterproofing. This is a specialized consulting service outside our area of expertise. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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, through original PSC 4040-13/14

D. Will the contract(s) be renewed?

No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The PSC duration exceeds 5 years to account for the duration of the actual contracts. Public Works' as-needed contracts cannot have a duration of more than 5 years. This PSC request will be to advertise and award a new batch of 5-year term agreements, so contract duration is anticipated to end around year 2022.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service is only needed on an as-needed and intermittent basis when specialized waterproofing services are needed.

B. Reason for the request for modification:

This Mod #2 Request is for a new procurement of master agreements (~3 contracts @ \$500k each) for waterproofing services on an as-needed basis. The current batch of agreements will expire in early 2017. These as-needed contracts are necessary to support Public Works on special projects that require expertise that are not provided by staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • Specialized services are required that are not available internally. • Project requires third party waterproofing expert to ensure that a high quality project is achieved.

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 only going

to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There will be no training, as this field is highly specialized and must be performed by certified experts.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 08/17/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Wednesday, August 17, 2016 5:51 PM
To: Camillo, Stacey (DPW); L21PSCReview@ifpte21.org; Tsang, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 4040-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$1,500,000 for services for the period April 1, 2019 – December 31, 2022. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6832>

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

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS

Dept. Code: DPW

Type of Request: Initial Modification of an existing PSC (PSC # 4040-13/14)

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

Type of Service: As-Needed Waterproofing Consultation Services

Funding Source: Inter-Departmental Work Orders

PSC Original Approved Amount: \$400,000

PSC Original Approved Duration: 12/01/13 - 12/31/18 (5 years 4 weeks)

PSC Mod#1 Amount: \$200,000

PSC Mod#1 Duration: 01/01/19-03/31/19 (12 weeks 5 days)

PSC Cumulative Amount Proposed: \$600,000

PSC Cumulative Duration Proposed: 5 years 17 weeks

1. Description of Work

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

Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.

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

Waterproofing consultants are a highly specialized consultant who is an expert in the area of construction details and specifications that are geared towards minimizing or eliminating the risk of water intrusion in buildings. While Architects know many things about waterproofing and include typical and custom waterproofing details in our drawing sets, the Waterproofing Consultant is an expert who is current and knowledgeable about all aspects of waterproofing. The scope of the waterproofing consultant is to review the drawings and specifications for sound waterproofing details and specifications to minimize water intrusion. In addition, the Waterproofing Consultant provides field observations during construction to ensure that the construction is proceeding per the drawings and specifications in relation to waterproofing. This is a specialized consulting service outside our area of expertise. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

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, through original PSC 4040-13/14.

D. Will the contract(s) be renewed?

No

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

existing PSC by another five years, please explain why:

We are extending the duration to accommodate the actual contract duration, as awarded.

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

This service is only needed on an as-needed and intermittent basis when specialized waterproofing services are needed.

B. Reason for the request for modification:

This Mod #1 Request is to increase the capacity for waterproofing consultation services by 50% and extend the duration to accommodate the actual contract duration as awarded. These as-needed contracts are necessary to support Public Works on special projects that require expertise that are not provided by staff.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 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?

Not Applicable

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

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • Specialized services are required that are not available internally. • Project requires third party waterproofing expert to ensure that a high quality project is achieved.

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 only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There will be no training, as this field is highly specialized and must be performed by certified experts.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, this mod is to cover a 50% increase to the current contract.

7. **Union Notification:** On 05/31/16, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21;

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

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

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4040-13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/14/2016

PERSONAL SERVICES CONTRACT SUMMARY

DATE: September 10, 2013

DEPARTMENT NAME: DPW - Buildings Design and Construction Div. DEPARTMENT NUMBER 90

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

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

TYPE OF SERVICE: As-Needed Waterproofing Consultation Services

FUNDING SOURCE: Inter-Departmental Work Orders

PSC AMOUNT: \$400,000 PSC DURATION: 12/01/2013 - 12/31/2018

1. DESCRIPTION OF WORK

A. Concise description of proposed work: Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis.

B. Explain why this service is necessary and the consequences of denial: Waterproofing consultants are a highly specialized consultant who is an expert in the area of construction details and specifications that are geared towards minimizing or eliminating the risk of water intrusion in buildings.

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):

Waterproofing services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide waterproofing consultation services.

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

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

Local 21 Union Name Signature of person mailing/faxing form Date 9/23/2013

Union Name Signature of person mailing/faxing form Date

RFP sent to Union Name, on Date Signature

PSC# 4040-13/14 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:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

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

The following civil service classes would normally perform some of the specialized services if such staff already has the skills and experience: 5120 Architectural Administrator, 5211 Senior Architect, 5212 Principal Architect, 5260 Architectural Assistant I, 5261 Architectural Assistant II, 5265 Architectural Associate I, 5266 Architectural Associate II, and 5268 Architect.

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

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

- Civil service classifications are applicable and City staff will be utilized where feasible.
- Specialized services are required that are not available internally.
- Project requires third party waterproofing expert to ensure that a high quality project is achieved.

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

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

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

A. Will the contractor directly supervise City and County 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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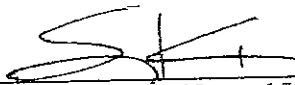
E. Has a board or commission determined that contracting is the most effective way to provide this service?

<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?

<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

Sung Kim

 Print or Type Name

(415) 554-6417

 Telephone Number

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

 Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

November 6, 2013

Sent via Electronic Mail

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4033-13/14
THROUGH 4042-13/14.

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


The Commission:

- 1) Approved PSC numbers 4036-13/14 through 4042-13/14 with the condition that Mark Dorian submits the agreement from Ging Louie, IFPTE Local 21 to Commission staff.
- 2) Adopted the report. Approved the request for all remaining personal services contracts; notified the Office of the Controller and the Office of Contract Administration.

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

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

CIVIL SERVICE COMMISSION


JENNIFER JOHNSTON
Executive Officer

Cc: Parveen Boparai, Municipal Transportation Agency
Cynthia Avakian, Airport Commission
Micki Callahan, Department of Human Resources
Thomas DiSanto, Planning Department
Sung Kim, Department of Public Works
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FOR
11/04/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

PSC No	Dept No.	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4039-13/14	90	Public Works	Regular	\$600,000	Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.	12/1/2013 - 12/31/2018
4040-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Waterproofing Consultation to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert waterproofing consultation services to ensure that our projects are designed and constructed to the best quality standards of water proofing. DPW intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018
4041-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Specifications Writing and Hardware Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert advice and services to ensure that the most up to date products are utilized in our specifications. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018
4042-13/14	90	Public Works	Regular	\$400,000	Provide specialized services in Professional Rendering to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert professional rendering services when our staffs are at full capacity and project schedule requires a quick turnaround. The City intends to award two (2) contracts for \$200,000 each.	12/1/2013 - 12/31/2018

Total Amount - Regular: \$5,680,000

JK

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT

Dept. Code: ECN

Type of Request: Initial Modification of an existing PSC (PSC # 35111 - 14/15)

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

Type of Service: Consulting - Construction Industry

Funding Source: General Fund

PSC Original Approved Amount: \$100,000

PSC Original Approved Duration: 02/09/15 - 12/31/18 (3 years 46 weeks)

PSC Mod#1 Amount: \$200,000

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

PSC Cumulative Amount Proposed: \$300,000

PSC Cumulative Duration Proposed: 4 years 46 weeks

1. Description of Work

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

The contractor will work with the Office of Economic and Workforce Development (OEWD) and other City Departments to evaluate the City's local hire policies including those contained in the City's Admin Codes Chapter 6, 83, HUD section 3, Federal Goals and San Francisco Redevelopment/Office of Community Investment and Infrastructure (OCII) Goals, and assist with writing required annual mandatory local policy reports to be submitted to the Mayor's Construction Workforce Advisory Committee.

In addition, the contractor will work with CityBuild on material and proposal development to ensure the sustainability of the CityBuild programs.

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

The services are necessary to assist OEWD and other City Departments with making potential recommendations to adjust local hire policies, and identify best practices in other localities to ensure that policies and procedures supporting regulation changes are implemented effectively and efficiently. In addition, the enormous growth in construction has increased the need for a stronger trained and skilled construction pipeline. The contractor will work with OEWD/CityBuild to identify industry specific training fund to support the additional training and ensure the sustainability of this cornerstone program. The consequences of denial will be the delay in the development of the legislative required annual local hire report. The annual report is due to the Board of Supervisors in March as mandated by the Mandatory Local Hire Ordinance 311- 10, which means OEWD would be out of compliance.

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

Yes

D. Will the contract(s) be renewed?

Unknown

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

2. Reason(s) for the Request

A. Display all that apply

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

Explain the qualifying circumstances:

The temporary work associated with the tasks described require a unique skill set as well as in-depth programmatic knowledge of existing workforce programs, local employer needs and challenges, and local hire initiatives in San Francisco and other like areas. A consultant is needed to assist with this work

B. Reason for the request for modification:

The contractor will conduct an additional phase of research and construction industry labor market analysis for the Office of Economic and Workforce Development (OEWD) CityBuild team, San Francisco Public Utilities Commission (SFPUC) and other impacted City departments. The goal is to compile coordinated, comprehensive data and reports that will support successful implementation of local workforce hiring policies as the industry pipeline continues to adjust with local needs and demand.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Extensive knowledge and experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience developing internal programmatic controls especially as it relates to the CityBuild program and San Francisco First Source Hiring and Mandatory Local Hire provisions. An in-depth understanding and extensive knowledge of legal requirements of programs is needed to ensure compliance at all levels of service especially as related to new funding streams.

B. Which, if any, civil service class(es) normally perform(s) this work? 0922, Manager I; 0923, Manager II; 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?

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 work is temporary in nature and the skills needed to do this work are specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The work is temporary in nature and the skills needed to do this work are specialized.

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.
Though training is outside the scope of services, the contractor will provide documentation and information on research and methods to ensure that City staff have full understanding of delivered 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.
Yes, this is an additional phase complementing a current project.

7. Union Notification: On 08/12/16, the Department notified the following employee organizations of this PSC/RFP request:

Municipal Executive Association;

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

Name: Kris Damalas Phone: (415)701-4811 Email: kristine.damalas@sfgov.org

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

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35111 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Friday, August 12, 2016 6:29 PM
To: Pascual, Merrick (ECN); camaguey@sfmea.com (contact); staff@sfmea.com; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Modification Request to PSC # 35111 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT --- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$200,000 for services for the period January 1, 2019 -- December 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

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Email sent to the following addresses: staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

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

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

Type of Approval: Expedited Regular (Omit Posting)

Type of Service: Consulting - Construction Industry

Funding Source: General Fund PSC Duration: 3 years 46 weeks
PSC Amount: \$100,000 PSC Est. Start Date: 02/09/2015 PSC Est. End Date: 12/31/2018

1. **Description of Work**

A. Scope of Work:

The contractor will work with the Office of Economic and Workforce Development (OEWD) and other City Departments to evaluate the City's local hire policies including those contained in the City's Admin Codes Chapter 6, 83, HUD section 3, Federal Goals and San Francisco Redevelopment/Office of Community Investment and Infrastructure (OCII) Goals, and assist with writing required annual mandatory local policy reports to be submitted to the Mayor's Construction Workforce Advisory Committee.
In addition, the contractor will work with CityBuild on material and proposal development to ensure the sustainability of the CityBuild programs.

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

The services are necessary to assist OEWD and other City Departments with making potential recommendations to adjust local hire policies, and identify best practices in other localities to ensure that policies and procedures supporting regulation changes are implemented effectively and efficiently. In addition, the enormous growth in construction has increased the need for a stronger trained and skilled construction pipeline. The contractor will work with OEWD/CityBuild to identify industry specific training fund to support the additional training and ensure the sustainability of this cornerstone program. The consequences of denial will be the delay in the development of the legislative required annual local hire report. The annual report is due to the Board of Supervisors in March as mandated by the Mandatory Local Hire Ordinance 311-10, which means OEWD would be out of compliance.
C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most

recently approved PSC # and upload a copy of the PSC.
The capacity for cross departmental coordination on a large-scale including fund development has become an issue with the implementation of the new local hire policies and the enormous growth of construction projects in the City, which both have required an increase need for support by OEWD. The prior contract/contractor assisted with some pieces of the work, including developing detailed statistics for the required local hire annual report.

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

2. **Union Notification:** On 01/21/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association,

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 35111 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/10/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Extensive knowledge and experience with workforce development best practices implemented in other local areas with similar challenges. Extensive knowledge and experience developing internal programmatic controls especially as it relates to the CityBuild program and San Francisco First Source Hiring and Mandatory Local Hire provisions. An in-depth understanding and extensive knowledge of legal requirements of programs is needed to ensure compliance at all levels of service especially as related to new funding streams.

B. Which, if any, civil service class(es) normally perform(s) this work?
0922,0923,0931,

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The work is temporary in nature and the skills needed to do this work are specialized.

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

No. The work is temporary in nature and the skills needed to do this work are specialized.

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

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/05/2015 BY:

Name: Merrick Pascual Phone: (415)701-4811 Email: merrick.pascual@sfgov.org

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

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request: Initial Modification of an existing PSC (PSC # 4071 - 09/10)

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

Type of Service: Document Preparation Services & Implementation Support For Job Order Contracting

Funding Source: Federal, State & Local Funds

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

PSC Original Approved Duration: 01/15/10 - 01/14/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/15/15-10/31/16 (1 year 41 weeks)

PSC Mod#2 Amount: no amount added

PSC Mod#2 Duration: 11/01/16-10/31/18 (2 years)

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 8 years 41 weeks

1. Description of Work

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

Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

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

A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit services to the public.

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 4071-09/10.

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

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This request for modification is so the SFMTA may continue work on the unfinished project.

2. Reason(s) for the Request

A. Display all that apply

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods. Work is needed on an as needed basis only.

B. Reason for the request for modification:

This modification is for an Extension of Duration only.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and expertise in researching over 200,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

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

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

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

Not Applicable

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

A. Explain why civil service classes are not applicable.

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, work is needed on an as needed basis only.

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.
Approximately 30-40 hrs. of training on JOC contracting process.
- 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.
The Gordian Group.

7. **Union Notification:** On 06/29/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

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

Name: 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# 4071 - 09/10

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 09/19/2016

Receipt of Union Notification(s)

Hamada, Cynthia

From: .dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Wednesday, June 29, 2016 1:47 PM
To: Hamada, Cynthia; amakayan@ifpte21.org; jb@local16.org; Lopez, Ricardo; Basconillo, Katherine A; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdenvoter@aol.com; Hamada, Cynthia; DHR-PSCCoordinator, DHR
Subject: Receipt of Modification Request to PSC # 4071 - 09/10 - 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 \$0 for services for the period November 1, 2016 – October 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

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

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5624>

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

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

Additional Attachment(s)

MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
CITY AND COUNTY OF SAN FRANCISCO

RESOLUTION No. 06-139

WHEREAS, The Job Order Contracting system ("JOC") provides for an indefinite quantity contract with a predefined set of bid items that are assigned on a task order basis for the performance of public work maintenance, repair and construction projects; and,

WHEREAS, The Municipal Transportation Agency (MTA) wishes to develop a JOC system for the purpose of performing construction and maintenance work in an efficient and expeditious manner; and,

WHEREAS, It is necessary to obtain the services of the best qualified consulting firm to provide contract documents and implementation support for a JOC for the MTA; and,

WHEREAS, The San Francisco Public Utilities Commission recently issued a Request for Qualifications (RFQ) for development and implementation of a JOC system and received only one responsive proposal - from The Gordian Group, Inc.; and,

~~WHEREAS, The Gordian Group pioneered development of the JOC system and remains the only available source for preparation of bid documents and implementation of the JOC system; and,~~

WHEREAS, The estimated cost of services of the Gordian Group is \$300,000, based on a participation license fee for the value of construction contract work performed; and,

WHEREAS, The contract will be for a duration of three years, with two one-year options; and,

WHEREAS, The Contract Compliance Office has not established a DBE participation goal for this contract as there are no subcontracting opportunities; now, therefore, be it

RESOLVED, That the MTA Board of Directors authorizes the Executive Director/CEO to negotiate and execute a sole-source professional services agreement, Contract No. CS-144, Document Preparation Services for Job Order Contracting, with The Gordian Group, Inc., for an amount not to exceed \$300,000, and with a duration of three years, with two-one year options.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of NOV 07 2006

R. Bowmer

Secretary, Municipal Transportation Agency Board

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY Dept. Code: MTA

Type of Request: [] Initial [x] Modification of an existing PSC (PSC # 4071 - 09/10)

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

Type of Service: Document Preparation Services & Implementation Support For Job Order Contracting

Funding Source: Federal, State & Local Funds

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

PSC Original Approved Duration: 01/15/10 - 01/14/15 (5 years)

PSC Mod#1 Amount: no amount added

PSC Mod#1 Duration: 01/15/15-10/31/16 (1 year 41 weeks)

PSC Mod#2 Amount:

PSC Mod#2 Duration:

PSC Cumulative Amount Proposed: \$2,000,000

PSC Cumulative Duration Proposed: 6 years 41 weeks

1. Description of Work

A. Scope of Work:

Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

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

A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit services to the public.

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

Yes. via PSC #'s 4034-08/09 and 4071-09/10.

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

2. Union Notification: On 07/20/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4071 - 09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/03/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge and expertise in researching over 200,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

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

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

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, work is needed on an as needed basis only.

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? Approximately 30-40 hrs. of training on JOC contracting process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C. Are there legal mandates requiring the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Are there federal or state grant requirements regarding the use of contractual services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E. Has a board or commission determined that contracting is the most effective way to provide this service?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? The Gordian Group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/20/15 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

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: November 23, 2009

DEPARTMENT NAME: San Francisco Municipal Transportation Agency DEPARTMENT NUMBER 35

TYPE OF APPROVAL: () EXPEDITED (X) REGULAR (OMIT POSTING____)
() CONTINUING () ANNUAL

TYPE OF REQUEST: (X) INITIAL REQUEST () MODIFICATION (PSC#_____)

TYPE OF SERVICE: Document Preparation Services and Implementation Support for Job Order Contracting

FUNDING SOURCE: Federal, State, and Local funds

PSC AMOUNT: \$2,000,000.00 PSC DURATION: 1/15/2010-1/14/2015

1. **DESCRIPTION OF WORK**

A. Concise description of proposed work:

Professional Services to prepare technical specifications and Unit Price Books containing 150,000-200,000 items of work. Train staff and contractors for an SFMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. This consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.

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

A consultant with expertise in preparing job order contract (JOC) documents is critical since no City staff have this specialized knowledge. JOCs are similar to as-needed construction contracts, and are valuable because of the ability to get smaller construction projects started immediately instead of waiting for design or bid/award process. JOCs can also be utilized for simple emergency jobs and hence reduce the need to declare emergencies. With a JOC, all the time consuming process of bid/award and contract compliance is managed once in the beginning with the help of a specialized JOC consultant. Denial of this request will delay small construction contracts and could negatively impact transit service to the public.

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 have been provided under PSC # 4034-08/09 approved on 10/6/08.

D. Will the contract(s) be renewed:

Yes it may.

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

<u>Local 21</u>	<u>Parveen Bopara</u>	<u>11-23-09</u>
Union Name	Signature of person mailing / faxing form	Date
_____	_____	_____
Union Name	Signature of person mailing / faxing form	Date

RFP sent to N/A on _____ Date _____ Signature _____

FOR DEPARTMENT OF HUMAN RESOURCES USE
PSC# 4071-9110 SFMTA approved
11-23-09

STAFF ANALYSIS/RECOMMENDATION:
CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Knowledge and expertise in researching over 200,000 unit prices covering material, equipment and labor costs for various units of construction within the Bay Area; preparation of technical specifications, means and methods; provide procurement support, execution procedures, Windows compatible software to manage contracts for construction.

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

There is no current civil service class performing 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:

Specialized expertise, software and extensive research needed to provide over 200,000 unit prices for construction jobs, including detail of all construction means and methods.

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

No, work is needed on an as needed basis only.

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

Yes No

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

B. Will the contractor train City and County employees? (X) ()

- Describe training and indicate approximate number of hours.

Approximately 30-40 hours of training on JOC contracting processes.

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

Two 6319 Senior Construction Inspectors

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

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

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

SFMTA Board to approve contract on January 6, 2010.

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

The Gordian Group

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

Parveen Boparai

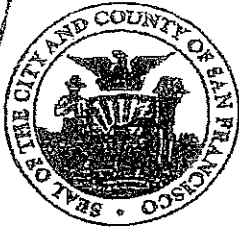
Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai
Print or Type Name

415-701-5377
Telephone Number

San Francisco Municipal Transportation Agency

1 South Van Ness Ave, 7th Floor, SF CA 94103
Address



CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

4071-09/10 \$2M
continuances
to 1-4-10

December 24, 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 4069-09/10 THROUGH 4072-09/10; 4029-05/06; 4073-09/10; 4125-07/08 AND 4017-07/08.

At its meeting of December 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

- (1) Postpone PSC #4071-09/10 to the meeting of January 4, 2010 at the request of IFPTE Local 21. The Commission stipulated there will be no further continuances.
- (2) Postpone PSC #4029-05/06 to the meeting of January 4, 2010 at the request of the Airport Commission.
- (3) Approve request for proposed personal services contract #4070-09/10 on the condition that the Department of Technology submit quarterly reports to the Commission identifying the projects or type of work which has been contracted out or will be contracted out under this request and the dollar amount of each request, with notifications to SEIU Local 1021 where applicable. Notify the offices of the Controller and the Office of Contract Administration.
- (4) Approve request for all remaining proposed personal services contracts. Notify the offices of the Controller and the Office of Contract Administration.

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

CIVIL SERVICE COMMISSION

Anita Sanchez
ANITA SANCHEZ
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport Commission
 - Parveen Boparai, Municipal Transportation Agency
 - Micki Callahan, Human Resources Director
 - Kendall Gary, Department of Technology
 - Jacquie Hale, Department of Public Health
 - Kan Hsun, Art Commission
 - Shamica Jackson, Public Utilities Commission
 - Naomi Kelly, Office of Contract Administration
 - Florence Kyaun, Public Utilities Commission
 - Mary Ng, Department of Human Resources
 - Ben Rosenfield, Controller
 - Commission File
 - Chron

POSTING FOR
12/21/2009

PROPOSED PERSONAL SERVICES CONTRACTS

FSC No	Dept No	Dept Name	Approval Type	Contract Amount	Description of Work	Duration
4069-09/10	28	Art Commission	Regular	\$200,000	Three or more artists, or artist teams, will design, fabricate, and install original artwork for each of three Dept. of Public Works Streetscape Improvement Projects: Leland Avenue, Valencia Avenue, and SOMA West.	12/31/2011
4070-09/10	75	Dept. of Technology	Regular	\$15,000,000	Provide as-needed information technology and telecommunication services, including system design, wireless analysis, business analysis, programming, configuration and training, software design, data and voice network architecture. Services are to be provided in conjunction with the acquisition of new information technology and telecommunication equipment.	12/31/2013
4071-09/10	35	Municipal Transportation Agency	Regular	\$2,000,000	Preparation of technical specifications and Unit Price Books containing 150,000 - 200,000 items of work. Train staff and contractors for an SPMTA-customized job order contracting system. Provide proprietary software and management tools to administer the job order contracting program. The consultant contract is performance based, and fees are paid as a percentage of actual construction task orders issued after the master construction contracts are awarded.	1/14/2015
4072-09/10	51	Dept. of Public Health	Regular	\$125,000	Provide software implementation and support services for an integrated call center application to be used in a new Call Center staffed by registered nurses. The new Call Center will dispense medical advice (nurse advice line) to current Department clients, and will also function as the first point of contact for clients wishing to receive services.	6/30/2015

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